

U. S. COAST GUARD SECTOR CHARLESTON



*RESERVE FORCE READINESS SYSTEM
(RFRS)*

Reserve Guidebook

Updated 01 April 2012

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Reserve Requirements

General Information Reservists are obligated to meet three main readiness requirements, which contribute to the readiness of the Selected Reserve (SELRES) and are managed by the Reserve Force Readiness System (RFRS) Staff. Non-compliance with the requirements will result in disciplinary action, up to and including being discharged from the Coast Guard.

Readiness Requirements The three reserve participation requirements are:

- (1) Satisfaction of annual Inactive Duty Training (IDT) and Active Duty for Training-Annual Training (ADT-AT) obligations
- (2) Successful completion of physical and dental exams
- (3) Completion of Annual Screening Questionnaire (ASQ)

IDT and ADT-AT Requirements Inactive Duty Training (IDT): Members are authorized 48 paid drills per fiscal year. Minimum participation standards mandate members attend at least 90% of all scheduled IDT drills.

Active Duty for Training-Annual Training (ADT-AT): To meet the annual service obligation for ADT, reservists must perform at least 12 training days per fiscal year in addition to the IDT requirements.

Physical and Dental Requirements Reservists are required to be physically qualified for service. A periodic dental exam and a PHA are required to ensure readiness.

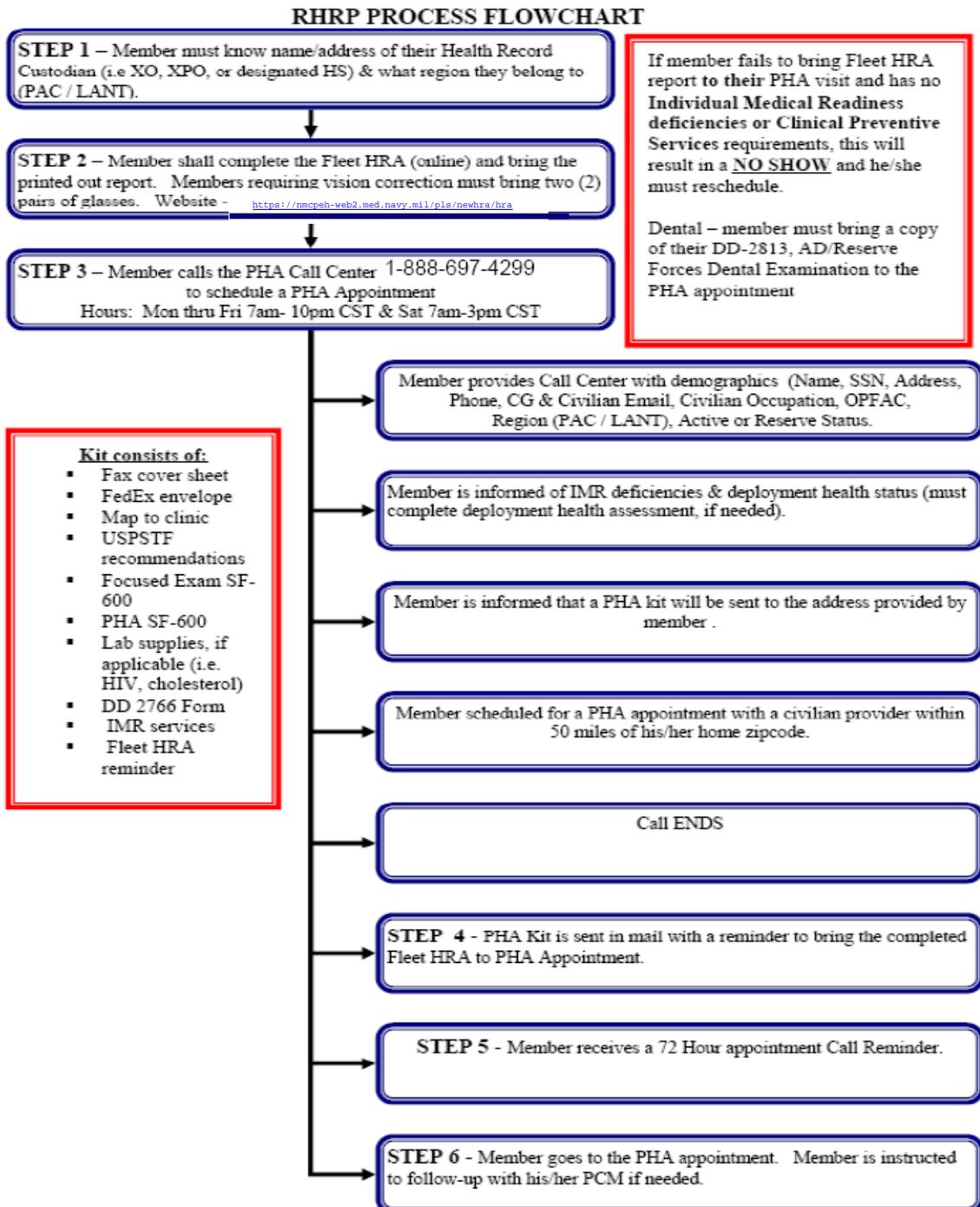
Periodic Health Assessment (PHA): the annual PHA is required for all Coast Guard active duty (AD) and SELRES members during their birth month period, but may complete their PHA up to 2 months prior to their birth month. SELRES members are encouraged to use Readiness Management Periods (RMPs) in order to complete their PHA.

Members have 2 options for completing PHA:

- (1) Contact Sector Medical at 843-740-3147 to schedule an appointment to be completed at Sector Medical
- (2) Contact Logistics Health at 888-697-4299 X 3223

For either option, members are required to complete questionnaire at <https://nmcpeh-web2.med.navy.mil/pls/newhra/hra>. On the HRA homepage, in the UIC (Unit Identification Code) space enter the 7-digit unit OPFAC number (no dash) with an R in front. A printed copy of completed questionnaire must be taken to the PHA appointment. If the link does not work, the form can be found at http://www-nehc.med.navy.mil/downloads/HRA/questionnaire_blank_2009-2010.pdf.

Reserve Requirements (Continued)



Reserve Requirements (Continued)

Physical and Dental Requirements (continued)

Dental Examinations: All SELRES members are required to receive an annual Type II dental examination to be medically cleared for service. Reservists must be Dental Class I or II to be considered worldwide deployable. CG mandates an exam only; no dental cleaning is required. **For members without dental insurance and more than 50 miles from a CG Dental Facility contact the RESERVE HEALTH READINESS PROGRAM (RHRP) DENTAL SCREENING NUMBER AT 1-888-697-4299 X 3223 to schedule an appointment with a contract dentist for a dental screening examination only. Reservists willing to use the Naval Dental Clinic in Charleston must contact Sector Medical (843-740-3147) to schedule an exam. Member must be in uniform and be on orders (ADT/IDT/RMP).**

Annual Screening Questionnaire (ASQ)

All reserve members are required to complete the Annual Screening Questionnaire (ASQ) in Direct Access (DA) between 01 August and due no later than 31 October. **Members are required to answer the ASQ even if no information has changed over the past year.** No active duty orders can be served if this form is not completed annually.

Reservists are also required to update their ASQ records in DA when contact information has changed.

Direct Access (DA) ASQ

Log on to Direct Access (DA). Click on Self-Service > Employee > Tasks > Annual Screening Questionnaire.

Fill out the ASQ acknowledgement. The choices are “I understand and accept” and “I do not understand or do not accept.” If you select “I understand and accept” choose “Available” in the Recall Availability dropdown.

If “I do not understand or do not accept” option is selected, this may have serious repercussions, and could result in a temporary transfer to the Standby Reserves or a discharge. Members must contact their supervisors immediately if this answer is selected.

Once this acknowledgement is complete, click on “Personal Information.” Update any invalid information. Click “Save.”

Reservists whose e-mail addresses are entered in DA will have an ASQ reminder sent to them each year.

Reserve Requirements (Continued)

Mobilization

If you are not available for mobilization:

- (1) Due to employment or occupation, ensure your employer has filed the proper documentation. Your position must be classified as exempt under 44 CFR 333.
 - (2) Due to hardship, provide documentation. See article 5.C.3 of the Coast Guard Manpower Mobilization and Support Plan, COMDTINST M3061.1 for the definition of a hardship.
 - (3) Due to a physical disqualification, provide documentation from your doctor.
-

Anniversary Year

The anniversary year date is established by the date the member entered into active service or into active status in a reserve component.

- (1) The periods used for crediting of qualifying years for non-regular retirement shall be based on “anniversary” years that are calculated from an anniversary date.
- (2) Care must be taken to ensure that excessive grouping of drills does not adversely affect the member’s ability to attain a satisfactory anniversary year for federal retirement purposes.
- (3) Officers in the Ready Reserve or Standby Reserve, Active Status (10 U.S.C. 12642) who fail to earn the minimum 50 retirement points per anniversary year for satisfactory federal service will be processed by the Personnel Command (CGPC-rpm) removal from active status. Requests for waiver may be forwarded to CGPC-rpm via the chain of command.
- (4) The Coast Guard Reserve Good Conduct Medal is issued to reserve enlisted members who earn at least 70 retirement points during each of the three consecutive anniversary years in the Coast Guard Reserve.

Inactive Duty for Training

General Information Inactive Duty for Training is a period of authorized duty performed by a reservist not on active duty. The purpose of Inactive Duty for Training is to provide unit readiness and training, conduct administrative duties, or conduct funeral honors.

The four types of inactive duty drills are:

- (1) Single IDT
- (2) Multiple IDT
- (3) Readiness Management Period (RMP)
- (4) Funeral Honors Duty (FHD)

Reservists in the Selected Reserves (SELRES) at Sector Charleston are authorized 48 paid Single IDT drills per fiscal year.

Drill Regulations Drills will be considered invalid for pay/points if certain criteria are not met or drill categories are in conflict. When scheduling or reporting drills, be reminded that:

- (1) One IDT drill is at least four hours in length
- (2) Two single drills per day are not authorized; this must be reported as a multiple drill
- (3) Two multiple drills per day are not authorized
- (4) Members cannot exceed two IDT drills per day; there is no such thing as a “triple” drill
- (5) Two RMPs on the same day are not authorized
- (6) A RMP and a single drill on the same day are not authorized
- (7) A RMP and a multiple drill on the same day are not authorized
- (8) A RMP for any other purpose other than PHA, Dental or SWE must receive prior approval. An email request must be submitted through chain of command to RFRS via D07-DG-SECTORCHASN-RESREQ. All request must be approved by D7(dxr) before drill can be performed.**
- (9) Reservists cannot perform an IDT drill on an ADT travel day

Inactive Duty for Training (Continued)

Single IDT and Multiple IDT

A Single IDT drill is a four-hour block or more of work time, earning the reservist one retirement point, satisfying one of the 48 required annual drills.

A Multiple IDT drill is a full work day, eight hours or more in duration, earning the reservist two retirement points, satisfying two of the 48 required annual drills. Members may perform no more than one multiple IDT per 24hr period, regardless of the number of hours worked.

Travel times or meal breaks do not count towards the four-hour minimum drill period.

Participation Requirements

Minimum participation criteria require members to attend at least 90% of all scheduled Single and Multiple IDT drills.

Reservists who are unable to perform scheduled IDT must inform their supervisors immediately. Excused drills can be rescheduled to accommodate civilian work schedules, but at least 48 hours of advanced notice is required.

If it is not possible to give advanced notice of conflict, drills may be rescheduled for the following reasons:

- (1) Illness or injury of reservist
- (2) Serious or unusual hardship due to unforeseen emergency
- (3) Accident or illness of a family member, requiring presence or other action by the reservist
- (4) Death or imminent death of a member of the immediate family
- (5) Supervisor discretion

Reservists who have been placed on active duty (voluntary or involuntary recall) during their normally scheduled IDT drills are not required to complete the missed drills. The active duty service overrides the monthly IDT drill requirements. For example, if a member is on active duty for two months, they are not required to make up the weekend drills missed during the active duty period. The eight skipped drills do not need to be rescheduled; the reservist's annual drill obligation is lowered to 40. Missed IDT drills may be made up, but demobilized reservists are not obligated to do so.

Inactive Duty for Training (Continued)

Benefits and Entitlements

When working under a pay status, one IDT drill is worth 1/30th of the active duty monthly base pay. A reservist drilling over a weekend earns 4/30th of the active duty monthly base pay and satisfies four of the 48 IDT drills required per year.

In addition to pay and retirement points, enlisted reservists earn Reserve Basic Maintenance Allowance (RBMA) or Reserve Standard Maintenance Allowance (RSMA), and, if permitted, meal allowances. Officers performing IDT for pay are not authorized these entitlements.

AFC-90 travel funds are not authorized while performing IDT. Travel for training or operations may be paid from the unit's AFC-30 account.

Meal Guidelines

Enlisted SELRES members who serve for eight or more hours per day on IDT orders with pay are provided with Commuted Rations (COMRATS) and shall pay for their meals. There is no entitlement for officers. Enlisted personnel drilling without pay may be allowed COMRATS if the unit has an approved dining facility. The following rules apply:

- a. Reservists are not entitled to COMRATS for periods of travel to and from the drill site.
- b. COMRATS are paid per meal based on time periods during which the reservist is on duty.
- c. If the nature of IDT duty requires that a reservist work past 1800, the evening meal is provided in addition to any other meals authorized for the day.

Inactive Duty for Training (Continued)

Meal Guidelines (continued)

Multiple IDT Meal Authorization

If	And	Then
Member lives less than 50 miles from duty location	Member is not Auth. Lodging	Pay "Lunch" only for all IDT drill days.
Member lives more than 50 Miles from duty location	Member is Auth. Lodging.	Follow rules for members that live more than 50 miles from duty location.
Member lives more than 50 miles from duty location	Member travels on first day of duty	Pay "Lunch and Dinner".
Member lives more than miles from duty location	Member is performing more than two consecutive days of duty.	Pay "All Meals" for all days in between first and last day of duty.
Member lives more than 50 miles from duty location	Member is performing last day of duty.	Pay member "Breakfast and Lunch".
Member lives more than 100 miles from duty location	Member is Auth. Lodging on day prior to duty	Pay "All Meals" first day of duty.

Inactive Duty for Training (Continued)

Berthing Guidelines While under Inactive Duty Training (IDT) orders, reservists who must travel more than the Reasonable Commuting Distance (RCD) are authorized berthing.

To the fullest extent possible, government quarters shall be used for IDT Berthing.

The Sector RFRS Staff is responsible and manages the overall IDT Berthing Program for Sector Charleston AOR reserve personnel.

Berthing Guidelines; Funding Funding for IDT Berthing is subject to availability and annual justification. Berthing is not an entitlement and should not be confused with Active Duty for Training-Annual Training (ADT-AT) allowances. If funds are available, the IDT Reserve Berthing Coordinator (RBC) will coordinate with D7 (dxr) to make berthing arrangements for the member.

Funding for IDT berthing and use of barracks rooms are privileges that are subject to funding, vacancy, and command discretion.

Funds are based on fiscal year (FY) allocations. If D7 (dxr) cannot fund IDT Berthing due to pending FY funds, reservists may arrange their own berthing. If a member does procure their own lodging, they are obligated to pay for all charges and will not be reimbursed. Lack of funds or available berthing does not relieve the member of their IDT obligations. **IDT Berthing paid for by the reservist cannot be reimbursed under any circumstances.**

Berthing Guidelines; The following rules apply to berthing authorizations.

Reserve Eligibility

Requirements

1. A member who commutes more than 50 miles, or 1.5 hours travel time under normal driving conditions, from residence to IDT location is authorized berthing.
2. Members required to leave home before 0545 to report for duty are authorized berthing the night prior to scheduled duty.
3. Members who cannot depart from duty and arrive home before 2100 may be authorized berthing on the night following the last day of duty.

Inactive Duty for Training (Continued)

Berthing Guidelines; Reserve Eligibility Requirements

4. Reservists who drill in block format are authorized berthing funds for weekends and/or non-work days. For example, if a member drills Monday through Friday for two consecutive weeks, but does not drill over the weekend, housing funds are authorized for the weekend.

5. Members living outside a radius of 50 miles are authorized berthing for one night per drill weekend.

6. Member living outside a radius of 100 miles is authorized berthing for two nights per drill weekend.

If	And	Lodging Authorized?
Member lives less than 50 miles from duty location	Member's commute is no more than 1.5 hours.	No
Member lives less than 50 Miles from duty location.	Member's duty requires member to lodge locally.	Yes
Member lives more than 50 miles from duty location.	Member requests lodging.	Yes, one night.
Member lives more than 50 miles from duty sight.	Member cannot arrive home before 2100.	Yes, also authorized lodging the night following the last day of duty.
Member lives more than 100 miles from duty location.	Member has to leave home before 0545 to arrive by 0745.	Yes, also authorized lodging night prior to duty.

Berthing Guidelines; Annual Verification

The IDT Berthing Annual Verification Form (Enclosure 2) must be completed by each eligible reservist annually and emailed to D07-DG-SECTORCHASN-RESREQ@USCG.MIL.

Inactive Duty for Training (Continued)

Berthing Guidelines; Berthing Requests

1. Members must schedule IDT drills in Direct Access (DA) before requesting berthing.
2. Submit IDT Berthing requests to RBC NLT than **20 calendar days prior to the date berthing is needed**. The RBC must submit monthly IDT berthing reservation requests to D7 (dxr) NLT 15 calendar days before the date berthing is needed. *Requests to RBC received less than 20 calendar days from berthing date require a timeline waiver with supervisor endorsement prior to the berthing request being submitted to D7 (dxr)*. The Sector RFRS Staff is responsible for requesting all timeline waivers to D7 (dxr).
3. Submit all IDT Berthing requests via Sector Charleston Reserve internet web link under the “IDT Berthing Request” link <http://www.uscg.mil/d7/sectCharleston/Reserves.asp>
4. If member’s IDT orders cancel, notify the RBC via D07-DG-SECTORCHASN-RESREQ@USCG.MIL within 24 hrs or member may be held liable for berthing costs. **Member will incur lodging cost for “no show” reservation for IDT berthing**. Reservation changes will only be made by D7 (dxr) via the RBC within the same timeline requirements.
5. **Members making any type of other arrangements will not be processed for payment.**
6. RBC and D7 (dxr) will make all effort to accommodate unscheduled/emergency berthing requests.
7. Unauthorized lodging expenditures (such as parking or phone calls) are the financial responsibility of the member.
8. Members who amass delinquent hotel bills, display inappropriate conduct, or otherwise abuse the berthing program may be barred from future IDT berthing privileges.

Inactive Duty for Training (Continued)

Berthing Guidelines; Processing Per D7 (dxr) policy for Sector Charleston, IDT Berthing eligible reservists will be accommodated in Commercial Lodging:

1. Member submits berthing request to RBC via “**IDT Berthing Request**” link <http://www.uscg.mil/d7/sectCharleston/Reserves.asp>
 2. RBC provides member a request acknowledgement email.
 3. The RBC completes Purchase Request for each berthing request and sends it to D7 (dxr).
 4. D7 (dxr) receives notification and will either approve or disapprove request.
 5. D7 (dxr) will make all reservations for reservists and will forward the reservation confirmation to the RBC prior to berthing date.
 6. The RBC will contact member, via e-mail, and provide lodging location and confirmation number.
 7. If member does not receive confirmation number within one week of check-in date, notify the RBC via email to D07-DGSECTORCHASNRESREQ@USCG.MIL.
 8. Members will utilize assigned berthing.
 9. On check-out day, members are to verify that only lodging cost (no phone, parking, movie, etc.) are on invoice.
 10. On check-out day, members must sign and date hotel invoice and email scanned invoice to: D07-DG-SECTORCHASN-RESREQ@USCG.MIL.
 - 11. Failure to provide signed invoices will result in denied berthing on future requests.**
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Berthing Guidelines; Lodging Regulations **The standard IDT berthing arrangements are double occupancy.** When using commercial berthing, two members shall be assigned to each room, except as noted below:

- 1. Junior enlisted members should not share rooms with member(s) E-7 and above;**
- 2. Officers should not share rooms with enlisted personnel and;**
- 3. Separate berthing must be made available for males and females.**
- 4. CGI personnel with other CGI personnel only**

D7 (dxr) contracted rooms are for **drilling reservists only**.

Lodging requests are for specific dates and D7 (dxr) only pays for these dates. Hotel amenities and other room charges are the responsibility of the member. Members who want to remain in a hotel after the authorized dates must make arrangements with the particular hotel. If a member remains in the hotel for ADT-AT, berthing will not be arranged by the RBC. ADT-AT requires different berthing orders and fall under the authority of the Servicing Personnel Office (SPO).

Inactive Duty for Training (Continued)

Requesting Single and Multiple IDT drills

Reservists must be scheduled to attend IDT drills. Besides being a military requirement, orders protect the reservist if injured while traveling to and from IDT, and provide an authorized absence from the civilian workplace. IDT Drills are to be processed at least 20 days in advance.

Reservists must submit requests for reserve orders to their active duty supervisor electronically using Direct Access (DA). DA is available online from any computer; a Coast Guard workstation is not required. DA combines the request, routing, approval processes, order issuance, and payroll transactions into one event.

The reservist, supervisor (with Reserve IDT access role), or Servicing Personnel Office (SPO) may schedule or edit a drill up to and including the drill date. After the drill day, only a Command User or SPO may complete, edit, un-excuse, or cancel the drill.

Step	Who Does It	What Happens	When
1.	Member	Completes order request in Direct Access (Self Service> Employee> Tasks> Schedule Drills) utilizing "help link" for assistance.	At least 20 calendar days prior.
2.	Member	Request Berthing (if applicable) via Sector Charleston Reserve internet web link under the "IDT Berthing Request" link http://www.uscg.mil/d7/sectCharleston/Reserves.asp	At least 20 calendar days prior.
3.	Supervisor (active)	Receive member's request in Direct Access work list. Changes status to "Pending".	Prior to member reporting for duty
4.	Supervisor (active)	Enters members drill request and verifies meals requested. Mark request as completed	Day duty is performed

Inactive Duty for Training (Continued)

Readiness Management Periods (RMP) Readiness Management Periods (RMP) may be performed with or without pay. RMPS are used for additional inactive duty periods that may be authorized in excess of scheduled inactive duty training (IDT) drills. All RMPS must have **prior approval** before the duty is performed. If a RMP is performed without approval it is subject to cancellation and recoupment of any payment made.

Each RMP must be at least three hours in duration. RMPs are limited to one per day and 30 per fiscal year. No meals are authorized and each RMP, regardless of duration, is equivalent to one IDT drill for pay (if authorized) and retirement point purposes.

The Sector RFRS Staff must be notified of all requests and RMP usage via D07-DGSECTORCHASN-RESREQ@USCG.MIL

Unit level may approve one paid RMP per fiscal year for the following functions:

1. Individual Periodic Health Assessments (PHA); DA code: PHA
2. Enlisted Reserve Servicewide Exams (RSWE); DA code: SWE
3. Dental Readiness Examinations; DA code: DN

Sector RFRS may authorize one paid RMP with D7 (dxr) approval for the following functions:

1. Unit all hands for unit training, administration and maintenance functions, to include BAH, emergency data, and SGLI validations, weigh-ins, and Hurricane Preparedness; DA code: ADM
2. Medical appointments required for participation in the occupational medical surveillance and evaluation program (OMSEP); DA code: OMP (No more than two RMPS may be approved for a member entering the program. In subsequent years no more than one RMP.)
3. Physical examination for injury or illness reported during Post-Deployment Health Reassessment (PDHRA); DA code: MED

Sector RFRS may authorize one non-paid RMP with D7 (dxr) approval for the following functions:

1. All completed Mandated Training (MT); DA code: GMT
2. Mandatory nutritionist visits related to weight program; DA code: NUT (maximum. four per year)
3. Individual Ready Reserve (IRR) to participate in the Reserve Enlisted Service Wide Examination (RSWE); DA code: SWE
4. Legal Assistance program
5. Military seminars, symposia, and similar assemblies deemed by command as value to enhance professional development, position qualifications, or rating qualification (Duration must be at least four hours)
6. Physical Examinations for Standby Reserve or IRR to transfer back to Selected Reserve; DA code: MED
7. Performing Administrative functions of reservists IDT positions

RMPS are NOT authorized for the following functions:

1. Monitoring unit level readiness compliance
2. Training to meet currency recertification qualification requirements
3. To attend ceremonies
4. To attend medical appointments in conjunction with a notice of eligibility (NOE).

Inactive Duty for Training (Continued)

Funeral Honors Duty (FHD)

Funeral Honors Duty (FHD) includes the preparation and performance of a military funeral.

1. Reservists who perform FHD earn \$50 and one retirement point if service is in excess of two hours. FHD is limited to one funeral per day.
2. Travel allowance may be authorized if reservists reside more than 50 miles from the service site.

FHD is considered separate duty and cannot be performed as part of IDT, ADT, or an RMP. A single drill is authorized before or after the funeral services.

Requesting RMP and FHD drills.

Reservists must be scheduled to attend RMP/FHD. Besides being a military requirement, orders protect the reservist if injured while traveling to and from IDT, and provide an authorized absence from the civilian workplace. Drills are to be processed at least 15 days in advance, if possible.

Reservists must submit requests for reserve orders electronically using Direct Access (DA). DA is available online from any computer; a Coast Guard workstation is not required. DA combines the request, routing, approval processes, order issuance, and payroll transactions into one event.

The reservist, supervisor (with Reserve IDT access role), or Servicing Personnel Office (SPO) may schedule or edit a drill up to and including the drill date. After the drill day, only a Command User or SPO may complete, edit, un-excuse, or cancel the drill.

Step	Who Does It	What Happens	When
1.	Member	Request RMP/FHP authorization via e-mail to D07-DG-SECTORCHASN-RESREQ@USCG.MIL	At least 15 calendar days prior.
2.	Member	You will receive an email back with approval for RMP. Enter date into Direct Access the same way you would enter an IDT drill.	When approval is received
3.	Supervisor (active) for RMP/ SPO for FHP	Review request in Direct Access and set status to Pending.	Prior to duty.
4.	Supervisor (active)	Enters members drill request and mark request as completed	Day duty is performed

Active Duty

General Information Active Duty (AD) is “full-time in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned.” (10 USC 101)

Types of Active Duty

For reservists, active duty is composed of two categories:

- (1) Active Duty for Training (ADT)
- (2) Active Duty Other than for Training (ADOT)

Reservists may only perform one type of duty at a time. This includes IDT drills.

Active Duty for Training (ADT)

Active Duty for Training (ADT) is a type of active duty used for training reservists. This annual training can be either on-the-job training or formal academic training. The purpose of ADT is to guarantee qualified reservists are able to fill the needs of the Armed Forces during war, national emergency, or other times deemed necessary.

The types of ADT are:

- (1) Initial Active Duty Training (IADT)
- (2) Annual Training (ADT-AT)
- (3) Other Training Duty (ADT-OTD)

Supervisor must e-mail SPO YN and CC [D07-SMB-SCHASN-ADMIN](#) after SELRES has completed any type ADT.

Initial Active Duty Training (IADT)

Initial Active Duty Training (IADT) is the initial ADT period for non prior-service enlistees.

IADT is performed before a reservist may begin drilling at their unit. Training includes basic military training (Basic Training or DEPOT) and technical skill training “A” School. Depending on the enlistment program, this training is available in one long session or two shorter sessions.

Active Duty (Continued)

Active Duty for Training-Annual Training (ADT-AT)

Active Duty for Training-Annual Training (ADT-AT) is the minimum period of active duty reservists must perform each fiscal year to satisfy the training and participation requirements associated with their assignments. The primary purpose of ADT-AT is to provide individual or readiness training. Formal courses of instruction through resident or exportable training are appropriate uses of ADT-AT.

Active Duty for Training-Other Training Duty (ADT-OTD)

Many units require additional training to ensure readiness. To achieve this, Active Duty for Training-Other Training Duty (ADT-OTD) is authorized for individuals to enhance proficiency, develop specialized skills, or mobilization requirements. Generally, members should first satisfy their ADT-AT requirements before requesting ADT-OTD. **Member must submit an ADT-OTD Checklist (See Enclosure 3) through chain of command and then to RFRS as a MS Word attachment via [D07-DG-SECTORCHASN-RESREQ](#). All requests must be approved by D7 (dxr) before ADT-OTD orders can be issued.**

Benefits and Entitlements

When working under ADT orders, reservists earn active duty wages. Daily rates are calculated by dividing the monthly wages by 30.

Reservists earn one retirement point per day of ADT.

Reservists also earn Basic Allowance for Housing, Basic Allowance for Subsistence/Separate Rations, and Cost of Living Allowance, (BAH, BAS/SEPRATS, COLA) (if applicable) and enlisted members receive a uniform allowance while on ADT-AT orders. Per diem may be authorized for members who reside greater than 50 miles from their duty site.

Berthing is arranged and funded by the unit when quarters are available on site. If quarters are not available, it is the responsibility of the member to secure and pay berthing costs. Members will be reimbursed for lodging if a travel claim is filled out properly and promptly.

If a flight is authorized, members are responsible for booking their own flight.

Active Duty for Training (ADT)

Participation Requirements All members of the Selected Reserve (SELRES) are required to perform a minimum of 12 days of ADT-AT each fiscal year. A maximum of 15 days ADT-AT may be approved for special cases through chain of command and then to RFRS via D07-DG-SECTORCHASN-RESREQ.

ADT-AT may be performed during one consecutive period or in increments, depending upon training needs. Training must meet all requirements for ADT and be mobilization, rating, or qualification related.

Reservists who have been voluntarily or involuntarily mobilized for a period of 12 or more days have satisfied their SELRES requirements but, may perform ADT-AT if desired by member.

ADT-AT Regulations

ADT-AT requirements are based on the fiscal year (FY) due to Congressional funding and the fact each reservist has a different anniversary year (AY). The FY starts 01 October. The AY is the period used for crediting of qualifying years for a non-regular retirement. The date used to determine the AY is established by the date the member entered into active service or into active status in a reserve component. Primarily, it is the reservist's responsibility to make sure they meet ADT-AT requirements, though the member's command needs to consider the member's AY when planning ADT-AT.

Active Duty for Training (ADT) for Resident Training Courses

Resident Training is formal instruction at a place or location away from the normal duty station. Often members request schools to satisfy their ADT-AT requirements. If a school is 12 days or less in duration, it can be used to fulfill the service obligation.

Requests for courses that require more than 12 days of active duty or requests for reservists who have already performed ADT-AT for the fiscal year are approved only after D7 (dxr) ensures the availability of funds.

Active Duty for Training (ADT)

ADT-OTD Regulations

ADT-OTD must be used for specific qualifications or for a formal school. Acceptable uses of ADT-OTD include; working to complete a certification, re-certification, qualification, or to complete a formal training course.

The use of ADT-OTD for general unit missions without training benefit to the member is not authorized.

Reservists with 16 years or more of combined active service shall not perform any type of active duty except ADT-AT, unless authorized by the Commandant.

Commands shall ensure reservists meet readiness standards prior to requesting orders.

All ADT-OTD is funded by D7 (dxr) and must be requested via chain of command through the Sector RFRS Staff. Requesting ADT-OTD funds does not guarantee approval. If funds are not available, D7 (dxr) will notify the Sector RFRS Staff.

ADT Request Regulations

Member's request ADT orders using Direct Access (DA) and must submit requests at least 45 days in advance of the desired start date. All ADT request should be submitted by 01 June.

Commands shall ensure reservists meet participation standards prior to approving reserve order requests. Reservists shall not be issued orders to perform active duty unless they are in a Fit For Full Duty (FFFD) status and have current physical and dental exams on file.

Reservists shall not report without orders. If orders are not received within **two weeks** of the scheduled ADT start date, reservists should contact their unit SPO YN and email D07-SMB-SCHASN-ADMIN.

Active Duty for Training (ADT) (Continued)

ADT ORDERS PROCESS

Step	Who Does It	What Happens	Deadline
1.	Member	Complete order request in Direct Access (Self Service> Employee> Tasks> Reserve Orders) utilizing "help link" for assistance. Route request to your active duty supervisor. It is the essential to communicate the details of your request with your supervisor.	No less than 45 calendar days prior to order start date.
2.	Supervisor (active)	Receive member's request in Direct Access work list. Review request. Click the "Route for Approval" button and enter any Comments necessary.* Route request to Unit SPO and follow up with email to SPO YN and D07-SMB-SCHASN-ADMIN . (Do not "re-assign" the request to the unit SPO)	No less than 30 calendar days prior to order start date.
3.	SPO	Review request, enter necessary data and forward to D7 (dxr).	30 calendar days prior
4.	District 7 (dxr)	Review order and approve.	
5.	SPO/Unit ADMIN	Receive approved orders via Direct Access Airport Terminal. Print order, Sign and mail copy of order to member's home.	No less than 14 calendar days prior to order start date.
6.	Member	If you have not received orders within 2 weeks of start date, please email SPO YN and D07-SMB-SCHASN-ADMIN to resolve.	No less than 14 calendar days prior to order start date.
7.	Member	Review orders upon receipt. At arrival to duty location; check in with your SPO YN and email D07-SMB-SCHASN-ADMIN so SPO can start your pay. Receive original orders and endorsement.	First day of ADT.
8.	Unit ADMIN	Fax or scan/email a copy of original orders with endorsement to Unit SPO.	First day of ADT.
9.	SPO	Input endorsement data into Direct Access initiating members pay.	First day of ADT.
10.	Member	Log into T-PAX and verify account access.	First day of ADT.
11.	Member	Complete travel claim and check out with Unit ADMIN/SPO.	Last day of ADT.
12.	Member's Supervisor	Notify SPO YN and/or when member's ADT is complete	Last day of ADT.
<p>* Comments <u>must</u> be entered if orders:</p> <ul style="list-style-type: none"> ·Are non-consecutive. ·Are performing ADT-AT at a location different than normal drill unit. ·Are within the 45 calendar day mark. ·Are to cover a period of TDY. <p>Comments must be detailed and include the specific qualification(s) member will be receiving. If there is any abnormality to the request entering comments will expedite processing.</p>			

Active Duty for Training (ADT) (Continued)

Non-Consecutive ADT-AT Request

ADT-AT is usually performed on consecutive calendar days. In certain instances, members may be approved for non-consecutive ADT-AT. Requests are processed in the same manner as consecutive ADT-AT.

Members are required to submit a new request for orders in DA for each separate period of active duty.

Non-Paid ADT-AT

Non-paid active duty is always voluntary. Active duty without pay accrues retirement points the same as active duty with pay.

Per diem is not normally authorized for reservists performing active duty without pay. Units may authorize per diem for reservists not working for pay while they are in a travel status.

Cancellation of Orders

For cancellation requests, orders shall be returned to SPO **through chain of command** with an email to D07-SMB-SCHASN-ADMIN and D07-DG-SECTORCHASN-RESREQ. The servicing SPO shall notify D7 (dxr) via e-mail of the cancellation.

After D7 (dxr) receives notice of a cancellation, funds will be reallocated to other personnel.

Active Duty Other than for Training (ADOT)

Active Duty Other than for Training (ADOT)

Active Duty Other than for Training (ADOT) is used to provide support to either Coast Guard or Coast Guard Reserve missions.

Types of ADOT are:

- (1) Active Duty Special Work (ADOS):
 - in support of the Active Component (ADOS-AC)
 - in support of the Reserve Component (ADOS-RC)
 - (2) Extended Active Duty (EAD)
 - (3) Reserve Program Administrator (RPA)
 - (4) Involuntary Active Recall (Title 10 or Title 14)
 - (5) Active Duty for Health Care (ADHC)
-

Active Duty Operational Support (ADOS)

Active Duty Operational Support (ADOS) in support of the Active Component (ADOS-AC) or the Reserve Component (ADOS-RC) is voluntary active duty authorized to sustain active or reserve programs. The purpose of ADOS is to temporarily support existing or emerging service requirements.

Extended Active Duty (EAD)

Extended Active Duty (EAD) is voluntary active duty for reservists serving in an active duty component status. It is used to provide support or fill occasional personnel shortages in specific billets when active duty Coast Guard resources do not meet requirements.

Reserve Program Administrator (RPA)

Reserve Program Administrators are officers on extended active duty to organize, administer, recruit, instruct, or train members of the Reserve Component. The Reserve Program Administrator (RPA) is a specific EAD contract with an option to remain on active duty upon contract completion.

All selected officers will be initially designated as provisional RPAs. Upon receiving permanent status, members receive indefinite orders to active duty and serve as full time, active duty officers until separation.

Active Duty Other than for Training (ADOT) (Continued)

Involuntary Active Duty (Title 10 or Title 14)

Involuntary Active Duty is used to support military operations when the President or the Congress determines reserve forces are required to supplement active duty forces. It is also used by the Secretary of Homeland Security to provide domestic security and respond to homeland emergencies. Involuntary Active Duty is often called Title 10 or Title 14, which refers to the governing U. S. Code.

Active Duty for Health Care (ADHC)

Active Duty for Health Care (ADHC) is special voluntary active duty for members requiring long term medical care or health evaluation. It is not a supplement to, or extension of, any active duty service and should not be confused with demobilization-related medical holds or other orders for 31 days or more as addressed by U. S. Code.

A reservist who incurs or aggravates an injury, illness, or disease in the line of duty, or while traveling to or from the place at which that member is to perform or has performed duty, may be entitled to ADHC benefits.

ADHC is applicable to reservists under the following types of orders:

- (1) Active duty for a period of less than 30 days
- (2) Inactive Duty Training (IDT) drills
- (3) Service on funeral honors duty

A member is not entitled to military health benefits when the injury, illness, or disease is the direct result of the member's misconduct or gross negligence.

Requesting ADOT

Solicitations for ADOT vary. Reservist should work with their Chain of Command for any ADOT requests.

ADOT Entitlements and Benefits

Members that perform ADOT are paid under the same regulations as members of the Active Duty component.

Resident Training

General Information Resident training is formal instruction at a location away from the normal duty station. Reservists may attend either on, Active Duty for Training-Annual Training (ADT-AT), -Other Training Duty (ADT-OTD), or Inactive Duty Training (IDT) orders, though ADT orders are normally used. Resident training should target skills that cannot easily be obtained through on-the-job training or correspondence courses.

Coast Guard Class “A” courses provide essential rating training and the basic technical knowledge and skills required for entry-level job performance. Class “A” school graduates are apprentices and require on-the-job training at their first units.

Coast Guard Class “C” courses are short-term (less than 20 weeks) training designed to provide advanced knowledge and teach specialized skills. Courses prepare members for specific jobs and missions that cannot easily be obtained through other methods of instruction.

Course schedules are published each October in the “Class Convening Schedule for Coast Guard Class “A” and “C” Resident and Exportable Training Courses” (COMDTNOTE 1540). This may be found on the Training Quota Management Center (TQC) web site or through unit education and training officers.

Quotas and funds will be allocated to members and units with the highest training priorities.

“C” Schools

All Coast Guard “C” schools are open to reservists, though some courses are harder to get into than others. Factors affecting selection include:

- (1) Eligibility/pre-requisites
- (2) Command approval
- (3) Overall demand
- (4) Unit quota for course
- (5) Duration of course
- (6) Availability of funding from D7 (dxr)

Some “C” schools are designated “Reserve Only” because the courses are no more than two-weeks long. These classes satisfy the ADT-AT requirement and do not require additional time away from the civilian workplace. The TQC maintains the list of these concentrated training opportunities.

Resident Training (Continued)

Resident Training Requests

Stage	Who Does It	What Happens
1.	Member	Complete a Short Term Training Request (STTR) for each class and date then route through your chain of command (active).
2.	SPO	Enter STTR into Direct Access.
3.	Member	If not selected for date requested submit another STTR requesting next available class date.
4.	SPO/Unit ADMIN	Approved orders will come across airport terminal. Print out order, sign, and mail to member's home.
5.	Member (member continued)	Direct Access will email your orders to the email address entered under your profile. Review for accuracy. If you will use ADT to attend training immediately submit ADT in Direct Access. Under the Route for Approval button enter in the comments block that you have TDY orders and specify which training you will be attending.
6.	Unit ADMIN	Forward request to SPO.
7.	SPO	Review ADT request and forward to D7 (dxr).
8.	Unit ADMIN/SPO	Retrieve approved ADT orders from Airport Terminal, print, sign, and mail copy/original to members home.

Roadshows Roadshows are unit based trainings provided by exportable trainers. All reservists requesting training should utilize any local roadshows before applying for resident training.

Resident Training (Continued)

Requests for Roadshows

Stage	Who Does It	What Happens
1.	Member	Once a solicitation is posted via CGMS, submit request following directions on the message.
2.	Member	Once you receive notification that you are on the roster for the roadshow/conference complete a TDY Travel Request form (PSC-2070). Attach authorization to attend roadshow/conference to the worksheet. Submit to your unit ADMIN/SPO
3.	Member	If you will use ADT to attend roadshow/conference complete request in Direct Access immediately. Click the Route for Approval button and in the comments block specify which roadshow/conference you will be attending.
4.	Unit ADMIN	Send TDY and ADT request to SPO .
5.	SPO	Complete TDY orders and forward ADT request to D7 (dxr). Once ADT orders come across the Airport Terminal issue both sets of orders to member.

References, and Additional Information

References

- Reserve Policy Manual, CONDTINST M1001.28A
- Coast Guard Medical Manual, COMDTINST M6000.1B
- Personnel and Pay Procedures Manual, PSCINST M1000.2A
- Schedule of Officer Personnel Boards and Panels, COMDTINST 1401.5Z
- Training and Educational Manual, COMDTINST M1500.10B
- Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13F
- <http://www.uscg.mil/announcements/alcoast/alcoast064.09.txt>
- http://www.uscg.mil/announcements/alcoast/514-09_alcoast.txt
- http://www.uscg.mil/announcements/alcoast/640-09_alcoast.txt
- http://www.uscg.mil/announcements/alcoast/545-09_alcoast.txt

Additional Information Links

- **USCG Sector Charleston Reserve:**
<http://www.uscg.mil/d7/sectCharleston/Reserves.asp>
- USCG Reserve Affairs: <http://www.uscg.mil/reserve>
- Pay Charts: <http://www.uscg.mil/hq/psc/>
- Active Duty Allowances: <http://www.dtic.mil/perdiem/rateinfo.html>
- Direct Access: <https://hr.direct-access.us/servlets/iclientservlet/USCGP1HR/?cmd=login>
- PPC Topeka: <http://www.uscg.mil/ppc/default.asp>
- TQC: <http://www.uscg.mil/HQ/TQC/>
- CGPC-rpm: <http://www.uscg.mil/psc/rpm/>
- CGPC-opm: <http://www.uscg.mil/psc/opm/>
- RPA Information: <http://www.uscg.mil/reserve/rpa/>
- Career Development Guidebook: <http://www.uscg.mil/hq/g-w/g-wt/g-wt/ocgb/book.pdf>
- ID Card Facility Locator: <http://www.dmdc.osd.mil/rsl/>
- U. S. Code: <http://assembler.law.cornell.edu/uscode/>
- Code of Fed. Regulations: <http://www.gpoaccess.gov/cfr/index.html>

Enclosure (1)

DEPARTMENT OF DEFENSE ACTIVE DUTY/RESERVE FORCES DENTAL EXAMINATION		Form Approved OMB No. 0720-0022 Expires Feb 28, 2006
The public reporting burden for this collection of information is estimated to average 2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0720-0022), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.		
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.		
PRIVACY ACT STATEMENT		
AUTHORITY: Public Law 105-85, Sec. 765; DoD Directive 6490.2; E.O. 9397. PRINCIPAL PURPOSE(S): An assessment by a dentist of the state of your dental health for the next 12 months is needed to determine your fitness for prolonged duty without ready access to dental care.	ROUTINE USE(S): None. DISCLOSURE: Voluntary; however, failure to provide the information may result in delays in assessing your dental health needs for military service.	
1. SERVICE MEMBER'S NAME (Last, First, Middle Initial)	2. SOCIAL SECURITY NUMBER	3. BRANCH OF SERVICE
4. UNIT OF ASSIGNMENT	5. UNIT ADDRESS	
6. EXAMINATION RESULTS Dear Doctor, The individual you are examining is an Active Duty/Guard/Reserve member of the United States Armed Forces. This member needs your assessment of his/her dental health for worldwide duty. Please mark (X) the block that best describes the condition of the member, using as a suggested minimum a clinical examination with mirror and probe, and bitewing radiographs. This form is meant to determine fitness for prolonged duty without ready access to dental care and is <u>not</u> intended to address the member's comprehensive dental needs.		
<input type="checkbox"/>	(1) Patient has good oral health and is not expected to require dental treatment or reevaluation for 12 months.	
<input type="checkbox"/>	(2) Patient has some oral conditions, but you <u>do not</u> expect these conditions to result in dental emergencies within 12 months if not treated (i.e., requires prophylaxis, asymptomatic caries with minimal extension into dentin, edentulous areas not requiring immediate prosthetic treatment).	
<input type="checkbox"/>	(3) Patient has oral conditions that you <u>do</u> expect to result in dental emergencies within 12 months if not treated. Examples of such conditions are: (X the applicable block or specify in the space provided)	
<input type="checkbox"/>	(a) Infections: Acute oral infections, pulp or periapical pathology, chronic oral infections, or other pathologic lesions and lesions requiring biopsy or awaiting biopsy report.	
<input type="checkbox"/>	(b) Caries/Restorations: Dental caries or fractures with moderate or advanced extension into dentin; defective restorations or temporary restorations that patients cannot maintain for 12 months.	
<input type="checkbox"/>	(c) Missing Teeth: Edentulous areas requiring immediate prosthodontic treatment for adequate mastication, communication, or acceptable esthetics.	
<input type="checkbox"/>	(d) Periodontal Conditions: Acute gingivitis or pericoronitis, active moderate to advanced periodontitis, periodontal abscess, progressive mucogingival condition, moderate to heavy subgingival calculus, or periodontal manifestations of systemic disease or hormonal disturbances.	
<input type="checkbox"/>	(e) Oral Surgery: Unerupted, partially erupted, or malposed teeth with historical, clinical, or radiographic signs or symptoms of pathosis that are recommended for removal.	
<input type="checkbox"/>	(f) Other: Temporomandibular disorders or myofascial pain dysfunction requiring active treatment.	
(4) If you selected Block (3) above, please circle the condition(s) you identified in this patient if they appear above, or briefly describe the condition(s) below:		
(5) Were X-rays consulted?		IF YES, DATE X-RAY WAS TAKEN (YYYYMMDD)
	YES	NO
7. DENTIST'S NAME (Last, First, Middle Initial)		8. DENTIST'S ADDRESS (Street, City, State, 9-digit ZIP Code)
9. DENTIST'S TELEPHONE NUMBER (Include Area Code)		
10. DENTIST'S SIGNATURE/STATE LICENSE NUMBER		11. DATE OF EXAMINATION (YYYYMMDD)

DD FORM 2813, MAR 2003

PREVIOUS EDITION MAY BE USED.

Enclosure (2)

USCG SECTOR CHARLESTON RESERVE ADT-OTD REQUESTS

ADT-OTD REQUEST: 30-45 DAYS IN ADVANCE

1. Complete the below fields and email ADT-OTD request (as MS Word doc) to Sector RFRS via your chain of command at: D07-DG-SECTORCHASN-RESREQ@USCG.MIL.

2. MEMBER NAME/RANK: _____ EMPLID: _____

3. PHONE/CELL#: _____

4. EMAIL: _____

5. DRILLING UNIT: _____

6. SUPERVISOR @ UNIT: _____

7. DATE(S) REQUESTED: _____

8. JUSTIFICATION:

a. Why are these orders necessary? Has ADT-AT been completed?

b. What will be accomplished during these orders?

9. CHECK ONE: "C" SCHOOL _____ CIVILIAN TRAINING _____ OJT _____

10. MILEAGE ROUND TRIP TO TRAINING SITE: _____

11. QTRS/MESSING: AVAILABLE _____ NOT AVAILABLE _____

12. ESTIMATED COSTS: P&A = \$ _____ PER DIEM= \$ _____

*****RFRS SUBMIT COMPLETED FORM TO*****

D7(dxr) @ D07-DG-DISTRICTSTAFF-RESERVE ADT-OTD

*****BELOW IS TO BE COMPLETED BY D7 (dxr)*****

____ APPROVED _____ DISAPPROVED BY: _____

Enclosure (3)

IDT BERTHING ANNUAL VERIFICATION FORM		
<p>Purpose: Use this form to substantiate entitlement to commercial IDT berthing. Members living beyond Reasonable Commuting Distance (RCD) from assigned drill site may be entitled to commercial berthing. RCD is defined as the maximum distance a reservist may be required to travel involuntarily between residence and drill site. This distance must be over 50 miles from the drill site or a distance that may be traveled by automobile under average conditions of traffic, weather and roads in 1.5-hour period.</p>		
EMPLID	NAME (Last, First, MI)	RANK/RATE
UNIT NAME & ADDRESS (Assigned drill site)		
HOME ADDRESS (Street, City, State, Zip)		
MAILING ADDRESS (If different from above)		
HOME PHONE	BUSINESS PHONE	
E-MAIL ADDRESS		
COMMUTING INFORMATION (Check all that applies) I live beyond RCD Enter total miles from home to drill site (one way) I must depart home before 0545 to report for duty I cannot depart from duty to arrive home before 2100		
I certify that the above information is true and accurate.		
SIGNATURE	DATE	