

## Note

All Selective Reserves (SELRES) should become familiar with the *Reserve Policy Manual (COMDTINST M1001.28A)*, *Personnel Manual (COMDTINST M1000.6A)*, and the *Personnel and Pay Procedures Manual (PPCINST M1000.2A)* for further guidance and to ensure compliance with current Coast Guard Policy and Procedures.

## Mobilization/Training Readiness

The following tasks are required to be completed by all SELRES on an annual basis:

- Physical Health Assessment (PHA)
  - Dental Exam
  - Influenza Vaccination(s)
  - Immunizations (as required)
  - Medical Test (as required)
  - Weigh-ins (April & October)
- Annual Screening Questionnaire (ASQ)
  - Update recall information
  - Verify PDR (November)
- Individual Training & Development Plans
  - Security Clearance (if applicable)
  - Inactive Duty for Training (IDT)
  - Active Duty For Training (ADT-AT)
    - Mandated Training
  - Evaluations/Service Wide Exam

It is each member's responsibility to meet participation and readiness standards. Individual readiness status can be accessed through Coast Guard Business Intelligence (CGBI), under the Personal then Compliance and Skills tabs. CGBI is currently only available via the Coast Guard Intranet:

<http://cgbi.osc.uscg.mil>

**Direct Access** can be accessed from any computer via the internet:

<https://hr.direct-access.us>

## Medical Readiness

**Periodic Health Assessment (PHA):** SELRES mbrs must schedule and complete a PHA annually during their birthday month. For details see *ALCOAST 442/09* or contact the SENE Readiness Staff. PHA Appointments can be scheduled by contacting the Reserve Health Readiness Program (RHRP) at (888) 697-4299. SELRES mbrs may utilize a Readiness Management Period (RMP) in lieu of an IDT drill to fulfill this requirement.

**Dental Exam:** SELRES mbrs are required to receive an annual dental exam from their primary, military or civilian contracted dentist. The Reserve Forces Dental Exam form (DD-2813) must be completed by the dentist and submitted to SENE Medical. Appointments can be scheduled at Kaehler Clinic, (508) 968-6572 or per *ALCOAST 421/09* by contacting RHRP. Contact SENE Medical, with questions or for updated details. SELRES mbrs may utilize an RMP in lieu of an IDT drill to fulfill this requirement.

**Influenza Vaccination(s):** A seasonal flu shot/mist is required annually for all Coast Guard mbrs; additional flu immunizations may be required and will be announced in an *ALCOAST*. Vaccinations will be administered as they become available, normally at the beginning of flu season (October). All are encouraged to be vaccinated by civilian employer or health care provider if able and provide proof of vaccination to SENE Medical.

**Immunizations:** SELRES mbrs shall meet all immunization requirements including: Yellow Fever, Smallpox, MMR, Polio, Hepatitis A/B, Tetanus and Tuberculosis. Proof of immunization should be provided to SENE Medical.

**Medical Test:** SELRES mbrs shall meet all required medical tests including: HIV, OPV, G6PD, blood, PPD.

## Administrative Readiness

**Weigh-ins:** Weigh-ins are required twice a year during October and April. The Coast Guard has adopted the Body Mass Index for determining if members are overweight or over their allowable body fat per *COMDTINST M1020.8G*.

**Annual Screening Questionnaire:** Federal law requires all reserve personnel complete an ASQ each year. Per *ALCOAST 064/09* the ASQ must be completed between 01AUG and 31OCT in Direct Access or by submitting a paper version to SENE Admin. Mbrs will not be issued ADT orders unless they are ASQ compliant.

**Update Recall Information:** Reserve personnel are required to keep contact information current in Direct Access including home address, personal email address and telephone numbers (cell, home & business) to allow for successful recall and mobilization.

**Verify Personnel Data Records (PDR):** Annually between 1 OCT and 30 NOV a review of important documents including the Record of Emergency Data, BAH Dependency worksheet and life insurance election form will be conducted. This is normally accomplished through your Yeoman or the SPO.

**Individual Training Plan (ITP) / Individual Development Plan (IDP) :** Completion of the ITP is required per *ALCOAST 161/10* to guide SELRES mbrs in their professional development and capture reserve training and funding needs. The Enlisted IDP (Tab 8) shall be completed in October per *COMDTINST 5357.1A* to assist with planning activities and outcomes to allow SELRES mbrs reach their full potential.

**Security Clearance:** SELRES mbrs in positions requiring a security clearance are responsible for contacting the Sector Command Center to initiate or validate their clearance. Check CGBI for your current clearance status.

## Training Readiness

SELRES shall adhere to an established training schedule and work towards qualifications specific to their billet *ALCOAST 578/09*. Unexcused absences will not be tolerated and may lead to negative administrative action.

**Inactive Duty Training Drills (IDT):** All reserve mbrs are required to attend 90% of the 48 authorized IDT authorized annually (Oct 01 to Sept 30). Failure to attend scheduled drills will result in unexcused absences and may lead to administrative action, transfer into the Inactive Ready Reserve (IRR), or discharge.

**Active Duty for Training (ADT):** Shall be no less than 12 days and no more than 15 days in a fiscal year. ADT requests for orders should be routed to supervisor in DA at least 30 days in advance of duty date and no later than 01 July.

**Other Training Opportunities:** Other training opportunities such as Active Duty for Training-Other Training Duty (ADT-OTD) and RMPs are also available for SELRES members to assist in fulfilling necessary qualifications that can not be met with in their standard allotted training days.

**Mandated Training:** Mandated Training is a collection of training requirements designed to build awareness and enhance the knowledge, skills, abilities and attitudes of the workforce to perform Coast Guard missions. Most of the training can be completed online and is accessible from any computer with an internet connection <https://learning.uscg.mil>. Mandated Training that is not available online will be administered during Sector All Hands evolutions. Your completion status can be monitored in CGBI in your personal profile under the Skills tab. See *ALCOAST 658/09* for current requirements.

## Evaluations

**Enlisted Employee Review (EER):** Submission Schedule for Reservist:

**DUE THE LAST DAY OF:**

- E-1 January
- E-2 January
- E-3 February
- E-4 March
- E-5 April
- E-6 May
- E-7 September
- E-8 November
- E-9 June

**Officer Evaluation Reports (OER):** Submission Schedule for Reservist: OERs for Reserve Officers grade CAPT, LTJG, and ENS are Annual. All other Reserve Officers OERs are biennial (on even numbered years).

**DUE THE LAST DAY OF:**

- CWO2 June
- CWO3 July
- CWO4 April
- O-1 March
- O-2 July
- O-2 (in zone for O-3) June
- O-3 May
- O-4 April
- O-5 March
- O-6 April

**Service Wide Exams (SWE):** Reserve SWEs are administered annually during the month of October. All prerequisites (Practical factors, Evaluations, End of Course test, etc) must be completed by 1 July in order to be eligible to take the SWE. Members must verify their Personal Data Extract (PDE) in Direct Access. If corrections to your PDE are necessary they must be completed and visible on the online PDE by 01 SEP.

# Sector Southeastern New England Reserve Force Readiness



## Quick Reference Guide to Annual Reserve Mobilization & Training Readiness Requirements

Sector SENE Reserve  
Force Readiness (508) 457-3310  
Admin (508) 457-3293  
Medical (508) 457-3229  
Education Services (401) 435-2320