

# Advance Reserve Duty Management Guidance for Fiscal Year 2015 and Global Pay Launch

## Overview

Ref: (a) [COMDT COGARD WASHINGTON DC 261850 Aug 14/ALCOAST 355/14, CG-13, COMDTNOTE 1570](#)

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**Introduction** This document provides guidance for managing fiscal year 2015 (FY15) reserve duty during the transition from the Joint Uniform Military Pay System (JUMPS) to the Human Capital Management System/Global Pay (HCMS/GP). This document is a reformatted version of reference (a).

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**Purpose** This guidance is intended for Reserve Force Readiness System (RFRS), Commanding Officers (CO) and Officers in Charge (OINC) of units that manage day to day Selected Reserve (SELRES) approvals for Inactive Duty Training (IDT), Readiness Management Periods (RMP) and oversee Active Duty Training-Annual Training (ADT-AT).

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**Discussion** The U.S. Coast Guard will transition to HCMS/GP on 5 January 2015. In order to manage expectations and continue operations, COs and OINCs should seek assistance from unit RFRS personnel, District (DXR), Director of Logistics (DOL) managers and Servicing Personnel Offices who can assist units with IDT, RMP and ADT-AT duty approvals.

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## Reserve Duty Management

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### **Batching of IDT Drills Authorized and Encouraged**

Normal IDT participation is defined as four IDT drills per month (five for units authorized 60 drills annually). Batching IDT up to the quarterly allowance during the first quarter of the fiscal year is authorized. In addition, due to the HCMS/GP launch, *batching of December IDT drills in November is encouraged even in the event of a FY15 Continuing Resolution.*

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### **Process October and November IDT Drills Prior to 04 December**

Scheduled IDT drills executed prior to December must be marked approved, cancelled, or excused/unexcused prior to the 4 December payroll processing compute period.

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### **Approve December IDT Drills by 14 December**

If units approve IDT drills in December they must be approved prior to 15 December to ensure SELRES pay transactions are processed in the Joint Uniform Military Pay System (JUMPS) ahead of the 18 December cut-off.

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### **ADT-AT and Short Term Active Duty for Operational Support-Reserve Component (ADOS-RC)**

All SELRES with annual training or short term ADOS-RC in December 2014 must complete their duty and SPOs must ensure orders are placed in a finished status prior to the 18 December cutoff.

Units must ensure ADOS-RC is submitted to the appropriate DXR/DOL manager in time to be approved for the 18 December cutoff. This will ensure the member is in an active duty status prior to the cutoff and on a valid set of orders.

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### **Unscheduled Active Duty Performed after Cutoff**

In the event unscheduled duty must be performed between 18-31 December, orders must be re-entered retroactively in the new HCMS/GP system after 5 January 2015.

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## Global Pay Order Mapping

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**Introduction** Reserve orders will be mapped from DA 8.0 to DA 9.1 based on the status of the order on 18 December 2014.

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**Mapping Table** Orders will be mapped as follows:

<b>DA 8.0 - If order status is</b>	<b>DA 9.1 - Then order will be converted as</b>
Proposed	Proposed in DA 9.1. However, the approval process will have to be restarted using the new approval framework.
Approved	Authorized.
Ready	Ready.
En route	En route.
Finished	Finished, unless the end date has not occurred yet, then it will be converted as en route.

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**Mapping Errors** In the event any set of scheduled orders become errors due to the system mapping, units must make the appropriate corrections and entries to ensure a members pay is re-entered retroactively in the new HCMS/GP system.

To ensure no Reserve Duty Orders are inadvertently missed, unit COs and OINCs should maintain an administrative record of reserve duty performed during the HCMS/GP transition period.

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## Contacts and Release

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**Policy Points of Contact** The Office of Reserve Affairs COMDT (CG-131) provides reserve duty management *policy*. The points of contact are CDR Alexander Foos, at (202) 475-5430 or Mr. James Redd, at (202) 475-5435.

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**Direct Access / JUMPS Questions** Direct questions regarding Direct Access or JUMPS *procedures* to PPC Customer Care at:

 (866) 772-8724/(785) 339-2200  
 <http://www.uscg.mil/ppc/ccb/> (Online Trouble Ticket/Inquiry Form)  
 [PPC-DG-CustomerCare@uscg.mil](mailto:PPC-DG-CustomerCare@uscg.mil) (E-Mail)

**Released by** ALCOAST 355/14 released by:

James M. Heinz,  
Acting Director of Reserve and Military  
Personnel.

ALCOST 355/14 reformatted and distributed by:

[Richard Etheridge](#)  
Coast Guard Pay & Personnel Center  
Customer Service Division  
(785) 339-2214

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**Internet Release** ALCOAST 355/14 Internet release is authorized.

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