



CGD8INST 1001.1

JUL 17 2013

EIGHTH COAST GUARD DISTRICT INSTRUCTION 1001.1

Subj: DISTRICT EIGHT RESERVE MANAGEMENT INSTRUCTION

- Ref:
- (a) Reserve Policy Statement, ALCOAST 524/10
 - (b) Reserve Policy Manual, COMDTINST M1001.28 (series)
 - (c) U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series)
 - (d) Coast Guard Manpower Mobilization and Support Plan, COMDTINST M3061.1 (series)
 - (e) Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1 (series)
 - (f) Coast Guard Incident Command System Implementation Plan, COMDTINST M3120.15 (series)
 - (g) Contingency Planning and Preparedness Manual Vol. II, COMDTINST M3010.12 (series)
 - (h) Full-Time Support (FTS) to the Coast Guard Reserve Component, COMDTINST 5320.3 (series)
 - (i) Reserve Force Readiness System (RFRS) Staff Responsibilities, COMDTINST 5320.4 (series)
 - (j) Senior Reserve Officer Description of Duties, COMDTINST 1001.1 (series)
 - (k) Command Senior Enlisted Leader Program, COMDTINST 1306.1 (series)
 - (l) Senior Enlisted Reserve Advisor (SERA) Program, COMDTINST 1306.3 (series)

1. Purpose. This instruction establishes policy governing the readiness and sustainment of reservists assigned within the geographic area and administratively supported by the District Eight Reserve Management Branch (dxr), including Joint Command units. Deployable Operations Group (DOG) units are fully funded and supported by CG-13 and therefore are not subject to this instruction. References (a) through (l) provide Coast Guard wide policy on reserve related issues, and enclosures (1) through (7) provide District Eight guidance. This instruction serves:

DISTRIBUTION – SDL No. XXX (Eight District Units Only)

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NON-STANDARD DISTRIBUTION:

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- a. To amplify the policy and procedures as contained in reference (b);
 - b. To systematically record all current reserve management business policies, processes, and procedures followed within District Eight and to clearly indicate the flow of actions performed from beginning to end of the process chain;
 - c. To provide information to units serviced by the District Eight Reserve Management Branch (dxr) on policies and procedures that guide planning and managing the District Eight reserve workforce; and
 - d. To act as a reference guide for internal audits.
2. Action. All District Eight unit commanders, Commanding Officers, Officers in Charge, District staff officers, and the District Eight reserve workforce, including reserve members, shall comply with the provisions of this instruction.
 3. Directives Affected. None.
 4. Major Changes. None.
 5. Request For Changes. Requests for changes to this document should be submitted to the District Eight Reserve Management Branch (dxr) at D08-SMB-District-Dxr@uscg.mil.
 6. Records Management Considerations. This directive has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
 7. Environmental Aspect and Impact Considerations. The development of this directive and the general policies contained within it have been thoroughly reviewed by the District Eight Reserve Management Branch (dxr). This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment.
 8. Discussion. After 9/11, the model of a strategic reserve, mobilized gradually for long periods, proved to no longer meet the dynamic requirements of the 21st century Coast Guard. Today, an operational reserve maintains active qualifications and personal readiness for rapid response to contingencies. In 2006, the Commandant directed stakeholders to review the adequacy of reserve support and training. This resulted in critical recommendations to modify Coast Guard reserve policy and processes. From 2009 - 2012, the Reserve Force Readiness System (RFRS) stood-up with Full-Time Support (FTS) positions at sectors and Districts as direct support for assigned reservists.

Unit commanders depend on the advice of their Senior Reserve Officer (SRO), RFRS staff, Senior Enlisted Reserve Advisors (SERAs), Silver Badge Command Chief, and Silver Badge Command Chief Reserve for guidance and feedback on management of the Reserve program.

Optimal management and administration of the Reserve program within District Eight requires cohesion among active duty and reserve leaders to ensure maximum operational readiness. The careful management of limited training resources provided through Inactive Duty Training (IDT) and Active Duty Training (ADT) is critical to ensure reserve members are mobilization ready. Each unit will manage their reserve resources for contingency response readiness. Management of the Reserve program will be conducted in accordance with reference (b).

- a. Roles and Responsibilities. Commands shall engage their reservists and develop Individual Training Plans (ITPs), in addition to the yearly Individual Development Plans (IDPs), which encompass annual training and drill time (See Enclosure 1).
 - (1) Senior reserve leadership throughout District Eight will collaborate with RFRS staffs at all units to assess individual readiness training objectives.
 - (2) Commanding Officers and Officers in Charge (COs/OINCs) hold ultimate responsibility for their reserve members and unit readiness. They will ensure reservists have access to the resources necessary to achieve and maintain readiness and hold them accountable for doing so. It is incumbent on the individual reservist to jointly manage their career and maintain individual readiness status in “Green” condition.
 - (3) District, sector, and unit-level reserve leadership, as per references (h) through (l), shall work together to ensure proper readiness training opportunities are made available and that each unit’s reserve workforce is properly prepared for contingency operations at all times.
- b. Reserve Force Management. Functions normally performed for an active duty member (e.g., orders processing, awards, travel claims, records management, etc.) should be performed by the same entity for reservists. Per reference (h), direct support RFRS staff were not placed at units to absorb administration of reserve personnel but to provide local subject-matter expertise in reserve management and to assist in coordinating reserve-specific training in collaboration with the command cadre. With the exception of minor collateral responsibilities assigned to RFRS staff, 100 percent of direct support FTS workload is focused upon reserve component readiness, administration, and training. Responsibilities are noted below:
 - (1) Regional RFRS Staff. Per reference (i), the Regional or District Reserve Management Branch (dxr) oversees reserve readiness, training, management, and AFC-90 (reserve) funding in District Eight. Responsibilities include but are not limited to:
 - (a) Advise District Commander and Atlantic Area on reserve personnel considerations for contingency plans and address the District’s ability to meet contingency requirements with current capabilities of reserve personnel within District Eight.

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- (b) Coordinate with District Senior Reserve Officer (SRO) and District Reserve Command Master Chief (RCMC) on Reserve program management policy changes and implementation.
 - (c) Work closely with sector and unit leadership to monitor reserve readiness and consistently implement reserve policy for all units within District Eight.
 - (d) Direct policy development and implementation on reserve readiness, training, doctrine, and personnel issues.
 - (e) Identify reserve workforce requirements with support programs (medical, legal, pay, benefits, work-life, etc.) and resolve issues that affect operational readiness.
 - (f) Manage the AFC-90 budget as directed by Reserve Affairs and Atlantic Area, to include ADT, the IDT berthing program, Active Duty Operational Support (ADOS) and non-exempt Readiness Management Periods (RMPs).
 - (g) Direct Reserve program execution across sector RFRS staffs to ensure uniformity and consistency of higher level policy implementation and guidance.
 - (h) Identify capability gaps or conflicts across units and mediate unit to unit. Notify Atlantic Area of gaps requiring intervention beyond District Eight's capability to resolve.
 - (i) Authorize and track all involuntary recalls under Title 10 and 14 in support of the Department of Homeland Security and Department of Defense operations.
 - (j) Monitor readiness metrics and inject corrective actions through appropriate leadership to correct deficiencies.
- (2) District Eight Units. Each District Eight Commanding Officer/Officer in Charge with reservists assigned shall maintain a fit and ready reserve force, and in doing so is required to:
- (a) Assist unit commanders, Commanding Officers, Officers in Charge with overseeing and monitoring the readiness of assigned reservists.
 - (b) Advise the unit commanders, Commanding Officers, Officers in Charge on the technical administration of the unit's Reserve program including all aspects of readiness.
 - (c) Support individual reservists concurrent with active duty counterparts.
 - (d) Provide opportunities to regularly augment missions.
 - (e) Ensure access to facilities, equipment, or resources necessary to attain and maintain individual readiness are available.

- (f) Render personal, team, and unit recognition concurrent with active duty counterparts.
- (3) Sector Reserve Force Readiness System (RFRS) Staff. Per reference (i), the Sector RFRS staff provides direct reserve support to include organization, administration, planning, development and reserve force activation/deactivation. While supporting sector operations and sharing collateral duties, their primary roles include:
- (a) Direct sector mobilization/de-mobilization actions, and initiate action on reservists unable to mobilize.
 - (b) Identify resource capabilities, gaps, and conflicts. The staff will work with the District to mitigate short term gaps in training resources.
 - (c) Maintain a copy of sector training plans and schedules, and assist subordinate commands with developing training plans and schedules for their reserve members.
 - (d) Direct ADT/IDT utilization that supports training plans.
 - (e) Provide direct training at the sector and its sub-commands where applicable.
 - (f) Enforce compliance with participation, and qualification attainment at all sector sub-commands.
 - (g) Schedule cross-unit training for reserve members based on documented training plans to maximize available resources.
 - (h) Coordinate with District Eight Reserve Management Branch (dxr) on reserve assignment command concerns.
- (4) Responsibilities of Reserve Leadership.
- (a) **Command Relationships**. Integration of reservists into each unit should foster individual member development and readiness for mobilization. Reservists must be included in unit leadership, operations, administration, and morale events to foster unit cohesiveness. They shall be provided opportunities to exercise leadership and be held accountable for their performance and subordinates.
 - (b) **Communications**. The senior reserve leadership is a means to disseminate policy, convey news, and pass routine instructions on current Coast Guard issues to reservists. This complements the frequent communication by RFRS staff for service inquiries and delinquency remediation. Consistent engagement between active duty commands and individual reservists is expected, necessary, and a trait indicative of a successful unit.

- (c) Performance Evaluation. Each reservist will be provided clear objectives to prepare for mobilization for contingency requirements. Their performance in pursuit of these objectives is a factor in their performance evaluation.
 - (d) Awards. Reservists should be included in unit and team awards. Since reserve assignments are much longer than those for active duty peers, merited personal recognition should not be deferred to end-of-tour without careful leadership consideration. Units are strongly encouraged to nominate themselves for the annual Bud Sparks Award recognizing their unit's integration efforts. District Eight similarly pursues the Waesche Award, which recognizes District-wide integration efforts. See enclosure (6) for further details.
- (5) Reserve Leadership Composition. The primary role of senior reservists is to provide leadership in attaining sustainable reserve force readiness, capability, and strength that also directly lends itself to contingency response management.
- (a) District Senior Reserve Officer (SRO). The primary role of the District SRO is to maximize the sustainability and readiness of the reserve force District-wide and be the direct line to the District Commander for all reserve issues. The District SRO works closely with other SROs at District Eight and its sectors to coordinate with RFRS staffs, the RCMC, Silver Badge Command Chiefs, and Senior Enlisted Reserve Advisors (SERAs) on policy implementation and feedback to ensure their assigned unit is ready to meet all contingencies.
 - (1) Due to the large geographic nature of District Eight, there are two additional SRO positions that serve for the District SRO; i.e. the Western Rivers SRO and the Coastal Region SRO. The District SRO and other SROs assigned to the District shall prepare to act as a District Liaison Officer or Watch Captain for the District Incident Management Team during a contingency response. Roles of the SRO are further defined in reference (j).
 - (b) District Reserve Command Master Chief (RCMC). The District RCMC is screened, selected, and assigned per reference (k). The RCMC is the direct representative to the District Commander on all matters affecting reserve enlisted members. In addition to the duties and guidance provided in reference (k), they:
 - (1) Work closely with the active duty Command Master Chief (CMC), Sector Reserve Command Chiefs, District SROs; and,
 - (2) Prepare to serve as a deployed CMC during a contingency response.
 - (c) Sector Senior Reserve Officers (SRO). Per reference (j), the Sector SRO works closely with the Sector RFRS staff to advise the Sector Commander on reserve matters to ensure unit reservists are ready to respond to all contingencies. In addition to the general duties and guidance provided in reference (j), Sector SROs will:

- (1) Recommend modification or development of new command policy to improve communication, foster training, increase performance, and expand employment opportunities for reserve members;
 - (2) Maintain qualifications for mobilization while concurrently fulfilling leadership responsibilities to the command;
 - (3) Provide guidance and leadership to reserve junior officers and enlisted personnel assigned at their units, serving as a role model and mentor providing knowledge based career, personal and professional guidance; and,
 - (4) Partner with the commands Sector Reserve Command Chief on actions, decisions and recommendations that affect assigned personnel.
- (d) Silver Badge Command Chief Reserve. The Silver Badge Command Chief Reserve is screened, selected, and assigned per reference (k). In addition to the duties and guidance provided in reference (k), they will:
- (1) Work closely with the Silver Badge Command Chief;
 - (2) Coordinate with the Sector SRO to report to the Sector Commander and Deputy on reserve matters;
 - (3) Work with the Sector RFRS staff on tracking and enforcement of readiness compliance; and,
 - (4) Prepare to serve as a deployed Command Chief during a contingency response.
- (e) Senior Enlisted Reserve Advisor (SERA). In accordance with reference (l), at units without RFRS staff positions, the SERA serves as the advocate for enlisted reserve members with support functions in these main areas: command issues, training, and administration.
- (1) SERAs perform as a dedicated resource to bring issues and concerns to the attention of the chain of command and ensure readiness of assigned selected reservists for mobilization. In addition to the duties and guidance provided in reference (l), the SERA will prepare to serve in local Watch Quarter and Station Bill (WQSB) assignments and as a Division/Group leader during a contingency response.
9. Desired Outcomes. Reservists are expected to attain and maintain qualification levels within their assigned specialty or area of expertise. Reserve managers support the member's personal and professional development goals by providing adequate training opportunities.
- a. Goals. In conjunction with the goals outlined in references (a) and (b), the overall goals for the District Eight Reserve Management Branch include:

- (1) Each reservist is individually ready for mobilization, or “Green” status;
 - (2) Each reservist is trained within their billet competency and holds a current certification and qualification as required for their mobilization billet; and,
 - (3) All reservists are able to meet mobilization reporting requirements within 48 hours and their families are administratively supported.
- b. Competencies. Each unit will ensure an appropriate billet match for each assigned reservist is aligned with the correct competencies. In addition, each billet at the unit shall have clearly stated competencies and qualifications identified and conveyed to the member filling that billet so that the requirements and expectations are aligned with the member’s individual training plan and career path. Commands are responsible for conducting follow-up at the unit level to track competencies and ensure certifications are accurately reflected in the Training Management Tool (TMT) and the Coast Guard Business Intelligence (CGBI) system. Each command will:
- (1) Maintain a proactive reserve training program to promote training for mobilization; and,
 - (2) Ensure reserve members have an assigned training or career path in TMT for required competencies and are able to maintain qualifications within allotted training time per reference (b).
- c. Metrics. District Eight monitors and reviews reserve readiness measures required for mobilization. Data is collected from enterprise-wide information systems, and analysis allows for program corrections or targeted interventions. District Eight’s goal is to meet and maintain a rating of 90 percent or greater in all readiness categories; i.e. deployability factors such as periodic health assessments, medical tests, flu shots, immunizations, dental exams, weight standards, and annual screening questionnaire.
- d. Family Readiness. All Coast Guard members shall be available for unrestricted duty assignment worldwide. To achieve this availability requirement, each member must make and maintain suitable arrangements to care for dependents. Planning ahead for involuntary recall is paramount for all reservists. Each reservist with dependents shall maintain an accurate family care plan, personal readiness plan, and annually certify their BAH/Dependency, Form CG-4170A, Emergency Data, and SGLI validation by entering in the remarks block that they have adequate, proper dependent care arrangements and are available for unrestricted worldwide duty.
10. Forms/Reports. None.


T. A. SOKALZUK
Chief of Staff

- Encl:
- (1) Individual Training Plans (ITPs)
 - (2) Request for Reserve Active Duty Training Orders
 - (3) Request for Reserve Component Category Change (RCC)
 - (4) Requests for Reserve Inactive Duty Training (IDT) Orders
 - (5) Inactive Duty Training (IDT) Berthing Requests
 - (6) Reserve Awards
 - (7) Contingency Recall

INDIVIDUAL TRAINING PLANS (ITPs)

REFERENCES

- (a) ALCOAST 190/12, FY13 Individual Training Plan (ITP) Guidance for the Selected Reserve
- (b) The Reserve Individual Training Plan Collaboration Site (<https://collab.uscg.mil/lotus/myquickr/individual-training-plan>)

INTRODUCTION

The ITP Reporting Tool is designed to help reserve members develop a three-year training plan to aid in the attainment of required competencies and continued professional development. All reserve members are required to complete the ITP annually in the spring (Feb-May).

Once the ITP is completed at the field level, the data will be consolidated at the District (dxr), Area and Headquarters levels to aid in the development, allocation and execution of the Reserve Training Budget (AFC-90 funds), secure school quotas and justify the training needs of the entire Reserve Force.

The ITP does not replace the Individual Development Plan (IDP) but supports it by prioritizing training requirements within a three-year budget window. It is not a wish list, but a realistic view of quota and funding requirements for the upcoming year. Similarly it is a flexible tool that can be adjusted based on operational needs, unforeseen training opportunities, or other factors. Out-year training requests help shape total quota requirements CG-wide that are identified and pre-approved by CG-131.

PROCEDURES

Refer to annual ITP message distributed via Coast Guard Message System for specific ITP processes, procedures, and submission timelines. A general list of roles and responsibilities is outlined below:

- **RESERVE MEMBER → SUPERVISOR**
 - Reserve members review outstanding training requirements to attain or maintain their assigned competencies and/or meet Rating Performance Qualifications (RPQ) or Officer Specialty Code (OSC) requirements.
 - The member develops a three year IDT/ADT utilization plan to accomplish these tasks outlining resident and on-the-job training desires and submits their data in accordance with annual guidance.
 - Member engages their supervisor to discuss the reasonableness and prioritization of training requests included in the ITP for final submission to Sector RFRS staff.
 - Submit the ITP electronically in accordance with standard procedures.

Enclosure (1)

- **SECTOR RFRS STAFF → DISTRICT(DXR)**
 - Sector RFRS staff reviews ITP submission and coordinates with unit points of contact as necessary to align unit training requests across the sector.
 - Develop and submit an ITP cover letter to the District (dxr) outlining training prioritization and PAL competency change requests in progress that may impact the ITP. The letter should also include any shortfalls that may impact their ability to effectively train their Reserve members and any significant events on the horizon or projected major training events during the upcoming fiscal year (e.g. All Hands, Boat Colleges, professional development opportunities, etc).
 - Submit Sector ITP data electronically in accordance with standard procedures.

- **DISTRICT (DXR) → ATLANTIC AREA**
 - District (dxr) staff reviews sector ITP submissions and coordinates with Sector RFRS staffs as necessary to align training requests across the District.
 - Develop and submit an ITP cover letter to Atlantic Area outlining training prioritization and PAL competency change requests in progress that may impact the ITP. The letter should also include any shortfalls that may impact their ability to effectively train their Reserve members and any significant events on the horizon or projected major training events during the upcoming fiscal year (e.g. All Hands, Boat Colleges, professional development opportunities, etc).
 - Submit District ITP data electronically in accordance with standard procedures.

LATE OR MISSING ITP SUBMISSIONS

Any late or missing ITP submissions (individual or sector) have a cascading negative impact on training and readiness. Without all individual and/or sector ITPs it is impossible to coordinate training and identify synergies across individual units that maximize limited training funds.

Unit Commanding Officers/Officers in Charge (CO/OINC) shall hold individual members accountable for failing to meet established ITP submission deadlines as appropriate.

Sector RFRS staffs will work with their Sector Command to hold subunit CO/OINCs accountable for failing to ensure member compliance with established ITP submission deadlines as appropriate.

The District (dxr) staff will work with the District Chief of Staff to hold Sector Commanders accountable for failing to ensure member/unit compliance with established ITP submission deadlines as appropriate.

CONTACTS

- Eighth Coast Guard District Reserve Management Branch/D8 (dxr):
 - D8 Reserve Readiness and Training Manager: (504) 671-2297
 - Email: D08-SMB-DISTRICT-DXR@USCG.MIL

REQUEST FOR RESERVE ACTIVE DUTY TRAINING ORDERS

REFERENCES

- (a) Reserve Policy Manual, COMDTINST M10001.28(series), Chapter 3
- (b) Personnel and Pay Procedures Manual, PPCINST M1000.2A, Chapter 2

INTRODUCTION

Active Duty for Training Annual Training (ADT-AT) is designed to provide SELRES members with time for training and/or unit readiness and should be for 12 consecutive days exclusive of travel.

Active Duty for Training Other Training Duty (ADT-OTD) is designed to provide professional development and must have a clear end result such as certification, re-certification, qualification, completion of performance qualifications, or graduation from a formal course of instruction. This training must be related to the member's position, specialty or rating.

No reservist should report for any type of duty without being in receipt of signed, original orders.

Commands shall ensure that requests for appropriate reserve training orders, in accordance with timelines in this policy, are made concurrently with requests for formal or local training quotas.

All training order requests for the current Fiscal Year (FY) must be submitted to D8 (dxr) no later than 01 July.

PROCEDURES

- **RESERVE MEMBER → SUPERVISOR**
 - Reserve members will communicate with both active duty and reserve supervisors when requesting ADT (AT or OTD) orders.
 - The member will request ADT in Direct Access by going to Self Service > Tasks > Reserve Orders and clicking on "View/Complete Order Info."
 - On the "Reserve Specific Info" tab, the member will indicate that they are requesting ADT Orders. On the second tab, "Reserve Orders," the member will indicate the dates and duty type.
 - The member will route the orders to their active duty supervisor under the "Route for Approval" button. Members will also indicate the primary mode of travel, the location of duty, and the purpose of their orders.
 - Members must submit a request in Direct Access to the supervisor for ADT orders at least 45 working days prior to the date of ADT. This "due date" ensures equitable distribution of limited funding and sufficient opportunity to review submissions.

- **SUPERVISOR → SPO**
 - Active duty and reserve supervisors should coordinate to ensure the request is in accordance with the member's Individual Training Plan (ITP). The RFRS staff should establish internal measures for monitoring requests to ensure member's requests and training plans are balanced.

Enclosure (2)

- The supervisor will need CGRSVMGR access in DA which can be obtained by completing and forwarding form CG-7421B to the Pay and Personnel Center via the unit Commanding Officer/Officer in Charge or Chief of Logistics at a sector.
 - The orders request will be in the Supervisor's Direct Access work list and the supervisor will receive an email when a request is routed, Peopletools > Worklist > Use > Worklist, if routed properly by the member.
 - The supervisor will then route the orders to the SPO within 5 days of receipt of the initial request. The supervisor will click on magnifying glass, type in the contact for the SPO, click "Look up," then click "OK." *NOTE -Under the "Route for Approval" tab, the supervisor must "save" or the orders will not be routed to the SPO.
- **SPO → D8 (dxr)**
 - Within two days of receipt of request, the SPO will complete the orders, Administer Workforce > Track Global Assignments > Use > Reserve Orders, with all of the information the member posted in the comments area in the "Route for Approval" block.
 - The orders notes RS0, RS2, RS3, RS4, RS6, RS7, RS9, RSE, RSP, RPE, and RST must be entered and filled out completely. A cost estimate for both pay and travel entitlements must also be included using order note R8C.
 - If information is missing in the comments area, the SPO must contact the member to obtain the proper information. RFRS staff should be available to provide additional information or guidance.
 - **D8 (dxr) → SPO**
 - D8 (dxr) will review the request and notify the SPO YN via email that the orders have been approved. If the information in the order notes is filled out incorrectly, or not at all, the orders will be returned to the SPO for corrections.
 - Orders will normally be approved 30 days in advance of the ADT start date.
 - **SPO → RESERVE MEMBER**
 - The SPO will ensure the member receives an original signed copy of the orders in advance of the orders start date.
 - The member should not report to any active duty without their signed orders.

ADDITIONAL PROCEDURE NOTES FOR RESERVE MEMBER AND SPO

- **Non-consecutive ADT-AT:** Direct Access does not support requests for non-consecutive periods of active duty on the same set of orders. To address this issue, the following procedures shall be followed for all non-consecutive ADT-AT requests:
 - Requests for non-consecutive ADT-AT must be sent to DXR, D08-SMB-District-DXR@uscg.mil , via the chain of command indicating the dates on which non-consecutive ADT will be performed and the period for which the round trip travel authorization should be applied. Requests must include member name, employee identification number, purpose of duty, specific days on which duty is to be performed and command determination that the nature of the training or duty allows its accomplishment in small increments. Request should be submitted using the memo template located on the CG D8 DXR Portal Page. Upon review and approval of the request, DXR will provide the member with an approved memo authorizing non-consecutive ADT-AT.

- Memo orders authorizing the use of non-consecutive ADT-AT do not constitute a waiver of the order submission deadlines. Approvals may or may not include authorization for repeat travel but will include lodging and meals and incidentals at duty station.
- **Requesting ADT-OTD:** In most cases ADT-AT should be performed before requesting ADT-OTD. ADT-OTD orders are contingent upon funding and are not guaranteed year to year. A funding request must be sent to D8 (dxr) in addition to requesting ADT-OTD in Direct Access. The funding request must include the following information:
 - Member information (Name, rate/rank)
 - Location/unit
 - Training information (Training type, location, dates)
 - Reason for request (Is it a required competency critical to member's position?)
 - Completion of ADT-AT (Has member already completed ADT-AT before requesting ADT-OTD?)
 - Estimated total cost to attend training (including pay and entitlements)
- **Waivers for ADT-AT in excess of 12 days or within 45 day window:** ADT requests in excess of 12 days, requests for non-consecutive ADT, and ADT requests within the 45 day window shall be submitted via chain of command to the Reserve Readiness and Training Manager and the Finance and Logistics Manager at D08-SMB-DISTRICT-DXR@USCG.MIL. Approval will be on a case-by-case basis. RFRS staff monitor this at the unit level.
- **Rental Car Requests:** Requests for rental cars may be approved on a case by case basis by DXR. Justification must be shown that approval will result in a cost savings for the government, and DXR will require the rental to be for multiple members (coordination/carpooling) if approved pending funds availability.
- **Approving for Pay:** When the member reports for duty to the unit, they should notify their SPO and copy their supervisor to let them know that they have commenced duty. The SPO will only pay members after receiving confirmation of their attendance.
- **Cancellation of orders:** If a member needs to cancel a set of orders that are in a "Ready" or "Finished" status for any reason, contact D8 (dxr). Only D8 (dxr) may cancel them since a funds obligation has been created. The SPO may only cancel orders that have not been approved by D8 (dxr) or orders that are in a "Proposed" status.
- **Travel Claims:** Members will complete a travel claim in TPAX within three days after the last day of duty on orders. It is important that D8 (dxr) is notified if an issued TONO will not be used so that the funds may be de-obligated.
- **ADT-AT Waivers:** As defined in Chapter 4.A.3 of the RPM each member of the SELRES shall complete a "minimum of 12 days per fiscal year". Further, "The AT requirement is generally met through the performance of IADT or ADT-AT, but can be met by performing ADOT as long as the duty is rating, specialty or position related." By ADOT we mean Active Duty Other than for Training which includes

ADOS, EAD, and involuntary recall. Members do not need to be on ADT-AT orders to complete the AT requirement, they just need to get 12 qualifying days of active duty during the fiscal year.

A waiver of the AT requirement does not excuse any member of their requirement to obtain 50 points in an Anniversary Year (AY) to make that year a qualifying one toward retirement. Officers must accrue a minimum of 50 points per AY in order to remain in an active status. There are no points awarded toward retirement in the event an AT waiver is provided regardless of the reason for the waiver.

In accordance with Chapter 4.A.4 of the RPM "Unit commanding officers are authorized to waive the AT requirement" for members assigned to their units "for sufficient cause". These include (1) Members who have requested AND are within one year of retirement; (2) members whose rating or specialty skills are substantially maintained through their civilian employment, in years with limited ADT-AT funding (as designated by Commandant (CG-131)); or (3) Members experiencing temporary physical disability documented by a physician or temporary family or personal hardship.

AT waivers for members due to a lack of funding will only be authorized if the member has submitted their ADT-AT request prior to the deadline. Failure to complete the AT requirement due to a failure on the part of the member should be included in their performance evaluation and can be a contributing factor in processing a member for discharge for failing to adhere to the SELRES Satisfactory Participation requirements of Chapter 4.A.2 of the RPM.

Civilian employment conflict is NOT considered sufficient cause for waiver of the AT requirement. Though not specified in the RPM this prohibition should be extended to education conflicts or other similar conflicts. Those who cannot make themselves available for training due to work or educational requirements should seek transfer from the SELRES until their situation changes or separation from the Coast Guard when appropriate.

Waivers shall NOT be granted two years in a row for any person without the approval of D8 (DXR).

PRIORITIZATION

Requests for reserve training orders will be scrutinized and prioritized to maximize allocated resources. Sector RFRS staff shall monitor ADT requests via DA to ensure members are current in administrative readiness requirements and to ensure timely processing of requests and compliance with ITPs. Priority for funding allocated to ADT-AT will be used for members who have not completed 12 days of Active Duty Training for the FY.

CONTACTS

- Eighth Coast Guard District Reserve Management Branch/D8 (dxr):
 - D8 Reserve Orders : (504) 671-2279 or (504) 593-2507
 - Email: D08-SMB-DISTRICT-DXR@USCG.MIL

REQUEST FOR RESERVE COMPONENT CATEGORY CHANGE (RCC)

REFERENCES

- (a) Reserve Policy Manual, COMDTINST M10001.28(series)
- (b) Personnel and Pay Procedures Manual, PPCINST M1000.2A, Chapter 11
- (c) Reserve Personnel Management (CG PSC-rpm) – <http://www.uscg.mil/rpm/rpm1/>
- (d) ALCGPSC 073/11, Status of Enlisted Recruiting – Active and Reserve
- (e) ALCOAST 051/10, Transfers from SELRES to IRR/ISL/ASL

INTRODUCTION

Members may desire to change their Reserve Component Category (RCC) depending on their personal situation. Each category has varying requirements and eligibility which should be researched prior to submission of a change request. Each member should be fully aware that eligibility for certain benefits may vary significantly upon a change in RCC. RFRS staff are available for career guidance.

DOCUMENTATION

The RCC form can be found on the PSC-rpm website. All required blocks of the RCC form must be filled out entirely, including dates and signatures.

DEFINITIONS

- **Ready Reserve Component**
 - **Selected Reserves (SELRES).** The SELRES consists of individuals who are assigned to Coast Guard or selected Joint Service units, and are required to train for mobilization by participating in inactive duty training periods and active duty for the purpose of annual training.
 - **Individual Ready Reserve (IRR).** The IRR consists of individuals who must fulfill their Military Service Obligation (MSO), and those who have fulfilled their MSO who voluntarily remain in the IRR. IRR members are assigned to the Personnel Command and are allowed to participate in reserve training for points only.
- **Standby Reserve**
 - **Active Status List (ASL).** The ASL consists of individuals who may be ordered to active duty in time of war or national emergency if it is determined that not enough qualified Ready Reservists are available in the categories required. Members on the ASL may participate in reserve training activities without pay, may earn retirement points, and are eligible for promotion; they shall be assigned to the Personnel Command.
 - **Inactive Status List (ISL).** The ISL contains reservists who may be ordered to active duty in time of war or national emergency if it is determined that not enough qualified reservists in an active status are available in the categories required. Members on the ISL may not train for pay or retirement points, are not eligible for promotion, and do not accrue credit for qualifying years of service for retirement; they shall be assigned to the Personnel Command.

Enclosure (3)

PROCEDURES

- Member completes the CG-1001 RCC form located at http://www.uscg.mil/forms/cg/CG_1001.pdf and routes up chain of command.
- Command must ensure member meets the following criteria before endorsing the RCC:
 - Completed obligated service incurred for any reason.
 - Member does not have a bonus to be recouped.
 - Member completed all requirements for any bonus received.
- Command forwards completed form to D8 (dxr), e-mail: D08-SMB-DISTRICT-DXR@USCG.MIL
- D8 (dxr) endorses request and forwards to PSC-rpm.

CONTACTS

- Eighth Coast Guard District Reserve Management Branch/D8 (dxr):
 - D8 Reserve Readiness and Training Manager (504) 671-2297
 - Email: D08-SMB-DISTRICT-DXR@USCG.MIL
- CG PSC-rpm.
 - Reserve Component Category Manager/ (202) 493-1762
 - Email: ARL-PF-CGPSC-RPM-QUERY@USCG.MIL

REQUESTS FOR RESERVE INACTIVE DUTY TRAINING (IDT) ORDERS

REFERENCES

(a) Reserve Policy Manual, COMDTINST M10001.28 (series)

INTRODUCTION

Inactive Duty is authorized training or other duty performed by reservists not on active duty to provide individual and/or unit readiness training. Inactive Duty is comprised of Inactive Duty Training (IDT), Readiness Management Periods (RMPs), and Funeral Honors Duty (FHD). Further guidance on IDT and RMPs is provided annually by CG-131 and Atlantic Area. Duty requirements for each type of Inactive Duty are provided in Chapter 2 of reference (a).

PROCEDURES

- Member submits their Inactive Duty (e.g. IDT, RMP, etc) request in Direct Access utilizing the “Schedule Drills” Self Service option as far in advance as possible. The member will request IDT in Direct Access by going to Self Service > Employee > Tasks > Schedule Drills. The Schedule Drills page will display. This page shows drills and status. Click the “Add/Schedule New Drill” button to schedule a drill or click the “Edit” button to view information on a previously scheduled drill. Complete the required fields as applicable to member (Begin Date/Time, End Date/Time, Duty Type, Drill Type, Drills Status, Pay Code, Meal Elig, Department, Duty Purpose, Reserve Special Pay, Special Duty Assignment Pay, Foreign Language Proficiency Pay, Supervisor ID, Email Address, and Comments. Click Save.
- If berthing is required the member shall submit a request for IDT Berthing in accordance with Enclosure (5) of this Instruction.
- The member’s supervisor reviews the member’s request and authorizes the drills by changing the status to “Pending” in the “Schedule Drills” Command User option in Direct Access by going to Self Service > Manager > Tasks > Schedule Drills.
- IDT orders shall be provided in writing to the member in advance of the reservist’s reporting for duty per Chapter 2.B.1 of reference (a). A screen-printing of the orders module of Direct Access and signing the printed copy is sufficient documentation of orders. Members may execute verbal orders only in emergency situations with written orders provided as soon as possible.
- After the drill period, the supervisor or SPO may change the drill status to "Completed". This will generate a pay transaction (R985) to allow payment of the drill(s) through JUMPS.
- Supervisors shall mark the drill “Unexcused” whenever a reservist does not report for duty per their orders unless the drill was missed due to: (1) illness or injury of the reservist; (2) serious or unusual hardship due to unforeseen emergency; (3) accident or illness of a family member requiring presence or other action by the reservist; (4) death or imminent death of a member of the immediate family; or (5) commanding officer’s discretion.

Enclosure (4)

- Unexcused drills may not be rescheduled at a later date.

CONTACTS

- Eighth Coast Guard District Reserve Management Branch/D8 (dxr):
 - D8 Reserve Berthing Coordinator: (504) 593-2509
 - D8 Finance and Logistics Manager: (504) 593-2508
 - E-mail: D08-SMB-DISTRICT-DXR@USCG.MIL

INACTIVE DUTY TRAINING (IDT) BERTHING REQUESTS

REFERENCES

- (a) Reserve Policy Manual, COMDTINST M10001.28 (series)
- (b) Joint Federal Travel Regulations

INTRODUCTION

Inactive duty is authorized training or other duty performed by reservists not on active duty. In certain situations the government may provide berthing for reservists in conjunction with the performance of their Inactive Duty. As described in reference (a), berthing may be provided:

- Between the days of duty when the member must travel more than 50 miles to perform multiple drills or RMPs on consecutive days.
- On the night prior to the scheduled duty period or periods when the member is required to leave home before 0545 to report for duty.
- On the night following the last day of duty (if the travel home is by POV) when the member cannot depart from duty to arrive home before 2100.

While IDT berthing may be authorized it is **not** an entitlement but is a benefit offered through available funding from D8 (dxr) to eligible members. The provision of IDT berthing allows for the assignment of members to units outside the Reasonable Commuting Distance (RCD).

DEFINITIONS

- **Reserve Berthing Coordinator (RBC)**. A member designated at each sector, base, or unit responsible for coordinating IDT berthing with D8 (dxr).
- **Reasonable Commuting Distance (RCD)**. Chapter 5.A.2 defines RCD as:
 - 100 miles from the drill site or a distance that may be travelled by automobile under average conditions of traffic, weather, and roads in three hours. This applies only to those units that normally schedule four IDT sessions on two consecutive days and where government meals and quarters are provided at the unit IDT site.
 - 50 miles from the drill site or a distance that may be travelled by automobile under average conditions of traffic, weather and roads in a one and one-half hour period, where government meals and quarters are not provided.

PROCEDURES

It is the unit's responsibility to coordinate training to the maximum extent possible to maximize use of limited berthing funds. If a member is eligible for IDT berthing, the process to request berthing is as follows:

- Member schedules IDT in accordance with Enclosure (4) of this Instruction.
 - IDT drills for which berthing is required shall be scheduled and approved in Direct Access prior to requesting berthing.

- Member requests berthing reservations via RBC. RBCs may set own deadlines at unit level to ensure all consolidated requests are submitted to D8 (dxr) no later than the 15th of the month prior to the month the member is scheduled to drill.
- RBC verifies eligibility of members for berthing and consolidates requests for his/her sector or unit.
 - RBC ensures members are berthed two members per room in accordance with reference (a).
 - RBC submits consolidated request (using the D8 (dxr) berthing request spreadsheet) to D8 (dxr) no later than the 15 of the month prior to the month the member is scheduled to drill.
- Per reference (a), government housing must be used when available before securing berthing with commercial vendors. D8 (dxr) screens commercial lodging vendors used for berthing. If a member experiences an issue with a hotel vendor, member should contact D8 (dxr) through the unit berthing coordinator.
 - D8 (dxr) makes appropriate reservations and returns confirmations to the RBC by the 1st of the month.
- Member utilizes berthing. D8 (dxr) will only cover the cost of lodging. All other expenses (meals, parking, internet service, etc.) are the responsibility of the member. Some vendors require members to provide a credit card at check-in to cover the cost of incidentals. It is the responsibility of the member to ensure the vendor does not charge members personal card for berthing when checking out of the hotel.
- Late requests: Requests received after the submission deadline will be denied unless a waiver of the deadline is provided to D8 (dxr) through the chain of command outlining the circumstances leading to the late submission.
 - Specific reasons for which a late request will be considered include any or all of the following:
 - Operational necessity;
 - Illness or injury of the member;
 - Serious hardship/unforeseen emergency;
 - Accident or injury of a family member requiring the presence or other action of the reservist;
 - Death or imminent death of a family member; or
 - Commanding Officer discretion.
- Modifications: Members are not authorized to modify accommodations with the hotel. Members must contact their RBC if changes need to be made. The RBC determines if the modification is warranted, obtains required unit approvals (Supervisor/XO) and submits to D08-SMB-DISTRICT-DXR@USCG.MIL.

- Cancellations: Members who fail to contact the RBC to cancel berthing in advance and incur “no show” charges are subject to losing their berthing privilege and may be required to reimburse the Coast Guard. In the event the RBC is contacted by a member to cancel a room, the RBC is responsible for notifying D8 (dxr). If a member expects to arrive late, the member must notify the hotel to avoid their reservation being cancelled.
- In the event problems are encountered during check-in, the member should contact their unit RBC, designated alternate identified by the unit, or the D8 Command Center at (504) 589-6225. The unit RBC or designated alternate will contact the D8 (dxr) staff after-hours duty phone (504) 343-2878, or the D8 Command Center. The D8 Command Center will contact D8 (dxr) staff to pursue resolution.

PRIORITIZATION

Funding allocated for IDT berthing is intended to be used for members performing IDT with pay at their assigned duty station. Subject to availability of funds and eligibility, berthing may be provided for members performing IDT without pay and additional IDT periods such as Readiness Management Periods (RMP) with or without pay. Members performing IDT at an alternate site and outside the local commuting area of their assigned unit are considered to be in a Temporary Duty (TDY) status and authorized TDY allowances per Chapters 4 and 7 of reference (b). Commands directing members to perform IDT at alternate sites are responsible for TDY allowances.

CONTACTS

- Eighth Coast Guard District Reserve Management Branch/D8 (dxr):
 - D8 Reserve Berthing Coordinator: (504) 593-2509
 - D8 Finance and Logistics Manager: (504) 593-2508
 - E-mail: D08-SMB-DISTRICT-DXR@USCG.MIL

RESERVE AWARDS

REFERENCES

- (a) Medal and Awards Manual, COMDTINST M1650.25D (series)
- (b) Coast Guard Reserve Awards Panel, COMDTINST 1650.12
- (c) Reserve Policy Manual, COMDTINST M10001.28(series), Chapter 6
- (d) Assistant Secretary of Defence memo dated 5 Aug 11, DOD Reserve Family Readiness Award for 2011

INTRODUCTION

This section pertains to unique national-level awards and recognition (e.g. the Reserve Enlisted Person of the Year (REPOY), Reserve Outstanding Junior Officer (ROJO), Admiral Russell R. Waesche Award, etc) and not the normal personal, team, and/or unit awards process administered at the unit level.

DOCUMENTATION

Each of the national level Reserve Awards has a specific format and process for nomination, requiring great care on the part of nominating authorities to ensure compliance with submission requirements. References (a) through (d) provide general guidance for respective awards with more specific eligibility, documentation, and submission timelines provided in the announcement messages released by Commandant. Additional information can be found on the Reserve Awards website (<http://www.uscg.mil/reserve/awards/default.asp>).

PROCEDURES

Units within District Eight are highly encouraged to nominate deserving reservists who meet the criteria of these awards. All award nominations should be submitted in accordance with the respective announcement.

The District Eight Command Master Chief and Reserve Command Master Chief (RCMC) will announce and coordinate selection of the Reserve Enlisted Person of the Year.

D8 will hold an awards panel for the Reserve Outstanding Junior Officer of the Year and the Rear Admiral Bennett "Bud" Sparks award.

D8 (dxr), D8 SRO, and D8 RCMC collaborate for the submission of the Admiral Russell R. Waesche Award.

CONTACTS

- Eighth Coast Guard District Reserve Management Branch/D8 (dxr):
 - D8 Reserve Readiness and Training Manager (504) 671-2297
 - Email: D08-SMB-DISTRICT-DXR@USCG.MIL

CONTINGENCY RECALL

REFERENCES

- (a) Coast Guard Manpower Mobilization and Support Plan, COMDTINST M3061 (series)
- (b) ALCOAST 591/09 Change in TDY Augmentation and Surge Staffing Procedures
- (c) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2A
- (d) Active Duty For Operational Support (ADOS) COMDTINST 1330.1(series)
- (e) Coast Guard Supplement to Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series)
- (f) Joint Federal Travel Regulations (JFTR), Volume I

INTRODUCTION

When the personnel resource requirements for a response exceed those available in the active component the Operational Commander may seek recall authority for activation of Reserve personnel. Activations will always begin with the voluntary activation of reservists. Involuntary authority is sought only if there are not enough volunteers to meet mission requirements or when the size and scope of the response exceeds existing voluntary authority.

RECALL AUTHORITIES

- Voluntary Recall Authority.
 - An authority designated by the Secretary may order a reservist to active duty with the consent of the member at any time under 10 USC 12301(d).
 - District Commanders are delegated the use of this voluntary authority to recall reservists under their command to active duty, with their consent, for emergency active duty under the following conditions:
 - A maximum of 3000 person days may be used by any one district for any one emergency provided no more than 100 members are on active duty at any one time and no individual reservist serves for more than 30 days per emergency.
 - Support may be requested from outside the district from Atlantic Area with reservists voluntarily recalled from other districts counting against the limits of the affected district. If required, DCMS will act upon the request after approval from Atlantic Area.
 - Voluntary authority will normally not be used simultaneously with involuntary authority for the same emergency. Once involuntary authority has been granted for a specific emergency, reservists should be ordered to Active Duty under the involuntary authority.
- Involuntary Recall Authority.
 - The Secretary of Homeland Security has historically preauthorized the Commandant of the Coast Guard with involuntary recall authority for a specific number of reservists if there is an inadequate number of volunteers to support Coast Guard missions or if the response requirement exceeds the limits of the District Commander's voluntary recall authority.
 - If that is the case, the District Eight (dxr) will coordinate with the impacted units to request involuntary recall authority from Commandant through Atlantic Area.
 - Involuntary active duty orders are issued under 14 USC 712. Under this authority no individual reservist may perform more than 60 days in any one 4-month period or more than 120 days in any 2-year period.

Enclosure (7)

REQUEST PROCEDURES

Upon the occurrence or the firm prediction of a contingency event or the determination by District Eight that a recall of Ready Reservists will enhance response operations, Sector Commanders can request voluntary recall authority through District Eight (dxr) in accordance with the procedures in reference (a). This request may be made prior to the actual event, such as a storm making landfall using the message format shown in Example 1.

Once the District Eight Commander determines that additional personnel are required, District Eight will submit a request for involuntary recall or additional recall authority to Atlantic Area. The request shall include the specific number of personnel needed, requested reporting date, reporting location, anticipated duration, and skills required.

District Eight (dxr) will evaluate the request, and if approved, will task specific District Eight units with providing personnel. Due to the potential impact of reservists living in the affected area, every effort will be made to recall reservists who have not been directly affected by the contingency. District Eight (dxr) will request assistance through the Atlantic Area Surge Staffing Branch if requirements cannot be met from district units.

REPORTING REQUIREMENTS

Units requesting active or reserve personnel in support of disaster response operations shall submit their Requests For Forces (RFFs) through the existing Incident Command System (ICS) resource request process. In addition, the requirement shall be entered and tracked in the Mobilization Readiness Tracking Tool (MRTT) by the requesting command per reference (b).

MOBILIZATION PROCEDURES

Financial guidance to be used to generate pay and travel lines of accounting will be provided via message and/or email traffic as far in advance of a known disaster response as possible. Reserve orders shall be produced by the member's regularly assigned Servicing Personnel Office (SPO) and provided to the member prior to travelling to their deployment location.

Reservists shall be processed in accordance with the guidance provided in Chapter 11 of reference (c) to ensure compliance with applicable policy related to the performance of active duty other than for training.

LIMITATIONS

Per ref (d),(e), and (f) reservists shall no longer be activated on ADOS if they exceed a total of 1095 days of ADOS in the previous 1460-day period (3 out of the most recent 4 years).

Effective 1 October 2012 travel entitlements for reservists on long term Contingency ADOS orders in support of contingency operations, as defined in 10 USC 101(a)(13), will receive a flat-rate per diem equal to 55 percent of the applicable maximum locality per diem rate (lodging, meals, and incidental expenses) If the commanding officer determines the contingency operation flat-rate per diem amount is insufficient for lodging and meals for an individual in a specific location, a waiver request for an increase in the flat rate, or a request for full locality per diem, shall be sent through the chain of command to the responsible LANT-51 for adjudication.

Effective 1 October 2013 all reservists on contingency ADOS over 180 days in the same location shall be issued PCS orders with full PCS entitlements.

DEMOBILIZATION PROCEDURES

Demobilization of reservists following a period of voluntary or involuntary active duty must be conducted with care to ensure proper receipt of entitlements and benefits. Demobilization processing shall be conducted in accordance with Chapter 11 of reference (c).

In addition, reservists activated under Active Duty Operational Support (ADOS) orders in support of disaster response operations within the Eighth District shall be provided a Certificate of Release or Discharge from Active Duty (DD-214) regardless of the duration of orders. Specific guidance related to the remarks to be entered into the DD-214 will be provided by D8 (dxr) via message.

DD-214's shall also be issued to D8 reservists activated involuntarily under Title 14 for any duration of orders in support of response operations inside or outside the District boundaries. Specific guidance related to the remarks to be entered into the DD-214 will be provided via message, as appropriate, by either D8(dxr), Atlantic Area, Pacific Area, or Headquarters.

Example 1 - Message from unit to District Eight (dxr) requesting Title 10 voluntary recall authority

FM COMCOGARD SECTOR _____
TO CCGDEIGHT NEW ORLEANS LA//DXR//
INFO COMLANTAREA COGARD PORTSMOUTH VA//LANT-1//
COMDT COGARD WASHINGTON DC//CG-131//
BT
UNCLAS //NO1130//
SUBJ: REQUEST FOR VOLUNTARY RECALL OF READY RESERVISTS

- A. CG MANPOWER MOB AND SUPPORT PLAN, COMDTINST M3060.1
- B. TITLE 10 USC 12301(d)
 - 1. PER REFS A AND B, REQ AUTH TO VOLUNTARILY RECALL __ OFFICERS AND __ ENLISTED RESERVISTS TO ACDU FOR POST HEAVY WEATHER RECOVERY EFFORTS IN AOR.
 - 2. REQUEST:
 - 1 SK AND 1 YN REPORT 0800 (DTG) ADMIN SUPPORT
 - 2 COX/2 ENG/2 CREW REPORT 0800 (DTG)(LIST PERSONNEL REQUIREMENT BY UNIT; REPORTING DATE, TIME, AND POC)

CONTACTS

- Eighth Coast Guard District Reserve Management Branch/D8 (dxr):
 - D8 Reserve Readiness and Training Manager (504) 671-2297
 - Email: D08-SMB-DISTRICT-DXR@USCG.MIL