

Section A: Electronic Based Distributed Learning (EBDL)

- A.1. **Introduction** This section establishes the procedures to report the completion of EBDL courses.
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- A.2. **References** (a) [Performance, Training, and Education Manual, COMDTINST M1500.10 \(series\)](#)
(b) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
(c) [Military Personnel Data Records \(PDR\) System, COMDTINST M1080.10 \(series\)](#)
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- A.3. **Discussion** In accordance with reference (a), completion of EBDL courses (also known as correspondence courses) is recorded in Direct Access (DA). In accordance with reference (b), Reserve retirement points as well as payment may be authorized for completion of specific EBDL courses. Commandant (CG-R55) maintains a list of approved EBDL courses available on their website at:
<https://www.reserve.uscg.mil/Resources/CG131/CG1311/Training/EBDL/>
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- A.4. **Command Directed EBDL** Command directed EBDL is training that is required to be completed by SELRES members for the purpose of accomplishing unit readiness and mobilization training requirements (i.e., competency, Class “C” school pre-work). These courses are eligible for both pay and inactive duty retirement points as long as all requirements outlined in reference (b), Chapter 8, Section L are met.
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- A.5. **Non-Command Directed EBDL** Non-Command directed EBDL is considered elective, and may be taken without command approval if already on the approved COMDT (CG-R55) course list. Elective EBDL is eligible for inactive duty retirement points only, not pay. Non-Command directed EBDL courses on the COMDT (CG-R55) approved list are non-Coast Guard courses and are credited IAW ETQC and Learning Management System (LMS) criteria.
- NOTE:** **No compensation (IDT pay and/or inactive duty retirement points) for EBDL shall be credited for any courses completed while a member is on Funeral Honors Duty (FHD), inactive duty, Active Duty (any type) or on the Inactive Status List (ISL).**
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- A.6. **Entering/Removing EBDL** Use the [EBDL User Guide](#) to enter or remove EBDL courses in DA. If an EBDL is not listed in DA, use Form [CG-1001A](#) to request that it be added to the approved Commandant (CG-R55) list.
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- A.7. **Uncredited** If an EBDL course is correctly entered and the member does not get

EBDL credited the appropriate payment and/or points, submit a trouble ticket to PPC.

NOTE: **In accordance with reference (b), EBDL retirement points are considered Inactive Duty service and are subject to the inactive duty retirement point credit limitations each Anniversary Year.**

A.8. EBDL Process This process is to be followed by the member, P&A Office, and the Servicing Personnel Office (SPO) in completing all necessary tasks required to properly submit and receive Reserve retirement points and/or payment for the completion of EBDL.

Step	Who Does It	What Happens
1	Member	Upon successful completion of EBDL, submits a Career Development Worksheet (CG-2030) to P&A Office with supporting documentation (i.e. EBDL Completion Certificate).
2	P&A Office	Within two working days of receipt of Career Development Worksheet (CG-2030) and supporting documentation, verifies all information and forwards to the SPO for processing.
3	SPO	Within three working days of receipt of Career Development Worksheet (CG-2030) and supporting documentation, enters EBDL in DA using the Electronic Based Distributed Learning procedural guide. Files documentation IAW reference (c).
NOTE:		List of authorized EBDL is maintained by Commandant (CG-R55) at: https://www.reserve.uscg.mil/Resources/CG131/CG1311/Training/EBDL/

Table 10-1 EBDL Process

Section B: Inactive Duty Orders

- B.1. Introduction** This section establishes the procedures for scheduling and processing payment for inactive duty orders.
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- B.2. References**
- (a) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
 - (b) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 - (c) [Special Duty Pay \(SDP\), COMDTINST 1430.1 \(series\)](#)
 - (d) [Performance, Training, and Education Manual, COMDTINST M1500.10 \(series\)](#)
 - (e) [U.S. Coast Guard Certifying and Disbursing Manual, COMDTINST M7210.1 \(series\)](#)
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- B.3. Training/
Pay Category** Failure to ensure the member is in the correct Training/Pay Category (TRAPAY CAT) IAW reference (a) for the type of orders being entered in DA prior to scheduling and/or approving drill(s) may result in error(s) when scheduling duty and/or approving for payment.
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- B.4. Scheduling
Drills** Inactive duty orders MUST be scheduled and approved in DA in advance of Reservists reporting for duty IAW fiscal year guidance published via message traffic each year. Written orders will be provided to the member if requested.
- In accordance with reference (a), scheduled or unscheduled inactive duty drills performed by a member without prior command authorization will not be approved for payment.
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- B.5. Absences** In accordance with reference (a), if a notification of a scheduled drill conflict occurs within 48 hours of the start of the scheduled drill, it will not be rescheduled unless it meets the criteria authorized by reference (a).
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- B.6. Berthing** Strict berthing policies are established at each District (dxr)/PAC-13. It is the responsibility of the member to work with the Command and District Reserve Force Readiness Staff to obtain berthing and follow local procedures prior to commencing inactive duty. In accordance with reference (a), berthing is not an entitlement, but will be authorized based on the availability of funding.
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- B.7. Additional
Training Period
(ATP)** ATPs are periods of additional inactive duty authorized to provide selected Reserve members sufficient time, in addition to scheduled Inactive Duty Training (IDT) and Active Duty for Training, to qualify for competencies and meet training requirements for mobilization. Specific ATP policy is published annually by Commandant (CG-R82). After authorization and allocation, ATPs are scheduled and approved in the same manner as an

IDT drill.

**B.8. Readiness
Management
Period (RMP)**

RMPs are periods of additional inactive duty in excess of scheduled IDT drills for members to accomplish training preparation or unit administration and maintenance functions. Specific RMP policy is published annually by Commandant (CG-R82). After authorization and allocation, RMPs are scheduled and approved in the same manner as an IDT. RMPs not performed IAW reference (a) may be cancelled and recoupment of any payment may be initiated.

**B.9. Funeral
Honors Duty
(FHD)**

Commands may issue FHD orders to ready Reserve members with their consent. In accordance with reference (a), travel allowances may be paid.

**B.10.
Compensation**

In accordance with references (a) and (b), Reserve members receive compensation equal to one-thirtieth of their monthly basic pay for each drill. Ready Reserve members performing FHD receive a daily allowance of \$50.00.

Reserve members may be entitled to other types of compensation IAW references (b), (c) and (d).

**B.11. Inactive
Duty Orders
Memorandum**

See sample below.


<p>U.S. Department of Homeland Security United States Coast Guard</p> 	<p>Commandant United States Coast Guard</p>	<p>2703 Martin Luther King Ave SE Washington, DC 20583-7213 Staff Symbol: CG-094 Phone: (202) 372-38XX</p>														
		<p>5814 [DATE]</p>														
MEMORANDUM																
<p>From: J.B. Smith, YN1 CG NCR SPO</p> <p>To: Member</p> <p>Subj: INACTIVE DUTY FOR TRAINING (IDT) DRILL ORDERS FOR [FY## OR FY## FIRST QUARTER]</p> <p>Ref: (a) Reserve Policy Manual, COMDTINST M1001.28 (series)</p>	<p>Reply to J.B. Smith, YN1 Attn of: (555) 555-5555</p>															
<p>1. This memorandum constitutes orders to perform IDT in accordance with Chapter 2.C. of reference (a). [Enter Unit] is your normal drill site as required by Chapter 2.F. of reference (a). You are directed to report to [Enter Unit] as your duty location for the periods listed in paragraph 2. Any other location must be authorized and temporary duty orders must be issued in accordance with Chapter 2.F. of reference (a).</p> <p>2. The following schedule is provided for your IDT drills .You shall execute your IDT drills in accordance with this schedule:</p>																
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 30%;">Duty Periods (Start and End Time)</th> <th style="width: 25%;">Type (S, M, RMP, ATP, FHD)</th> <th style="width: 30%;">Purpose Code</th> </tr> </thead> <tbody> <tr> <td rowspan="2">06/08/2019</td> <td>1.) 0700 – 1130</td> <td rowspan="2">M</td> <td>AT</td> </tr> <tr> <td>2.) 1200 – 1700</td> <td>BC</td> </tr> <tr> <td>06/09/2019</td> <td>1.) 0630 – 1100</td> <td>S</td> <td>BC</td> </tr> </tbody> </table>			Date	Duty Periods (Start and End Time)	Type (S, M, RMP, ATP, FHD)	Purpose Code	06/08/2019	1.) 0700 – 1130	M	AT	2.) 1200 – 1700	BC	06/09/2019	1.) 0630 – 1100	S	BC
Date	Duty Periods (Start and End Time)	Type (S, M, RMP, ATP, FHD)	Purpose Code													
06/08/2019	1.) 0700 – 1130	M	AT													
	2.) 1200 – 1700		BC													
06/09/2019	1.) 0630 – 1100	S	BC													
<p>3. You are hereby reminded that to qualify for IDT drill pay, periods of duty must be authorized in advance and with command authorization. Single drill periods must be a minimum of four hours in duration and a Multiple drill must be a minimum of eight hours exclusive of travel time to and from the scheduled drill site, meal breaks, rest and relaxation, or sleeping as per Chapter 2.B. of reference (a).</p> <p>4. If any changes to these orders become necessary, you are directed to contact me or the command to request cancellation, modification/amendment to this drill schedule. If excused, an appropriate amendment will be generated. Failure to obtain command authorization to cancel, amend, or modify these orders prior to any scheduled drill may result in the drill(s) being marked "Unexcused" and may not be made up or rescheduled.</p> <p style="text-align: center;">#</p> <p>Copy: Unit</p>																

Figure 10-1 Inactive Duty Orders Memorandum Template

B.12. Inactive Duty Orders Process

This process is to be followed by the member, Reserve Supervisor, unit, Personnel and Administration (P&A) Office, and the Servicing Personnel Office (SPO) in completing all necessary tasks required to properly submit and receive payment for inactive duty. For the purpose of this process, the Reserve Supervisor is the person approving the inactive duty on behalf of

the member in DA (approving that the member may perform the inactive duty and that payment for the inactive duty is authorized).


Step	Who Does It	What Happens
1	Command & Member	At least 90 days prior to proposed inactive duty date, Command (may include Senior Reserve Officer, Senior Enlisted Reserve Advisor, and/or Reserve Supervisor) and member coordinates drill date(s) and location(s). Command notifies the P&A Office with approved drill date(s) and location(s) and if member requests written orders.
2	P&A Office	At least 70 days prior to scheduled inactive duty, completes and forwards written orders to Command. See Figure 10-1 (above) for an orders template, if applicable.
3	Member/ Command	<ul style="list-style-type: none"> At least 45 days prior to scheduled inactive duty date, enters scheduled inactive duty into Direct Access (DA) using the Self Service - Inactive Duty for Training (IDT) procedural guide. If the Reserve Supervisor or the Command will be entering the drill(s) on behalf of the member(s), enters in DA using the Self Service for Command – Inactive Duty for Training (IDT) Drills procedural guide.
4	Command	At least 30 days prior to scheduled inactive duty date, delivers written orders to member, if requested by member, IAW reference (a).
5	Reserve Supervisor/ Command	At least 20 days prior to scheduled inactive duty date, approves the scheduled IDT in DA using the Self Service for Command – Inactive Duty for Training (IDT) Drills procedural guide.
6	Member	Performs inactive duty as scheduled. Prior to departure from inactive duty, notifies the Reserve Supervisor/Command of inactive duty completion. Includes a signed copy of your orders, if applicable.
7	Reserve Supervisor/ Command	<ul style="list-style-type: none"> Within two working days of notification from the member of inactive duty completion, places the drill in a “Completed” status in DA using the Self Service for Command – Inactive Duty for Training (IDT) Drills procedural guide. After the drill is marked “Completed”, writes down the “Approval Batch” number. This must be added to the SPO email notification to easily identify the drill requiring approval for pay. By placing the inactive duty drill in a “Completed” status,

		certifies that the member completed inactive duty IAW reference (a) and all requirements of references (a), (b), (c) and (d) have been met. Notifies the SPO via email that the member completed their inactive duty drill. Includes the batch number, member's name, EMPLID and date of the inactive duty drill.
CAUTION:		Failure to notify the SPO that the inactive duty drill has been completed will result in delay of payment.
8	SPO	<ul style="list-style-type: none"> • Within three working days of notification from the Reserve Supervisor/Command of inactive duty drill completion, approves inactive duty drill in DA for payment using the SPO – Approving/Denying Inactive Duty for Training (IDT) Drills procedural guide. • SPOs are required to ensure inactive duty drill(s) meet time requirements for drill type as required by reference (a) (i.e. single drill must be four hours or more). SPOs are required to have source documentation for requests for SDP and/or FLPP payments IAW references (b), (c) and (d).
WARNING:		<p><i>In accordance with reference (e), Payment Approving Officials are responsible for proper payment and record keeping (e.g. supporting payment with written orders and source documentation).</i></p> <p><i>Do not enter/approve any transaction(s) on Payroll Finalization Processing Date. Approving transactions on this date may result in payroll finalization being delayed. It may also delay the opening of the next payroll calendar, preventing SPOs from entering/approving transactions.</i></p> <p><i>IDT drills with a completion date on/or after the SPO Data Approval Cutoff date and BEFORE the Payroll Finalization Processing Date can be approved in DA.</i></p>
9	PPC	Processes payment.

Table 10-2 Inactive Duty Orders Process

**B.13. IDT/RMP/
 ATP Waiver
 Template**

Submit waivers in accordance with fiscal year guidance published via message traffic each year. This waiver form replaces the standard Coast Guard memorandum members previously used to request waivers. The form can also be located on CG-R82's CG Portal page at:
<https://cg.portal.uscg.mil/units/cg131/SitePages/CGR82.aspx>.

OFFICE OF COAST GUARD RESERVE AFFAIRS (COMDT CG-R82)	<h2 style="margin:0;">IDT/RMP/ATP WAIVER REQUEST</h2>		
NAME (Last, First, M.)		UNIT	EMPLID
TYPE OF DUTY (IDT, RMP, ATP)			<input type="radio"/> IDT <input type="radio"/> RMP <input type="radio"/> ATP
MULTIPLE OR SINGLE DRILL(S)		DATES OF DRILL(S) (mm/dd/yyyy)	
# of Drills <input type="text" value=""/>		<input type="text" value=""/>	
COST OF DRILL(S)		<i>Please estimate costs based on Reserve Inactive Duty for Training Drill Pay Chart available at the following website:</i> WWW.DCMS.USCG.MIL/PPC/MAS/RATES/#CONTENTS	
<input type="text" value=""/>		MEALS AVAILABLE	
<input type="radio"/> Yes <input type="radio"/> No		BERTHING REQUESTED	
<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No	
COMMENTS (Reason for Waiver)			
<input style="width:100%; height:100%;" type="text"/>			
MEMBER SIGNATURE			DATE (mm/dd/yyyy)
<input style="width:100%; height: 20px;" type="text"/>			<input style="width: 150px; height: 20px;" type="text"/>
UNIT APPROVAL		SIGNATURE	DATE (mm/dd/yyyy)
Decision <input type="text" value=""/>		<input style="width:100%; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>
DISTRICT APPROVAL		SIGNATURE	DATE (mm/dd/yyyy)
Decision <input type="text" value=""/>		<input style="width:100%; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>
AREA/DOL APPROVAL		SIGNATURE	DATE (mm/dd/yyyy)
Decision <input type="text" value=""/>		<input style="width:100%; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>
CG-R82 APPROVAL		SIGNATURE	DATE (mm/dd/yyyy)
Decision <input type="text" value=""/>		<input style="width:100%; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>
<i>For CG-R82 use only.</i>			
<input style="width:100%; height:100%;" type="text"/>			

USCGR FORM When form has been fully completed at Area/DOL please submit to: HQS-SMB-CG-R82-Waiver@uscg.mil

Figure 10-2 IDT/RMP/ATP Waiver Request Form

Section C: Active Duty for Training – Annual Training (ADT-AT)

C.1. Introduction This section establishes the procedures for scheduling and processing payment for ADT-AT orders.

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- C.2. References**
- (a) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
 - (b) [Joint Travel Regulations \(JTR\)](#)
 - (c) [Electronic Signatures and Management of Electronically Signed Records, COMDTINST 5200.5](#)
 - (d) [Military Personnel Data Records \(PDR\) System, COMDTINST M1080.10 \(series\)](#)
 - (e) [U.S. Coast Guard Certifying and Disbursing Manual, COMDTINST M7210.1 \(series\)](#)
 - (f) [Government Travel Charge Card \(GTCC\) Program Policies and Procedures, COMDTINST M4600.18 \(series\)](#)
 - (g) [Office of Management and Budget Circular No. A-130](#)
 - (h) [31 U.S. Code 3902](#)
 - (i) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)

C.3. Discussion In accordance with reference (a), ADT-AT orders are used to satisfy the training and participation requirements associated with members' assignments.

C.4. Written Orders In accordance with reference (a), written orders must be issued in advance of a member reporting to duty.

If verbal orders are issued, written orders must follow as soon as possible to comply with reference (b).

C.5. ADT-AT Process This process is to be followed by the member, Supervisor, Unit Level Admin Staff, P & A Office, District (dxr)/PAC-13, and the Servicing Personnel Office (SPO) in completing all necessary tasks to properly submit and receive payment for ADT-AT. For the purpose of this process, the Supervisor is the person approving the Active Duty on behalf of the member in Direct Access (DA) (approving that the member may perform the Active Duty).

Step	Who Does It	What Happens
1	Command and Member	At least 90 days prior to proposed ADT-AT, Command (may include Senior Reserve Officer, Senior Enlisted Reserve Advisor, and/or Reserve Supervisor) and member coordinates

		ADT-AT date(s) and location(s).
2	Member	<ul style="list-style-type: none"> At least 75 days prior to the ADT-AT start date, enters request for ADT-AT orders in DA using the My Reserve Orders Requests procedural guide. Follow local procedures to route to the Command (Supervisor and/or Unit Level Admin Staff). Notifies the person via email that the request was forwarded to them. Ensures the person forwarded to will be available to process the request. If the Supervisor or the Unit Level Admin Staff will be entering the orders on the member's behalf, do so at this step using the Reserve Active Duty Orders procedural guide.
	NOTE:	<p>If member is unable to enter the orders, or the orders are short-fused, the Unit Level Admin Staff must enter the orders in DA.</p>
3	Supervisor	<ul style="list-style-type: none"> At least 70 days prior to ADT-AT start date, completes the ADT-AT orders request using the Reserve Active Duty Orders procedural guide. Forwards the request to the P&A Office. Ensures the person forwarded to will be available to process the request. If the P&A Office will be entering the orders on the member's behalf, do so at this step using the Reserve Active Duty Orders procedural guide.
4	P&A Office	<ul style="list-style-type: none"> At least 60 days prior to ADT-AT start date, enters/verifies all ADT-AT orders data is accurate. The following order notes MUST be on the orders: ITP, RS0, RSM, MB2, RS2, RS3, RS4, RS6, RS7, RS9 and RSP. Verifies all readiness requirements (Annual Screening Questionnaire, medical, dental, security, current enlistment/contract, weight standards, etc.) are met IAW reference (a). Routes the ADT-AT orders request to the servicing District (dxr)/PAC-13 using the Reserve Active Duty Orders procedural guide. Requests for ADT-AT orders for members attached to Port Security Units, Coastal Riverine Squadrons and Groups, are routed to PAC-13. Ensures the person forwarded to will be available to process

5	District (dxr)/ PAC-13	<ul style="list-style-type: none"> At least 45 days prior to the ADT-AT start date, processes the ADT-AT orders request using the DXR - Reserve Orders Authorization procedural guide. Notifies the servicing SPO via email that the orders are authorized. Includes the member's name and EMPLID.
6	SPO	<ul style="list-style-type: none"> Within three working days of notification that orders are authorized by the District (dxr)/PAC-13, verifies orders are completed correctly and places the ADT-AT orders in a "Ready" status using the SPO – Reserve Active Duty Orders Processing procedural guide. Forwards order to P&A Office. If minor changes are required (i.e. an order note is missing or incorrect), notifies the P&A Office via email to correct them. The P&A Office must make corrections within two working days. Any changes to orders resulting in changes to funding must be approved by the servicing District (dxr)/PAC-13. The District (dxr)/PAC-13 must notify the servicing SPO with determination within two working days.
WARNING:		<p><i>Do not enter/approve any transaction(s) on Payroll Finalization Processing Date. Approving transactions on this date may result in payroll finalization being delayed. It may also delay the opening of the next payroll calendar preventing SPOs from entering/approving transactions.</i></p> <p><i>ADT-AT orders with a start date on/or after the SPO Data Approval Cutoff date and BEFORE the Payroll Finalization Processing Date can be approved in DA.</i></p>
7	P&A Office	At least 30 days prior to ADT-AT start date, issues original order to member IAW reference (a).
8	Member	<ul style="list-style-type: none"> Reports to duty as ordered. Notifies Supervisor and P&A Office of arrival on date of arrival. Only if have not completed within the past 365 days IAW reference (i) and ACN 089/19, completes a BAH/Housing Worksheet (CG-2025) or if married to another service member, completes a Member-Married-to-Member BAH Worksheet (CG-2025B) and forwards to the Command.
CAUTION:		<p>Failure to notify the Supervisor and/or P&A Office that member has reported for duty and/or not submitting</p>

		Worksheet (CG-2025B) and forwards to the Command.
	CAUTION:	Failure to notify the Supervisor and/or P&A Office that member has reported for duty and/or not submitting required worksheets will result in delay of payment.
9	P&A Office	<ul style="list-style-type: none"> • Within two working days of notification from the member of arrival, notifies the SPO via email that the member has reported for duty as ordered. Includes the member's name, EMPLID, date of departure and any changes to the original order. • Ensures required worksheets are filled out correctly and required signatures are obtained, then forwards to the SPO for processing.
	CAUTION:	Failure to notify the SPO that the member has reported for duty and/or not forwarding required forms will result in delay of payment.
10	SPO	<ul style="list-style-type: none"> • Within three working days of notification by the P&A Office, places the ADT-AT orders in an "En route" status using the SPO – Reserve Active Duty Orders Processing procedural guide. • Starts any applicable pay entitlements. Files any required worksheets in the PDR IAW reference (d).
	CAUTION:	In accordance with reference (e), Payment Approving Officials are responsible for proper payment and record keeping (e.g. supporting payment with source documentation).
11	Member	On the last day of duty, notifies the Supervisor and P&A Office of departure from duty.
	CAUTION:	Failure to notify the Supervisor and/or Unit Level Admin Staff that the member has departed from duty will result in overpayment.
12	Unit Level Admin Staff	Within two working days of notification from the member of departure from duty, notifies the SPO via email. Includes the member's name, EMPLID, date of departure and any changes to

		the original order.
	CAUTION:	Failure to notify the SPO that the member has departed from duty will result in overpayment.
13	SPO	<ul style="list-style-type: none"> • Within three working days of notification by the Unit Level Admin Staff that the member has departed from duty, places the ADT-AT orders in a “Finished” status using the SPO – Reserve Active Duty Orders Processing procedural guide. • Stops any applicable pay entitlements (if needed).
	CAUTION:	SPOs should not depend on the Orders Integration Process to place orders in a Finished status.
14	PPC	Processes payment.
15	Member	Within three working days of completion of ADT-AT, completes a travel claim in TPAX and forwards to the Unit Approving Official IAW reference (f).
16	Unit Approving Official	Within two working days, processes member’s travel claim IAW reference (f).
17	PPC	Within 30 days, processes settlement request for payment IAW reference (h).

Table 10-3 ADT-AT Process