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 FM COMDT COGARD WASHINGTON DC//CG-83/CG-131//  
 TO ALCGFINANCE  
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UNCLAS //N07132//  
 ALCGFINANCE 037/16

SUBJ: RESERVE TRAINING (RT) APPROPRIATION FISCAL YEAR 2017 (FY17)  
 EXECUTION POLICY, CRITICAL DATES, AND SEPTEMBER 2017 ALL STOP ORDER

A. COMDT COGARD WASHINGTON DC R161852 SEP 16/ ALCOAST 345/16  
 B. Financial Resource Management Manual, COMDTINST M7100.3E  
 C. Reserve Policy Manual, COMDTINST M1001.28B  
 D. Personnel and Pay Procedures Manual, PPCINST M1000.2B  
 E. INTERIM FINANCIAL POLICY & PROCEDURES FOR OBLIGATION LIFECYCLE MANAGEMENT/  
 ALCGFINANCE 027-15

1. FY15 and FY16 proved to be extremely challenging years for the RT appropriation and ultimately led to the ALL STOP order for reservists performing Inactive Duty Training (IDT), Readiness Management Periods (RMPs), Active Duty for Training-Annual Training (ADT-AT), and Active Duty for Training-Other Training Duty (ADT-ODT) orders from 16-30 SEP 2016, contained in REF (A).

2. Effective 01-30 SEP 2017, an ALL STOP order is being issued for IDT for pay (to include RMPs), ADT-AT, and ADT-ODT. Subject to availability of funds, limited exceptions to this ALL STOP may be released via SEPCOR ALCOAST messages that separately address drill scheduling and ADT scheduling. No waivers to this ALL STOP will be considered until availability of FY17 funding is determined.

3. This FY17 guidance is intended for all Commanding Officers with assigned Selected Reserve (SELRES) personnel; Area/Director of Operational Logistics (LANT-1, PAC-1, DOL-1); District (DXR) and PAC-13; Reserve Force Readiness System (RFRS) personnel; all Allotment Fund Code (AFC) 90 managers; and all Servicing Personnel Offices (SPOs). This applies when operating under a Continuing Resolution (CR) or Regular Appropriation (RA). Additional guidance and updates will be provided as necessary.

4. AFC-90 managers must ensure obligations and expenditures do not exceed target distributions, IAW chapter 5.6 of REF (B).

5. FY17 IDT Policy:

A. Per the ALL STOP order in paragraph 2 above, no SELRES personnel may perform IDT for pay from 01-30 SEP 2017.

B. In FY17, no SELRES personnel are authorized to schedule or perform greater than 48 IDT drills for pay. No waivers will be authorized. With Command approval, batching of IDT drills is authorized from Q1-Q3 of FY17 (from 01 OCT 2016 to 30 JUN 2017).

C. IAW chapter 2.B.1.a.(3) of REF (C), Reservists serving on active duty for a period of 30 days or more may not make up drills for that period of active duty. Example: BM2 Smith performs active duty in FY17 from 01 JAN to 28 FEB 2017, a total of two months. BM2 Smith cannot make up the eight lost drills (four drills per month of active duty). Therefore, BM2 Smith no longer is authorized 48 paid IDT drills in FY17, but the new limit is 40 drills per this policy.

6. FY17 RMP Policy:

A. Per the ALL STOP order in paragraph 2 above, no SELRES personnel may perform RMPs for pay from 01-30 SEP 2017.

B. In FY17, each SELRES member is authorized one (01) RMP for pay in FY17.

7. FY17 ATP Policy:

A. Personnel assigned to Port Security Units (PSUs) and Coastal Riverine Forces (CORIVRONs and CORIVRONGRUs) shall schedule and complete their 48 IDT drills from Q1 to Q3 of FY17 (from 01 OCT 2016 to 30 JUN 2017) prior to receiving Additional Training Periods (ATPs) in Q4 of FY17 (from 01 JUL to 30 SEP 2017).

B. Only personnel assigned to PSUs, CORIVRONs, and CORIVRONGRUs may be authorized to schedule and perform ATPs during Q4 of FY17 (from 01 JUL to 30 SEP

2017).

C. ATP guidance for PSUs, CORIVRONS, and CORIVRONGRUs will be released via SEPCOR.

D. SELRES personnel not assigned to PSUs, CORIVRONS, and CORIVRONGRUs are not authorized to perform ATPs for pay in FY17 (from 01 OCT 2016 to 30 SEP 2017).

8. FY17 ADT-AT Policy:

A. DXR/DOL RFRS staffs shall evaluate early FY17 ADT-AT requests against position competency requirements to ensure SELRES personnel do not utilize their ADT-AT prior to issuance of formal training orders.

B. SELRES personnel who serve on any type of Active Duty orders totaling 30 days or more during the fiscal year are not authorized ADT-AT unless it is warranted for position-required training. Waivers must be requested via the chain of command to COMDT (CG-131).

C. SELRES personnel, assigned to PSUs, CORIVRONS, and CORIVRONGRUs in receipt of an official deployment warning order, are authorized annual ADT-AT.

D. SELRES personnel not assigned to PSUs, CORIVRONS, and CORIVRONGRUs, who meet the annual ADT-AT requirement through the performance of other qualifying active duty as defined in Chapter 4.B.2 of REF (C), will have a lower priority for ADT-AT funding.

E. New SELRES personnel who affiliate after 01 JUN 2017 are not authorized to perform ADT-AT. Waiver requests will be managed per paragraph 2 above.

F. SELRES personnel who have submitted a Reserve Retirement Transfer Request (Form CG-2055A) or Change in Reserve Component Category (Form CG-1001), to transfer to the IRR, ISL, or ASL, IAW Chapter 3.I.6 of REF (C) are not authorized to perform ADT-AT.

G. When mutually beneficial to the member and the Service, Commands are strongly encouraged to approve waivers for ADT-AT as an overall cost-saving measure in FY17, IAW chapter 4.B.3 of REF (C). The waiver only excuses completion of the AT for participation standards. It does not waive, replace, or count for points required for a qualifying year of service for retirement. All other policy for ADT-AT, including the policy cited in chapters 4.B.3.b and 4.B.3.c, remains in effect.

H. Non-consecutive ADT-AT is not authorized unless the member and/or the travel required to perform the non-consecutive ADT-AT are local and do not require travel entitlements. SELRES personnel that require a travel entitlement for any portion of non-consecutive ADT-AT must request a waiver via the chain of command to COMDT (CG-131).

9. FY17 ADT-OTD Policy: In FY17 (from 01 OCT 2016 to 30 SEP 2017), no SELRES personnel may perform ADT-OTD.

10. FY17 Initial Active Duty for Training (IADT) Policy: Scheduled and approved IADT orders for personnel currently attending or scheduled to attend IADT (e.g., Recruit Training, DEPOT, "A" school) may be executed at any time during FY17 including during the ALL STOP order period identified in paragraph 2 above.

11. IDT, ATP, RMP Management Responsibilities:

A. DXR/DOL and RFRS staffs shall communicate with Sector/Unit personnel authorized to approve SELRES IDT drill periods to ensure drills are completed, cancelled, or rescheduled as appropriate in Direct Access. All 4th Qtr IDT drills for pay shall be scheduled in Direct Access by the deadline in paragraph 13.B below.

B. IDT berthing managers are required to continuously monitor their accounts, especially as it applies to IDT batching in paragraph 5.B above. Peak season lodging costs should be monitored for all duty types, especially when IDT batching is authorized.

C. Supervisors of SELRES personnel, in concert with local RFRS staff where available, must ensure all IDT drills, RMPs, and ATPs are validated and forwarded to the SPO within two (2) working days of IDT drill completion for payment approval IAW Chapter 12.B of REF (D).

D. SPOs shall approve IDT drills, RMPs, and ATPs for payment within

three (3) working days of receiving notification that the drills have been completed IAW Chapter 12.B of REF (D).

E. To ensure appropriate oversight of Reserve Training funds, Commanding Officers, DXR/DOL, and RFRS staffs must complete regular (at least monthly) reviews of IDT drills to ensure drill periods are being executed in a timely manner using drill reports available by entering the following URL: <https://cg.portal.uscg.mil/communities/reserve>, and then selecting "Tools for RPA and FTS".

#### 12. ADT-AT Management Responsibilities:

A. Supervisors of SELRES personnel shall schedule ADT-AT IAW established training plans and ensure members schedule ADT-AT by the deadline provided in paragraph 13.A. below. In addition, supervisors shall notify the appropriate District (DXR) or DOL-1 staff of any change to orders approved for execution to facilitate reallocation of training funds.

B. To ensure timely liquidation of travel orders, supervisors of SELRES personnel shall ensure that members complete travel claims in Web-TPAX within three (3) working days of completing ADT-AT orders IAW Chapter 12.C of REF (D).

C. To comply with 4.5 of REF (E), AFC-90 managers are required to continuously monitor their accounts to ensure obligations for approved ADT-AT and other orders are executed as scheduled. Obligations resulting from unexecuted or cancelled orders, including travel orders, must be de-obligated in FPD to prevent accumulation of undelivered orders (UDOs) no longer needed for intended purposes and allow for reallocation of training funds.

#### 13. Critical Dates:

A. 30 JUN 2017: Deadline for reservists to request FY17 Active Duty Training - Annual Training (ADT-AT) orders in Direct Access.

B. 30 JUN 2017: Deadline for members to schedule authorized FY17 IDT drills and RMPs in Direct Access.

C. 11 AUG 2017: Deadline for DXRs to approve and obligate funding for Active Duty Training-Annual Training (ADT-AT) orders for the remainder of the fiscal year.

D. 18 AUG 2017: Deadline for District DXRs to obligate funding for all remaining AFC-90 SELRES management activities.

E. 01-30 SEP 2017: ALL STOP order. No reservists may perform paid IDT, RMPs, or ADT-AT duty unless funding availability is determined and updated policy is released via SEPCOR.

F. 01 SEP 2017: Office of Reserve Affairs, COMDT (CG-131) begins sweep of unobligated DXR funds.

14. FY17 Travel Guidance: COMDT (CG-131) will continue to monitor Reserve Training travel ceiling and policy limiting discretionary travel as established in (FY14) DHS and CG travel guidance. Travel is authorized for readiness training, formal schools, and travel associated with scheduled qualification and certification training.

15. AREA/DOL/District (DXR) POCs responsible for managing the administration of this message across their areas of responsibility:

A. LANT-1: CAPT Kirby Sniffen, (757) 398-3910.

B. PAC-1: CAPT Philip Prather, (510) 437-2738.

C. DOL-1: CAPT Jennifer Grzelak-Ledoux, (757) 628-4849.

D. PAC-13: CDR Sarah Reed, (510) 437-3012.

E. D1 (Dxr): LCDR David Uhl, (617) 223-3475.

F. D5 (Dxr): CDR Richard Howell, (757) 483-8579.

G. D7 (Dxr): CDR Tuan Luong, (305) 415-7070.

H. D8 (Dxr): CDR Cheryl Honeycutt, (504) 671-2333.

I. D9 (Dxr): LCDR James McCown, (216) 902-6385.

J. D11 (Dxr): LCDR Greg Reilly, (510) 437-5352.

K. D13 (Dxr): LCDR Troy Fryar, (206) 220-7164.

L. D14 (Dxr): LCDR John Hughes, (808) 535-3354.

M. D17 (Dxr): LT Karen Hewes, (907) 463-2102.

16. CG-1312 Points of Contact: LCDR Christa O. Heffelfinger, (202) 475-5456 or Mr. James V. Redd, (202) 475-5435.

17. CAPT James C. Estramonte, Chief, Office of Resource Management, and CAPT P. Kofi Aboagye, Chief, Office of Reserve Affairs, send.
18. Internet release is authorized.