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FM COMDT COGARD WASHINGTON DC
TO ALCOAST
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ALCOAST 116/24

SSIC 4600

SUBJ: FY24 INACTIVE DUTY TRAINING TRAVEL REIMBURSEMENT PROGRAM -
PHASE 2

A. Reserve Component Action Plan

B. Reserve Duty Status and Participation. COMDTINST 1001.2A

C. Government Travel Charge Card (GTCC) Program Policies and
Procedures, COMDTINST M4600.18 (series)

D. COMDT COGARD WASHINGTON DC 201301Z OCT 23/ALCOAST 403/23

E. The Joint Travel Regulations (JTR)

F. COMDT COGARD WASHINGTON DC 081838Z AUG 23/ALCGFINANCE 026/23

1. This ALCOAST announces the expansion of FY24 Inactive Duty
Training Travel Reimbursement Program (IDT-TRP) to Phase 2. The
policy outlined in this message is contingent upon expected FY24
funding levels.

2. Aligned with the Commandant's Intent to transform our total
workforce to recruit, retain and support our workforce, the IDT-TRP
implements goals outlined in REF (A) to restore the Selected Reserve
(SELRES) to authorized strength and advance benefits parity for the
total workforce. IDT-TRP is designed to improve readiness,
retention, and recruiting within the SELRES and advance benefits
parity with DOD Reserve Components by reimbursing eligible travel
expenses for members serving in critical skills communities,
critical staffing shortfalls, and/or at understaffed units. IDT-TRP
is not an entitlement and is not guaranteed each fiscal year (FY).
COMDT (CG-R82) will conduct an annual review of IDT-TRP and publish
updated eligibility criteria based on funding availability.

3. Phase 2 Units with members eligible for IDT-TRP are encouraged to
identify an IDT-TRP Command Representative. IDT-TRP Command
Representatives should familiarize themselves with the program at
the SharePoint site in paragraph 6. Command Representatives support
the unit and the program by providing counseling to members on
program requirements and may be trained as a collateral Approving
Official (AO) for IDT-TRP travel claims.

4. Phase 2 Eligibility Criteria and Timeline:

a. Eligible members must be drilling reservists with satisfactory
participation during the previous FY, in accordance with REF (B).
This requirement shall not prohibit new reservists, within 6 months
from accession, from applying with Command approval.

b. Eligible members shall have an active GTCC account in good
standing, in accordance with REFs (B) and (C) and shall ensure
the GTCC is loaded into the E-Gov Travel System (ETS) user profile.

c. Phase 2 participants are members in paygrades E6 and below
assigned to a Station within the following Districts: D8, D9, D11,
D13, D14, and D17 and Defense Operations Units (i.e. Combatant
Commands). In accordance with REF (D), all members eligible during
Phase 1 remain eligible during Phase 2.

d. District Eight (D8) members required to submit e-resumes due

to the Force Alignment Initiative should prioritize assignments within reasonable commuting distance, if possible. Per REF (E), D8 members in paygrades E6 and below assigned to a unit or position that is disestablished as a result of force structure reallocation are eligible to apply for IDT-TRP upon receipt of orders to a PSU or station, and are not limited to the Districts listed in paragraph 4.c.

e. All other members of the SELRES remain ineligible for IDT-TRP during Phase 2.

f. A member's assigned duty station must be located 150 miles or more, one way, from their primary residence, as recorded in Direct Access, and as calculated by the Defense Table of Official Distances (DTOD) using Permanent Change of Station/Temporary Duty route type. A list of members that meet the mileage criteria at the units listed in paragraph 4.c. is posted on the COMDT (CG-R82) SharePoint site in paragraph 6.

g. Members who meet the eligibility requirements above (4.a. through 4.d.) and desire to participate in IDT-TRP must coordinate with their Command to receive authorization from COMDT (CG-R82) prior to participation. The procedures required to request authorization are outlined on the COMDT (CG-R82) SharePoint site in paragraph 6. Requests for IDT-TRP authorization may be submitted beginning on the date of this message.

h. Members that meet all eligibility requirements above (4.a through 4.d.) but are not listed on the COMDT (CG-R82) SharePoint site in paragraph 6, are encouraged to coordinate with their Command to identify if there are any discrepancies in Direct Access and request authorization for the program.

i. Waivers to eligibility criteria will not be considered during Phase 2.

5. Reimbursement:

a. In accordance with REF (E), reimbursement for travel costs will not exceed \$500 per round-trip. Only actual costs and fees incurred as a result of travel between a member's primary residence and their permanent duty station may be paid as a reimbursable expense. If a privately owned vehicle (POV) is used, reimbursement is at the "other mileage rate" for the official distance to and from the IDT location and for any parking fees and highway, bridge, and tunnel tolls. Meal reimbursement requires a receipt and is based on the actual meal cost, including tips and taxes but excluding alcoholic beverages, up to the maximum locality meal rate and incidental expenses (M&IE) rate for the duty location. Authorized expenses are listed in the IDT-TRP Guide which will be located on the COMDT (CG-R82) SharePoint site in paragraph 6.

b. Members approved during Phase 2 are limited to reimbursement for 7 round trips per approved member in FY24. Approved members are authorized to file for reimbursement upon receipt of approval email from IDT-TRP. In accordance with REF (D), all members approved during Phase 1 are limited to reimbursement for 12 round trips.

c. Reimbursement will continue at the discretion of CG-R82 and may be restricted at any time due to budget constraints.

d. All IDT-TRP claims will be processed using ETS. A step-by-step guide for members and AOs outlining the reimbursement process and timelines can be found in the IDT-TRP Guide located on the COMDT

(CG-R82) SharePoint site in paragraph 6.

e. In accordance with REF (C) members are required to submit IDT-TRP travel claims in ETS no more than three days following completion of round-trip travel. AOs shall take appropriate action on travel claims within two working days of receipt. Additionally, in accordance with REF (F), all IDT-TRP vouchers must be submitted and approved by the AO during FY24 and prior to published FY closeout deadlines for ETS transactions. Travel vouchers not submitted and approved by the AO by the published FY closeout deadline will not be eligible for reimbursement.

f. Individual units are responsible for ensuring IDT-TRP claims are submitted in a timely manner. Approved IDT-TRP members who abuse the system by filing multiple late and/or false claims will be removed from IDT-TRP.

6. COMDT (CG-R82) SharePoint Site:

(Copy and Paste URL Below into Browser)

<https://uscg.sharepoint-mil.us/sites/CGR/SitePages/CG-R82.aspx>

7. POC: Questions about the IDT-TRP should be directed to the Reserve Resource Management Division (CG-R82) at IDTTravel@uscg.mil.

8. RADM Miriam Lafferty, Assistant Commandant for Reserve (CG-R), sends.

9. Internet release is authorized.