Reserve Title 14 Contingency Active Duty Orders

Overview

Introduction	This guide provides the procedures to issue Reserve Title 14 Contingency Active Duty Orders in Direct Access (DA).

References	(a) Reserve Duty Status and Participation Manual, COMDTINST M1001.2
	(b) Reserve Policy Manual, COMDTINST M1001.28 (series)
	(c) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
	(d) Personnel & Pay Procedures Manual, PPCINST M1000.2 (series)
	(e) Joint Travel Regulations, Volume 1 (JTR) Uniform Service Members
	(f) Officer Accessions, Evaluations & Promotions, COMDTINST M1000.3 (series)
	(g) Coast Guard Medical Manual, COMDTINST M6000.1 (series)
	(h) Back-to-Back Short-Term ADOS TDY periods over 180 days - Process Guide.pdf (afpims.mil)

Order Notes for Reserve Orders

A single order note has been created for each type of Reserve Orders. Use the appropriate Order Note based on the type of orders created.

Order Type	Order Note
Active Duty for Training – Annual Training (ADT/AT)	ADT
Active Duty or Training – Other Training Duty (ADT/OTD)	OTD
Title 10	T10
Title 14	T14
Initial Active Duty for Training (IADT)	IAT
Med Hold/Active Duty for Health Care (ADHC)	MH
Short Term ADOS AC/RC	RSO
Short Term Contingency ADOS AC/RC	STC
Long Term ADOS AC/RC	RLT
Long Term Contingency ADOS AC/RC	LTC

Contents

Topic	See Page

Key Points

Introduction   The following Key Points for issuing Reserve Active Duty (AD) Orders are outlined below.

Important   Reserve order statuses and reserve Defence Manpower Data Center (DMDC) file transfers have a HIGH visibility within the Coast Guard. These two issues directly impact our Reserve workforce and impact their ability to support Coast Guard missions. It is imperative that reserve orders get processed in a timely manner as these transactions not only impact pay and entitlements, but also impact other benefits afforded to the member once placed on AD or released from AD. When these transactions are processed within DA, system processes initiate a file transfer to DMDC. The Coast Guard transmits Reserve order activity to DMDC <mark>daily</mark> which triggers the start and stop of DEERS entitlements/benefits - particularly medical benefits for our Reserve members and their dependents while on Reserve orders. DEERS entitlements/benefits are triggered at the following points in Reserve order processing:

"**Authorized**" - triggers the start of pre-deployment DEERS entitlements when the member preps for deployments (huge impact on the PSU community).

"**En route**" - triggers the start of active service DEERS entitlements including the member's dependents entitlements (impacts ALL Reserve members on AD orders).

"Finished" - triggers the end of active service DEERS entitlements including the member's dependents' entitlements which impacts ALL Reserve members on AD orders, AND it triggers the start of Transitional Assistance Management Program (TAMP) benefits for deployed Port Security Units (PSU) members.

When Reserve orders are not put in the correct status it results in the member(s) not being included in the daily DMDC file transmission; creating issues within the DEERS account and ultimately has a negative impact on the member(s). Please ensure Reserve orders are placed in the correct status IAW the Reserve Pay Processing in DA in a timely manner to ensure our Reserve members are receiving their correct pay and benefits.

Units, Personnel & Administration (P&A) Offices, and SPOs need to ensure Reserve orders are processed on a daily basis to match the current order status.

Continued on next page

Key Points, Continued

Compliance	Reserve members MUST be in Compliance before orders can be forwarded for Authorization. If the member is not in compliance, the orders can be saved in DA, but the discrepancy must be corrected before the orders can be routed.
Duration	Title 14 Contingency orders are authorized for not more than 60 days in any four month period and not more than 120 days in any two-year period.
Obligated Service	This transaction authorizes a new AD period. In cases where a Reserve enlisted member does not have sufficient Reserve obligated service to cover the new period of AD authorized, the member must either voluntarily extend, reenlist, or be involuntarily retained as appropriate, to ensure sufficient obligated service. In cases where a Reserve officer does not have sufficient Reserve obligated service to cover the new period of AD authorized, contact CGPSC (rpm). It will be necessary for CGPSC (rpm) to submit an Officer Personnel Change Form in DA to update the officer's Reserve obligation.
Verifying Prior Active Duty Service	Per reference (a), Reservists shall not perform any type of AD (except ADT-AT) if it will result in the member accumulating 16 years or more of combined active service, unless authorized. Reservists shall not perform any type of AD (except ADT-AT) if it will result in the member accumulating 18 years or more but less than 20 years of combined active service, unless authorized.
	The Personnel Service Center (PSC) is the approval authority for the waiver requests. Procedures for submitting waiver requests are available online. Refer to Reference (h).
	Years of combined active service are calculated in accordance with Appendix (c) of reference (c), by combining all prior AD days, including prior service in an Active component, ADT and ADOT. Affiliation Points and points earned by performing Inactive Duty or by completion of correspondence courses are not used when calculating combined active service.
	From the Reserve Administration pagelet, click the **Reserve Member Balance** link (see the Reserve Member Balance Guide), to access the member's points statement. Add up all previous AD points including any recent AD and the points for the number of days (1 point per day) of the proposed new AD period.

Key Points, Continued

Direct Access Orders	• Ensure members do not have any prior AD or IDT Orders already in DA for the period of the Title 14 orders. • All AD orders and IDT drills must be Cancelled, Finished or Deleted. • You can check the status of all AD and IDT by following the procedures for viewing the All Duty Report (see Member All Duty Report).
Readiness	• All members must be Available for Full Duty (AFFD) to meet mobilization requirements per reference (f). Not meeting Individual Medical Readiness (IMR) requirements does not necessarily preclude a member from mobilization. • Members may not be mobilized with deployment limited conditions, such as: Pregnancy, 12 months post-partum (unless member elects voluntary mobilization orders), injury or illness or Dental class 3 or 4 (see ACN 061/18).

Issuing Orders

Procedures   See below.

Step	Action
1	Click on the **Reserve Administration** tile. **Reserve Administration**
2	Select the **FSMS Reserve Orders** option. Annual Screening Questionnaire FSMS RSV Ord Discrepancies FSMS Reserve Orders IDT Drills Member Status Change Member Training Rating MGIB Enrollments R-CRSP Report Reserve Member Balances Reserve Orders (View Only) Training Status View Member Drills
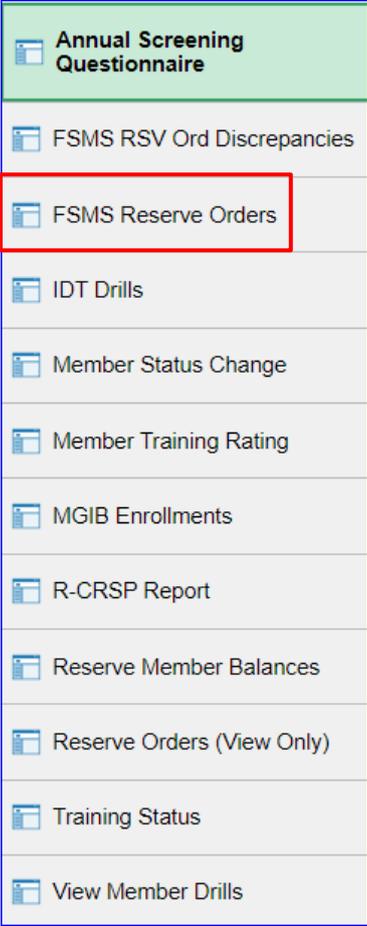
Issuing Orders, Continued

Procedures,
continued

Step	Action
3	Enter the member's **Empl ID** and click the **Search** button.

Issuing Orders, Continued

Procedures,
continued

Step	Action
4	All Reserve AD Orders will be displayed. Before you begin, ensure there are no other AD orders or IDT Drill requests that may overlap the new orders other than in a Cancelled status. **NOTE:** Once a request for AD Orders has been entered and saved, <mark>the Duty Type, Begin Date and End Date cannot be edited</mark>. If information in those fields is incorrect, the current request must be Cancelled and Approved before a new request can be submitted with the correct information.
5	Select the **Add a New Value** tab. • **Duty Type** – Select the Invol Active Duty, Title 14 option from the drop-down. • **Begin Date** and **End Date** – Enter dates for the orders, ensuring the duration will not exceed 60 consecutive days. Click the **Add** button.

Issuing Orders, Continued

Procedures,
continued

Step	Action
6	The Reserve Orders page will display. The top section will display the information previously entered. Complete the following information: • **Purpose** – Select DR from the lookup icon. • **Duty Department** – Enter the Department ID where the AD will be performed (usually identified in the order Selection Message). • **Dept Benefiting** – Defaults to the member's permanent duty station, but may be changed as necessary. • **Dept Funding** – Defaults to the department associated with the Dept Benefitting but may be changed as necessary. • **Authority** – May be left blank or enter the authority announcing the AD. • **Approver** – Enter the member authorized to approve the orders.

Issuing Orders, Continued

Procedures, continued

Step	Action
6 (cont)	Scroll to the Contingency section and enter the following: • **Operational ID** – Select from the listed order notification message. • **Contingency Start/End Dates** and **Reference Authority** will auto populate. • **Notification Date** – Enter the date the member was notified of the contingency orders. • **1607 Eligibility Code and Date** – Leave at the default values. When finished, scroll to the Compliance section. ▼ Contingency Operation ID: 0000000214 🔍 I-695 Bridge Collapse — Major Disaster Event Contingency Start Date: 03/27/2024 — Authority: 14 U.S.C. 712 or 3713 Contingency End Date: 09/30/2024 Reference Authority: Notification Date: 04/02/2024 1607 Eligibility Code: Eligible - SELRES 1607 Eligibility Date: 07/14/2024 Request Nbr: Requirement Nbr:

Issuing Orders, Continued

Procedures, continued

Step	Action
7	The Compliance section displays all existing compliance checks. Ensure the member's **Overall Compliance** displays Compliant. If any of the criteria identifies the member as Non-Compliant, the discrepancy must be corrected before the orders can be forwarded for authorization. A common error is **Rule ID** Drill. Step 1 helps you verify that there is no overlap with any other AD orders but if you skipped instructions on verifying if any IDT drills scheduled during this timeframe were cancelled, these drills must be cancelled and approved before this order can be completed. <table><tr><th colspan="4">▼ Compliance</th></tr><tr><td colspan="3">Overall Compliance: Compliant</td><td>Recalculate</td></tr><tr><td colspan="4">Summary Waiver 1-11 of 11 View All</td></tr><tr><th>Rule ID</th><th>Description</th><th>Compliant</th><th>Waiver?</th></tr><tr><td>Age60</td><td>Age 59 Maximum</td><td>Compliant</td><td>N</td></tr><tr><td>16yADSrv</td><td>16 Year maximum AD Service</td><td>Compliant</td><td>N</td></tr><tr><td>30yTCS</td><td>30 year TCS Officer</td><td>Not Applicable</td><td>N</td></tr><tr><td>30dADT</td><td>30 Day ADT-OTD Maximum</td><td>Not Applicable</td><td>N</td></tr><tr><td>Drill</td><td>Scheduled Drill Conflicts with Order dates</td><td>Compliant</td><td>N</td></tr><tr><td>30yTIS</td><td>30 year TIS Enlisted</td><td>Compliant</td><td>N</td></tr><tr><td>ORDOverlap</td><td>Overlapping orders</td><td>Compliant</td><td>N</td></tr><tr><td>20yADSrv</td><td>20 Years maximum AD Service</td><td>Compliant</td><td>N</td></tr><tr><td>TraPayCat</td><td>Training Pay Category Check</td><td></td><td>N</td></tr><tr><td>Course</td><td>Course Completion overlaps with Order dates</td><td>Compliant</td><td>N</td></tr><tr><td>OblgServ</td><td>Insufficient Reserve Obligated Service</td><td>Compliant</td><td>N</td></tr></table>
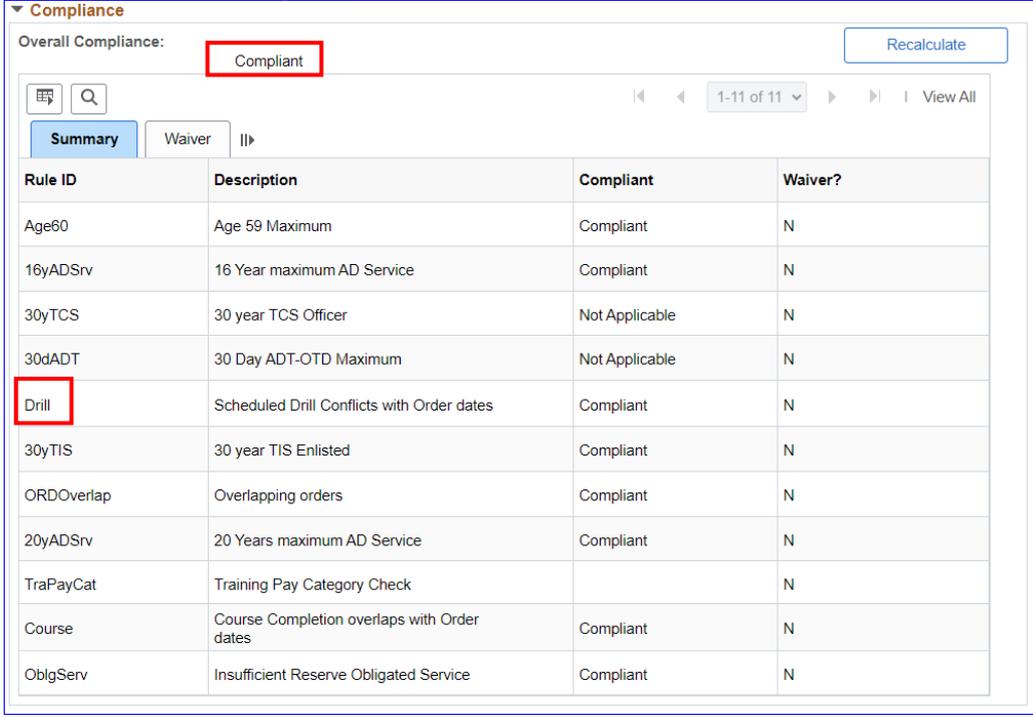
Issuing Orders, Continued

Procedures, continued

Step	Action
8	Scroll back to the top of the page and select the **Travel** tab.
9	Click **View All** in the Travel Orders section.

Issuing Orders, Continued

Procedures,
continued

Step	Action
9 **(cont)**	

Issuing Orders, Continued

Procedures,
continued

Step	Action
10	If applicable, complete the **Per Deim**, **Travel Details**, **Additional Authorized Expenses**, **Delay En route**, and **Dependents Authorized for Travel** sections.

Issuing Orders, Continued

Procedures,
continued

Step	Action
11	Scroll back to the top of the page and select the **Notes** tab.
12	For orders issued under Title 14 USC 3713, ensure **Contract Clause** T14 is the ONLY order note displayed. If applicable, use the Minus button to delete all others. Verify the **Show on Printed Orders** box is checked. Click **Save**. It is imperative you click Save here as it is NOT available on the other tabs and the **Travel Itinerary**, and the **POET Details** will NOT update. **NOTE:** Commands are NOT authorized to add any other order notes.
13	Select the **Funding** tab.
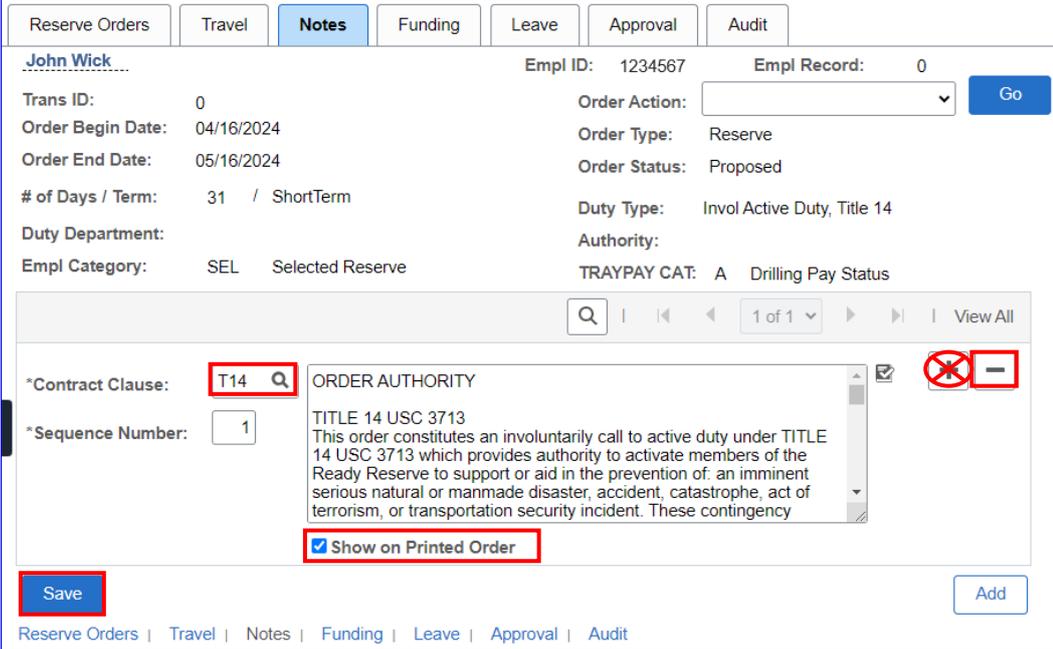
Issuing Orders, Continued

Procedures, continued

Step	Action
14	The Funding tab data will be configured by the DXR, LOGCOM, and PAC-13, upon authorization. **NOTE:** Commands are not authorized to enter any funding information. Select the **Leave** tab.
15	**Do NOT enter leave** on this tab when creating Reserve orders. This section will be completed upon release from AD by the SPO.

Issuing Orders, Continued

Procedures,
continued

Step	Action
16	Select the **Approval** tab.
17	Enter the following information: • **Approval Type** – Select the **Authorize Order** option from the drop-down. • **User ID** – Enter the Employee ID for the Authorizing Official at DXR, LOGCOM, or PAC-13. • **Comments** – Enter any comments for the Authorizing Official. When finished, click the **Submit** button.

Issuing Orders, Continued

Procedures, continued

Step	Action
18	The **Approve Order** message will display as Pending and be routed for Authorization.