

Reserve Force Readiness System



A Quick Reference Guide to Annual Reserve Mobilization and Training Readiness Requirements

Your Office Contact Info

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 incur negative administrative action.

Inactive Duty Training Drills (IDT): All reserve members are required to complete 90% of their drills in a fiscal year (1 OCT-30 SEPT), which equals 44 out of 48 drills. Unexcused absences cannot be made up. If a member has 3 unexcused absences in one year they may be processed for discharge. (*reference RPM*)

Active Duty for Training (ADT): Shall be no less than 12 days and no more than 15 days in a fiscal year. You must submit your ADT request 45 days in advance and or no later than 01 July. (*reference RPM*)

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. (*reference RPM*)

Mandated Training: (previously known as General Mandated Training): Mandated Training is a collection of training requirements designed to enhance the knowledge, skills and awareness of personnel by promoting awareness and more effective support of Coast Guard programs and 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.

ALL HANDS: All SELRES members are required to attend the annual Reserve All Hands meetings. These meetings vary by Sector . Consult your Reserve Program Administrator for dates.

Note

All Selective Reserves (SELRES) should become familiar with the *Reserve Policy Manual (RPM)*, *Personnel Manual (PERSMAN)*, and the *Pay- Personnel-Procedures Manual (3PM)* for further guidance and possible changes on the information contained in this brochure.

Mobilization/Training Readiness

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

Required

- Physical Health Assessment (PHA)
- Dental Exam
- Flu Shots
- Annual Screening Questionnaire (ASQ)
- PDR Annual Verification
- Weigh-ins (twice per year)
- Inactive Duty for Training (IDT)
- Active Duty For Training (ADT-AT)
- Mandated Training
- All Hands

As Needed

- Immunizations
- Medical Tests
- Recall information
- Government Travel Card
- Security Clearance
- Other training opportunities
- Evaluations/Service Wide Exam

It is each member's responsibility to monitor their status for these requirements. The status information of most of these requirements can be found on the **Coast Guard Business Intelligence (CGBI)** website under your personal profile under the Compliance and Skills tabs.

The use of a Station III work station is required to log onto CGBI.

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

Direct Access can be accessed on the internet via any home computer.

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

Medical Readiness

Periodic Health Assessment (PHA): Each member must schedule and complete a PHA every year in the month of your birthday. For assistance please review *ALCOAST 442/09* or contact your Health Services Technician. SELRES members may utilize a Readiness Management Period (RMP) in lieu of an IDT drill to fulfill this requirement.

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

Dental Examination: Each member must have a dental exam every calendar year. A DD Form 2813 must be completed by your Dentist and submitted to the unit Health Services Technician. New procedures have been promulgated. Please review *ALCOAST 421/09* and contact the unit Health Services Technician for updated details. SELRES members may utilize an RMP in lieu of an IDT drill to fulfill this requirement.

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

Flu Shots: Flu shots are an annual requirement for all uniformed members of the Coast Guard. They are normally administered in the beginning of Flu season which typically begins in the month of October.

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

Immunizations: SELRES members shall meet all five immunization requirements: (1) Tetanus/Diphtheria or T-Dap (within past 10 years), (2) Hepatitis A & B series, (3) influenza, (4) MMR, and (5) Polio.

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

Medical Tests: SELRES shall meet all 6 medical test requirements in the specified timeframe.

Check CGBI or contact the unit Health Services Technician for more details.

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

Administrative Readiness

Annual Screening Questionnaire: *ALCOAST 064/09* requires reserve members to complete their ASQ each year in Direct Access between 01AUG and 31OCT. This *ALCOAST* also states that members CANNOT be brought on active duty orders unless their ASQ has been completed. (reference *RPM*).

PDR Annual Verification: This requirement is to be completed annually between 1 OCT–30 NOV. Fulfillment of this requirement includes SGLI/FSGLI-BAH/Dependency Data Work Sheet and form 2020D. This is normally accomplished through your Yeoman. (reference *Military Personnel Records System COMDTINST M1080.10H*)

Weigh-ins: Weigh-ins are conducted twice a year during the months of October and April. The Coast Guard has adopted the Body Mass Index (BMI) for determining if members are overweight or over their allowable body fat. (Ref *Coast Guard Weight and Body Fat Standards Program Manual COMDTINST M1020.8G*).

Recall Information: It is each member's responsibility to update their home address, phone number and email address in Direct Access and also inform the ADMIN office of any changes immediately to allow for successful recall and mobilization. (reference *RPM*) <https://hr.direct-access.us>

Government Travel Card: It is mandatory that you obtain a Government Travel Charge Card (GTCC) in anticipation of being recalled to prevent any financial burden that may be incurred during deployment. As per *ALCOAST 580/09* members must complete GTCC training online at <https://learning.uscg.mil> prior to obtaining a card. The Certificate of completion must be submitted with your application to the Sector GTCC coordinator.

Security Clearance: Members who are billeted in positions that require a security clearance are responsible for contacting their Sector Command Security Officer to initiate the process in acquiring a clearance. Check CGBI for your current status.

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

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:

- 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
 - CWO2 June
 - CWO3 July
 - CWO4 April
- (reference PERSMAN)*

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.

(reference PERSMAN)