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FM COMDT COGARD WASHINGTON DC//CG-83/CG-131//
TO ALCGFINANCE

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UNCLAS //N07132//
ALCGFINANCE 028/14

SUBJ: RESERVE TRAINING (RT) APPROPRIATION FISCAL YEAR 2015 (FY15)
EXECUTION GUIDANCE

A. Reserve Policy Manual, COMDINST M1001.28B

1. This guidance is for District (DXR) and Director of Logistics (DOL) Reserve Force Readiness System (RFRS) staffs, Allotment Fund Code (AFC) 90 managers and is applicable when operating under a Regular Appropriation (RA) or Continuing Resolution (CR). Additional guidance and updates will be provided as necessary.

A. DXR/DOL RFRS AFC-90 managers must prioritize available training resources and must revisit/revise readiness training plans as required, ensure start/end order dates are in alignment with actual duty dates performed, and aggressively liquidate both training and travel orders to prevent undelivered orders (UDO) from limiting the ability to re-allocate funds for training.

2. Critical Dates:

A. 01 May 2015: Deadline for reservists to request Active Duty Training - Annual Training (ADT-AT).

B. 01 July 2015: Deadline for DXRs to approve 4th Qtr requests to batch Inactive Duty Training (IDT) drills.

C. 15 July 2015: Deadline to schedule IDT drills in Direct Access for the remainder of the fiscal year.

D. 01 Aug 2015: Deadline for DXRs to approve and obligate ADT-AT orders for the remainder of the fiscal year.

E. 01 Sep 2015: Deadline for all DXR training related obligations.

F. 15 Sep 2015: Office of Reserve Affairs, COMDT (CG-131) to begin unobligated funding account sweep.

G. 01 Oct 2015: Deadline to submit ADT-AT waiver requests.

3. Inactive Duty Training (IDT): Normal IDT participation is defined as four IDT drills per month (five for units authorized 60 drills annually). In addition, government furnished or contracted meals and berthing for qualified reservists are authorized during the first two weeks of October unless an order not to proceed has been released and funds are not made available.

A. Approval for drills in excess of this limit may be requested thru the chain of command to the Area RFRS/DOL staffs.

B. New Selected Reserve (SELRES) who affiliate after release from active duty are authorized normal IDT participation from the point at which they become a drilling SELRES member through the end of the fiscal year.

C. Batching IDT up to the quarterly allowance during the first quarter of the fiscal year is authorized. In addition, due to the Human Capital Management System/Global Pay 9.1 transition period, batching of December IDT drills in November is encouraged even in the event of a CR.

D. When authorized, members may batch up to their quarterly IDT allowance, at command discretion. Members serving on continuous active duty orders of 30 days or more are not authorized to make-up IDT drills that would have been available during the period of active duty.

E. Requests to perform IDT in excess of the quarterly

allowance shall be provided, in writing, from the member to COMDT (CG-131) thru the chain of command.

F. DXR/DOL RFRS staffs must initiate communication between Sector/Unit personnel authorized to approve SELRES IDT drill periods to ensure drills are marked in Direct Access as either completed, cancelled, or rescheduled as appropriate, within 30 days after the scheduled drill date. All fourth quarter IDT drills shall be scheduled in Direct Access by the deadline listed above to ensure RT can account for FY15 projected IDT drill levels.

G. IDT Berthing: DXR/DOL RFRS staffs must use available military facilities as the first choice for IDT berthing. Reservists should expect to be double-berthed to the greatest extent possible. Members drilling for points only are not authorized IDT berthing.

4. Active Duty for Training-Annual Training (ADT-AT): ADT-AT should be scheduled in accordance with annual training plans. However, DXR/DOL RFRS staffs shall not obligate or expend more funds than they have been allotted during a CR period. DXR/DOL RFRS staffs should prioritize requests for ADT-AT giving priority to formal training needed to meet mobilization qualifications, certifications, and advancement requirements.

A. DXR/DOL RFRS staffs must evaluate early fiscal year requests of ADT-AT training against position competency requirements to ensure a members ADT-AT is available for formal training.

B. SELRES members who served on any type of Active Duty orders for any term or terms totaling 90 days or more during the fiscal year are not authorized ADT-AT unless it is warranted by service requirements. Waivers may be sought in writing thru the chain of command to COMDT (CG-131).

C. SELRES assigned to Port Security Units (PSUs) in receipt of an official deployment warning order are authorized annual ADT-AT.

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

E. New SELRES who affiliate after 01 June 2015 are not authorized to perform ADT-AT. Waivers may be sought in writing thru the chain of command to COMDT (CG-131).

F. DXR/DOL RFRS staffs shall coordinate with SELRES that are retirement eligible to obtain their intention to retire or remain in the SELRES during FY15. SELRES members that have submitted a Reserve Retirement Transfer Request, Form CG-2055A, or Change in Reserve Component Category, Form CG-1001, in accordance with REF A, Chapter 3.I.6, may not be approved to perform ADT-AT or ADT-OTD unless service requirements warrant. Waivers may be sought in writing thru the chain of command to COMDT (CG-131).

5. Active Duty for Training-Other Training Duty (ADT-OTD): ADT-OTD is not authorized under a CR. ADT-OTD may be authorized under a full appropriation. Requests shall be made in writing and routed to COMDT (CG-131) thru the chain of command for approval.

6. Readiness Management Periods (RMP): Each SELRES is authorized a single RMP with pay during FY15. Additional RMPs, with pay, may be authorized by cognizant authority in accordance with Chapter 2.B.3.a. (5) thru (8) of REF A.

7. FY15 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.

8. Points of Contact: CDR Alexander Foos, COMDT (CG-1312) at (202) 475-5430 or Mr. James Redd, COMDT (CG-1312) at (202) 475-5435.

9. Mrs. Tracey Wade, Acting Chief, Office of Resource Management, and CAPT P. K. Aboagye, Chief, Office of Reserve Affairs send.

10. Internet release is authorized.