Chapter Overview

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.

In this chapter

Section	Description	See Page
A	Title 10 Mobilization	11-A-1
B	Title 14 Mobilization	11-B-1

This page left blank intentionally.

Chapter Overview

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.

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 use the provided checklists for ensuring necessary paperwork has been completed to make a member medically and legally ready for mobilization.

In This Chapter

The following topics are covered in this chapter.

Topic ID	Topic	See Page
11.A.1	The Mobilization Process	11-A-2
11.A.2	Types of Title 10 Mobilization	11-A-5
11.A.3	Mobilization Orders	11-A-6
11.A.4	Pay Entitlements When Mobilized	11-A-9
11.A.5	Travel Entitlements When Mobilized	11-A-18
11.A.6	Other Entitlements When Mobilized	11-A-23
11.A.7	Mobilization Checklist	11-A-25
11.A.8	SPO Mobilization Procedures	11-A-28
11.A.9	Recall of Retired Members	11-A-31
11.A.10	Travel Claims During Mobilization Status	11-A-34
11.A.11	Monthly Verification Procedures	11-A-39
11.A.12	Continuance On Active Duty	11-A-40
11.A.13	The Demobilization Process	11-A-42
11.A.14	Unit Demobilization Checklist	11-A-44
11.A.15	Medical Readiness	11-A-45
11.A.16	SPO Demobilization Procedures	11-A-46
11.A.17	TRICARE Benefits	11-A-48

11.A.1 The Mobilization Process

11.A.1.1 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.

11.A.1.2 Reference

(a) Coast Guard Servicing Personnel Office (SPO) Manual, PPCINST M5231.3, Part VII, Reserve Unique Transactions, Chap 4, Active Duty Orders
(b) Coast Guard Manpower Mobilization And Support Plan, COMDTINST M3061.1

11.A.1.3 Process

This table provides an overview of the mobilization process.

Stage	Who Does It	What Happens
1	Commandant	A mobilization message is issued.
2	District, RFRS and Field Units	Coordinate mobilization needs to identify reserve members for mobilization. Provide clear information on berthing and messing facilities at the Mobilization Site.
3	District (dxr)	Receives direction from operational command (district or area commander) to supply mobilization resources. Coordinates with units to identify Reservists to meet mobilization needs.
3	Source Command/ Detailer	If possible, creates the Request for Reserve Orders in Direct Access, otherwise information may be sent directly to SPO for orders generation.
3	District (dxr)	Provides information on Berthing and Messing at Mobilization Site to SPO/Field for order preparation.
4	Unit	• Screens member for mobilization/medical fitness. • Verifies all personal information is current. • Verifies no other duty/drills are scheduled during timeframe desired. • Ensures member has enough obligated service. • 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.

Continued on next page

11.A.1 The Mobilization Process, Continued

11.A.1.3 Process **(cont'd)**

Stage	Who Does It	What Happens
5	Member's Regularly Assigned SPO	Prepares Reserve orders in Direct Access and routes to District (dxr) for approval.
6	Servicing District (dxr)	Approves the orders and routes back to the SPO for endorsement.
7	Member's Regularly Assigned SPO	• Prints the Reserve orders. • Signs the Reserve orders. • Mails the Reserve orders to the member. • Coordinates any service obligation paperwork. • Coordinates processing of travel advance requests. • Completes endorsements on Reserve Orders in Direct Access • Starts BAS and BAH • Forwards SPO PDR to the SPO that will be servicing the member at the mobilization site.
8	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 Internet is unavailable, requests that SPO input mailing address / direct deposit information].
9	Mobilization Site	Reports member aboard. Notifies member's regularly assigned SPO of any unique pay entitlements (SDAP for example).
10	Member's Regularly Assigned SPO	Prepares Direct Access transactions to start pay entitlements
11	PPC (tvl)	Processes requests for travel advances.
12	SPO / PPC	Maintains pay and leave accounts during mobilization.
13	Member	Submits periodic travel claims (normally monthly) if entitled to per diem while in mobilization status.

Continued on next page

11.A.1 The Mobilization Process, Continued

11.A.1.3 Process (cont'd)

Stage	Who does it	What Happens
14	PSC (tvl)	Processes travel claims.
15	Mobilization Site & District (dxr)	Coordinate demobilization in advance with member and SPO.
16	Mobilization Site	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.
17	Member	Notifies SPO of desires concerning disposition of accrued leave (at least 45 days prior to demobilization unless exigent circumstances exist) via a Career Intentions Worksheet.
18	Member's Regularly Assigned SPO	• 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) and mails to Mobilization Site 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.
19	Mobilization Site	• Delivers demobilization documents to member (DD-214 and instructions for filing travel claim). • Mails member's medical record back to the member's regularly assigned unit.
20	Member's Regularly Assigned SPO	• Verifies the member's leave balances. • Prepares Direct Access transactions to record the member's release from active duty (RELAD). • Forwards SPO PDR back to the SPO for the member's regularly assigned unit.
21	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.
22	PPC (ses)	Processes final active duty payment to member. Collects CG Mutual Assistance debts.

11.A.2 Types of Title 10 Mobilization

11.A.2.1 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.

11.A.2.2 Legislative Authority

The legislative authorities under which a member may be mobilized, under Title 10 U.S.C, are listed below.

Citation	Enabling Authority	In Response to:	Type & Limitations
10 U.S.C. 12301(a)	Congress	War or National emergency declared by Congress	Involuntary (Title 10) Duration of war or national emergency plus six months.
10 U.S.C. 12301(d)	Designated Authority	Any Event or request for EAD, ADOS, Retired recall, etc.	Voluntary (ADOS-AC) Retain only with member consent
10 U.S.C. 12302	President	National Emergency declared by the President	An involuntary call to active duty under 10 U.S.C. 12302 for the Global War on Terror may not exceed 24 consecutive months per set of orders. Note: Reservists involuntarily called to active duty will typically serve no more than 12 months under a set of involuntary active duty orders. Urgent service need identified by operational commanders could result in extension of orders, consistent with the time limits provided by Title 10. However, the extension of involuntary orders beyond 12 months to address this urgent service need must be approved by the Headquarters Office of Reserve Affairs COMDT (CG-131).
10 U.S.C. 12304	President	SELRES Augmentation for any mission deemed necessary by President	Involuntary (Title 10) Not more than 270 days.

11.A.3 Mobilization Orders

11.A.3.1 Introduction

The mobilization orders authorized by the District (dxr) 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.

11.A.3.2 Reference

(a) Coast Guard Servicing Personnel Office (SPO) Manual, PPCINST M5231.3, Part VII, Reserve Unique Transactions, Chap 4, Active Duty Orders
(b) Coast Guard Manpower Mobilization And Support Plan, COMDTINST M3061.1

Duration and Document Type Of Mobilization Orders		
Citation	**Type & Limitations**	**Travel Document Type Recommended**
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 (ADOS-AC) 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

Continued on next page

11.A.3 Mobilization Orders, Continued

11.A.3.3 Order "Notes" / Standard Remarks

Orders issued under Title 10 require the following entries in the remarks section (e. g. Order "Notes" in Direct Access):

- A statement that the order to active duty is in "Support of a Contingency Operation." And the name of the operation being supported (e.g., Noble Eagle, Enduring Freedom, Iraqi Freedom for Title 10 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/Legal_Assistance_SCRA_Guide.asp"

- In the case where the reporting location is not within commuting distance of the member's home, add a statement that the call to active duty is in a temporary duty status (TDY) AND include "IAW the JFTR, Par. U4105-I, Member is authorized the contingency operation flat rate per diem rate in the amount of 55% of the locality per diem rate (lodging and M&IE). Member must incur an actual lodging expense to be entitled to the lodging portion of the contingency operation flat rate per diem rate. A member who lodges at a relative's or friend's residence is only authorized 55% of the M&IE portion of the contingency operation flat rate per diem rate."

Continued on next page

11.A.3 Mobilization Orders, Continued

11.A.3.3 Order "Notes" / Standard Remarks **(continued)**

- The applicable legal authority (statute) under which the member is serving (Note: It is not necessary to include the terms "voluntary" or "involuntary" active duty within these orders):

  (a) 10 U.S.C. 12302 (Title 10 orders for members called to active duty involuntarily), and reference to "Executive Order 13223, dated September 14, 2001." The period of service is exempt from the five-year limit as provided in 38 U.S.C. 4312(c)(4)(A).

  (b) 10 U.S.C. 12301(d) (ADOS-AC for members serving voluntarily) the Secretaries of the Military Departments have each determined the period of service as exempt from the five year limit as provided in 38 U.S.C. 4312(c)(4)(B).

  (c) Involuntary recall orders must specify the dates for unit training and for post-deployment leave periods

Direct Access Template for Order "Notes"

The required remarks listed above are available in Direct Access. Add Order Note "COR" or search for "Contingency OCO Orders Reserve"

11.A.4 Pay Entitlements When Mobilized

11.A.4.1 Introduction

Pay entitlements depend on the legislative authority under which the orders are issued (Title 10 or Title 14, U.S. Code). See section 11-B for more information on pay entitlements for Title 14 recall orders.

11.A.4.2 Reference

(a) U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series)
(b) JFTR – Joint Federal Travel Regulations

11.A.4.3 Summary

This table is a summary of mobilization pay entitlements:

Pay Entitlement	Title 10 Orders	Reference
Basic Pay	Basic Pay	PAYMAN Figure 2-1
Officer Basic Allowance for Subsistence (BAS)	OFF BAS	PAYMAN Section 3-A-2
Enlisted Basic Allowance for Subsistence (BAS)	**Ashore unit:**	
	ENL BAS No government dining facility available	PAYMAN Section 3-A-3
	ENL BAS minus Discount Meal Rate (ESM or EUM)	PAYMAN Section 3-A-4
	Afloat unit with an established dining facility:	
	ENL BAS minus DISCOUNT MEAL RATE (ESM)	PAYMAN Section 3-A-5.a
Reserve Income Replacement Program	Member must complete 18 continuous months of service; or complete 24 months of active duty during the previous 60 months; or is involuntarily mobilized for service on active duty for a period of 180 days or more within 6 months or less following the member's separation from a previous period of involuntary active duty for a period of 180 days or more.	37 U.S.C. 910. (See http://www.defenselink.mil/ra/ for policy guidance and application form. Applications (DD Form 2919) should be submitted to PPC (MAS) via the member's command and SPO.)

Continued on next page

11.A.4 Pay Entitlements When Mobilized, Continued

11.A.4.3 Summary (cont'd)

Pay Entitlement	Title 10 Orders	Reference
Basic Allowance For Housing (BAH)	Member with dependents. BAH is based upon the principal place of residence from which recalled, *unless* authorized transportation of household goods, then BAH is authorized for duty station location Member without dependents. BAH 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. Military member married to another military member.	PAYMAN Section 3-G-11.b PAYMAN Section 3-G-11.b
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.	JFTR Para U8011,

Continued on next page

11.A.4 Pay Entitlements When Mobilized, Continued

11.A.4.3 Summary (cont'd)

Pay Entitlement	Title 10 Orders	Reference
Overseas Housing Allowance (OHA)	OHA is only 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.	JFTR, Para U7150-H
Overseas Cost of Living Allowance (OUTCONUS COLA)	OUTCONUS COLA is only 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.	JFTR, Para U7150-H
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.	PAYMAN Section 3.H
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.	PAYMAN Section 3-M

Continued on next page

11.A.4 Pay Entitlements When Mobilized, Continued

11.A.4.3 Summary (cont'd)

Pay Entitlement	Title 10 Orders	Reference
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 CG-1222 for guidance.	
Enlisted Clothing Maintenance Allowance	BMA if receiving RBMA prior to mobilization. SMA if receiving RSMA prior to mobilization.	PAYMAN Section 3-J Figure 3-27
Civilian Clothing Monetary Allowance	STADCMA-CIV Use CG-5150	PAYMAN 3-I-3 (Officer) 3-J-5 (Enlisted)
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.	PAYMAN Section 3.K.3
Hardship Duty Pay for Location (HDP-L)	If mobilized to a designated Hardship Duty Location for over 30 consecutive days.	PAYMAN Section 4-A Figure 4-1
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.	PAYMAN Section 4-B Figure 4-5
Diving Duty Pay	When assigned by orders to diving duty.	PAYMAN Section 4-G
Hostile Fire or Imminent Danger Pay	When on official duty in a designated imminent danger pay area.	PAYMAN Section 4-H
Board Certified Pay for Physician Assistants	Officers designated as physician assistants.	PAYMAN Section 4-J

Continued on next page

11.A.4 Pay Entitlements When Mobilized, Continued

11.A.4.3 Summary (cont'd)

Pay Entitlement	Title 10 Orders	Reference
Combat Zone Tax Exclusion	If in an active duty status in a designated combat zone.	PAYMAN Section 8-G
Combat SGLI Allowance	Must be serving in Operations Enduring Freedom or Iraqi Freedom Theaters or be serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom	PPPM Chap 8-B
Special Duty Assignment Pay (SDAP) Enlisted	If ordered to duties which qualify for SDAP. Orders must state entitlement to SDAP.	PAYMAN Section 4-I COMDTINST 1430.1(series)
Hazardous Duty Incentive Pay (HDIP)	When under flight orders as a 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 not payable.)	PAYMAN Section 5-B
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.	PAYMAN Section 5-C
Leave	When on active duty for 30 or more consecutive days, members accrue 2.5 days of leave per month.	
Lump Sum Leave Payment Exempt from limit 60-Day Career Maximum	Upon demobilization, remaining leave balances may be sold, even if the member previously sold 60 days of annual leave during his/her career.	PAYMAN (10-A-1.a.(2)

Continued on next page

11.A.4 Pay Entitlements When Mobilized, Continued

11.A.4.3 Summary (cont'd)

Pay Entitlement	Title 10 Orders	Reference
Servicemembers' Group Life Insurance (SGLI)	When ordered to active duty for more than 30 days - *automatically* insures Member SGLI for $400,000 and Spouse SGLI for $100,000. If the member does not desire maximum SGLI / Spouse SGLI coverage, *must execute a new* election for reduced or no coverage. Also entitled to Child SGLI coverage, $10,000 per child at no cost. Note: SGLI Coverage *does not* revert back to original SELRES designation upon demobilization.	PAYMAN Section 6-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.	PAYMAN Section 6-F
Advance Pay / BAH / OHA	When recalled to active duty is not entitled to advance pay or advance BAH / OHA.	PAYMAN Section 9-D-3
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.	PAYMAN Section 5-E
FLPP Interpreter FLPP Linguist	Same allowances as Active duty component.	PAYMAN Section 4-K

Continued on next page

11.A.4 Pay Entitlements When Mobilized, Continued

11.A.4.3 Summary (cont'd)

Pay Entitlement	Title 10 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. Current TSP election will remain in effect.	PAYMAN Section 6-G TSP Web site http://www.tsp.gov/
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.	PAYMAN Section 6-C

Continued on next page

Title 10 Reserve Mobilization Pay and Allowance Matrix

	Paid To		Eligibility &/or Rate Based Upon							
Entitlement	**All**	**Some**	**Pay Grade**	**Longevity**	**Dep Status**	**Unit Type**	**Duty Locale**	**Home Locale**	**Nature of Orders**	**Note(s)**
Basic Pay	X		X	X						Key Longevity Date is Pay Base Date (LES Block 5)
Basic Allowance for Subsistence	X		X			X				
Basic Allowance for Housing	X		X		X			X		Not pd if OHA paid. Special Mbr to Mbr. http://www.defensetravel.dod.mil/site/bah Calc.cfm
INCONUS Cost of Living Allowance		X	X	X	X			X		Special mbr to mbr rules. http://www.defensetravel.dod.mil/site/per iem.cfm
Overseas Housing Allowance		X	X		X			X		ONLY if Residense OUTCONUS http://www.defensetravel.dod.mil/site/oha cfm
OUTCONUS Cost of Living Allowance		X	X	X	X			X		ONLY if Residense OUTCONUS http://www.defensetravel.dod.mil/site/col .cfm
Family Separation Allowance		X			X	X	X	X		Away from deps TDY or afloat for > 30 Days. $250 per month
Family Supplemental Subsistence Allow		X			X					Income qualifies for food stamps. www.dmdc.osd.mil/fssa/
Enlisted Clothing Maintenance Allow	X		X	X						
Enlisted Clothing Issue to IRR/Retired		X	X						X	Recalled IRR & retired mbrs are auth issuance on CG-3019(A)
Additional Officer Uniform Allowance		X	X							$200 each acdu > 90 DAYS. Not payabl > once within 2 years
Hardship Duty Pay for Location		X					X			$50-$150

	Paid To		Eligibility &/or Rate Based Upon							
Entitlement	**All**	**Some**	**Pay Grade**	**Longevity**	**Dep Status**	**Unit Type**	**Duty Locale**	**Home Locale**	**Nature of Orders**	Note(s)
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.
Imminent Danger Pay		X					X			$225. Assigned (including TDY) to 1 of 45 qualify areas.
Hazardous Duty Incentive Pay for Visit, Board, Search and Seizure Boarding Teams (HDIP-VBSS)		X				X			X	$150.00. Minimum of 3 operational boarding in combat theatre.
Board Certified Pay Physician Assts		X		X					X	$166-416 per month. For PYAs certified by COMDT
Combat Tax Exclusion		X					X			Assigned (including TDY) to 1 of 6 qualifying areas.
Special Duty Assignment Pay		X	X			X			X	$75-$375.
Non-Crew HDIP Flight Pay		X	X			X			X	$150-$250. non-crew mbr or tech observer military aircraft
Flight Deck Hazardous Duty Pay		X				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. No limit on sale for T10
Servicemembers' Group Life Insurance	X				X					$400K/$100K/$10K automatic coverage unless decline.
Thrift Savings Plan	X								X	60 days to enroll or change election if called to acdu > 30 days Current TSP election will remain in effect – member has option to change
TRICARE Dental Program	X								X	See enrollment rules at www.ucci.com
Savings Deposit Program		X					X			$10,000@10% interest. Only 6 qual'g areas. Must withdraw.
FLPP Intepreter		X				X				
FLPP Linguist			X				X			

11.A.5 Travel Entitlements When Mobilized

11.A.5.1 Introduction

Effective 1 October 2012: All reservists on long-term Contingency ADOS, serving in the same location, outside of a reasonable commenting distance from the member's place of residence, for more than 180 days, shall be authorized the contingency operation flat-rate per diem of 55 percent of the full locality per diem as prescribed by section U4105-I of reference (a). The contingency operation flat-rate per diem shall be noted on the member's contingency ADOS orders. Contingency ADOS orders issued to start 1 October 2012 or later, shall be issued or amended to reflect the contingency operation flat-rate per diem of 55 percent as of 1 October 2012. Reservists must ensure their long-term lease/rental agreements contain a termination clause, which conforms to the requirements of Section 305 of the Servicemembers Civil Relief Act (SCRA), Public Law 108-189.

Effective 1 October 2013: All reservists on contingency ADOS over 180 days in the same location shall be issued PCS orders with full PCS entitlements.

11.A.5.2 References

(a) JFTR – Joint Federal Travel Regulations
(b) Lodging Plus Per Diem rates online at http://www.defensetravel.dod.mil/site/perdiem.cfm

11.A.5.3 Important Rules, Which Prohibit the Payment of Per Diem

Payment of per diem is not authorized when the member:

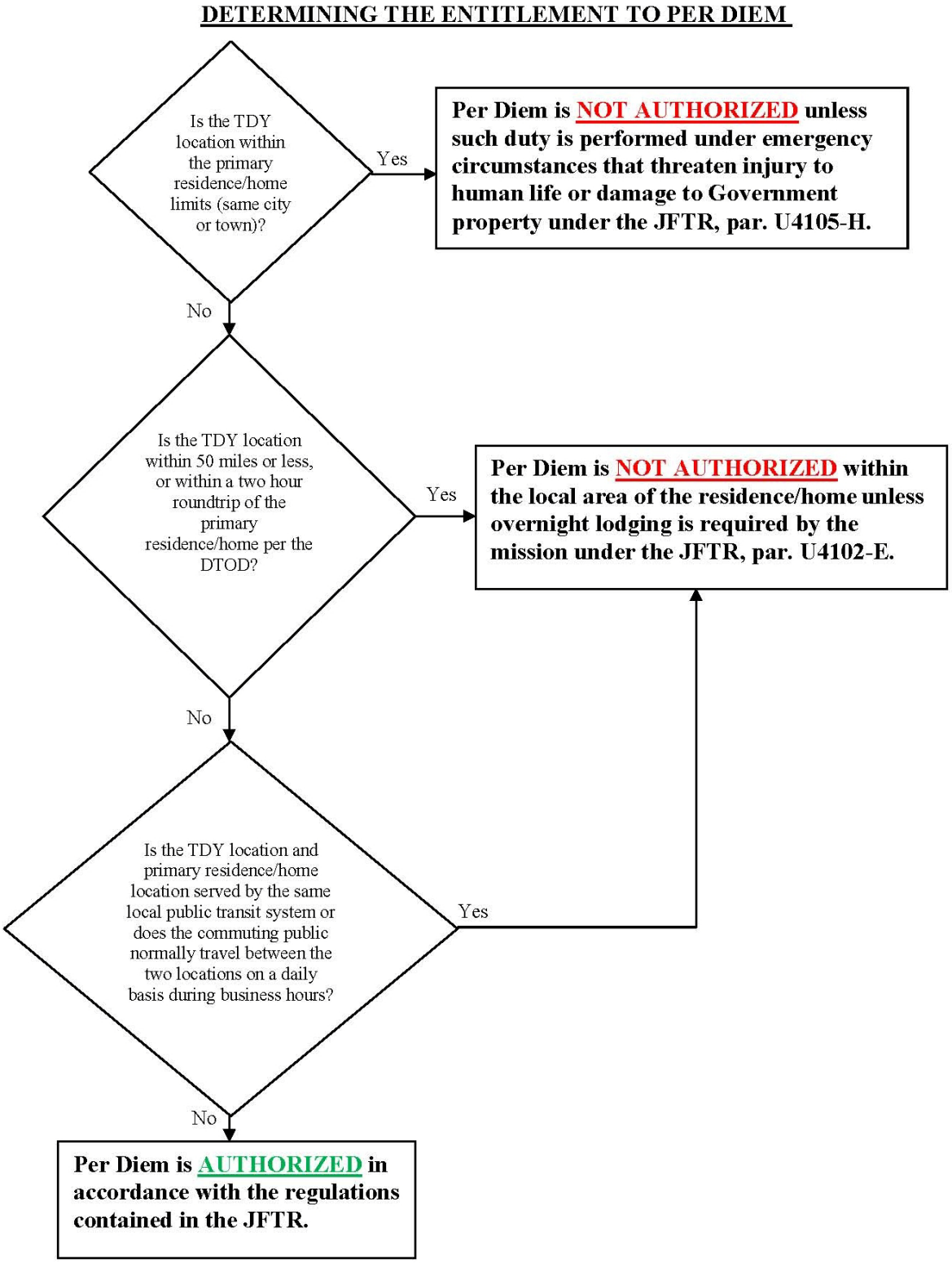
1. Commutes between his/her home and his/her duty station, even if the residence lies outside the local reasonable commuting distance.
2. Is on leave.

There have been a significant number of reserve component (RC) members under orders in Support of a Contingency Operation (Title 10) erroneously authorized per diem when performing active duty at a location within the local area of their primary residence/home. This has resulted in enormous debts, with some exceeding over $100,000. When an RC member is called/ordered to active duty order under a designated contingency operation, use the flowchart (*Figure 11-A-1*) on the next page to determine the entitlement to per diem.

Continued on next page

11.A.5 Travel Entitlements When Mobilized, Continued

Figure 11-A-1, Determining the Entitlement to Per Diem



Continued on next page

11.A.5 Travel Entitlements When Mobilized, Continued

11.A.5.4 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.

11.A.5.5 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 unless 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.	JFTR U7150
Local Mileage	The Order Issuing Official may authorize local mileage for travel between lodging, duty site and dining facility.	Current local mileage rate.	JFTR U3510
Lodging, Meals, And Incidental Expenses (M&IE)	Only authorized if: (1) not provided government quarters; and (2) not assigned to a career sea pay eligible vessel; and (3) member does not commute between home and duty station. Notes: (1) If government quarters are not available, by regulation, government messing is considered not available. *(Continued on next page)*	Contingency operation flat-rate per diem of 55 percent of the full locality per diem rate. See reference (a) for current lodging, meal, and incidental (M&IE) rates for the location.	JFTR U4105-I

Continued on next page

11.A.5 Travel Entitlements When Mobilized, Continued

11.A.5.5 Summary (cont'd)

Travel Entitlement	Summary of Entitlement	Entitlement Rate	Reference
Lodging, Meals, And Incidental Expenses (M&IE) *(Continued from previous page)*	Notes: (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 in accordance with the JFTR, par. U4135. The orders must specifically authorize dual lodging and state the location and period of time. Dual lodging exists to cover lodging expenses that arise because of unexpected circumstances beyond the traveler's control, dual lodging must be approved after the fact by an amended order or by the AO on the travel voucher. Any period of dual lodging reimbursement is limited to a maximum of 14 consecutive days, extensions beyond 14 consecutive days for unexpected circumstances may only be approved after the fact by COMDT (CG-1222) (3) M&IE is payable for whole days except for the departure and return day, which are payable at 75% of the appropriate M&IE rate.		JFTR U4135
On Base & Proportional Per Diem	At an INCONUS military installation with quarters and messing (all 3 meals) -- Government Base M&IE. At a location with berthing but only one or two meals are available -- Proportional Per Diem. Note: Travel claims for proportional per diem must be submitted manually to PPC (tvl). They cannot be processed through the TPAX system.	See reference (a) for current lodging, meal, and incidental (M&IE) rates for the location.	JFTR U4125

Continued on next page

11.A.5 Travel Entitlements When Mobilized, Continued

11.A.5.6 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 55% daily lodging per diem for the total days of per diem.

Examples:

- 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.

- 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.

11.A.6 Other Entitlements When Mobilized

11.A.6.1 Introduction

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

11.A.6.1 References

(a) JFTR – Joint Federal Travel Regulations
(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/i100013_120597/i100013p.pdf
(c) Coast Guard Medical Manual, COMDTINST M6000.1B (series)
(d) U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series)
(e) Reserve Policy Manual, COMDTINST M1001.28 (series)

11.A.6.2 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-1222). 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: •http://www.uscg.mil/reserve •http://www.esgr.org/	
Educational Assistance	On or after September 11, 2001, a member of a reserve component is entitled to educational assistance under this chapter if the member served on active duty in support of a contingency operation for 90 consecutive days or more.	10 USC 1607

Continued on next page

11.A.6 Other Entitlements When Mobilized, Continued

11.A.6.2 Summary (cont'd)

Entitlement	Summary	Reference
Legal Readiness	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. Members should ensure they have an up to date will for distribution of assets and care of dependents in the event of death. 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.	Consult local Legal Assistance Office, or see the HQ Reserve Web site @ http://www.uscg.mil/reserve
Medical / Dental	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. Demobilized members are entitled to transitional health-care benefits based on their total active military service: • 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. • Members with more than six years active duty are entitled to 120 days of coverage for themselves and their dependents. Visit this web site for more TRICARE information specific to reserve mobilization: http://www.tricare.osd.mil/reserve/ Members who incur a disability while on active duty shall follow procedures outlined in reference (e). **See section 11-A-17, TRICARE Benefits section for additional entitlements to mobilized Reservists.**	Ref (c), 12-Q Ref (d) Ref (g), 7-E Ref (e) Ref (f) TRICARE Website, http://www.tricare.osd.mil/ DOD News Release, No. 1084-04 PPPM, Chap 11, TRICARE Benefits

11.A.7 Mobilization Checklist

11.A.7.1 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.

11.A.7.2 Unit Checklist

Step	Action	Date
1	Send letter to member's employer concerning mobilization status (see exhibit 11.A.7.1).	
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, OH, 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 PPC (tvl).	

Continued on next page

11.A.7 Mobilization Checklist, Continued

11.A.7.2 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-2020) to their SPO.	
14	Ensure member verifies beneficiaries on the Designation of Beneficiaries form (CG-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 in section 11.A.4.3). 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.	
20	Counsel member on availability of the Tricare Reserve Select Program (ALCOAST 189/05)	
21	Counsel member on Educational Assistance (if served on active duty in support of a contingency operation for 90 consecutive days or more).	
22	Counsel member on the Reserve Income Replacement Program. Member must complete 18 continuous months of service; or complete 24 months of active duty during the previous 60 months; or is involuntarily mobilized for service on active duty for a period of 180 days or more within 6 months or less following the member's separation from a previous period of involuntary active duty for a period of 180 days or more. Eligible members must complete DD Form 2919 and forward it to PPC (MAS) via their command and SPO. See http://www.defenselink.mil/ra/ for more information.	

Continued on next page

11.A.7 Mobilization Checklist, Continued

Exhibit 11.A.7.1 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

11.A.8 SPO Mobilization Procedures

11.A.8.1 Introduction

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

11.A.8.2 Title 10 Checklist

Use this checklist when processing Title 10 mobilizations.

Checklist for Title 10 Mobilizations		
Required / Optional	**Transaction / Input**	**Reference**
Required	Reserve Orders in Direct Access.	SPO Manual, Part VII
Required if primary residence is INCONUS	Change BAH. Be sure the transaction shows: Postal Code = zip code of primary place of residence as prescribed in section 11.A.4.3 of this chapter.	SPO Manual Part II
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 in section 11.A.4.3 of this chapter.	SPO Manual Part II
Required if member is enlisted	Start Subsistence Allowance. Be sure the transaction starts the appropriate subsistence prescribed in section 11.A.4.3 of this chapter.	SPO Manual Part II
Optional	FSA-T or FSA-S. Submit only if a member with dependents meets requirements prescribed in section 11.A.4.3 of this chapter.	SPO Manual Part II
Optional	Start OHA. Submit only if ordered to active duty from OUTCONUS residence. Be sure the transaction starts OHA based on the location of the primary residence.	SPO Manual Part II
Optional	Start OUTCONUS COLA. Submit only if ordered to active duty from OUTCONUS residence.	SPO Manual Part II

Continued on next page

11.A.8 SPO Mobilization Procedures, Continued

11.A.8.2 Title 10 Checklist (cont'd)

Checklist for Title 10 Mobilizations		
Required / Optional	**Transaction / Input**	**Reference**
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 (CG-1222) at (202) 475-5927.	
Optional	Additional Reserve Officer Uniform Allowance. Submit only if the officer meets requirements prescribed in section 11.A.4.3 of this chapter.	SPO Manual Part II
Optional	Start Hardship Duty Pay – Location. Start Career Sea Pay. Start Diving Duty Pay. Start Imminent Danger Pay. Start Combat Tax Exclusion/Combat SGLI Allowance Start Special Duty Assignment Pay. Start Non-crew Flight Pay. Start Flight Deck Hazardous Duty Incentive Pay. Start Hazardous Duty Incentive Pay for Visit, Board, Search and Seizure Boarding Teams. Foreign Language Proficiency Pay Submit only if member meets the requirements prescribed in section 11.A.4.3 of this chapter.	SPO Manual Part II PAYMAN
Optional	Start FSSA (Family Subsistence Supplement Allowance) Submit application to PPC (mas).	PPPM, 7-B-8
Optional	Board Certified Pay for Physician Assistants. If meets the requirements prescribed in section 11.A.4.3 of this chapter, fax copy of orders to PPC (mas) at 785-339-3760.	PAYMAN, 4.J.2
Optional	Thrift Savings Plan. Fax Form TSP-U-1 and TSP-U-1-C (if appropriate) to PPC (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

Continued on next page

11.A.8 SPO Mobilization Procedures, Continued

11.A.8.2 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 $400,000 SGLI coverage during mobilization status unless an election for lesser coverage is submitted. Required for Retired Recall.	PPPM, 5-A-7 SPO Manual, Part III
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. Required for Retired Recall if has Spouse.	PPPM, 5-A-14 SPO Manual, Part III
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.	SPO Manual, Part III
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.	SPO Manual, Part III
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.	SPO Manual, Part II
Optional	Change in Dependency/Emergency Data if there is a change in dependents or beneficiaries. Required for Retire Recall	SPO Manual, Part III
Required at beginning of mobilization	Reserve Orders in Direct Access.	SPO Manual, Part VII

11.A.9 Recall of Retired Members

11.A.9.1 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

11.A.9.2 Process

This is the process for recalling a reserve retiree.

Stage	Who does it	What Happens
1	CG Personnel Service Center (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 as soon as possible.
4	SPO	Access member's recall orders, via the Airport Terminal or Track Global Assignments menu, and completes the Depart/Report members tab. This will generate transactions to record the recall from retirement. If retired awaiting pay at age 60 (RET-2), prepares transactions to transfer the member out of RET-2 status.
5	PPC (ras)	If retired with pay (RET-1), stops retired pay.
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	PPC (tvl)	Processes travel claims and requests for travel advances.
8	Unit	Ensures member is physically qualified for demobilization.
9	Member	Notifies Unit and SPO of desires concerning disposition of accrued leave (at least 50 days prior to demobilization unless exigent circumstances exist).
10	SPO	Inputs Statement of Intent in Direct Access (at least 45 days prior to demobilization unless exigent circumstances exist).
11	SPO	Prepares Certificate of Release or Discharge from Active Duty (DD-214) and mails to unit.

Continued on next page

11.A.9 Recall of Retired Members, Continued

11.A.9.2 Process (cont'd)

Stage	Who does it	What Happens
12	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.
13	SPO	Prepares Direct Access transactions to record release from active duty (RELAD). E-mails PPC-RAS and PPC-Customercare@uscg.mil notifying completion of recall, including effective date of last day of active service. If retired awaiting pay at age 60 (RET-2), prepare transactions to transfer back to RET-2 status.
14	PPC (ses)	Processes final active duty payment. Collects CG Mutual Assistance debts if requested.
15	PPC (ras)	If retired with pay (RET-1) or reached 60th birthday during mobilization, starts/restarts retired pay.

11.A.9 Recall of Retired Members, Continued

11.A.9.3 Mobilization Checklist

The unit shall follow the mobilization checklist in section 11.A.7 of this chapter.

11.A.9.4 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	Direct Access Recruit Workforce Transaction: Complete the following transactions in Direct Access the instructions in the Directed Access reference for processing a "Rehire" transaction. • Applicant Data Transaction • Identification Data Transaction • Applicant Contract Data Transaction • Complete PCS Departing/Reporting only if there was delay enroute. 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.	SPO Manual, Part VIII
Required	Send an E-Mail to PPC-Customercare@uscg.mil and PPC-RAS providing: • Name, Rank, and SSN of recalled retiree • Effective date and period of recall • TONO under which the recall is being effected • Reference the letter/message from CGPC (rpm)/(opm)/(epm) which authorizes the recall.	PPPM, Sections 3-A-4 and 3-A-5
The SPO shall also prepare the transactions prescribed in section 11.A.8 of this chapter, with the following exceptions: (1) The Reserve Orders transaction in section 11.A.8 shall <u>not</u> be prepared. (2) The first six transactions in section 11.A.8 are ***<u>required</u>*** transactions for a recalled retiree.		

11.A.10 Travel Claims During Mobilization Status

11.A.10.1 Introduction

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

11.A.10.2 Methods for Submitting Travel Claims

Travel claims may be submitted by 2 methods:

- Travel Preparation and Examination System (Web-TPAX) – the preferred method.
- Hardcopy DD Form 1351-2.

11.A.10.3 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 TPAX claims, this documentation shall be provided to the approving official; for manually submitted claims, this documentation shall be sent to PPC (tvl) with DD Form 1351-2.

11.A.10.4 Recording of Leave Taken

Members shall indicate all leave days used on the TDY travel claim. The leave shall be indicated as follows:

- In TPAX, on the Itinerary and Exceptions-To-Daily-Expense screens.
- On DD Form 1351-2, in Block 29 (Remarks) on page 2.

Note: (1) Do <u>not</u> start or end a TPAX claim in a leave status.
(2) Mobilized Reservists are entitled to Per Diem for lodging while on leave.

Continued on next page

11.A.10 Travel Claims During Mobilization Status, Continued

11.A.10.5 Liquidation of Advance Funds

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

Record advance funds on the travel claim in the block entitled "Previous Government Payments/Advances" (Block 9 in TPAX; block 10 for manual claims).

Report only electronic deposit advances (PPC processed), or advances made in the form of traveler's checks on the travel claim. DO NOT report prior settlement payments or cash advances from credit cards.

Funds advance requested through TPAX are already posted. DO NOT record this advance on a TPAX settlement as the TPAX system automatically applies the advance to the settlement and deducts from total reimbursable entitlement(s).

11.A.10.6 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).

Continued on next page

11.A.10 Travel Claims During Mobilization Status, Continued

11.A.10.7 Special Procedures For Long-Term Mobilization Status

Complete subsequent claims under blanket orders 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.

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.

Continued on next page

11.A.10 Travel Claims During Mobilization Status, Continued

11.A.10.8 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.

Continued on next page

11.A.10 Travel Claims During Mobilization Status, Continued

11.A.10.9 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 TPAX, 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 TPAX, or Block 18 of DD Form 1351-2, this claim will be submitted as any other claim. In the Reimbursable Expenses Block in TPAX, 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 TPAX, 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 TPAX, 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.

11.A.11 Monthly Verification Procedures

11.A.11.1 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.

11.A.11.2 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 section 11.A.4 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.

11.A.11.3 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.

11.A.12 Continuance on Active Duty

11.A.12.1 Introduction

A mobilized member's orders may be extended by the District (dxr). Alternatively, a member may complete the initial mobilization assignment and be issued new long-term or short-term AD orders (ADT, ADOS, Title 14, EAD, etc.).

11.A.12.2 Procedure

If a member's orders are extended, or the member is to be issued new orders immediately following completion of the recall orders, the District (dxr) shall notify the member and the servicing SPO.

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.	SPO Manual, Part VII
Reservist is extended under Voluntary Title 10 orders (ADOS-AC)	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.	SPO Manual, Part VII
Reservist is released from Title 10 orders and immediately placed, under a different set of orders, on further active duty for a period of more than 180 days ADOT or 139 days ADT	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 and a PCS move is authorized, be sure the transaction shows a BAH Postal Code of the member's duty station locale (not the postal code of the member's principal place of residence). If no PCS authorized, continue BAH at 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 (not the postal code of the member's principal place of residence) if PCS is authorized. If no PCS authorized, continue CCOLA at member's principal place of residence	SPO Manual, Part VII SPO Manual, Part II SPO Manual, Part II

Continued on next page

11.A.12 Continuance on Active Duty, Continued

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 181 days ADOT or less than 140 days ADT	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 **Note: Back-to-Back Reserve Orders:** **Short-term** AD orders are normally issued with the "Partial Entitlements" option marked on the first tab of the reserve orders. However, if the member is just finishing up a **long-term** AD order, or the combined period of the two sets of orders will be greater than 181 days, the "Full Entitlements" option must be used on the new orders. IAW 3.C.10.a CG PAYMAN, these members are entitled to BAH. 1. If the new orders are for duty at the same department ID the system will close out the old orders and generate an Amend Active Duty Termination Date transaction, based on the end date of the new orders, this will continue the member's pay and allowances. Unlike a *standalone* short-term order **you will need to RELAD** the member at the end of the duty period unless another set of orders or an extension is authorized. 2. If the new orders are for a different department ID, you'll need to RELAD the member from the old orders (the system will prompt you when you try to endorse the new orders), before you can complete the Actual Duty End and Begin Dates on the new orders. In this situation, you'll need to go to the Employee Entitlements section (after the RELAD is approved) to restart BAH and other entitlements as applicable for the new duty station.	SPO Manual, Part VII

11.A.13 The Title 10 Demobilization Process

11.A.13.1 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.

11.A.13.2 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. District (dxr)s shall be the approving level for these exceptions as requested by units.

11.A.13.3 Process

This table describes the process.

Note: If member will be continuing on AD (e. g. Immediately begins a new set of orders following completion of mobilization orders), the demobilization process does not begin until the new orders are completed. See Continuance on Active Duty.)

When	Who does it	What Happens
Member is identified for demobilization	Mobilization Unit (Unit member is serving at while on Active Duty)	Coordinates demobilization and transfer to unit from which the member was initially ordered to report (RELAD Unit) with District (dxr) and SPO. • Ensures member is physically qualified for demobilization. • 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.
	Member	Completes Career Intentions Worksheet (CG-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

11.A.13 The Title 10 Demobilization Process, Continued

11.A.13.3 Process (cont'd)

When	Who Does it	What Happens
Upon receipt of Career Intentions Worksheet from member	Member's Regularly Assigned SPO	Inputs Statement of Intent in Direct Access at least 45 days prior to Demobilization or member's scheduled departure date on terminal leave. Note: 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	Member's Regularly Assigned SPO	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. Complete a special "MEMO" evaluation prior to departure if member is a mobilized Reservist TDY from parent unit and it has been more than 92 days since member's last review and member has been mobilized for more than 92 days and is returning to permanent command.
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	Member's Regularly Assigned SPO	**Transmits separation transactions**
Date of release from active duty	PPC (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 PPC (ses) will have to manually calculate and process the final active duty payment.

Continued on next page

11.A.14 Unit Demobilization Checklist

11.A.14.1 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.

11.A.14.2 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-2045) at least 45 days prior to separation or departure on terminal leave (whichever occurs first).**	
3	Verify that member (and dependents) have the appropriate (reserve versus active duty) military ID card.	
4	Counsel member concerning transitional health-care benefits. Ensure transitional health-care benefits are recorded in the DEERS database.	
5	Counsel member concerning civilian reemployment rights.	
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	Complete a special "MEMO" evaluation prior to departure if member is a mobilized Reservist TDY from parent unit and it has been more than 92 days since member's last review and member has been mobilized for more than 92 days and is returning to permanent command.	
9	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)	
10	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.	
11	Ensure member has instructions for filing final travel claim.	
12	Ensure member does not have pending UCMJ action.	
13	Conduct appropriate security debriefing. (i.e. Vehicle / Access Passes)	
14	Ensure that SPO is notified if member has uncollected CG Mutual Assistance loan(s) that need to be collected from final active duty pay.	
15	Ensure supporting CDA/ESO provide all Reservists being RELAD with copy of CG Education Quick Reference Guide (http://www.uscg.mil/d7/d7r/rp/EducationGuide.doc)	
16	Deliver DD-214 to member.	
17	Counsel member on time-critical requirements of continuance in the Tricare Reserve Select Program (ALCOAST 189/05).	

11.A.15 Medical Readiness

11.A.15.1 Introduction

There are two situations that may arise near the conclusion of a member's mobilization status:
A member may be physically fit for military duty, but require further medical evaluation or treatment prior to release from active duty.
A member may be found not physically qualified for separation or retention and not physically qualified for military duty.

11.A.15.2 Post-Deployment Health Assessment

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:

- Completion of the four-page, revised DD form 2796 Post-Deployment Questionnaire.
- A face-to-face health assessment with a trained health care provider.
- A blood sample from all redeploying personnel.
- A quality assurance program to ensure compliance.

11.A.15.3 Process

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.
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.
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.

11.A.16 Title 10 SPO Demobilization Procedures

11.A.16.1 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.

11.A.16.2 Checklist

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

Note: If member will be continuing on AD (e. g. Immediately begins a new set of orders following completion of mobilization orders), the demobilization process does not begin until the new orders are completed. See Continuance on Active Duty.).

Personnel released from active duty following call-up, partial mobilization, or full mobilization: Personnel ordered to active duty in time of national emergency declared by either the President or Congress, or in time of war declared by Congress, shall be issued a DD-214 upon release from active duty, regardless of the length of active service.

Step	Action/Transaction	Reference	Date
1	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' Be sure that the SOI disposes of all leave earned during mobilization and shows any leave being sold. Note: Leave sold by a member that was mobilized under 10 U.S.C.12302 is not subject to the 60 day career maximum. If notification of demobilization is received late, and is within 20 days of the member's release date, *in addition to submitting an electronic SOI,* an E-Mail SOI will ALSO need to be submitted as prescribed in Exhibit 3-B-1, PPPM. If member's intentions change within 15 days of the sep/DEMOB date notify PPC (ses) via email.	SPO Manual, Part VI	
2	Family Separation Allowance stop transaction (if applicable).	PAYMAN, figure 3-22 SPO Manual, Part II	

Continued on next page

11.A.16 Title 10 SPO Demobilization Procedures, Continued

Step	Action/Transaction	Reference	Date
3	Direct Access Separation transaction *Reminder*: Members with a remaining SELRES drill obligation may not be assigned to the IRR or ISL.	SPO Manual, Part VI	
4	Complete a special "MEMO" evaluation if applicable.	ALCOAST 077/04	
5	Certification of Release or Discharge From Active Duty (DD Form 214). A DD-214 shall be issued to all members upon completion of a period of mobilization. (However, if a member is being immediately ordered to further active duty upon demobilization, the DD-214 shall not be issued until the end of that additional active duty, i.e., when the member is separated.) Block 18 (Remarks) of the DD Form 214 shall be annotated to include the following information: 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") The member's duty location (s) while on active duty The dates, if any, of service in a designated imminent danger pay area. All medals/awards received by the member while on active duty Total cumulative career active duty service for retirement Note: If the member has 18 or more years of active duty, contact CGPSC (rpm) prior to separating the member. A DD-214 is not authorized for non-contingency active duty of less than 90 days.	DD 214 Manual	
6	Member Competencies. Input any competencies, awards or school completions earned by the member in Direct Access.	PPPM Chap 4-C SPO Manual, Part III	
7	SGLI and Family Member SGLI Elections: The member may wish to decrease or elect no SGLI coverage upon RELAD, ensure new elections are entered in Direct Access.	SGLV Form 8286 and/or 8286A SPO Manual, Part III	

11.A.17 TRICARE Benefits

11.A.17.1 Introduction

The National Defense Authorization Act for fiscal 2005, signed by the President, 28 October 2004, improves significantly the overall health benefits available to guardsmen, Reservists and their families and makes permanent several of the TRICARE benefits authorized "temporarily" under previous defense legislations while extending secretarial authorization for others.

TRICARE Benefit	Procedures
(1) Pre-mobilization coverage (E-ID). Coverage begins the later of: (a) date mobilization orders are issued; or (b) 90 days before active duty commences.	Reservist provides copy of orders to DEERS/RAPIDS site. DEERS/RAPIDS site issues member ID card and records TRICARE benefit.
(2) Post-mobilization coverage (free of charge). Coverage for 180 days from the date the Reservist is released from active duty. [P.L. 108-375, Sec 706]	Reservist reports to DEERS/ RAPIDS site upon demobilization. DEERS/ RAPIDS site records that member served on a contingency operation; such recording extends member's TRICARE eligibility for 180 days.
(3) TRICARE RESERVE SELECT (TRS), (Optional post-mobilization coverage (premium-based)). Coverage available after the 180-day post mobilization benefit expires. Coverage is available to any Reservist who was mobilized since 9/11/01 and served on active duty for at least 90 days (less if the member was disabled). Prior to demobilization, Reservist must sign an agreement to continue to serve in the SELRES for one or more years following demobilization. Coverage period is the lesser of: (a) one year for each period of 90 days continuous active duty served; or (b) number of whole years Reservist agrees to continue to serve in the SELRES. [P.L. 108-375, Sec 701]	• Reservist enters into a service agreement before leaving active duty. • Those electing to participate must complete DD Form 2895 (Agreement to Serve in the Selected Reserve for TRICARE Select Reserve). • Retain copy in the member's SPO PDR. • Send the original DD Form 2895 to the servicing ISC. • ISC DEERS/RAPIDS sites transmit the DD Form 2895 data to DMDC using the WEB application NLT 30 days prior to expiration of the members TAMP period. • Reservist submits initial premium payment NLT 30 before the first day of the month in which the TRS is to start.

Section Overview

Introduction

This section provides procedures for issuing recall to active duty orders under Title 14 U.S.C. in support of response to natural or man-made disasters. This section also provides procedures for issuing voluntary Active Duty for Operational Support-Active Component (ADOS-AC) orders in accordance with Title 10 U.S.C. section 12301 (d).

Contents

The following topics are covered in this section.

Topic ID	Topic	See Page
11.B.1	Coast Guard Reserve Title 14 Mobilization	11-B-3
11.B.2	Title 14 Activation/Mobilization Checklist	11-B-5
11.B.3	Title 14 Mobilization Entitlements	11-B-11
	Entitlements Pay Table	11-B-13
11.B.4	Preparation of Orders in DA	11-B-18
11.B.5	SPO Endorsement/Pay Actions	11-B-30
11.B.6	Extensions/Amend Duty Dates	11-B-33
11.B.7	Monthly Verification Procedures	11-B-37
11.B.8	Demobilization	11-B-38
11.B.9	Continuance on Voluntary Active Duty	11-B-44
11.B.10	Clarification of Entitlements When Transitioning From Title 14 to Title 10 ADOS-AC Orders	11-B-52
11.B.11	Travel Information	11-B-54

Exhibits

Exhibit	See Page
Exhibit 1 – Sample Involuntary Recall authorization message	11-B-6
Exhibit 2 – Sample Select and Direct message from District (dxr) to Sector	11-B-7
Exhibit 3 – DA Reserve Specific Info Tab completed for Title 14 Recall order	11-B-22
Exhibit 4 – DA Reserve Orders Tab, Basic Information Section Completed for Title 14 recall order	11-B-23
Exhibit 5 – DA Contingency/Disaster Tab completed for Title 14 recall order	11-B-25
Exhibit 6 – Record Arrive/Depart Info Tab completed for Title 14 recall order	
Exhibit 7 – Memo Amendment to Reserve Orders	11-B-36

This page left blank intentionally.

11.B.1 Coast Guard Reserve Title 14 Mobilization

11.B.1.1 Introduction

Title 14 U.S.C., Section 712 provides authority to effect **involuntary** recall of ready reservists to active duty (AD) in support of domestic natural or man-made disasters. Reservists may be involuntarily recalled for a maximum of 60 days in any four-month period, or 120 days in any two-year period. There are no exceptions to the active duty limitation.

In conjunction with mobilization of Title 14 involuntary recall orders, reservists with critical skills may be offered voluntary Short Term Active Duty for Operational Support (ADOS) orders under Title 10 U.S.C. 12301(d) for a duration of no more than 180 days, after the initial 60 days of Title 14 has been completed.

11.B.1.2 Mobilization Process

The mobilization process requires communication between several participants. This process is divided into stages detailing what needs to be completed and who is responsible. The following entities own the mobilization process: Commandant; PAC/LANT-51; District (dxr); permanent unit; SPO; SERA/Supervisor; and the reservist.

The following applications are used in the activation/mobilization process:

- Mobilization Readiness Tracking Tool (MRTT)
- Coast Guard Business Intelligence (CGBI)
- Direct Access (DA)
- Coast Guard Message System (CGMS)
- Homeland Security Information Network (HSIN) (A Department of Homeland Security application)
- Web TPAX

11.B.1.3 Administration procedures

Field commands and District (dxr) staff must complete diligent reviews of recall candidates before selecting a reserve member for activation. Commands must verify a reserve member's physical ability to perform duty prior to deployment.

Continued on the next page

11.B.1 Coast Guard Reserve Title 14 Mobilization, continued

11.B.1.4 Process

The process to activate ready reservists for mobilization is outlined below. This chart provides a general overview beginning with the activation order through the final stages of the mobilization. For reservists assigned to Deployable Forces Units, DG-13 will assume the role of the District (dxr).

Stage	Who Does It	What Happens
1	Commandant	• Delegates recall authorization for Title 14 via CGMS
2	Area	• Issues involuntary recall authorization message via CGMS to Districts • Directs PSC-SSB to engage in mobilization via CGMS • Provides reporting procedures and recall guidance • Sends 48 hour recall notification to SELRES within AOR
3	PSC-SSB	• Tasks District Commanders and DCMS units to fill open positions in MRTT
4	District (dxr)/DCMS Units	• Solicits units within AOR for mobilization ready SELRES
5	Unit/ RFRS Staff/ SPO	• Identifies SELRES for mobilization • Notifies SELRES of recall • Prepares SELRES civilian employer memo indicating activation status • Prepares orders in DA and forwards to District (dxr)
6	District (dxr)	• Reviews orders and approves in DA • Routes orders back to the SPO for signature • Notifies SSB of positions filled in MRTT • Sources SELRES in MRTT • Issues mobilization message via CGMS
7	Unit/SPO	• Prints, signs, and delivers orders to the SELRES • Starts pay entitlements in DA for SELRES upon reporting to unit
8	SELRES	• Notifies civilian employer of activation status • Reports to unit for pre-activation counseling • Mobilizes to incident site as directed on orders • Completes mobilization orders and returns to permanent unit • Completes travel claim
9	Unit/SPO	• Processes final transactions on orders in DA • Approves final travel claim in Web TPAX
10	PPC (tvl)	• Processes travel claim

Continued on next page

11.B.2 TITLE 14 Activation/Mobilization Checklist

11.B.2.1 Introduction

The process required to facilitate the rapid deployment of personnel requires an understanding of the roles and responsibilities of all entities involved during the activation period.

- Permanent Unit
- District (dxr)
- Surge Staffing Branch (SSB)
- Senior Enlisted Reserve Advisor (SERA)
- Reserve Force Readiness System (RFRS)
- Admin/SPO
- SELRES

The checklists and exhibits created in this chapter are designed to facilitate the activation and mobilization of reserve personnel. A sample recall authorization is provided on the following pages.

The checklist below is to be used by the District (dxr).

Step	Action	District (dxr) initials	Date
1	Receives tasking from Operational Commander or PSC-SSB.		
2	Engages with Sectors for SELRES activation candidates.		
3	Sector identifies SELRES for activation.		
4	Verifies SELRES does not require a 16/18 year waiver.		
5	Verifies BOG/Dwell time for SELRES with previous T-14 orders.		
6	Issues Title 14 mobilization message.		
7	Sources SELRES in MRTT requirement.		
8	Receives orders from SPO in DA for funds approval.		
9	Approves orders in DA. Forwards to SPO for orders completion.		
10	De-obligates funds previously approved for any active duty period that coincides with the Title 14 activation.		

Continued on the next page

11.B.2 TITLE 14 Activation/Mobilization Checklist, continued

Exhibit 1 – Sample Involuntary Recall authorization message from AREA to District:

```
R 000000Z MMM YY
FM COMLANTAREA COGARD PORTSMOUTH VA//LANT-1//
TO CCGDONE BOSTON MA//DXR/IMT//
CCGDFIVE PORTSMOUTH VA//DXR/IMT//
CCGDEIGHT NEW ORLEANS LA//DXR//
INFO COMDT COGARD WASHINGTON DC//CG-1/CG-DCO/CG-53/CG-13/CG-00//
CCGDNINE CLEVELAND OH//DXR//
CCGDELEVEN ALAMEDA CA//DXR//
CCGDTHIRTEEN SEATTLE WA//DXR//
CCGDFOURTEEN HONOLULU HI//DXR//
CCGDSEVENTEEN JUNEAU AK//DXR//
CCGDSEVEN MIAMI FL//DXR//
COGARD DOL NORFOLK VA//DOL-31/DOL-4//
COMPACAREA COGARD ALAMEDA CA//PAC-51//
BT
UNCLAS //N01330//
SUBJ: ALLOCATION OF TITLE 14 USC 712 INVOLUNTARY RECALL AUTHORITY ISO (Name of event)
A. CCGDFIVE PORTSMOUTH VA 251533Z AUG 11 (NOTAL)
B. COMDT COGARD WASHINGTON DC 252259Z AUG 11
C. TITLE 14 USC 712
D. CG MANPOWER MOBILIZATION AND SUPPORT PLAN, COMDTINST M3061.1
E. CG PAY MANUAL, COMDTINST M7220.29A (SERIES)
F. ATLANTIC AREA CONTINGENCY OPLAN 9700-06
G. ALCOAST 381/07 CHANGES TO RESERVE MOBILIZATION POLICY
H. ALCOAST 321/09 REVIEW OF AUTHORITIES FOR UTILIZATION OF RESERVISTS
I. ALCOAST 591/09 CHANGE IN TDY AUGMENTATION AND SURGE STAFFING PROCEDURES
1. PER REF B AND IAW REF C, LANTAREA AUTHORIZES THE FOLLOWING DISTRICTS TO
INVOLUNTARILY RECALL SELRES MEMBERS FOR UP TO 60 DAYS:
DISTRICT ONE - 150
DISTRICT FIVE - 150
DISTRICT EIGHT - 50
NOTE: DISTRICTS SHALL USE THIER ALLOCATION TO SUPPORT THE MOBILIZATION OF SELRES
MEMBERS ASSIGNED TO DCMS UNITS IN THEIR AOR.
2. REPORT THE NUMBER OF RESERVISTS BEING INVOLUNTARILY RECALLED TO LANT-1 FOR CAP
MANAGEMENT IAW DAILY SITREP REPORTING REQUIREMENTS, AND ENSURE TRACKING IN MRTT.
3. SELRES MEMBERS CURRENTLY MOBILIZED FOR OCO (FORMERLY OIF/OEF) SHALL NOT BE DEPLOYED
UNLESS THEIR ORIGINAL ORDERS ARE CANCELLED AND NEW ONES ISSUED UNDER THIS CONTINGENCY.
4. T14 DWELL: IF POSSIBLE, AVOID MOBILIZING SELRES MEMBERS WHO HAVE
BEEN DEPLOYED ON T14 IN THE LAST 24 MONTHS.
5. ACCOUNTING DATA, COST CENTER, AND ORDER NOTES FROM REF B AND E APPLY. RESERVE
ORDERS ISSUED IN DIRECT ACCESS SHOULD UTILIZE THE APPROPRIATE AUTHORITY NOTED ON THE
CONTINGENCY TAB AND MUST CITE REF B IN THE ORDER NOTES. ENTITLEMENTS FOR RESERVISTS
RECALLED UNDER 14 USC 712 SHALL BE IN ACCORDANCE WITH REF E AND OTHER FORTHCOMING
SPECIFIC GUIDANCE.
6. PERSONNEL RESOURCES REQUIREMENTS THAT CAN NOT BE SOURCED FROM WITHIN THE DISTRICT
SHOULD BE FORWARDED IN RFF FORMAT VIA RECORD MSG TRAFFIC TO (appropriate AREA office).
7. POCS: (enter POCs)
8. MINIMIZE CONSIDERED.
BT
NNNN
```

Continued on the next page

11.B.2 TITLE 14 Activation/Mobilization Checklist, continued

Exhibit 2 – Sample Select and Direct message from District (dxr) to Sector:

```
P XXXXXXZ MMM YY
FM CCGD (Impacted District requiring activation authority)//DXR//
TO COMCOGARD SECTOR (Name of Sector)//SLA/SPO/SXR//
INFO (List as many message addresses as necessary)
COMCOGARD PSC ARLINGTON VA//PSD-SSB/RPM-3//
COMDT COGARD WASHINGTON DC//CG-311/CG-5//
COMLANTAREA COGARD PORTSMOUTH VA//LANT-1/LANT-IMT/LANT-30-CC//
COMPACAREA COGARD ALAMEDA CA//PAC-51//
SUBJ: TITLE 14 USC 712 RSV ACTIVATION ISO (Name of Event)
A. RESERVE POLICY MANUAL, COMDTINST M1001.28A (SERIES)
B. PAY AND PERSONNEL PROCEDURES MANUAL, PSCINST M1000.2
C. MEDICAL MANUAL, COMDTINST M6000.1C
D. JOINT FEDERAL TRAVEL REGULATIONS (JTFR)
E. ALCOAST (List ALCOAST).
F. TITLE 14 USC 712, INVOLUNTARY RECALL OF RESERVISTS
G. COMDT COGARD WASHINGTON DC XXXXXXX XXX XX
(List all Activation Authorization messages)
1. PER REF A-F ISSUE TDY/TITLE 14 USC 712 ORDERS ISO (Name of Event) FOR THE FOLLOWING
RESERVE MBR(S) TO REPORT TO THE CG IN-PROCESSING FOR CHECK-IN FOR ASSIGNMENT AS
XXXXXXXXXXXXXXXXX.
RATE/NAME        COMP    EMPLID    PERM UNIT   TONO  BEGIN DT END DATE URI/RTN
-----------------------------------------------------------------------
                                 RES     XXXXXXX      XXXXXXXX    XXX   XXXXXX
XXXXXXX
-----------------------------------------------------------------------
MBR(S) TO REPORT ON XXXXXX.
----------------------------
1.A. MBRS UNIT IS RESPONSIBLE FOR NOTIFYING MBRS OF PENDING ORDERS WITHIN 24 HOURS OF
RECEIPT OF THIS MESSAGE. UNITS SHALL NOTIFY DISTRICT DXR OF NOTIFICATION DATE OR IF
UNABLE TO CONTACT MBR NLT 48 HOURS FROM DTG OF THIS MESSAGE.
1.B. THIS MESSAGE CONSTITUTES OFFICIAL NOTIFICATION THAT PERSONNEL LISTED IN PARAGRAPH
1 HAVE BEEN IDENTIFIED TO BE MOBILIZED UNDER TITLE 14 USC ISO (Name of Event).
RESERVISTS WILL NOT TRAVEL W/O DA ORDERS IN HAND AND ARE REQUIRED TO PROVIDE A COPY OF
THEIR ACTIVATION MESSAGE UPON CHECK-IN.
1.C. PERIOD OF ORDERS IS 60 DAYS TO INCLUDE TRAVEL TO/FM DUTY LOCATION, MBRS SHALL NOT
EXCEED 60 DAYS OF T14 DUTY IN A FOUR MONTH PERIOD. DEACTIVATION DATE OF MBR IS SUBJECT
TO CHANGE BASED UPON OPERATIONAL REQUIREMENTS. MBRS MAY BE RELEASED EARLY.
2. USE THE FOLLOWING FOR COMPLETING TDY ORDERS:
2.A. TONO AND ACCOUNTING DATA FOR TRAVEL AND PER DIEM COSTS INCURRED BY MBR DURING THE
EXECUTION OF THESE ORDERS.
-------------------------------------------------------------------
      TONO: XXXXXXXXXX-000
      ACCT DATA: 2/X/XX/XXX/XX/0/XXXXXX/XXXXX/XXXX
-------------------------------------------------------------------
2.B. MEMBER IS ENTITLED TO THE FOLLOWING TRAVEL ENTITLEMENTS:
2.B.1. QUARTERS:
2.B.2. MESSING:
2.B.3. MODE OF TRAVEL:
2.B.4. LOCAL TRAVEL:
2.B.5. RENTAL CAR:
2.B.6. AUTHORIZED REIMBURSEMENT OF ATM FEES (GOVT TVL CARD ONLY).
2.B.7. EXCESSES BAGGAGE FEES:
2.B.8 GOVT TRAVEL CARD IS THE PREFERRED METHOD FOR PURCHASING AIR TRAVEL. TONO SHOULD
ONLY BE USED IF MBR IS W/OUT GOVT CARD.
```

Continued on the next page

11.B.2 TITLE 14 Activation/Mobilization Checklist, continued

Exhibit 2 – Sample Message from District (dxr) to Sector with Select and Direct message, continued

```
3.B. SPO YN ARE REMINDED TO PLACE TONO AND ACCT DATA IN THE BEGINNING OF ORDER NOTE
RS4 WITH AN ESTIMATED COST.
3.D. USE ORDER NOTE Y22 AND ENTER THE FOLLOWING TDY SPECIFIC INFO.
    (1) MBR ASSIGNED TO MRTT URI/RTN (ENTER URI/RTN FRM PARA 1).
    (2) CONUS MBR IS AUTH 01 DAY TRAVEL FM HOME TO MOBILZATION SITE.
        OCONUS MBR IS AUTH 02 DAYS TRAVEL FRM HOME TO MOBILIZATION SITE.
    (3) ORDERS SHALL BE ISSUED FOR A DURATION OF 60 DAYS NOT TO BE
        EXCEEDED FOR ANY REASON. MBRS MAY BE RELEASED PRIOR TO 60 DAYS
        IF OPERATIONS DICTATE.
    (4) DUTY TO BE PERFORMED AT VARIOUS LOCATIONS IN SUPPORT OF
        (Name of Event)
   4. RESERVE MBR SPECIFIC: BEFORE ISSUING TITLE 14 ORDERS, ORIGINATING COMMANDS ARE
RESPONSIBLE TO:
4.A. PER REF E AND F, ENSURE PERIOD OF ACTIVATION FOR ANY RESERVIST DOES NOT EXCEED 60
DAYS PER SET OF ORDERS OR 120 DAYS (UNDER 14 USC 712) IN ANY TWO YEAR PERIOD. REF E,
REQUIRES RESERVE MEMBERS TO BE GIVEN 48 HOUR ADVANCED NOTIFICATION FOR INVOLUNTARY
RECALL.
4.B. VERIFY RESERVIST'S TOTAL ACTIVE SERVICE FROM ALL SOURCES OF ACTIVE DUTY (I.E.
EAD, ADT, ADOS-AC, ADOS-RC). IF MBR WILL ACCRUE 16 OR MORE YEARS OF ACTIVE DUTY UPON
COMPLETION OF SUBJ ORDERS, REQUESTING UNIT MUST OBTAIN APPROVAL PER REF A AND E, PRIOR
TO ISSUANCE OF ORDERS.
4.C. MEDICAL:
      (1) IAW REF (J), RESERVISTS MUST ENSURE THEY ARE GREEN IN COAST GUARD BUSINESS
INTELLIGENCE (CGBI) FOR THEIR INDIVIDUAL MEDICAL READINESS. LOCAL VERIFICATION THAT
MEMBER MEETS MEDICAL READINESS STANDARDS PRIOR TO MOBILIZATION IS REQUIRED. IF THE MBR
EXCEEDS MAW (MAXIMUM ALLOWABLE WEIGHT) OR IS CLASSIFIED WITH A DENTAL CLASS OF 3 OR 4,
THEY WILL NOT BE MOBILIZED. IF A RESERVIST IS FOUND AFLD WITHIN THE FIRST 30 DAYS OF
ACTIVE DUTY, CONTACT ARL-SG-CGPSC-RPM-3(AT)USCG.MIL FOR GUIDANCE ON IMMEDIATE RELAD.
      (2) IF A RESERVIST IS FOUND AFLD AFTER BEING ON ACTIVE DUTY 31 DAYS OR MORE,
CHAPTER 6 OF REF B APPLIES.
4.D. RESERVISTS ARE REMINDED TO NOTIFY THEIR EMPLOYER, PREFERABLY IN WRITING, THAT
THEY HAVE BEEN CALLED TO ACTIVE DUTY.
4.E. RESERVISTS WITH DEPENDENTS SHOULD CONTACT THEIR SERVICING SPO TO ENSURE THEIR
FAMILY MBRS ARE REGISTERED IN DEERS AND TO OBTAIN APPROPRIATE MILITARY IDENTIFICATION
CARDS.
10. POCS: XXX XXXX XXXX
BT
NNNN
```

Continued on the next page

11.B.2 TITLE 14 Activation/Mobilization Checklist, continued

11.B.2.2 Introduction

This checklist is designed to be used by the unit SERA and/or supervisor to provide counseling/guidance to the SELRES prior to mobilization. The individual readiness completion dates can be verified through CGBI.

11.B.2.3 Reference

Senior Enlisted Reserve Advisor Program, COMDITINST 1306.3

Step	Action	Supervisor/ SERA Initials	Date
1	Verifies Individual Readiness and date completed in CGBI: • Physical Health Assessment (PHA) _____ • Immunizations _____ • Individual medical equipment _____ • Medical readiness labs _____ • Dental _____ • Weight _____ • Deployment Limiting Medical Condition (DLMC) _____ • Annual Screening Questionnaire (ASQ) _____ • Mandated Training (MT) _____		
2	Verifies: • Family plan • Power of Attorney (as needed) • Mutual Assistance • Financial accountability (automatic bill pay) • Any logistical issues with regard to activation		
3	Verifies the SELRES has a GTCC. Ensure the credit limit is increased to an appropriate level with current pin.		
4	Ensures SELRES Common Access Card (CAC) with current certificates and passcode.		
5	Counsels SELRES on HSWL Worklife resources.		
6	Counsels SELRES regarding medical benefits and privileges, and dependent ID card authorization.		

Continued on the next page

11.B.2 TITLE 14 Activation/Mobilization Checklist, continued

11.B.2.3 Introduction

This checklist is designed to be used by the Administrative and Servicing Personnel Offices (SPO) to administratively activate and mobilize SELRES.

Step	Action	ADMIN/SPO Initials	Date
1	Verifies military enlistment obligation: • Prepares enlistment contract as necessary • Informs SELRES to update ID card with newly obligated service		
2	Ensures all dependent information is current; including all required documentation for the PDR: • Birth Certificates • Marriage Certificate/Divorce Decree • Social Security Card • SGLI • Family SGLI • CG-2020D		
3	Verifies personal and recall information in DA.		
4	Assists SELRES with GTCC application or travel advances.		
5	Increased limit for GTCC for SELRES.		
6	Ensures SELRES has active Web TPAX account with primary and secondary passwords.		
7	Ensures SELRES reports to local DEERS site to update active duty status and dependent ID cards for orders 30 days or more.		
8	Prepares and sends letter to SELRES civilian employer regarding mobilization (see 11.A.7 of this manual).		
9	Assists SELRES in making travel arrangements to activation site via SATO.		
10	Prepares Reserve Orders in DA and sends to District (dxr) for approval.		
11	Provides original approved Reserve Orders to SELRES.		

Continued on next page

11.B.3 Title 14 Mobilization Entitlements

11.B.3.1 Introduction

In this section policy clarification concerning entitlements for recalled reserve personnel will be outlined. Ensure recalled reserve personnel receive all compensation authorized under law or regulation under the terms of their orders.

11.B.3.2 PDS and PCS clarification

Reservists recalled to AD under involuntary recall orders in accordance with Title 14 U.S.C., Section 712 will not be ordered to a new Permanent Duty Station (PDS).

Reservists who volunteer to serve on Title 10 U.S.C. Section 12301 (d) ADOS-AC orders for a duration of no more than 180 days will not be ordered to a new Permanent Duty Station (PDS).

This distinction precludes the issuance of Permanent Change of Station (PCS) entitlements and is the foundation for the pay and allowance entitlements cited in this section. Separate Title 14 and Title 10 ADOS-AC orders, even if performed consecutively with no break in service will not constitute a PCS entitlement.

11.B.3.3 Travel entitlements

In accordance with Title 14 U.S.C., Section 712 (as amended by Coast Guard and Maritime Transportation Act Of 2006 (P.L. 109-241 Of July 11, 2006)), reservists may be involuntarily ordered to active duty for up to 60 days and are authorized travel allowances. This **involuntary** order is considered temporary duty (TDY) orders and must reflect the availability of government quarters and messing. Government quarters and messing shall be used to the maximum extent possible.

Title 10 U.S.C. Section 12301(d) ADOS-AC orders are considered TDY type orders and must reflect the availability of government quarters and messing. Government quarters and messing shall be used to the maximum extent possible.

****Note:** For travel purposes, consecutive Title 14 orders and Title 10 12301 (d) ADOS-AC orders are treated as separate travel/TDY periods. Therefore, each order authorizes the member one round-trip travel to home.

Continued on the next page

11.B.3 Title 14 Mobilization Entitlements, continued

11.B.3.4 Per diem Authority

Reservists **involuntarily** recalled to Title 14 orders for up to 60 days, or serve on ADOS orders under Title 10 U.S.C. 12301(d) for a duration of no more than 180 days, whose principal place of residence is not within commuting distance of the AD site, are entitled to applicable travel/per diem allowances for the entire period. Absent a determination from local order-issuing authorities, a one-way reasonable commuting distance is considered 50 miles/one hour within their Area of Responsibility (AOR). Areas within a reasonable commuting distance are described in par. U2800 of Joint Federal Travel Regulations (JFTR).

In any event, regardless of the distance actually traveled, a member who voluntarily commutes between home and duty location is not authorized per diem or daily travel allowances, even if their residence lies outside the local reasonable commute distance. Recalled reservists in the local travel area, residing outside the limits of the duty location, may be authorized per diem when their duties require them to remain away from their principal place of residence. One round trip mileage to/from their residence is authorized for the entire TDY period.

Members assigned to career sea pay eligible vessels are not authorized per diem.

11.B.3.5 Entitlements pay table

The table on the subsequent pages provides a list of pay entitlements for SELRES activated for Title 14 orders.

11.B.3.5 Entitlements pay table (continued)

Pay Entitlement	Rule/Note	Reference
Basic Pay	Basic Pay	PAYMAN Figure 2-1
Officer Basic Allowance for Subsistence (BAS)	OFF BAS	PAYMAN Section 3-A-2
Enlisted Basic Allowance for Subsistence (BAS)	Ashore unit:	
	ENL BAS No government dining facility available	PAYMAN Section 3-A-3
	ENL BAS minus Discount Meal Rate (ESM or EUM)	PAYMAN Section 3-A-4
	Afloat unit with an established dining facility:	
	ENL BAS minus DISCOUNT MEAL RATE (ESM)	PAYMAN Section 3-B-5-b
Basic Allowance For Housing (BAH) Basic Allowance For Housing – Reserve Component (BAH-RC) Overseas Housing Allowance (OHA)	Member is entitled to BAH-RC when ordered to AD for 30 days or less for the respective pay grade and dependency status. Member is entitled to **Locality-Based BAH** (based upon the members residence) or Overseas Housing Allowance (OHA) (if outside the united states) when ordered to AD for 31 days or more for the respective pay grade and dependency status. **BAH is based upon the principal place of residence from which recalled in all circumstances.** **Orders shall not be amended, extended, combined, or changed from BAH-RC to Locality-Based BAH for the purpose of entitlement that was not previously approved**. All original orders must be completed. If the reserve member requests an extension on active duty, a new set of orders shall be issued with the reflected start and finish dates. If the orders are terminated prior to the original end date, an amendment must be completed to indicate the new actual end date.	PAYMAN Section 3-B-9 Figure 3-9 Figure 3-21 ALCOAST 462/06
Cost of Living Allowance in CONUS (CONUS COLA).	**CONUS COLA is not authorized for Title 14 orders.** Reservists volunteering to serve on T-10 ADOS-AC orders for 140 or more days are entitled to CONUS COLA. See JFTR, para **U8038,** for entitlement to CCOLA for Reserve Component members on active duty.	JFTR Para U8038
Overseas Cost of Living Allowance (OUTCONUS COLA)	OUTCONUS COLA is only payable when ordered to active duty from an OUTCONUS residence for 31 days or more. The OUTCONUS COLA rate will be based on the location of the member's **primary residence**.	JFTR Para U9145

Continued on next page

11.B.3.5 Entitlements pay table (continued)

Pay Entitlement	Rule/Note	Reference
Overseas Housing Allowance (OHA)	OHA is only payable when ordered to active duty from an OUTCONUS residence for 31 days or more. The OHA rate payable will be based on the location of the member's primary residence.	JFTR Para U10428
Family Separation Allowance (FSA)	**Member with dependents**. FSA is authorized when the member with dependents is away from home for 30 continuous days without family visits at the onset of the mobilization. After the first 30 days, reasonable visits are permissible provided visits are of a temporary nature not exceeding 30 consecutive days in duration.	PAYMAN Section 3.H
Family Supplemental Subsistence Allowance (FSSA)	Recalled reservists may be eligible for FSSA.	PAYMAN Section 3-M
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 CG-131 for guidance.	
Enlisted Clothing Maintenance Allowance	Enlisted reservists are entitled to Basic Maintenance Allowance (BMA) or Standard Maintenance Allowance (SMA) for orders of 30 or more days duration. RBMA/RSMA for orders less than 30 days duration.	PAYMAN Section 3.J.7 Figure 3-28
Civilian Clothing Monetary Allowance	Authorized for enlisted members who are REQUIRED to wear civilian clothing. All requests must be submitted to CG-1222 via Civilian Clothing Allowance Worksheet (CG-5150)	PAYMAN Section 3.J.5
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.	PAYMAN Section 3.K
Hardship Duty Pay for Location (HDP-L)	If mobilized to a designated Hardship Duty Location for over 30 consecutive days.	PAYMAN Section 4.A Figure 4-1
Career Sea Pay (CSEAPAY)	If assigned to a sea pay eligible vessel (or qualifying mobile unit), eligible for CSEAPAY at the Level-1 rate or the Level-3 rate if operating in-theater.	PAYMAN Section 3.B.8 Figure 4-2
Diving Duty Pay	When assigned by orders to diving duty.	PAYMAN Figure 4-6
Special Duty Assignment Pay (SDAP) Enlisted	If ordered to duties which qualify for SDAP. Orders must state entitlement to SDAP.	PAYMAN Section 4-I COMDTINST 1430.1P

Continued on next page

11.B.3.5 Entitlements pay table (continued)

Pay Entitlement	Rule/Note	Reference
Hazardous Duty Incentive Pay (HDIP)	When under flight orders as a 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 not payable.)	PAYMAN Section 5-B
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.	PAYMAN Section 5-C
Leave	Leave is only earned for active duty periods of 30 or more consecutive days. In instances where the AD period is extended by changing the type of orders all members who serve a combined consecutive period of 30 days or more, accrue 2.5 days of leave per month of active duty. If earned leave is not taken while on AD orders, the leave may be saved and be used when on active duty orders greater than 30 days. Leave accrued under orders of 365 days or less are not subject to the 60 day career limitation on sale of leave. Members completing Title 14 recall orders and **immediately** continuing on AD under another order for 30 or more days may carry unused leave over into the new active duty period.	PAYMAN Article 7.I ALCOAST 449/05 ALCOAST 462/06 ALCOAST 519/11
Servicemembers' Group Life Insurance (SGLI)	All reservists recalled to active duty under Title 14 U.S.C. 712 are insured (if previously elected) under SGLI and Traumatic SGLI (TSGLI). Children are automatically covered under FSGLI-Child. When demobilized from duty under Title 14, members transitioning to IRR, without scheduled training, will no longer be eligible for SGLI, but will retain 120 days of coverage following demobilization, providing they do not decline coverage during or after their active duty period.	PAYMAN Section 6-A ALCOAST 462/06
FLPP Interpreter FLPP Linguist	Same allowances as Active duty component.	PAYMAN Section 4.K ALCOAST 585/05 ALCOAST 275/06
Thrift Savings Plan (TSP)	All members in a pay status may participate in the Thrift Savings Plan by completing form TSP-U-1 and mailing it to PPC (mas-tsp). To avoid an overpayment situation, reservists should ensure that sufficient funds are available in their pay account after TSP deductions to cover any outstanding garnishments or debts (such as SGLI).	PAYMAN Section 6-G ALCOAST 462/06 TSP Web site http://www.tsp.gov/

Continued on next page

11.B.3.5 Entitlements pay table (continued)

Pay Entitlement	Rule/Note	Reference
Defense Enrollment Eligibility Reporting System (DEERS) & ID Cards	All sponsors (active duty, retired, National Guard and Reserve) are automatically registered in DEERS. The sponsor must register eligible family members. Once registered, personal information such as addresses and phone numbers may be updated.	
Dependent ID Cards	Dependents must have an updated ID card if the sponsor is on orders greater than 30 days. Reserve and National Guard dependents will be issued ID cards up to 14-days prior to sponsor's active duty reporting date.	
TRICARE Reserve Select (TRS)	TRS premiums are suspended for members ordered to active duty for 31 days or more. Following demobilization, reserve members may purchase premium-based health insurance through TRS at a discounted cost. To enroll, a member must be in the SELRES and not eligible for Federal Employee Health Benefits (FEHB).	http://www.humana-military.com/library/pdf/trs.pdf
TRICARE Medical Benefits	Reservists ordered to active duty under Title 14 U.S.C. 712 or Title 10 U.S.C. Section 12301 (d) ADOS-AC orders for 31 days or more and their dependents are entitled to active duty TRICARE benefits and must be correctly enrolled in DEERS. SPOs issuing AD orders are responsible to ensure proper enrollment of dependents into DEERS via the nearest Uniformed Service RAPIDS terminal. Active duty under Title 14 or Title 10 ADOS in support of response to natural or man-made disasters does not qualify as contingency orders for any post-active duty benefit purposes, such as Transitional Assistance Management Program (TAMP) benefits. Family members enrolled in TRICARE Prime during mobilization must re-enroll to continue benefits. The location and contact information for the nearest RAPIDS site can be found via the RAPIDS site located at https://www.dmdc.osd.mil/rsl Information for procedures to access medical care and TRICARE benefits can be found on the CG-11 webpage: http://www.uscg.mil/hq/cg1/cg112/cg1121/default.asp	

Continued on next page

11.B.3.5 Entitlements pay table (continued)

Pay Entitlement	Rule/Note	Reference
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. If previously enrolled in TDP before activation, members will be automatically re-enrolled upon deactivation/demobilization. Family members will remain enrolled in TDP, but the premium rate will increase to the reserve family member rate. Further information is available at 800-866-8499, or http://www.tricaredentalprogram.com/tdptws/home.jsp	PAYMAN Section 6-C ALCOAST 462/06 United Concordia Web Site @ http://www.ucci.com/ or United Concordia Customer Service @ 1-800-866-8499
Transitional Assistance Management Program (TAMP)	Reservists are not eligible for Transitional Assistance Management Program (TAMP) benefits.	
Reserve Educational Assistance Program (REAP).	SELRES mobilized under Title 14 are not entitled to REAP benefits.	
GI Bill	SELRES mobilized under Title 14 are not entitled to the Post 9/11 GI Bill Educational Assistance program. SELRES who elect to remain on active duty under Title 10 ADOS-AC 12301(d) orders ***are*** eligible for Post 9/11 GI Bill Benefits.	

11.B.4 Preparation of Orders in Direct Access

Reference

(a) SPO Manual, Part VII Reserve Unique Transactions, Chapter 4 Reserve Active Duty Orders
(b) Obtaining Personnel Resources to Meet Surge Requirements COMDTINST 5400.1A
(c) Reserve Policy Manual, COMDTINST M1001.28 (series)
(d) ALCGPSC 161/12
(e) ALCGPSC 045/09

11.B.4.1 Introduction

This section provides the procedure for issuing a recall order under Title 14 U.S.C, Section 712, in Direct Access.

11.B.4.2 Verifying a Reservist's Prior Active Duty

CG-PSC-rpm has been delegated approval authority in accordance with ALCGPSC 161/12 for requests related to active duty beyond 16 and 18 years. Requests shall be submitted through the SELRES chain of command. Procedures are contained in ALCGPSC 045/09. A template, for the request, can be found on the Reserve Home Page at:

http://www.uscg.mil/rpm/rpm1/1618request.asp under Member Resources.

In accordance with the RPM 3-B-6b:

- Reservists shall not perform any type of active duty (except ADT-AT) if it will result in the member accumulating 16 years or more of combined active service, unless authorized by Commandant (CG-PSC-rpm).
- Reservists shall not perform any type of active duty (except ADT-AT) if it will result in the member accumulating 18 years or more but less than 20 years of combined active service, unless authorized by Commandant (CG-PSC-rpm).

In accordance with the RPM 8-B-4:

- Reservists shall not recalled to Active Duty under Title 14 or Title 10 12301 (d) ADOS-AC orders if it will result in the member accruing over 30 years total service, unless the member currently has a 30 year waiver letter or is authorized by Commandant (CG-PSC-rpm)

Years of combined active service are calculated in accordance with Appendix (C) to the Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).

Continued on next page

11.B.4 Preparation of Orders in Direct Access, continued

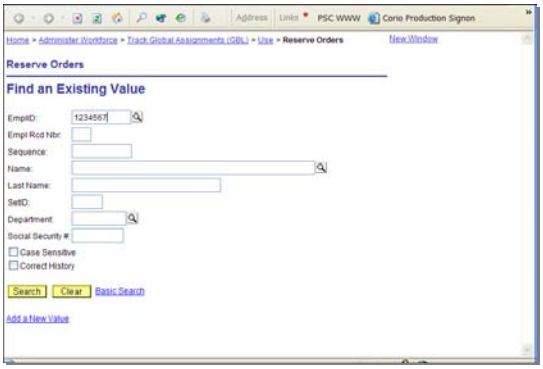
11.B.4.3 Travel and Per Diem Accounting Data

You do not have to use the TONO Accounting Data button to add Document ID numbers and Accounting Data for travel for Reserve Orders. You may enter the travel accounting string and document ID in the order notes (see, step 14 in the following procedure) along with an estimate of the total travel & per diem costs. This information is necessary in order to create a matching obligation in Finance and Procurement Desktop (FPD). Provide a copy of the orders to the funds manager.

****Note:** If issuing a Title 10 12301 (d) ADOS-AC order for voluntary continuance on active duty, **you must** enter the Document IDs and accounting data strings for pay & allowances and FICA using the TONO Accounting Data button.

11.B.4.4 Procedure

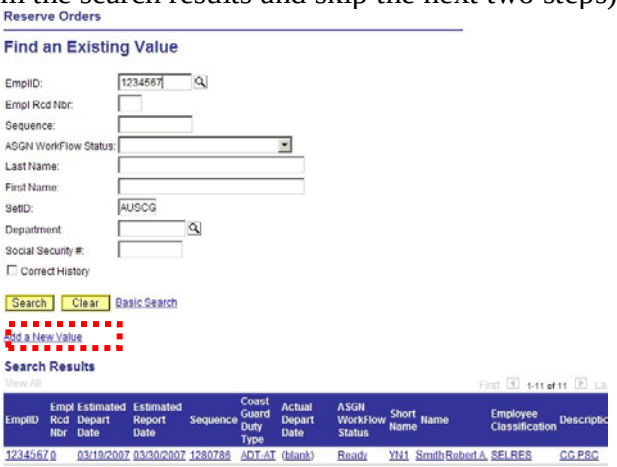
Follow these steps to create a new Reserve Order.

Step	Action
1	Log into the DA and select the following menu items: Administer Workforce > Track Global Assignments (GBL) > Use > **Reserve Orders** ****Note:** Reserve Orders can also be accessed using the Manage Reserve Member activity guide: Administer Workforce > Track Global Assignments (GBL) > Use > **Manage Reserve Member** Select the "*View/Complete Order Info*" link at the bottom of the activity guide page to go to the Reserve Orders Search record.
2	The Reserve Orders Search record will be displayed.  Enter the member's employee ID number in the EmplID field and select the Search button.

Continued on next page

11.B.4 Preparation of Orders in Direct Access, continued

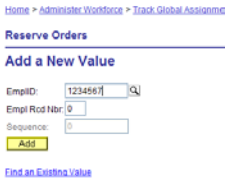
11.B.4.4 Procedure (continued)

Step	Action
3	Review the search results to ensure a new order has not already been started (if one exists, select it from the search results and skip the next two steps).  <u>Search Results Fields:</u> EmplID.....Employee ID Number Empl Rcd Nbr.....Record Number Estimated Depart Date.....Order start date Estimated Report Date.....Order end date Sequence .....System Identifier Coast Guard Duty Type .....Type of duty (ADT-AT, ADOS-AC, etc.) Actual Depart Date .....Order start date (as endorsed by SPO) ASGN WorkFlow Status:.....See *About Orders' Status* below Short Name .....Rate/Rank Name .....Member's name (Last,First MI) Employee Classification .....Member's status Description.....Department the Orders are designated to be performed at <u>About Orders' Status:</u> As Reserve Orders are created and processed the status will change from <u>Proposed</u> to <u>Ready</u> to <u>Enroute</u> and finally <u>Finished</u>. Proposed – Orders are in a request status. Ready – Orders have been District/COMDT approved and assigned a TONO. Enroute – The Actual Reporting and Departing Dates have been completed. Finished – Long-Term: Orders are complete. A RELAD document will trigger a Finish for orders ADT over 139 days or ADOT over 180 days. Short-Term: Order Status on Short-term orders to will always be 'Finished' when Approved and Actual dates entered. Cancelled – Orders were cancelled, no further action is possible.
4	Select the "**Add a New Value**" link to continue.

Continued on next page

11.B.4 Preparation of Orders in Direct Access, continued

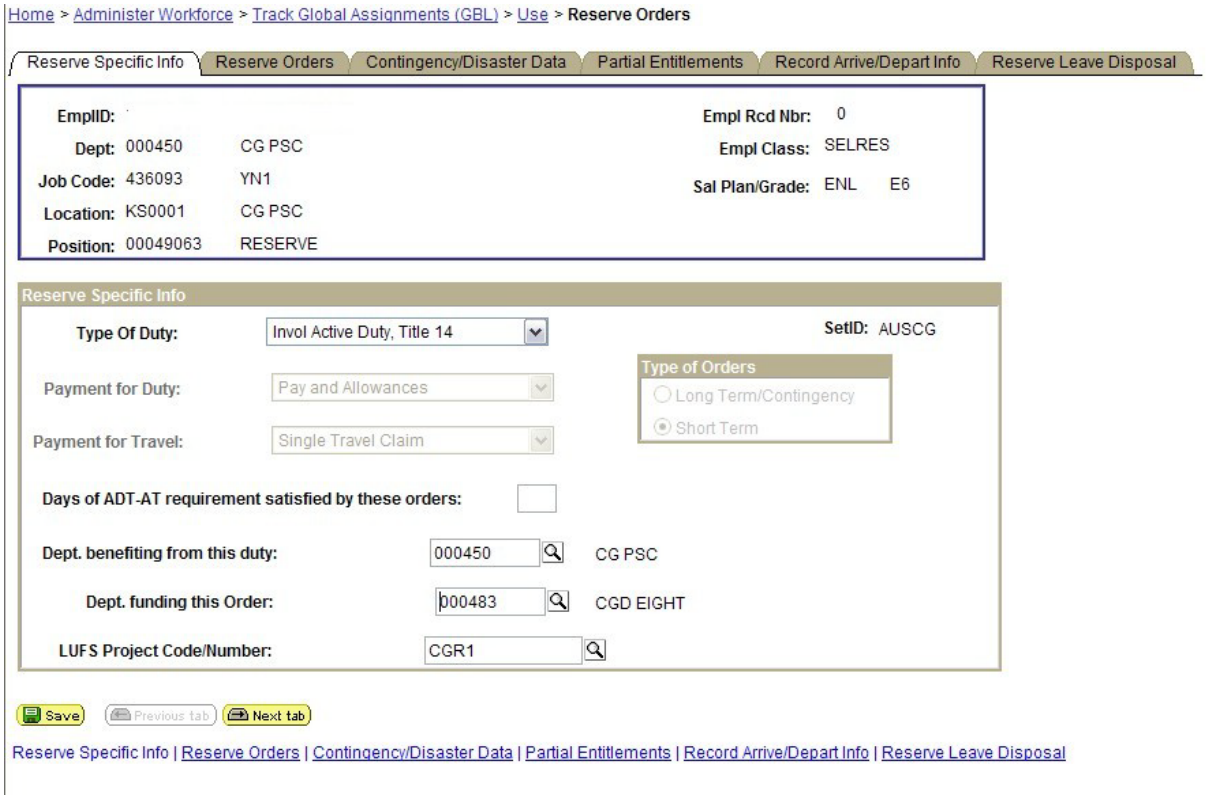
11.B.4.5 Procedure (continued)

Step	Action
5	The 'Add a New Value' page will display.  Enter the member's employee ID number in the EmplID field and Select the Add button.
6	Complete the **Reserve Specific Info** tab by selecting the appropriate entries for the following fields: **Field** — **Enter/Select** Type of Duty — Invol Active Duty, Title 14 Dept benefiting from this duty — This field defaults to the member's current reserve duty site. Depending on the situation, reporting personnel may be reassigned to a different duty station <u>after going on Active Duty at their IDT site</u>. Separate TDY orders can be used for this purpose. Add an "Order Note" (remark) with the name and location of the unit the member will be performing TDY at. Travel and Per Diem computations should be based on the TDY local, not the IDT drill site. Dept. funding this Order — This field defaults to the member's current District. There is no need to change as unique accounting data is auto-generated, by the system, for this type of order FPD Project Code Number — This field defaults to "CGR1." There is no need to change. The **Payment for Duty**, **Payment for Travel** and **Type of Orders** fields are set by the system when the *Invol Active Duty, Title 14* type of duty is selected. These fields cannot be changed. The Type of Orders is set to short-term. Short term orders are self-terminating; no separation transaction is required upon demobilization. However, leave must be disposed of. See the Demobilization section for more information. See Exhibit 1, on the next page, for an example of the completed tab.

Continued on next page

11.B.4 Preparation of Orders in Direct Access, continued

Exhibit 3 – Reserve Specific Info Tab completed for Title 14 Recall Order:



Continued on next page

11.B.4 Preparation of Orders in Direct Access, continued

11.B.4.5 Procedure (continued)

Step	Action
7	Access the **Reserve Orders** tab (by selecting the tab title or the link at the bottom of the page). Complete the following items in the **Basic Information** section:

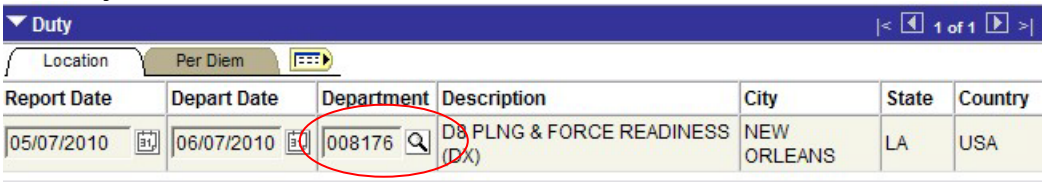
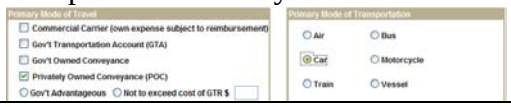
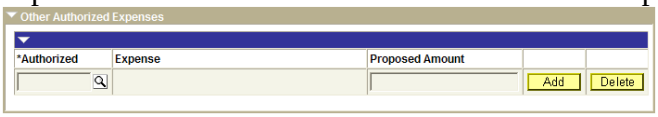
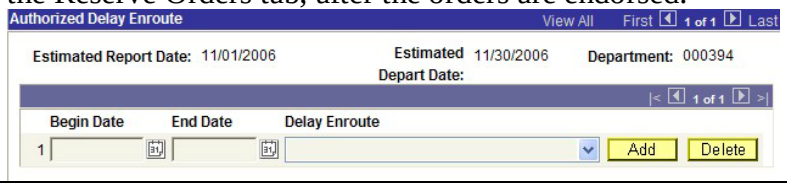
Field	Enter/Select
Purpose	"MC" for MEP Contin (short title)/Environmental Contingency (long title) or select the lookup button to search for and select the MC code.
Order Begin Dt	If any travel time of more than 24 hours is authorized, this is the date member departs home enroute to duty site. Otherwise, it is the date (NLT 2400 Hrs.) the member is scheduled to report for duty.
Order End Dt	Last day of Active Duty under this order, include any authorized travel time of more than 24 hours
Authority (REF)	The MRTT-RTN (The MRTT-RTN will be a nine digit number (e.g., 15336-0030).
Authorizing Official	Name, Rate/Rank and service of the authorizing official.
Gov't Credit Card Holder	Mark the checkbox **as applicable**
Is Travel Authorized for These Orders?	Mark the checkbox **as applicable**

Exhibit 4 – Reserve Orders Tab, Basic Information Section Completed for Title 14 recall order:

Continued on next page

11.B.4 Preparation of Orders in Direct Access, continued

11.B.4.5 Procedure (continued)

Step	Action
8	Complete this step only if the member will not be reporting to their home unit (See instructions for "Dept benefiting from this duty" in step 6). Enter the Department ID number of the unit the member will be reporting to in the **Department** field of the **Duty-Location** section of the Reserve Orders tab.  **Note: This will not create a PCS transaction; the member will remain assigned to their home unit. These are short-term active duty orders.
**Note	Do not complete the **Per Diem** tab in the Duty section of the orders. Per diem, messing & lodging information shall be entered in the order notes or on separate TDY orders. Ensure the travel accounting string and document ID appear in the order notes (see step 14) along with an estimate of the total travel & per diem costs. This information is necessary in order to create a matching obligation in FPD. Provide a copy of the orders to the funds manager.
9	Complete the Primary Mode of Travel and Primary Mode of Transportation sections 
**Note	Do not make any entries in **Other Authorized Expenses** section. Reimbursable expenses shall be listed in the order notes or on separate TDY orders.  Ensure the travel accounting string and document ID appear in the order notes (see step 14) along with an estimate of the total travel & per diem costs. This information is necessary in order to create a matching obligation in FPD. Provide a copy of the orders to the funds manager.
**Note	The **Authorized Delay Enroute** section shall be left blank. This information is entered on the **Record Arrive/Depart Info** tab, by the SPO, and appears here on the Reserve Orders tab, after the orders are endorsed. 

Continued on next page

11.B.4 Preparation of Orders in Direct Access, continued

11.B.4.5 Procedure (continued)

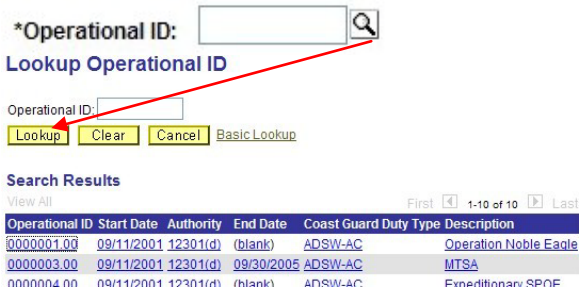
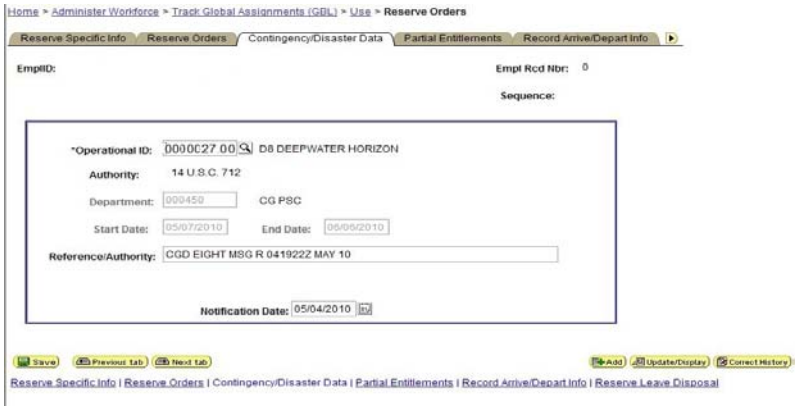
Step	Action
10	Access the Contingency/Disaster Data tab (by selecting the tab label or using the Contingency/Disaster Data link at the bottom of the page).
11	Enter the Operational ID number for this operation (be sure to select the ID that matches the order type in the "Coast Guard Duty Type" column. It is extremely important that the correct Operational ID number is entered to reduce any potential conflicts for future Active Duty service under Title 14, Title 10 or ADOS-AC orders. 
12	Enter the reference/authority (message-originator & Date Time Group (DTG), memo-originator & date/SSIC, telephone conversation-names & date) for the recall in the Reference/Authority field. Reference/Authority:
13	Enter the date the member was notified of this recall, regardless of what method was used. The notification date should be before the start date and **cannot** be after the start date. Notification Date:

Exhibit 5 – Contingency/Disaster Tab Completed for Title 14 recall order:

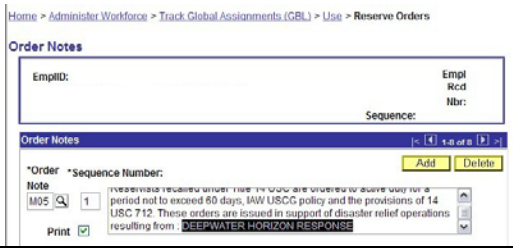
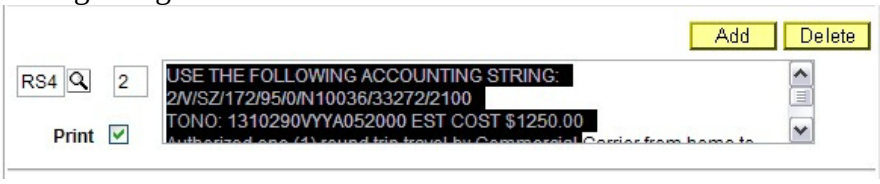


Continued on next page

11.B.4 Preparation of Orders in Direct Access, continued

11.B.4.5 Procedure (continued)

Step	Action
14	Return to the Reserve Orders tab (by selecting the tab title or the link at the bottom of the page) and scroll to the bottom of the page. Select the Order Notes button.
15	Default notes are added by the system. Review and edit the default entries.

Note ID	Action
M05	Enter the name of operation (e.g. *"Hurricane X Response"*) in the last line of the note. If applicable, enter the duty station/location if other than the member's normal drill site. 
RS4	Add the travel accounting string, document ID and estimated cost at the beginning of the note.  Edit the travel mode/cost information, remove non-applicable portions of the paragraph. Authorized one (1) round trip travel by Privately Owned Conveyance (POC) from home to place of duty (___ miles). [Not to exceed the cost of a GTR ($_____) **or** Travel by POC is more advantageous to the government.] Travel day is 00/00/00. - **OR** - Authorized one (1) round trip travel by Commercial Carrier from home to place of duty, subject to reimbursement, not to exceed the cost of a GTR ($_____). Travel day is 00/00/00.
RS0	Edit eligibility/readiness compliance and provide exam and screening dates and security clearance information. Eligibility / Readiness Requirements [have / have NOT] been met. Physical Exam: 00/00/00 Dental Exam: 00/00/00 Annual Screening Questionnaire: 00/00/00 Current Security Clearance / Date: [None, Classified, Secret, Top Secret]

Continued on next page

11.B.4 Preparation of Orders in Direct Access, continued

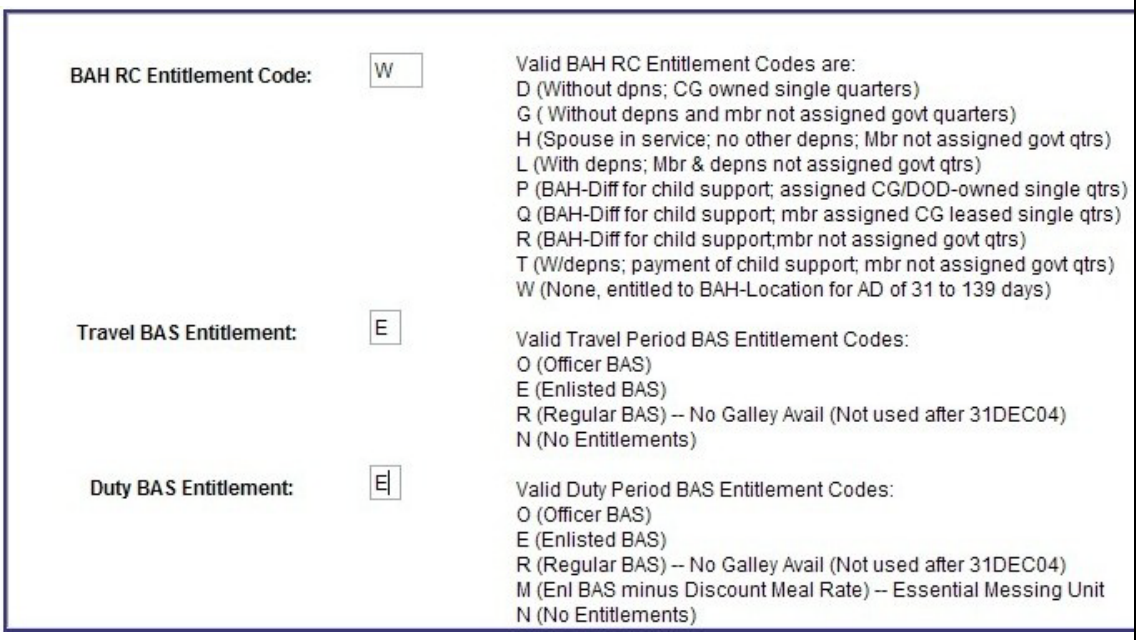
11.B.4.5 Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>15
(cont'd)</td><td>Default notes are added by the system. Review and edit the default entries.
<table>
<tr><th>Note ID</th><th>Action</th></tr>
<tr><td>RS6</td><td>Enter BAH code, availability of government quarters and messing and per diem authorization/rates.
BAH Code: [type, i.e. L, G, H, D]
Quarters / Messing: [Available / Not Available]
Per Diem: [Authorized / Not Authorized] [Lodging/M&IE Rates]</td></tr>
</table>
Example: Add order note DW1
<table>
<tr><th>Note ID</th><th>Description</th></tr>
<tr><td>DW1</td><td>All personnel 24 hours or less from arrival at Crowne Plaza New Orleans, shall call the duty YN at 555-222-1212 between the hours of 0700 and 2000 Central Daylight Time to provide an ETA to Central Staging.</td></tr>
</table>
Review any other default notes and edit if necessary.</td></tr>
<tr><td>16</td><td>Select the OK button to return to the Reserve Orders tab.</td></tr>
<tr><td>17</td><td>Access the Partial Entitlements tab by selecting the tab title or the link at the bottom of the page.</td></tr>
</table>

Continued on next page

11.B.4 Preparation of Orders in Direct Access, continued

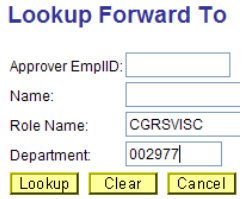
11.B.4.5 Procedure (continued)

Step	Action
18	Enter the member's BAH-RC and BAS entitlements on the Partial Entitlements tab. • BAS entitlements for reservists on short term active duty are started using the **Partial Entitlements tab** on the reserve orders page. • BAH-RC entitlements for reservists on active duty for 30 or less days are started using the **Partial Entitlements tab** on the reserve orders page. • BAH/OHA entitlements for reservists on active duty for 31 or more days are started, by the SPO, using the Employee Entitlements module (Home > Compensate Employees > Use > Maintain Entitlements), after the orders are approved and endorsed. Enter BAH-RC code "**W**" on the Partial Entitlements tab to denote entitlement to BAH/OHA.  BAH RC Entitlement Code: W Valid BAH RC Entitlement Codes are: D (Without dpns; CG owned single quarters) G (Without depns and mbr not assigned govt quarters) H (Spouse in service; no other depns; Mbr not assigned govt qtrs) L (With depns; Mbr & depns not assigned govt qtrs) P (BAH-Diff for child support; assigned CG/DOD-owned single qtrs) Q (BAH-Diff for child support; mbr assigned CG leased single qtrs) R (BAH-Diff for child support;mbr not assigned govt qtrs) T (W/depns; payment of child support; mbr not assigned govt qtrs) W (None, entitled to BAH-Location for AD of 31 to 139 days) Travel BAS Entitlement: E Valid Travel Period BAS Entitlement Codes: O (Officer BAS) E (Enlisted BAS) R (Regular BAS) -- No Galley Avail (Not used after 31DEC04) N (No Entitlements) Duty BAS Entitlement: E Valid Duty Period BAS Entitlement Codes: O (Officer BAS) E (Enlisted BAS) R (Regular BAS) -- No Galley Avail (Not used after 31DEC04) M (Enl BAS minus Discount Meal Rate) -- Essential Messing Unit N (No Entitlements)

Continued on next page

11.B.4 Preparation of Orders in Direct Access, continued

11.B.4.5 Procedure (continued)

Step	Action
**Note	BAH **RC** (for orders of 30 days or less) and BAS will automatically start and stop based on the duty dates. Other entitlements, such as, BAH (for orders of 31 days or more), OHA, OUTCONUS COLA, CSP, and SDAP need to be manually started using the Employee Entitlements module (Home > Compensate Employees > Use > Maintain Entitlements), after the orders are approved and endorsed.
19	Scroll down to and Select the Route For Approval button. The request can now be routed to the District (dxr) for approval. **Field** / **Description** **Approval Status** — The **Approval Status** field is only active for District (dxr) personnel. **Approval Recommendation** — The **Approval Recommendation** field is used for Supervisors/Command Users to note their recommendation before forwarding to the District (dxr). **Forward To** — Enter the Employee ID of the District (dxr) person who will be Working, Reviewing or Approving these orders. You can also select on the button to look up an Employee ID.  **Email Address** — The e-mail address of the person selected in the "Forward To" block will auto-fill. Enter any additional e-mail address for others to receive notification of pending approval action. Separate multiple entries by a semicolon (;) **Approval Path** — This field will show who the orders have been routed to. **Comments** — Enter comments if desired. Comments are required if disapproval is recommend. Select the OK button.
20	Select the Save button. The District (dxr) must review, approve and notify the SPO for pay transactions.

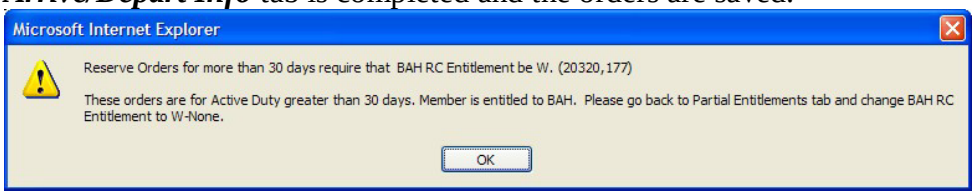
11.B.5 SPO Endorsement/Pay Actions

11.B.5.1 Introduction

Following approval of the orders by the District (dxr), the SPO must endorse the order and submit transactions to start pay and allowances.

11.B.5.2 Procedure

Follow these steps to access and endorse the reserve order.

Step	Action
1	Access the reserve order. Administer Workforce > Track Global Assignments (GBL) > Use > Reserve Orders Enter the member's employee ID number, and select Search. Select the Ready orders from the search results (first item listed).
2	The Reserve Orders will open. Review the data on the first three tabs (***Reserve Specific Info*** and ***Reserve Orders*** and ***Contingency/Disaster Data)*** to ensure all fields are completed correctly.
3	Verify the member's BAH-RC and BAS entitlements by selecting the Partial Entitlements tab. For orders more than 30 days duration, the BAH-RC code "**W**" (none) must be used. Reserve Component members on short-term AD for more than 30 days are entitled to BAH, which must be started using the Compensate Employees > Use > Employee Entitlements menu item after the ***Record Arrive/Depart Info*** tab is completed and the orders are saved.  *Error message generated when a BAH-RC code other than "W" is entered on the Partial Entitlements tab of any order for more than 30 days.*

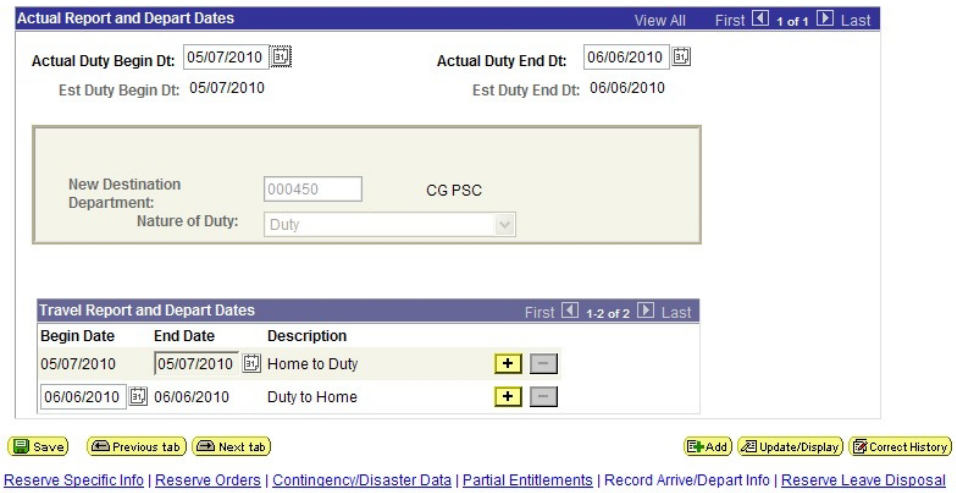
Continued on next page

11.B.5 SPO Endorsement/Pay Actions, Continued

11.B.5.2 Procedure (continued)

Step	Action
****Note**	Single members on a ADOT period of 31 to 180 days or a ADT period of 31 to 139 days are considered on temporary duty (TDY) for BAH/OHA purposes. They are authorized a housing allowance based on their principal place of residence location zip code at the time called/ordered to active duty, appropriate to their dependency status (i.e. BAH/OHA without dependents, BAH/OHA with dependents based on payment of child support), even if the member is assigned to single-type Government quarters at the site where the active duty is performed.
4	Select the ***Record Arrive/Depart Info*** tab.
5	Verify the Actual Duty Begin Date (system defaults this field with the date from the *Est. Duty Begin Dt*). If the member began duty on another date, you must cancel the order and reissue it with the Estimated and Actual begin date fields must match.
6	Enter the Actual Duty End Date. Initially, use the same date as the *Est. Duty End Dt.* This field may be changed to record amendments or extensions.
****Note**	The system will enter a "***Home to Duty***" row and a "***Duty to Home***" row, based on the Actual Duty Begin Date and the Actual Duty End Date. No changes are necessary.

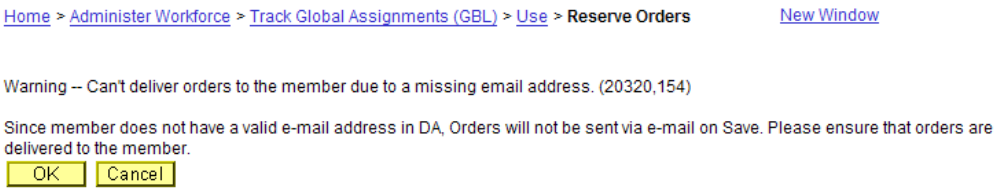
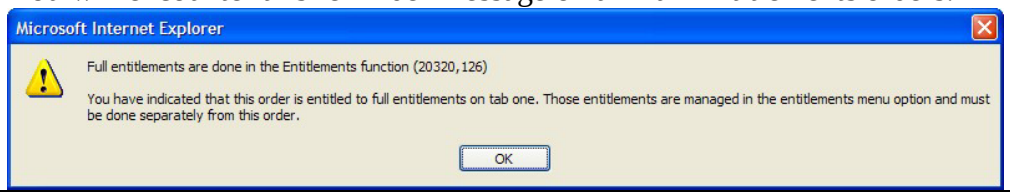
Exhibit 6 – Record Arrive/Depart Info Tab Completed for Title 14 recall order:



Continued on next page

11.B.5 SPO Endorsement/Pay Actions, Continued

11.B.5.2 Procedure (continued)

Step	Action
7	Select the Save button.
8	You may encounter this warning/informational message when saving reserve orders if the member does not have an e-mail address on file:  Select OK to dismiss the warning. You can use the E-Mail Printable Order button to e-mail the orders to yourself or the unit to print a copy of the orders. You will encounter this reminder message on all Full Entitlements orders: 
9	If this order is for **more than 30 days AD**, the path to complete the process: Compensate Employees > Use > Employee Entitlements menu item and start the member's BAH and other entitlements as applicable (refer to the Pay Manual for policy guidance and Part II (Pay Entitlements) of the Coast Guard Servicing Personnel Office Manual, PPCINST M5231.3, for procedural guidance). ****Note**: BAS for all short-term orders is administered on the Reserve Orders Partial Entitlements tab even if the orders are for more than 30 days and BAH is authorized.

11.B.6 Extensions/Amend Duty Dates

11.B.6.1 Introduction

This section provides the procedure for the Servicing Personnel Office (SPO) amending an endorsed Reserve Order, or to report a change in the Actual Duty End date field (e. g. Member leaves early or stays on AD beyond originally planned end date). **You must cancel and reissue the order if the Actual Begin Date is not equal to the Estimated Begin Date**.

11.B.6.2 Limits

Title 14 recall orders cannot be extended beyond 60 days. Title 10 U.S.C. 12301 (d) ADOS-AC orders issued in support of this operation cannot be extended beyond 180 days.

11.B.6.3 Process

There are three key parts to the process of amending Reserve orders. They are:

- Amend the Actual Duty End Date in the Direct Access Reserve Orders component.
- Amend the Stop date(s) for any corresponding pay entitlement entries in the Direct Access Employee Entitlements component.
- Issue a memo to the member, a copy to the member's permanent unit, District (dxr), and TDY unit documenting the change(s). This step is necessary for travel claim documentation purposes, since original orders cannot be changed once approved and issued. Copies of orders printed out of Direct Access will not reflect any changes to duty dates.

11.B.6.4 Procedure

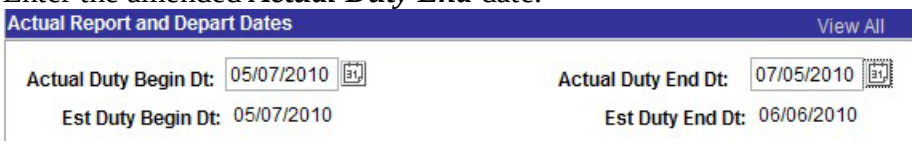
Follow these steps to access and amend the reserve order.

Step	Action
1	Log into the system and select the following menu items: Administer Workforce > Track Global Assignments (GBL) > Use > **Reserve Orders** ****Note:** Reserve Orders can also be accessed using the Manage Reserve Member activity guide: Administer Workforce > Track Global Assignments (GBL) > Use > **Manage Reserve Member** Select the "*View/Complete Order Info*" link at the bottom of the activity guide page to go to the Reserve Orders Search record.

Continued on next page

11.B.6 Extensions/Amend Duty Dates, continued

11.B.6.4 Procedure (continued)

Step	Action
2	The Reserve Orders Search record will be displayed. Enter the member's employee ID number in the EmplID field and select the Search button.
3	Select the order you want to amend from the search results.
4	Select the ***Record Arrive/Depart Info*** tab.
5	Enter the amended ***Actual Duty End*** date.  **Note:** Be sure to include any leave taken and travel time authorized when constructing the Actual Duty End date. This date reflects the member's last day on active duty, not the "demob date," which is the date the member was out-processed at the mobilization site.
6	Select the Save button.
**Note	When you enter a new Ending Date (and save) the following warning will appear: Warning -- The Actual Depart Date is greater than the Order's original end date. (20320,76) By entering an Actual Depart Date greater than the original Order's end date, you are extending these orders. If that was not your intent, please press cancel and correct the Actual Depart Date. OK Cancel Select the OK button. A warning regarding email delivery of orders and a reminder to adjust pay entitlements will also appear. Select OK to dismiss these messages.
7	Path to the Compensate Employees > Use > Employee Entitlements menu item and review the member's entitlements. Use the table on the following page as guide to aid in determining if any action is necessary to synchronize the member's pay entitlements with the amended orders.
8	Issue a Memo Amendment to Reserve Travel Orders documenting the change(s). See example on page 33. Distribute the memo as follows: Original – Member Copy – Member's PDS Copy – Home District (dxr) Copy – TDY unit where member is performing duty

Continued on next page

11.B.6 Extensions/Amend Duty Dates, continued

11.B.6.4 Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9</td><td>
<table>
<tr><th>If the original orders are</th><th>and the</th><th>then</th></tr>
<tr><td rowspan="2">Short Term for 30 days or less</td><td>actual duty begin date has changed(1)</td><td>delete the corresponding entitlement rows that were entered in connection with the order (e. g. SDAP, Career Sea Pay) and reenter them using the new actual duty begin date for the entitlement start date and the actual duty end date for the stop date.

**Note: BAS and BAH-RC for all short-term/partial entitlements orders, 30 days or less in duration, are administered on the Reserve Orders Partial Entitlements tab.</td></tr>
<tr><td>actual duty end date has changed</td><td>change the corresponding stop dates on any entitlements entered in connection with the order (e. g. SDAP, Career Sea Pay).

**Note: BAS and BAH-RC for all short-term/partial entitlements orders, 30 days or less in duration, are administered on the Reserve Orders Partial Entitlements tab.</td></tr>
<tr><td rowspan="2">Short Term order for more than 30 days AD</td><td>actual duty begin date has changed(1)</td><td>delete the corresponding BAH or OHA entitlement row and any other entitlement rows that were entered in connection with the order (e. g. SDAP, Career Sea Pay) and reenter them using the new actual duty begin date for the entitlement start date and the actual duty end date for the stop date.</td></tr>
<tr><td>actual duty end date has changed</td><td>change the corresponding stop dates on the BAH or OHA row and on any other entitlements entered in connection with the order (e. g. SDAP, Career Sea Pay).</td></tr>
</table>
</td></tr>
</table>

(1) You cannot change the Actual Duty Begin Date, it must equal the Estimated Begin Date. If it is incorrect, cancel the order and reissue with the correct date. Delete any pay entitlement entries and reenter with the correct start date.

Continued on next page

11.B.6 Extensions/Amend Duty Dates, continued

Exhibit 7 – Memo Amendment to Reserve Orders:

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

Commander
Personnel Service and Support Unit

Box 474
Anycity, St 90201-1234
Staff Symbol: SPO
Phone: (212) 555-1212
Fax: (212) 555-1234
Email: d05-dg-spo1234@uscg.mil

1326
15 Jun 2010

MEMORANDUM

From: A. B. SEA, YNC, USCG
Servicing Personnel Office

Reply to Attn of: SPO
YN2 I.Care
(212) 555-1212

To: BM1 Fred Flintstone, 1234567, USCGR

Subj: AMENDEMENT TO RESERVE TRAVEL ORDER #13-99-900Z17408-000

1. Per reference (a), subject order, which directed you to report to D8 Personal Resource Center, New Orleans, on 16 May 2010, is hereby amended to read as follows:

   a. Change date to depart from 14 June 2010 to 14 July 2010.

2. All other provisions of the original order remain the same.

3. This amendment shall remain attached to the original order at all times.

#

11.B.7 Monthly Verification Procedures

11.B.7.1 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.

11.B.7.2 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 section 11.B.3 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.

11.B.7.3 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.

11.B.8 Demobilization

11.B.8.1 Introduction

This section list actions required by the SPO, unit, mobilization site, and member when a member is demobilized following recall under Title 14 or following completion of a short-term Title 10 12301 (d) ADOS-AC order in support of a DHS operation.

11.B.8.2 References

(a) Reserve Policy Manual, COMDTINST M1001.28a (series), Chap 6
(b) Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4D
(c) Medals and Awards Manual, COMDTINST 1650.25(series)
(d) Military Justice Manual, COMDTINST M5810.1(series)
(e) Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series)
(f) Reserve Medical Guide
(g) ALCOAST 286/10

11.B.8.3 SOI

Do not submit a Statement of Intent (SOI) or Release From Active Duty Transaction (RELAD) for reservists completing Title 14 or short-term Title 10 ADOS-AC orders. These are short-term active duty orders. Separation transactions are only necessary when the member's orders were originally issued as long-term.

11.B.8 Demobilization, continued

11.B.8.4 Notification process

The mobilization site will send a daily message listing of reservists released from active duty. The message is sent to the member's unit and SPO.

The demobilization message provides the following information:

Column Title	Meaning
LAST NAME	Member's last name
EMPLID	Member's employee ID number
DEMOB	Date member was processed via mobilization site demobilization procedures. ****Note:** The demobilization date is not the member's last day of active duty (Orders Actual Duty End Date field). The member is permitted travel time and may have been granted compensatory liberty or is taking leave. Leave information will be sent to member's home command SPO.
RTN TVL	Date of travel to return to home. If the member is not taking leave, this would be the last day of active duty and should be used for the Actual Duty End Date field on the orders.
ORDER END	The Actual Duty End Date as specified on the member's original or amended original order. The Actual Duty End Date on the member's orders will need to be amended if the member was released from active duty earlier than planned.
HOME COMMAND	Name of member's unit

11.B.8 Demobilization, continued

11.B.8.5 Introduction

This checklist is designed to be used by the Administrative and SPO staff to administratively demobilize SELRES upon returning to the permanent unit.

Step	Action	ADMIN/SPO Initials	Date
1	Finalize pay transactions and reserve orders completion in DA.		
2	Instruct SELRES member to report to local DEERS with copy of reserve orders.		
3	Counsel SELRES member regarding TSP elections.		
4	Ensure GTCC is lowered to appropriate limit.		
5	Assist SELRES member with final travel claim in Web TPAX.		
6	Enter any awards or training certificates earned while deployed (e.g. Armed Forces Reserve Medal (AFRM) with M Mobilization Device) into DA.		
7	Issue Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series) with the following statement in the remarks section: "Member performed active duty under Title 14 USC 712 in support of [enter contingency operation name e.g. "*Hurricane Sandy response*"] operations."		
8	Inform SELRES member of proximity to 16/18 years time in service.		
9	Validate member's current SGLI elections.		
10	Verify with local RFRS or District (dxr) staff of any pending medical actions.		
11	Inform SELRES member of IDT drill requirements and ADT status for remainder of current FY.		
12	Assist SELRES member with final travel to PLEAD.		

Continued on next page

11.B.8 Demobilization, continued

11.B.8.6 SPO Action

SPOs will:

- Amend the order's "Actual Duty End Date" if it doesn't already match the date of the member's last day on active duty:
  (****Note:** The demobilization date + leave taken en route (if applicable) + travel time = last day of active duty. See Extension/Amend Duty Dates section of this guide for the procedure used to amend the actual duty end date.)
- If member is immediately continuing on active duty under another set of orders, the leave balance may be carried forward. This requires no action by the SPO, JUMPS will maintain the balance. Use the charts in the Military Assignments and Authorized Absences, COMDTINST M1000.8 (Chap 2) to accurately calculate the number of days leave earned by the member.
- Per reference (c), Reservists recalled under Title 14 shall be issued the Armed Forces Reserve Medal (AFRM) and the Mobilization Device for Armed Forces Reserve Medal. Enter the award information in Direct Access. The "From" and "To" dates should be the same as orders begin and end dates.

11.B.8.7 Issuance of DD Form 214

Reserve Component personnel ordered to active duty for a contingency operation will be issued a DD Form 214 regardless of the number of days served on active duty [DoDI 1336.01, Enclosure (3), 2.d.(1)]. Include the following statement in the remarks section: "Member performed active duty under Title 14 USC 712 in support of [enter contingency operation name e.g. "*Hurricane Sandy response*"] operations."

Continued on next page

11.B.8 Demobilization, continued

11.B.8.8 Medical Examination

All Ready Reservists released from active duty shall complete a Limited PHA consisting of a face-to-face interview with a health services technician in accordance with ALCOAST 286/10, during the demobilization process.

Reservists reporting a change in health during deployment shall be evaluated by a Medical Officer for a focused examination and referred to the OMSEP Coordinator as needed. Encounters shall be entered into the Electronic Health Record.

Reservists must complete this Limited PHA prior to release from active status. This Limited PHA does not replace the Annual PHA requirement. Release from active duty RELAD/Retention Examinations are not required for this response.

11.B.8.9 Incapacitation benefits

Reservists ordered to active duty under Title 14 for 30 days or less are covered for injury, illness or disease incurred or aggravated in the line of duty. This includes injuries sustained when traveling directly to or from the place of duty.

The Reserve Medical Guide may also be used as a resource in assisting SELRES and commands with incapacitation benefits and situations related to injuries.

Medical and dental care shall be provided for reservists incurring or aggravating an injury, illness, or disease in the line of duty, and physical examinations shall be authorized to determine fitness for duty or disability processing.

Reservists who are not medically qualified to perform military duties because of an injury, illness, or disease incurred or aggravated in the line of duty may be eligible to receive incapacitation pay.

11.B.8 Demobilization, continued

11.B.8.10 Administrative Holds

Individuals pending disciplinary proceedings under the Uniform Code of Military Justice (UCMJ) may be retained on active duty without their consent, as provided by rule of Courts-Martial 202(C) and Title 10 U.S.C. 802(d), pending resolution of allegations. Reservists on active duty under Title 14 or Title 10 U.S.C. 12301 (d) ADOS orders whose status changes for administrative reasons shall have their orders modified on or before completing their orders, to reflect that they no longer serve under the provisions of Title 14 or Title 10 12301 (d) ADOS orders. Commands shall notify PSC-rpm and COMDT (CG-1311) for coordination and consultation as soon as possible.

11.B.8.11 Medical Hold

If a member is Available for Limited Duty (AFLD) at the end of their orders, they may be retained with their consent, or their command may request a Notice of Eligibility (NOE) in order to have the medical condition addressed/resolved, per chapter 6 of the Reserve Policy Manual. The RFRS staff of the member's permanent unit will facilitate the medical hold process.

- If the member is AFLD is unable to work in their civilian capacity, retention is preferred.
- If the member is AFLD and able to work in their civilian job, the NOE may be a better fit.
- Member shall submit their health care preference (either active duty retention or NOE) in writing to their command after their counseling session.
- For further guidance contact PSC-rpm at arl-dg-cgpsc-rpm(underscore)reserve(underscore)medical@uscg.mil.
- Reservists who elect to stay on active duty for medical treatment shall remain at a Coast Guard unit with the capacity and expertise to swiftly manage their care to conclusion in proximity to appropriate medical facilities and professionals. Contact PSC-rpm at arl-dg-cgpsc-rpm(underscore)reserve(underscore)medical@uscg.mil for specific guidance.
- Commands shall provide initial notification of the members medical hold status to PSC-rpm via arl-dg-cgpsc-rpm(underscore)reserve(underscore)medical@uscg.mil.

11.B.9 Continuance on Voluntary Active Duty

11.B.9.1 Introduction

This section provides procedure for issuing a short-term Title 10 Section 12301 (d) ADOS-AC order to a member voluntarily remaining on active duty following completion of a period of duty under Title 14. See the next section "Clarification of Entitlements When Transitioning From Title 14 to Title 10 U.S.C. Section 12301 (d) ADOS-AC Orders" for more information on travel and pay entitlements for these members.

11.B.9.2 Discussion

A new set of orders is required upon completion of 60 days of authorized Title 14 orders. The procedures are similar for each new period of active duty authorized under a short-term order. This section highlights the differences in procedures, provided elsewhere in this guide, for issuing Title 10 U.S.C. 12301 (d) voluntary recall orders.

11.B.9.3 SPO PDR Maintenance

The member's permanent unit SPO is responsible for maintaining the SPO PDR while deployed for Title 14 and Title 10 U.S.C. Section 12301 (d). The SPO will facilitate all pay and personnel transactions during the member's deployment. This exception to the guidance in the Military Personnel Data Records System Manual, COMDTINST M1080.10I, is necessary due to the unique nature of responses to natural or manmade disasters.

11.B.9.4 Entitlements

Pay entitlements and benefits for a member continuing on Title 10 U.S.C. Section 12301 (d) ADOS-AC orders of 30 to 180 days would continue as described in the Coast Guard Reserve Partial Mobilization Entitlements Policy section of this guide.

In accordance with ALCGRSV 051/09 - REQUESTING EARLY RETIREMENT, serving 90 consecutive days on voluntary Title 10 U.S.C. Section 12301 (d) ADOS-AC orders will qualify Reservists for early retirement credit.

****Note: New orders require new pay entitlement entries**! Entitlements, like BAH and FSA must be entered in new entitlement rows, do not change the stop date on the entitlements entries submitted in connection with the Title 14 recall order.

Continued on next page

11.B.9 Continuance on Voluntary Active Duty, continued

11.B.9.5
Warning!

Do not process any Reserve PCS transfers (change of drilling unit) while a member is on active duty. Effective date for all PCS transactions shall be completed once the active duty orders are complete. If a PCS transaction processes while a Reserve Component member is on active duty, JUMPS will auto-stop certain pay entitlements. See Coast Guard Servicing Personnel Office, PPCINST M5231.3, Part IV, Chapter 4 for a listing.

11.B.9.6
Procedure

Follow these steps upon notification that a member will be continuing on Title 10 U.S.C. 12301 (d) ADOS-AC orders following completion of a recall to active duty under Title 14.

Step	Action
1	Verify the member is eligible for **additional** active duty: • Member's total prior active service does not exceed 16/18 years upon completion of the proposed Title 10 U.S.C. 12301 (d) ADOS-AC orders (see "Verifying a Reservist's Prior Active Duty" in this chapter). • Reservists with 16 or more years of active duty may be considered for short term Title 10 U.S.C. 12301 (d) ADOS-AC orders with an approved waiver. CG-PSC-rpm is the authority for all waiver requests and will grant waivers on a case by case basis. See ALCGPSC 045/09. • Reservists shall not recalled to Active Duty under Title 14 or Title 10 12301 (d) ADOS-AC if it will result in the SELRES accruing over 30 years total service, unless the SELRES has a current 30 year waiver letter or is authorized by Commandant (CG-PSC-rpm). • Member has sufficient obligated service to complete the Title 10 U.S.C. 12301 (d) ADOS-AC orders.
2	Ensure the Actual Duty End date of the Title 14 recall order is the day prior to the start date of the new Title 10 U.S.C. 12301 (d) ADOS-AC order. Amend the Title 14 order, per the procedures in the Extensions/Amend Duty Dates section of this guide.

Continued on next page

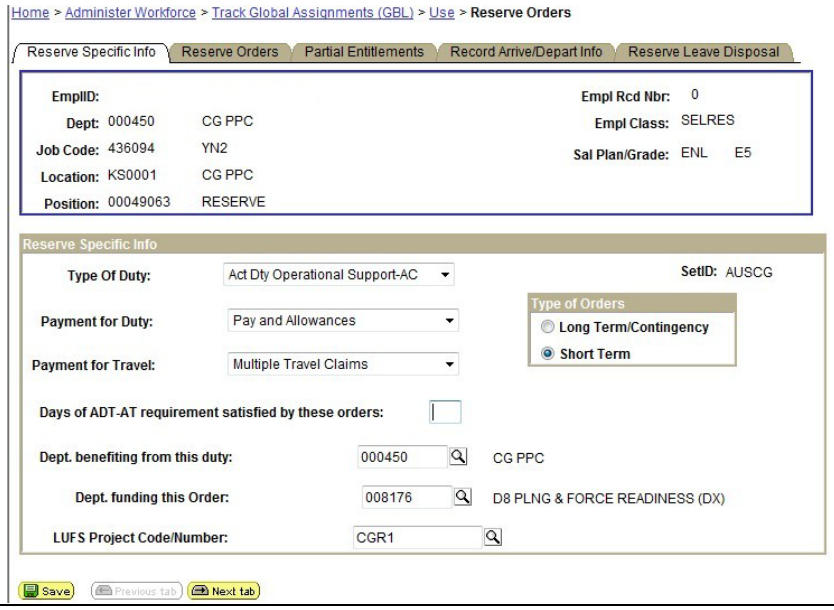
11.B.9 Continuance on Voluntary Active Duty, continued

11.B.9.6 Procedure (continued)

Step	Action
3	Issue the Title 10 U.S.C. 12301 (d) ADOS-AC order following the procedures outlined in the "Preparation of Orders in Direct Access" section of this guide. Highlighted below are the significant differences between the two types of orders.

Reserve Specific Info Tab:

Field	Select/Enter
Type of Orders	Short Term (NTE 180 days)
Type of Duty	Act Dty Operational Support-AC
Payment for Duty	Pay and Allowances
Payment for Travel	Multiple Travel Claims
Days of ADT-AT requirement satisfied by these orders	See Section 4.A.3 of the Reserve Policy Manual for determining the number of **Days of ADT-AT requirement satisfied by these orders** box.



Continued on next page

11.B.9 Continuance on Voluntary Active Duty, continued

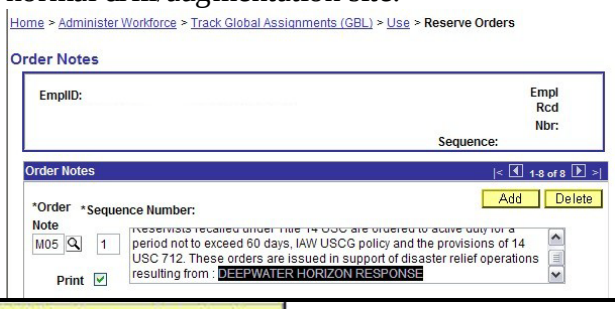
11.B.9.6 Procedure (continued)

Step	Action
3	Issue the Title 10 U.S.C. 12301 (d) ADOS-AC order (differences from Title 14 order): **Reserve Orders Tab:** **Field** / **Enter/Select** Contingency Operation / Mark the checkbox **Contingency/Disaster Tab:** **Field** / **Enter/Select** Operational ID / Select the **ADOS-AC** ID code for the named operation/ response ****Note:** There are contingency IDs for named operations Title 14 and Med Holds (ADOS) present in the list, be sure you choose the correct ID.

Continued on next page

11.B.9 Continuance on Voluntary Active Duty, continued

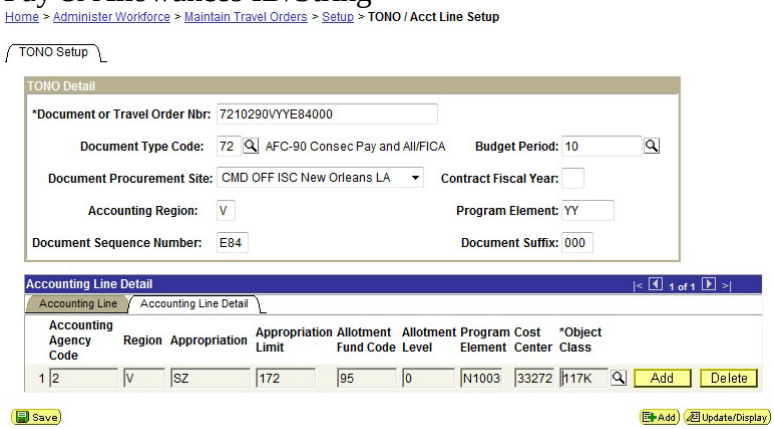
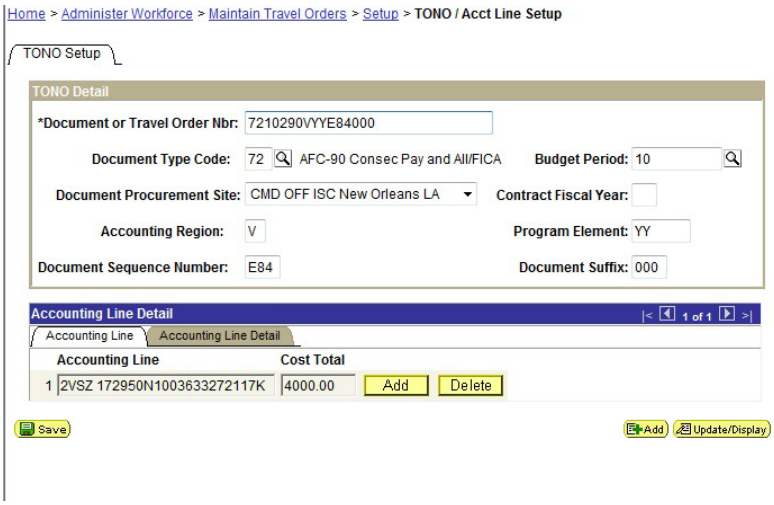
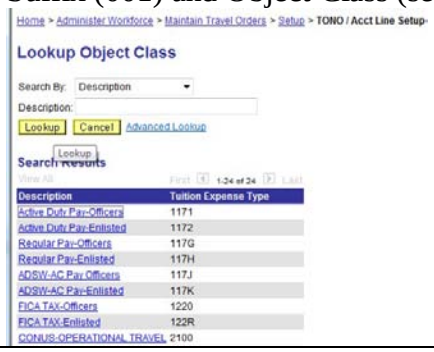
11.B.9.6 Procedure (continued)

Step	Action
3	Issue the Title 10 U.S.C. 12301 (d) ADOS-AC order (differences from Title 14 order): **Order Notes:** **Note ID** — **Action** M05 — Remove the first sentence (*Reservists recalled under …).* Enter the name of operation (*e. g. "Hurricane X Response*) in the last line of the note. And, if applicable, the duty station/location if other than the member's normal drill/augmentation site. 
4	Select the TONO Accounting Data button: Document ID numbers and Accounting Data must be entered in the system manually for the Pay and Allowances, FICA and travel/per diem for short-term Title 10 U.S.C. 12301 (d) ADOS-AC order. ****Note:** See the procedures in the Coast Guard Servicing Personnel Office Manual, PPCINST M5231.3 (Part VII, Chapter 4), if you are not familiar with this process.

Continued on next page

11.B.9 Continuance on Voluntary Active Duty, continued

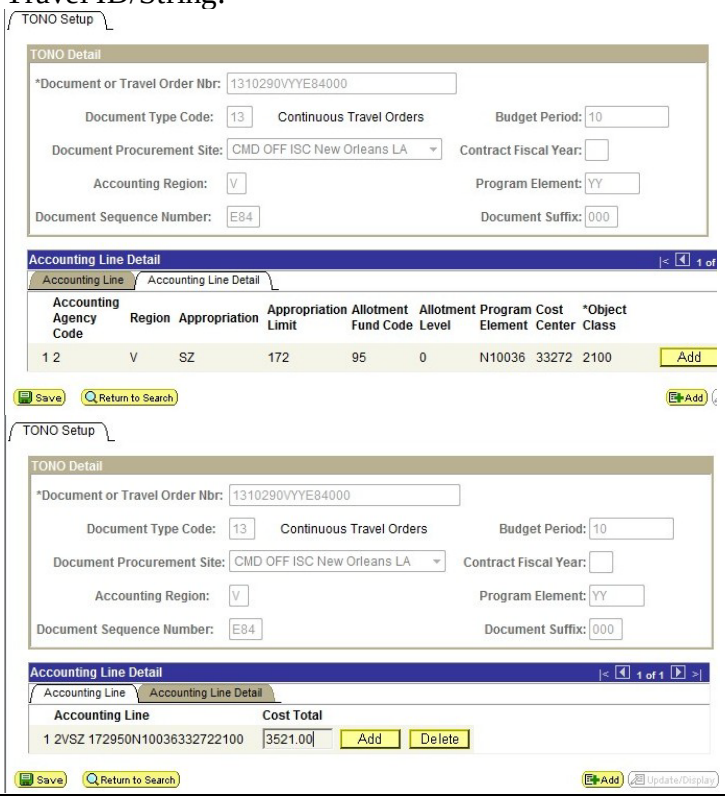
11.B.9.6 Procedure (continued)

Step	Action
4	TONO Accounting Data (examples FY 10): Pay & Allowances ID/String   FICA ID/String would be the same except for the Document Suffix (001) and Object Class (select correct code from list). 

Continued on next page

11.B.9 Continuance on Voluntary Active Duty, continued

11.B.9.6 Procedure (continued)

Step	Action
4	TONO Accounting Data (examples FY 10): Travel ID/String: 
5	Partial Entitlements tab – No changes from Title 14 procedure.
6	Route for Approval – No changes form Title 14 procedure.

11.B.9.7 SPO Endorsement/ Pay Actions

There are no differences in the SPO Endorsement/Pay Actions *procedures*. For example, BAH and FSA entitlements must be entered in new entitlement rows, do not change the stop date on the entitlements entries submitted in connection with the Title 14 U.S.C. recall order. Members are entitled to CONUS COLA if the Title 10 U.S.C. 12301 (d) ADOS-AC order is for 140 or more days. Please see the next section "Clarification of Entitlements When Transitioning From Title 14 U.S.C. to Title 10 U.S.C. 12301 (d) ADOS-AC Orders" for more information.

Continued on next page

11.B.9 Continuance on Voluntary Active Duty, continued

11.B.9.8 Extensions/ Amend Duty Dates

There are no differences in the SPO procedures for extensions or amending duty dates. Short-term orders cannot be extended beyond 180 days.

11.B.9.9 Reminder!

The member's permanent unit SPO is responsible for maintaining the SPO PDR while deployed for Title 14 and Title 10 12301 (d) ADOS orders. The SPO will facilitate all pay and personnel transactions during the member's deployment. This exception to the guidance in the Military Personnel Data Records System Manual, COMDTINST M1080.10I, is necessary due to the unique nature of responses to natural or manmade disasters.

11.B.10 Clarification of Entitlements When Transitioning From Title 14 to Title 10 U.S.C. 12301 (d) ADOS-AC Orders

11.B.10.1 Introduction

Partial mobilization orders for emergency augmentation of active forces due to natural or man-made disasters and Title 10 U.S.C. Section 12301 (d) ADOS-AC orders are authorized under separate statutory provisions. Each order set is considered a separate order for some entitlements while the total period of combined active duty is considered for other entitlements.

11.B.10.2 Entitlements based upon separate order sets

The following entitlements are based on separate sets of orders:

Pay Entitlement	Rule/Note	Reference
Basic Allowance for Housing (BAH).	Title 14 orders and Title 10 U.S.C. 12301 (d) ADOS-AC Orders are considered separate short-term orders for BAH purposes and thus the BAH rate for each order is always <u>based upon the member's residence</u>, even though a reservist's total active duty from consecutive Title 14 and Title 10 U.S.C. 12301 (d) ADOS-AC Orders may equal up to 240 days (60 days + 180 days = 240 days). ****Note:** Per CG PAYMAN Section 3-B-9, "A RC member who changes his or her place of residence for any reason other than official PCS orders upon or after starting Active Duty for Training (ADT) or Active Duty Other Than Training (ADOT) will continue to receive the principal place of residence (locality-based) BAH rate initially authorized."	PAYMAN Section 3-B-9 Figure 3-9 Figure 3-21 ALCOAST 462/06
Family Separation Allowance (FSA)	**Member with dependents**. FSA is authorized when the member with dependents is away for 30 continuous days without family visits at the onset of the mobilization. After the first 30 days, reasonable visits are permissible provided visits are of a temporary nature not exceeding 30 consecutive days in duration.	PAYMAN Section 3.H

Continued on next page

11.B.10 Clarification of Entitlements When Transitioning From Title 14 to Title 10 U.S.C. 12301 (d) ADOS-AC Orders, continued

11.B.10.2 Entitlements based upon separate order setsChart (continued)

CONUS-COLA	This entitlement is payable only when ordered to active duty for a period of 140 days or more. In cases of short term active duty orders (180 days or less), CONUS-COLA is payable based upon the member's residence. Accordingly, reservists under Title 14 orders are not entitled to CONUS-COLA, but if ordered to a consecutive period of ADOS-AC of 140 days or more, will be entitled to CONUS-COLA if the place from which ordered to duty (the member's residence) has a rate greater than zero.	JFTR Para U8038
Overseas Cost of Living Allowance (OUTCONUS COLA)	OUTCONUS COLA is only 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 and when ordered to AD for 31 days or more.	JFTR Para U9145
Leave	Leave is earned for active duty periods of 30 or more consecutive days at the rate of 2-1/2 days per month. Reservists should, consistent with their unit's operational requirements, be allowed and encouraged to use their leave. Members completing Title 14 recall orders and immediately continuing on ADOS-AC under another order for 30 or more days may carry unused leave over into the new active duty period. If earned leave is not taken while on AD orders, the leave may be saved and be used when on active duty orders greater than 30 days. Leave accrued by a reservist under orders of 365 days duration or less are not subject to the 60 day career limitation on sale of leave.	PAYMAN Article 7.I ALCOAST 449/05 ALCOAST 462/06 ALCOAST 520/10 ALCOAST 519/11

11.B.11 Travel Information

11.B.11.1 Introduction

This section provides information on travel claims unique to Title 14 Reserve Orders issued in support of response to natural or man-made disasters.

11.B.11.2 Travel Entitlements based on separate order sets

In accordance with the JFTR, members are entitled to transportation allowances to reimburse the costs for travel from the place ordered to active duty and return to that place at the completion of duty. Upon completion of Title 14 orders, members who perform travel from their out-processing point to the place from which ordered to active duty are entitled to reimbursement for eligible expenses. If ordered to a consecutive period of Title 10 U.S.C. 12301 (d) ADOS-AC order following their Title 14 order, members are entitled to transportation from the place from which ordered to duty and, upon completion of that duty, transportation back to the place from which ordered to active duty. If travel is not performed between consecutive Title 14 and Title 10 U.S.C. 12301 (d) ADOS-AC orders, no transportation reimbursement allowances are authorized.

11.B.11.3 Entitlements based upon separate order sets

In accordance with the JFTR, members are entitled to transportation allowances to reimburse the costs for travel from the place ordered to active duty and return to that place at the completion of duty. Upon completion of Title 14 orders, members who perform travel from their out-processing point to the place from which ordered to active duty are entitled to reimbursement for eligible expenses. If ordered to a consecutive period of ADOS-AC following their Title 14 order, members are entitled to transportation from the place from which ordered to duty and, upon completion of that duty, transportation back to the place from which ordered to active duty. If travel is not performed between consecutive Title 14 and ADOS-AC orders, no transportation reimbursement allowances are authorized.

11.B.11.4 Government Travel Charge Card

ALCGPSC message 044/10 provides helpful tips for using the Government Travel Charge Card (GTCC) and provides information to assist all members traveling in support of response to natural or man-made disasters and the support staffs assisting with travel coordination of members involved in the response:

- http://www.uscg.mil/announcements/alcgpsc/044-10_psc.txt

Continued on next page

11.B.11 Travel Information, continued

11.B.11.5 Amendments to Orders

As members return from the deployment, questions may arise regarding their TDY entitlements. Prior to approving a claim, verify authorized entitlements with the active duty orders and any amendments that may have been issued. If the member was authorized a rental car and that entitlement was not included in the original orders, an amendment will need to be generated. See chapter 2.B.12 of this manual on how to amend orders, they must be original and signed in blue ink by the Approving Official, even if the claim is submitted through TPAX.

11.B.11.6 Deductible Meals

If the member consumed meals that were being provided by the government or a contractor for free, they must deduct those meals on their travel claim.

If all three meals are consumed at no cost to the traveler, only the IE amount for that day is payable ($5 CONUS IE, or the applicable locality IE rate, or $3.50 OCONUS).

Use the Daily Exceptions screen in Web-TPAX to change the meal type code to the code for Deductible Meal (DED) for each meal provided. Access the Daily Exceptions screen by selecting the **Exceptions** button while on the Reimbursables tab of your request for TDY settlement:

- http://www.uscg.mil/ppc/webtpax/daily_exceptions.htm

11.B.11.7 Leave

All travel claims must be reviewed to ensure leave taken during the deployment is annotated as such on the DD-1351. Entitlement to travel allowances, i.e., Per Diem and M& IE, cease when a member takes leave. Failure to show leave on a travel claim will result in erroneous payment of travel allowances that will later be recouped.

Leave will not be charged via the DD-1351, all leave must be entered into DA.

Continued on next page

11.B.11 Travel Information, continued

11.B.11.8 TPAX profile settings for members with multiple affiliations

The Web TPAX profiles for Reservists who are also civilian Coast Guard employees needs to reflect their military status and rate/rank. If the claim is submitted and processed reflecting the civilian status, the member will receive different per-diem for days when there are deductible meals (50% of the daily rate vs. an individual meal deduction) and there are different rules for tips and phone calls.

Ensure the reservist verifies their TPAX profile and changes the status to military and appropriate rate/rank. The following links provide menu paths for accessing the traveler profile in TPAX and Web-TPAX. It is only necessary to update the profile in the version of TPAX you are using for your claim(s).

TPAX - http://www.uscg.mil/ppc/travel/t-pax/webhelp/Update_Profile.htm

Web-TPAX - http://www.uscg.mil/ppc/webtpax/Modify_or_View_Profiles.htm