
Section C: Active Duty for Training – Annual Training (ADT-AT)

C.1. Introduction This section establishes the procedures for scheduling and processing payment for ADT-AT orders.

C.2. References

- (a) Reserve Policy Manual, COMDTINST M1001.28 (series)
- (b) Joint Travel Regulations
- (c) Electronic Signatures and Management of Electronically Signed Records, COMDTINST 5200.5
- (d) Military Personnel Data Record (PDR) System, COMDTINST M1080.10 (series)
- (e) U.S. Coast Guard Certifying and Disbursing Manual, COMDTINST M7210.1 (series)
- (f) Government Travel Charge Card (GTCC) Program Policies and Procedures, COMDTINST M4600.18 (series)
- (g) Coast Guard Supplement to the Joint Federal Travel Regulations (CGS-JFTR), COMDTINST M4600.17 (series)
- (h) Office of Management and Budget Circular No. A-130
- (i) 31 § U.S. Code 3902

C.3. Discussion In accordance with reference (a), ADT-AT orders are used to satisfy the training and participation requirements associated with members' assignment.

C.4. Written Orders In accordance with reference (a), written orders must be issued in advance of member reporting to duty.

If verbal orders are issued, orders in writing must follow as soon as possible to comply with reference (b).

Active Duty for Training – Annual Training Orders Checklist		
<p>This checklist is to be used by the member, Supervisor, unit, and the Servicing Personnel Office (SPO) in completing all necessary tasks to properly submit and receive payment for ADT-AT duty. For the purpose of this checklist, the Supervisor is the person approving the active duty on behalf of the member in Direct Access (DA) (approving that the member may perform the active duty).</p>		
Step	Who Does It	What Happens
1	Command and Member	At least 90 days prior to proposed ADT-AT duty start date, command (may include Senior Reserve Officer, Senior Enlisted Reserve Advisor, and/or Supervisor) and member coordinates ADT-AT date(s) and location(s).
2	Member	<p>At least 75 days prior to ADT-AT start date, enter request for ADT-AT orders in DA using the My Reserve Orders procedural guide. Follow local procedures to route to the Command (Supervisor and/or Unit Level Admin Staff). Notify the person via email that you forwarded your request to them.</p> <p>Ensure the person you are routing the request to will be available to process the request.</p> <p>If the Supervisor or the Unit Level Admin Staff will be entering the orders on the members' behalf, do so at this step.</p> <div style="border: 2px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: If member is unable to enter orders, or orders are short-fused, the Unit Level Admin Staff must enter the orders in DA.</p> </div>
3	Supervisor	<p>At least 70 days prior to ADT-AT start date, complete the ADT-AT Orders request using the Reserve Active Duty Orders procedural guide. Forward the request to the Unit Level Admin Staff.</p> <p>Ensure the person you are routing the request to will be available to process the request.</p> <p>If the Unit Level Admin Staff will be entering the orders on the members' behalf, do so at this step.</p>

Figure 12-4 Active Duty for Training - Annual Training Orders Checklist

4	Unit Level Admin Staff	<p>At least 60 days prior to ADT-AT start date, enter/verify all ADT-AT orders data is accurate. The following order notes must be on the orders: ITP, RS0, RSM, MB2, RS2, RS3, RS4, RS6, RS7, RS9, and RSP.</p> <p>Verify all readiness requirements (Annual Screening Questionnaire, medical, dental, security, current enlistment/contract, weight standards, etc.) are met in accordance with reference (a).</p> <p>Route the ADT-AT orders request to your servicing District (dxr) using the Reserve Active Duty Orders procedural guide. Requests for ADT-AT orders for members attached to Port Security Units, Coastal Riverine Squadrons and Groups, get routed to PAC-13.</p> <p>Ensure the person you are routing the request to will be available to process the request.</p>
5	District (dxr) or PAC-13	<p>At least 45 days prior to the ADT-AT start date, process the ADT-AT order request using the Reserve Orders Authorization procedural guide.</p> <p>Email the servicing SPO notifying them that the orders are authorized. Include the member's name and EMPLID.</p>
6	Servicing Personnel Office	<p>Within three working days of notification that orders are approved by the District (dxr), verify orders are completed correctly, place them in a "Ready" status using the SPO – Reserve Active Duty Orders Processing procedural guide, sign and forward orders to Unit Level Admin Staff.</p> <p>In accordance with reference (c), a digital signature is authorized, and is the preferred method.</p> <p>If minor changes are required (i.e. an order note is missing or incorrect), notify the Unit Level Admin Staff via email to correct them. The Unit Level Admin Staff must make corrections within two working days.</p> <p>Any changes to orders resulting in changes to funding must be approved by the servicing District (dxr). District (dxr) must notify the servicing SPO with determination within two working days.</p> <div style="border: 2px solid black; padding: 5px; margin-top: 10px;"> <p>WARNING: <i>Do not enter/approve any transaction on Payroll Finalization Processing Date. Approving transactions on this date may result in payroll finalization being delayed. It may also delay</i></p> </div>

		<p><i>the opening of the next payroll calendar preventing SPOs from entering/approving transactions.</i></p> <p><i>ADT-AT orders with a start date on/or after the SPO Data Approval Cutoff date and BEFORE the Payroll Finalization Processing Date can be approved in DA.</i></p>
7	Unit Level Admin Staff	At least 30 days prior to ADT-AT start date, issue original order to member in accordance with reference (a).
8	Member	<p>Report to duty as ordered. Notify Supervisor and Unit Level Admin Staff of arrival on date of arrival.</p> <p>Complete a BAH/Housing Worksheet (CG-2025) and forward to command for signature. If married to another service member, submit a Member-Married-to-Member BAH Worksheet (CG-2025B) and forward to command.</p> <p>CAUTION: Failure to notify the Supervisor and/or Unit Level Admin Staff that you have reported for duty and/or not submitting required worksheets will result in delay of payment.</p>
9	Unit Level Admin Staff	<p>Within two working days of notification from member of arrival, notify the SPO via email that member has reported to duty as ordered. Include members' name, EMPLID, and date reported. Also report any changes to the original order. Ensure required worksheets are filled out correctly and required signatures are obtained, then forward to the SPO for processing.</p> <p>CAUTION: Failure to notify the SPO that the member has reported for duty and/or not forwarding required forms will result in delay of payment.</p>
10	Servicing Personnel Office	<p>Within three working days of notification by the Unit Level Admin Staff, put the ADT-AT orders in an "Enroute" status using the SPO – Reserve Active Duty Orders Processing procedural guide.</p> <p>Start any applicable pay entitlements. File the BAH/Housing Worksheet (CG-2025) and if applicable, the Member-Married-to-Member BAH Worksheet (CG-2025B) in accordance with reference (d).</p>

	<p>CAUTION:</p> <p>WARNING:</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><i>In accordance with reference (e), Payment Approving Officials are responsible for proper payment and record keeping (e.g. supporting payment with source documentation).</i></p> </div> <div style="border: 1px solid black; padding: 5px;"> <p><i>Do not enter/approve any transaction on Payroll Finalization Processing Date. Approving transactions on this date may result in payroll finalization being delayed. It may also delay the opening of the next payroll calendar preventing SPOs from entering/approving transactions.</i></p> <p><i>ADT-AT orders with a completion date on/or after the SPO Data Approval Cutoff date and BEFORE the Payroll Finalization Processing Date can be approved in DA.</i></p> </div>
<p>11</p>	<p>Member</p> <p>CAUTION:</p>	<p>On last day of duty, notify Supervisor and Unit Level Admin Staff of departure from duty.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Failure to notify the Supervisor and/or Unit Level Admin Staff that you have departed from duty will result in overpayment.</p> </div>
<p>12</p>	<p>Unit Level Admin Staff</p> <p>CAUTION:</p>	<p>Within two working days of notification from member of departure from duty, notify the SPO via email. Include the members’ name, EMPLID, and date of departure. Also include any changes to the original order.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Failure to notify the SPO that the member has departed from duty will result in overpayment.</p> </div>
<p>13</p>	<p>Servicing Personnel Office</p> <p>WARNING:</p>	<p>Within three working days of notification by the Unit Level Admin Staff that member has departed from duty, place the ADT-AT orders in a “Finished” status using the SPO – Reserve Active Duty Orders Processing procedural guide.</p> <p>Stop any applicable pay entitlements.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Do not enter/approve any transaction on Payroll Finalization</p> </div>

		<p><i>Processing Date. Approving transactions on this date may result in payroll finalization being delayed. It may also delay the opening of the next payroll calendar preventing SPOs from entering/approving transactions.</i></p> <p><i>ADT-AT orders with a start date on/or after the SPO Data Approval Cutoff date and BEFORE the Payroll Finalization Processing Date can be approved in DA.</i></p>
14	Pay and Personnel Center Topeka	Process payment.
15	Member	<p>Within three working days of completion of ADT-AT, complete travel claim in Web Travel Preparation and Examination System (Web T-PAX) and forward to Unit Approving Official in accordance with references (f) and (g).</p> <p>If the ADT-AT order was digitally signed, the electronic copy, with digital signature must be used when uploading your documents in Web T-PAX. A scanned copy of a digitally signed order will NOT meet the requirements of reference (h), resulting in the travel claim being returned.</p>
16	Unit Approving Official	Process members' travel claim within two working days in accordance with references (f) and (g).
17	Pay and Personnel Center	Process settlement request for payment within 30 days in accordance with reference (i).