--- Comments End ---
UNCLAS //N01001//
SUBJ: FY15 District Eight (dxr) Reserve Management Guidance A. Reserve Policy Manual, COMDTINST M1001.28B B. COMDT COGARD WASHINGTON DC//CG-83/CG-131//272058Z AUG 14/ALCGFINANCE 028/14 C. District Eight Reserve Management Instruction, CGD8INST 1001.1 D. COMDT COGARD WASHINGTON DC//CG-13//261850Z AUG 14/ALCOAST 355/14 E. Use of General Services Administration (GSA) Contracts for Air Passenger Transportation Services (GSA Airline City Pair Program) for Attendance at Inactive Duty Training (IDT) Assemblies, DoDI 4515.16 1. This message provides reserve management guidance to units serviced by District Eight (dxr) for FY15. D8 (dxr) anticipates another challenging and dynamic budget year. Standing policies, procedures, and updates can be found at the D8 (dxr) CG Portal page
at: https://cglink.uscg.mil/59225fc9. Frequently Asked Questions (FAQs) on IDT berthing and Reserve Training orders are located in the D8 (dxr) Reserve Management Instruction and Guidance library.
2. Note the following critical deadlines for reserve training per refs A, B, and C. Some deadlines have changed.
A. Individual Training Plans (ITPs): Anticipate an accelerated submission timeline for ITPs. Guidance for ITPs will be distributed once received from CG-131.
B. 18 Dec 2014 - 05 Jan 2015: Per ref D, Direct Access (DA) will be shut down. Self service and personnel transactions will not be accessible during this time. All IDT/Active Duty Training (ADT) requests in DA must be processed or cleared if pending prior to the
18 Dec shutdown.
C. 01 May 2015: Deadline for reservists to request Active Duty Training - Annual Training (ADT-AT). Requests must be to D8 (dxr) no later than COB 01 May 2015.
D. 15 July 2015: Deadline to schedule IDT drills in DA for the remainder of the fiscal year and last call to submit all IDT berthing requests for the remainder of FY15.
E. 01 Oct 2015: Deadline to submit ADT-AT waiver requests.
3. ITPs: The ITP reporting tool filled out annually should not be a laundry list of all desired training. Instead, it should be a realistic representation of training requirements necessary to achieve member competencies. Members should anticipate ADT-AT requests to be approved based on what is requested on the ITP. A paper based ITP development tool for individuals and units can be found on the D8 (dxr) CG Portal page at: https://cglink.uscg.mil/5b390e9e. Additional guidance on ITP development should be provided early in 2015.
4. IDT drills:
A. Orders shall be provided in writing in advance of drill dates IAW Chapter 2 of ref A.
B. IDT batching is authorized for all Selected Reserve (SELRES) not currently employed on active duty orders. Members may batch up to their quarterly IDT allocation. Batching IDT drills for the first quarter is encouraged due to the DA shutdown and inability to input personnel actions in DA post 18 Dec per refs B and D. Members scheduled to serve on active duty orders or who RELAD from active duty of 30 days or more are not

authorized to make-up IDT drills that would have been available during the period of active duty.
C. Sector/Unit personnel authorized to approve SELRES IDT drill periods shall ensure drills are marked in DA as completed, cancelled or unexcused NLT 30 days after scheduled drill date or reschedule as appropriate.
5. IDT berthing:
A. IDT berthing is not an entitlement and will be provided only at the member's regular drilling unit per PAL assignment. Commands are responsible for providing AFC-30 funded travel orders to reservists ordered to alternate drilling locations (if required).
B. Sectors/Units must use available military facilities as the first choice for IDT berthing.
C. Requests for IDT berthing must be received by the D8 (dxr) staff no later than the 15th of the month prior to the drill, except as noted in paragraph 2.
D. Late requests will not be accepted unless a request is submitted in writing via the chain of command describing why the requirement could not have been foreseen.
E. It is imperative that commands coordinate IDT drill schedules across the command to ensure members are berthed using dual occupancy to the maximum extent possible. Where applicable, D8 (dxr) may utilize triple berthing.
F. Members may be required to provide a credit card by the lodging provider at check-in to cover incidental expenses. Failure to provide such a guarantee may result in the lodging location rescinding the reservation. D8 (dxr) cannot utilize its purchase card to guarantee against unauthorized charges. Additionally, members are prohibited from using their personal Government Travel Charge Cards (GTCC) to cover incidental expenses at the IDT berthing location.
G. Inactive duty reservists may obtain a GTCC for the purpose of procuring transportation tickets through the Travel Management Center (TMC), from home to monthly meeting sites (if more than 100 miles away and are on the commanding officer's authorized list) per ref E.
Use of the GTCC by drilling inactive duty reservists shall not be used for any other transportation or other expenses that may be incurred. While this travel is not reimbursable, procuring tickets through the TMC with the GTCC will allow these reservists to avail themselves of the GSA City-Pair rates, which are usually cheaper, contain no restrictions, and are fully refundable.
H. Members are not authorized to accrue hotel rewards points for room nights paid for by the government.
6. Readiness Management Periods (RMPs): Per refs A and B, one paid RMP is authorized per member in FY15 with additional qualifying requirements completed utilizing non-paid RMPs. 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. ADT-AT:
A. ADT-AT requests for eligible SELRES members should be submitted regardless of the challenging budget concerns.
B. Priority funding will be allocated for members that submit requests that arrive at D8 (dxr) by 01 May 2015. First priority for ADT-AT funding will be directed to first term enlistees pursuing operational

competencies, second priority will be directed to members with approved C-school training quotas or training requests for required competencies or advancement. Priority will be directed to all requests in accordance with ITP. Sectors/Units should anticipate ITPs playing a larger role in orders approval prioritization in FY16.

C. Members should plan to conduct their training requirements within the 12 allotted days. Orders in excess of 12 days will be considered for approval only on a case by case basis (e.g. C-School attendance).

One travel day may be considered when a member is over 100 miles away from the duty station using the Defense Table of Official Distances.

Members 100 miles or less from their duty station will not receive a travel day.

D. A thorough description of the proposed duty shall be included in order note 'RS2' along with a cost estimate for travel (if required).

Description must not say to support unit or to perform ADT. Detailed description is required for approval and member must explain how the request relates to member competencies and/or the ITP. Members are reminded that all official travel must be arranged through a Government Contracted Travel Management Center (e.g. SATO). See www.uscg.mil/psc/bops/govtrvl/Traveler/default(underscore)Traveler.as
p
for more information.

E. Personally Owned Conveyances (POCs) and incurred costs associated with POCs may be authorized while on ADT not to exceed the cost of the Government Travel Rate (GTR). This must be reflected on members' orders.

F. Rental cars while on ADT are not normally authorized. Requests for rental cars may be considered when a documented operational requirement exists and there is more than one member using the vehicle. Units should submit requests using the rental car request form on the D8 (dxr) portal page to D8 (dxr) via the chain of command describing the need and providing a cost benefit analysis demonstrating a rental car is more advantageous to the government.

Units should coordinate duty dates for members requiring rental vehicles to the maximum extent possible to encourage sharing of vehicles. When necessary, units should submit a list of personnel who will share the rental vehicle so that an appropriate upgrade can be authorized to accommodate multiple riders.

G. Non-consecutive ADT-AT is not authorized with the exception of requests for members local to the duty site and on a case by case basis as requested by the command. Requests for non-consecutive orders will be provided IAW refs A and C.

H. Requests for reserve orders must be submitted to D8 (dxr) a minimum of 45 days prior to the first day of ADT. In order to execute C-school training, members must have both a training quota and D8 (dxr) approved orders. Members should request training quotas through the unit Training Officer following local policies. When anticipating C-schools, submit ADT orders requests in DA to align with the anticipated course convening date even if not confirmed for a seat at that time. If member does not receive a quota for convening date(s) requested, member must have a plan to complete ADT-AT at the unit.

I. Travel claims must be submitted the last day of duty via Web TPAX or NLT 03 working days after completion of orders. D8 (dxr) shall be notified if a member does not plan to use an issued travel document number/TONO.
J. D8 (dxr) must be immediately contacted of any cancellation or change of ADT orders to ensure precise budgetary tracking. Units are prohibited from amending or cancelling Reserve Orders already approved by D8 (dxr) without proper authorization.
K. No reservist shall report for any type of duty without being in receipt of signed original orders. Units may be liable for the cost of improperly executed orders. D8 (dxr) will not issue ADT-AT orders for pay to any member reporting for duty without having received proper authorization to conduct ADT. If necessary, members may be transitioned to IDT for pay purposes, but IDT berthing will not be authorized.
L. Per ref 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).
M. 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).
N. 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).
8. Active Duty Training - Other Training Duty (ADT-OTD): ADT-OTD is not expected to be funded in FY15. ADT-OTD may be authorized only under a full appropriation with the approval of CG-131.
9. Sectors/Units that employ the following strategies will conserve ADT/IDT related costs:
A. Direct use of government messing and lodging.
B. Encourage use of dual berthing while on ADT when possible.
C. Direct standard drill weekends to maximize dual berthing.
D. Discourage drill weekends that coincide with local events that increase lodging rates and decrease availability.
E. Request training at units/locations with sufficient training capacity within the reasonable commuting distance (RCD) of the members' home of record.
F. Arrange carpooling to maximum extent for rental car requests.
10. D8 (dxr) Points of Contact
A. Branch Chief: CDR Jerry Saddler, 504-671-2277.
B. Readiness and Training Manager: LT Rick Miller 504-671-2297.
C. AFC-90 Funds Manager: Ms. Lindsey McCormick, 504-593-2508.
D. IDT Berthing Coordinators: SKCS Tisha Auricchio, 504-593-2510, SK1 Fermon Davis, 504-593-2509.
E. Reserve Orders: Mr. Gerald Froeba, Western Rivers AOR, 504-671-2279. YN3 Mackenzie Clark, Gulf Coast Region, 504-593-2507.
11. Internet release authorized.