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FM COMDT COGARD WASHINGTON DC
TO ALCOAST
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ALCOAST 375/24

SSIC 1570

SUBJ: FY25 RESERVE ACTIVE DUTY FOR TRAINING (ADT) REQUIREMENTS

A. Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)

B. ALCGFINANCE 032/24, De-obligation of Aged TDY Travel Balances (UDO) and Residuals

C. Reserve Policy Manual, COMDTINST M1001.28D

D. Reserve Duty Status and Participation, COMDTINST 1001.2A

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

F. Financial Resource Management Manual (FRMM), COMDTINST M7100.3F

1. This ALCOAST announces key deadlines and management responsibilities for Selected Reserve (SELRES) members and commands, Reserve Forces Readiness System (RFRS) staffs and Reserve Training funds managers for the execution of Active Duty for Training (ADT) orders in FY25. ADT orders include Initial Active Duty for Training (IADT), Active Duty for Training - Other Training Duty (ADT-OTD), and Active Duty for Training - Annual Training (ADT-AT).

2. TRAVEL VOUCHER MANAGEMENT:

a. Over the past two fiscal years (FYs), unfiled travel vouchers resulted in nearly \$3 million in unused Reserve Training funds. Timely filing of travel vouchers for ADT orders is essential to the successful execution of Reserve Training funds. Unfiled travel vouchers unnecessarily tie up funding and reduce training opportunities and benefits for the Reserve Component (RC). Filing timely ADT travel vouchers, or canceling unused vouchers, is a team effort that requires command, supervisor, and reservist action. Reservists and commands shall notify District (dxr)/PAC-13 funds managers immediately when orders or travel is not executed to allow for timely cancelation of orders and de-obligation of funds. By more effectively managing Reserve Training funds, the goal is to increase available funding to support Reserve opportunities, such as Additional Training Periods (ATPs), ADT-OTD, and continued expansion of the IDT Travel Reimbursement Program.

b. To help SELRES members complete travel vouchers in a timely manner, ETS is accessible from any computer or mobile device with an Internet connection. In most instances, member should use the ETS Open Authorization, which is created automatically when orders are authorized in Direct Access. Members are encouraged to use the "ETS Reserve Travel Orders" process guide on the Pay and Personnel Center (PPC) website in the ETS Walkthroughs section:
(Copy and Paste URL Below into Browser)

<https://www.dcms.uscg.mil/ppc/Travel/ETS/Guides/>

c. Members are required to submit travel vouchers in ETS within three (03) days of completion of travel IAW REF (A). In alignment

with REF (B), CG-R will leverage robotic process automation (RPA) in FY25 to reduce obligations to \$0.02 for unfilled ADT travel vouchers more than 60 days past the order end date. Members desiring to file a travel voucher after an obligation is reduced will be required to submit a request to the servicing District (dxr)/PAC-13 to re-obligate funds.

d. Filing travel vouchers after the FY closes (30 September) may require an antecedent liability, which significantly increases administrative burden and delays payment to members. The need to submit an antecedent liability can be avoided with accurate travel estimates and timely filing of travel vouchers.

3. COMPETENCY ATTAINMENT: A ready Reserve is key to strengthening national preparedness, resilience, and maintaining the Coast Guard's ability to respond to contingencies. It requires leadership to create an environment that promotes SELRES position assigned competency attainment. Commands and supervisors should forecast individual and unit training plans, and link them to ADT schedules early in the FY to maximize SELRES training opportunities and competency attainment.

4. SCHEDULING ADT ORDERS:

a. SELRES members may complete ADT throughout FY25 (01 October 2024 to 30 September 2025) IAW REFs (A) through (F), if requested and authorized in Direct Access by the deadlines in paragraph 9. Scheduling deadlines are intended to promote unit-level planning and support both operational and financial management needs.

b. Members who schedule ADT orders on days immediately before or after inactive duty (i.e. drills), should coordinate with their servicing DXR or RFRS to ensure proper entry of ADT and IDT, allowing ETS and DA to function cohesively.

5. IADT:

a. ENLISTED: IADT orders for SELRES members to attend recruit training (Boot Camp and DEPOT) or A-school must be authorized in Direct Access using Funding Department ID 048206.

b. OFFICERS: IADT is authorized for new accession SELRES officers attending Reserve Officer Candidate Indoctrination (ROCI). To ensure correct funding, orders must be authorized in Direct Access using Funding Department ID: 048206. Funding Department ID 048206 shall not be used for officers attending any other accession program without prior approval from COMDT (CG-R82).

6. ADT-OTD:

a. Orders are authorized by District (dxr)/PAC-13, subject to funds availability. ADT-OTD shall not be authorized until funds have been distributed to the District (dxr)/PAC-13 funds manager.

b. Funding must be prioritized for orders that lead to competency attainment, such as C-schools and locally coordinated group training (e.g., Boat/LE/ICS colleges). ADT-OTD must provide training related to the member's position, specialty, or rating.

7. ADT-AT:

a. SELRES members are authorized 12 days of ADT-AT (exclusive of travel) unless assigned to a Port Security Unit (PSU), Maritime Expeditionary Security Group (MESG), or Maritime Expeditionary Security Squadron (MSRON). SELRES members assigned to a PSU, MESG, or MSRON are authorized 15 days of ADT-AT (exclusive of travel).

b. Members who complete 30 days or more active duty are not

required to complete the annual ADT-AT requirement in the same FY. However, these members may complete ADT-AT with District (dxr)/PAC-13 approval and subject to funds availability.

c. **SCHEDULING PRIORITY:** Funding priority for ADT-AT must be given to complete position assigned competencies, C-schools, and advancement requirements. Only after completing the above requirements may SELRES members request ADT-AT for other professional development. Commands and supervisors must validate ADT-AT requests against position assigned competency requirements, formal school schedules, and available C-school quotas to ensure SELRES members do not use their ADT-AT prior to issuance of formal training orders. Utilization of ADT-AT prior to receipt of a formal training quota may result in forfeiture of the training opportunity. Additional orders to attend formal training will be subject to District (dxr)/PAC-13 approval and funds availability.

d. **ORDERS OVER 30 DAYS:** District (dxr)/PAC-13 staffs may issue ADT-AT/OTD orders in excess of 12 days for formal school attendance. ADT-AT/OTD orders in excess of 30 days require prior authorization from COMDT (CG-R82).

e. **RETIREMENT/DISCHARGE/CHANGE IN RESERVE COMPONENT CATEGORY (RCC):** Members leaving the Service (e.g., retirement, discharge, non-selected for promotion, non-continued, etc.), or have an approved RCC (e.g., transfer to the IRR/ASL/ISL) during FY25 are not authorized to perform ADT-AT/OTD unless duty is deemed necessary by the member's command. This requirement must be validated by a Commanding Officer, Officer-in-Charge, or an O5 or above in the SELRES member's chain of command and is subject to funds availability and District (dxr)/PAC-13 approval.

f. **NON-CONSECUTIVE ADT:** District (dxr)/PAC-13 may authorize non-consecutive ADT-AT when the command (Commanding Officer, Officer-in-Charge, or an O5 or above) determines the nature of the training allows its accomplishment in small increments or when needed to accommodate attendance at formal training courses that are less than 12 days in duration. When non-consecutive orders are authorized, travel allowances must be authorized IAW the Joint Travel Regulations. District (dxr)/PAC-13 should carefully consider the service need and identify increased travel costs (in excess of consecutive ADT-AT orders) resulting from discretionary non-consecutive duty.

8. MANAGEMENT RESPONSIBILITIES:

a. Duty not performed IAW this message and REFs (A) through (F) is subject to recoupment.

b. **DIRECT ACCESS USER GUIDES:** Accurate and timely management of ADT orders is a Command and District (dxr)/PAC-13/LOG-1 responsibility. Direct Access User Guides are available on the PPC website at:
(Copy and Paste URL Below into Browser)

<https://www.dcms.uscg.mil/ppc/pd/da>

Commands, RFRS staffs, Senior Reserve Officers (SROs), Senior Enlisted Reserve Advisors (SERAs), and supervisors of SELRES members shall familiarize themselves and follow the Direct Access User Guides outlining reserve processes.

c. RESERVE ORDERS ISSUANCE: All ADT orders must be generated in writing, in advance of SELRES members reporting for duty IAW Chapter 2.B.3.a. of REF (D). To the maximum extent possible, orders should be issued at least 30 days prior to the scheduled duty to allow SELRES members time to provide notification to civilian employers and family members.

d. CHANGES OR CANCELATION OF ORDERS:

(1) Supervisors must notify the servicing Personnel and Admin (P and A) office and District (dxr)/PAC-13 immediately if changes are required to orders in an Authorized (i.e., funds obligated), Ready, En Route or Finished status. If additional funding is required, approval must be received from the servicing District (dxr)/PAC-13 prior to changing orders.

(2) When canceling orders in Direct Access, P and A offices must select "Cancel Orders and Funding" to ensure funds are deobligated. P and A staffs should contact the servicing District (dxr)/PAC-13 prior to using the "Cancel Orders" only option to avoid unneeded obligations in the financial system.

e. FUNDS MANAGERS: It is a violation of the Anti-deficiency Act (ADA), outlined in REF (F), for funds managers to authorize use of funds over the amount allotted to them. Reserve Training funds managers must ensure obligations and expenditures do not exceed FY25 distributions. To comply with Chapter 5.6.3 of REF (F), Reserve Training funds managers must continuously monitor their accounts to ensure obligations for approved ADT (and other active duty orders) are executed as scheduled and by the deadlines established in paragraph 9. Special attention should be given to obligations resulting from unexecuted orders, including travel orders. Districts (dxr)/PAC-13 shall review unexecuted orders (including proposed and awaiting funds) no less than monthly to ensure past due orders are executed or canceled, as appropriate. Minimizing unexecuted past due orders is a crucial step to minimizing accumulation of residual obligations and undelivered orders (UDOs), allows for reallocation of training funds, and ensures timely payment to members.

f. LOGISTICS COMMAND (LOGCOM/LOG-1):

(1) Although LOG-1 does not have a direct funds management role with ADT orders, LOG-1 retains administrative oversight of DCMS SELRES personnel. Servicing Districts (dxr) must maintain proactive communications with LOG-1 regarding DCMS SELRES personnel, especially regarding the denial of any requests for ADT orders.

(2) LOG-1 shall assist Districts (dxr), if needed, to resolve ADT orders issues for DCMS SELRES members, including unfilled travel claims and unexecuted orders.

9. DEADLINES:

a. 01 October 2024: SELRES members may request ADT-AT orders in Direct Access. District (dxr)/PAC-13 staff may begin to execute once FY25 funds have been allocated or as directed by COMDT (CG-R82).

b. 30 June 2025: Deadline for SELRES members to request ADT orders in Direct Access. District (dxr)/PAC-13 staffs may require an earlier deadline. SELRES members who fail to meet the above deadlines risk not meeting satisfactory participation standards outlined in Chapter 3.B of REF (D). Late requests may be approved at the discretion of District (dxr)/PAC-13 and subject to funds

availability.

c. 01 August 2025:

(1) Deadline for District (dxr)/PAC-13 to authorize and obligate funding for orders for the remainder of the FY.

(2) COMDT (CG-R82) will begin to sweep and re-obligate any excess District (dxr)/PAC-13 funding.

d. 26 September 2025: Estimated deadline to approve travel vouchers to be processed in FY25. Members completing orders or submitting travel vouchers after this deadline should expect delays in payment processing. Members who file a travel voucher after FY25 may require an antecedent liability request and should anticipate delays in payment.

10. POINTS OF CONTACT (POC): Area/LOG-1/District (dxr)/PAC-13 POCs responsible to manage the administration of this ALCOAST across their areas of responsibility:

a. LANT-1: CDR Eric Meaders, Eric.L.Meaders@uscg.mil

b. PAC-1: Mr. Mike Wampler, Michael.W.Wampler2@uscg.mil

c. LOG-1: LCDR Ingrid Gonzalez, Ingrid.A.Gonzalez@uscg.mil

d. PAC-13: CDR Todd Smith, Todd.P.Smith@uscg.mil

e. D1 (dxr): CDR Veronica McCusker,
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f. D5 (dxr): LCDR Baron Rickenbaker,
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g. D7 (dxr): CAPT Greg Peck, Gregory.W.Peck@uscg.mil

h. D8 (dxr): CDR Diana Harris, Diana.M.Harris@uscg.mil

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k. D13 (dxr): CDR Karen Hewes, Karen.L.Hewes@uscg.mil

l. D14 (dxr): LCDR Edward Sandlin, Edward.L.Sandlin@uscg.mil

m. D17 (dxr): LCDR David Holden, David.W.Holden@uscg.mil

11. COMDT (CG-R82) Point of Contact: CDR Jarod Ross,
Jarod.M.Ross@uscg.mil.

12. RADM Tiffany Danko, Assistant Commandant for Reserve (CG-R), sends.

13. Internet release is authorized.