

Incapacitation Pay Process

Introduction A reservist who is disabled as a result of a line of duty injury or illness is entitled to pay and allowances as determined by the Coast Guard Pay Manual if the member has an approved Notice of Eligibility (NOE). This is dependent upon the member’s military duty status of Not Fit for Duty (NFFD) or Available for Limited Duty (AFLD), and the documented amount of lost civilian income for the pay claim period. Reimbursement is limited to the member’s paygrade upon submission of Incapacitation pay.

- References**
- Reserve Policy Manual, COMDTINST M1001.28 (series), Chapter 6.B.4
 - Coast Guard Medical Manual, COMDTINST M6000.1E
 - Coast Guard Pay Manual, COMDTINST M7220.29, Chapter 3
 - Reserve Medical Guide
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- Documents Required** The following documents are required prior to submission of a NOE:
- Memo from member
 - Detailed letter from civilian employer
 - CG-3307 (RIB-1)
 - Physician’s Report (PR)
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Process

Stage	Who Does It	What Happens
1	Member	<ul style="list-style-type: none">• Provides a memo from civilian employer to include:<ul style="list-style-type: none">• Employer’s mailing address• Supervisor’s name and phone number• Certification that member has not returned to work, or that work has been significantly reduced• Reason for absence• Documentation of lost wages or reduced income (see NOTE 1)

2	Unit	<ul style="list-style-type: none"> • Obtains the following documentation: <ul style="list-style-type: none"> • Memo from member • Copy of the member's approved NOE memo with signed CG-3307 (RIB-1) • Current PR (within the last 30 days) • Letter from the member's civilian employer as outlined above.
3	PAC-13	<ul style="list-style-type: none"> • Reviews Incapacitation Package for accuracy/completeness and forward on to PSC-rpm via ARL-DG-CGPSC-RPM_RESERVE_MEDICAL@USCG.MIL
4	CGPSC-RPM	<ul style="list-style-type: none"> • Validates Incapacitation Pay claim and forwards valid claims to PPC (SES) for approval and processing.

****NOTE 1:** Self-employed members may need to obtain tax info to prove lost income. Additionally, lost IDT can be claimed as lost income.

****NOTE 2:** Incapacitation pay certifications are provided in 15 day periods not to exceed six months unless endorsed by PSC-RPM and approved by CG-131. Incapacitation pay certifications are for actual wages lost, not anticipated.