

Chapter 10: Reserve Activities

Introduction This chapter discusses Reserve activities.

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Section A: Electronic Based Distributed Learning (EBDL)

A.1. **Introduction** This section establishes the procedures to report the completion of EBDL courses.

- A.2. **References**
- (a) [Performance Training and Education Manual \(PTEM\), COMDTINST 1500.10 \(series\)](#)
 - (b) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
 - (c) [Coast Guard Military Human Resource Record \(CGMHRR\) System, COMDTINST 1080.10 \(series\)](#)
 - (d) [Reserve Duty Status and Participation, COMDTINST 1001.2 \(series\)](#)
 - (e) [Reserve Component \(RC\) Use of Electronic-Based Distributed Learning \(EBDL\) Methods for Training, COMDTINST 1500.7](#)
 - (f) [Service Credit for Non-Regular Retirement, DoDI 1215.07](#)
 - (g) [Reserve Component \(RC\) Use of Electronic-based Distributed Learning Methods for Training, DoDI 1215.21](#)

A.3. **Discussion** Completion of EBDL courses (also known as correspondence courses) is recorded in DA IAW Reference (e). Reserve retirement points as well as payment may be authorized for completion of specific EBDL courses.

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 (d) are met.

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, IAW Reference (e). Per References (f) and (g), every four hours of education using approved electronic-based distributed learning methodologies is worth one retirement point. Courses on the approved list 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).

**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 the EBDL Course Approval Request Form [CG-1001A](#) to request that it be added to the approved Commandant (CG-R55) list.

**A.7. Uncredited
EBDL** If an EBDL course is entered correctly, but the member does not get credited the appropriate payment and/or points, submit a trouble ticket to PPC (MAS) for payment and/or PPC (ADV) for points via <https://www.dcms.uscg.mil/ppc/ccb/>.

NOTE:

EBDL retirement points are considered Inactive Duty service and are subject to the inactive duty retirement point credit limitations each Anniversary Year IAW Reference (e).

**A.8. EBDL
Process** Member, P&A Office, and/or SPO complete the following 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 the P&A Office with supporting documentation (i.e. EBDL Completion Certificate). |
| 2 | P&A Office | <ul style="list-style-type: none"> • Within one business day of receipt, verifies all information for accuracy and completeness. Enters EBDL in DA using the Electronic Based Distributed Learning user guide. • Notifies SPO of any pay related EBDL needing approval. • Uploads required source documentation to iPERMS IAW Reference (c). |
| 3 | SPO | Within one business day of notification, reviews and approves pay related EBDL and ensures payment/point credit in DA. |
| NOTE: | | <p>List of authorized EBDL is maintained by Commandant (CG-R55) at: https://www.reserve.uscg.mil/Resources/Electronic-Based-Distributed-Learning-EBDL-/</p> |

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 \(PTM\), COMDTINST 1500.10 \(series\)](#)
 - (e) [U.S. Coast Guard Certifying and Disbursing Manual, COMDTINST M7210.1 \(series\)](#)
 - (f) [Financial Resource Management Manual \(FRMM\), COMDTINST M7100.3 \(series\)](#)
 - (g) [Title 37, United States Code \(U.S.C.\) – Pay and Allowances of the Uniformed Services](#)
 - (h) [Reserve Duty Status and Participation, COMDTINST 1001.2 \(series\)](#)
 - (i) [Aviation Incentive Pay \(AvIP\) and Bonus \(AvB\) Program, COMDTINST 7220.20 \(series\)](#)
 - (j) [Inactive Duty Training Travel Reimbursement \(IDT-TRP\) Guide](#)
 - (k) [ALCOAST 233-24](#)
 - (l) [ALCOAST 11624](#)
 - (m) [ALCOAST 403-23](#)
-
- B.3. Training/
Pay Category** Failure to ensure the member is in the correct Training/Pay Category (TRAPAY CAT) IAW Reference (h) for the type of orders being entered in DA prior to scheduling and/or authorizing/approving drill(s) may result in error(s) when scheduling duty and/or approving for payment.
-
- B.4. Scheduling
Drills** Inactive duty orders MUST be scheduled and authorized (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.
- Scheduled or unscheduled inactive duty drills performed by a member without prior command authorization will not be approved for payment IAW Reference (h).

-
- B.5. Absences** If a notification of a scheduled drill conflict occurs within 48 hours of the start of the scheduled drill, it may only be rescheduled if it meets the criteria authorized IAW Reference (h).
-
- B.6. Berthing** 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 (RFRS) to obtain berthing and follow local procedures prior to commencing inactive duty. Berthing is not an entitlement but will be authorized based on the availability of funding IAW Reference (h).
-
- B.7. Travel Reimbursement Program (IDT-TRP)** The Assistant Commandant for Reserve (CG-R) has established IDT-TRP for FY24 and established the timelines and criteria to be used during the phased rollout. SELRES member should remember that IDT-TRP is not an entitlement and is not guaranteed each FY. Reimbursement will continue at the discretion of the Reserve Resource Management Division, CG-R82, and may be restricted at any time due to budget constraints. IAW References (j-m)

NOTE:

There is an eligibility verification process for the program. Detailed eligibility requirements and verification process can be found within Reference (j).

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- B.8. Additional Training Period (ATP)** ATPs are periods of additional inactive duty authorized to provide selected Reserve members (RES MBRs) 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 authorized (approved) in the same manner as IDT drills.
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- B.9. 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 authorized (approved) in the same manner as IDTs. RMPs not performed IAW Reference (h) may be cancelled, and recoupment of any payment may be initiated.

NOTE:

RMPs for pay will not be less than four hours in duration and not more than one paid RMP will be performed by an individual in one calendar day IAW ALCOAST 343/22.

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|---|--|
| B.10. Funeral Honors Duty (FHD) | Commands may issue FHD orders to ready RES MBRs with their consent. Travel allowances may be paid IAW Reference (h). |
| B.11. Compensation | RES MBRs receive compensation equal to one-thirtieth of their monthly basic pay for each drill (IDT/ATP/RMP/FHD) IAW References (b) and (h). |
| B.12. Designated Unit Pay (DUP) | <p>DUP authorizes an additional \$15 per IDT or ATP with pay for Reservists assigned to a Port Security Unit (PSU), Maritime Expeditionary Security Group (MESG), and Maritime Expeditionary Security Squadron (MSRON) IAW References (c) and (g).</p> <p>RES MBRs may be entitled to other types of compensation IAW References (b), (c) and (d).</p> |
| B.13. AvIP for Reserve Aviators | <p>AvIP for eligible Reserve Aviators is payable on a monthly basis described in Table 2 of Reference (i), while serving in a officer billet designated as Duty Involving Flight Operations or Training (DIFOPS) assignment, prorated as follows:</p> <ul style="list-style-type: none"> • One day of AvIP will be paid for a qualifying single drill. • Two days of AvIP will be paid for a qualifying multiple drill. • AvIP will be paid for all active duty periods on a day for day basis. |
| B.14. Maternity Absence for Reservists | Maternity absence is authorized in lieu of duty for up to 12 regularly scheduled IDT drills within one year of a birth event for satisfactorily participating SELRES members who give birth after 20-weeks' gestation IAW ALCOAST 153/23 . Refer to the ALCOAST for more information. |
| B.15. Inactive Duty Orders Memorandum | The following is a sample of an Inactive Duty Orders Memo. |


| <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 20593-7213 Staff Symbol: CG-094 Phone: (202) 372-36XX</p> | | | | | | | | | | | | | | | |
|--|---|--|--------------|--------------------------------------|---------------------------|--------------|------------|--------------|---|----|--------------|--|----|------------|--------------|---|----|
| | | <p>5814 [DATE]</p> | | | | | | | | | | | | | | | |
| MEMORANDUM | | | | | | | | | | | | | | | | | |
| <p>From: J. B. Smith, YN1 CG NCR SPO</p> | <p>Reply to J.B. Smith, YN1 Attn of: (555) 555-5555</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 Duty Status and Participation Manual, COMDTINST M1001.2 (series)</p> | | | | | | | | | | | | | | | | | |
| <p>1. This memorandum constitutes orders to perform IDT in accordance with Reference (a). [Enter Unit] is your normal drill site, and 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 issued.</p> | | | | | | | | | | | | | | | | | |
| <p>2. The following schedule is provided for your IDT drill(s), and you shall execute your drill(s) in accordance with it:</p> | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 30%;">Duty Periods (Start and End Time)</th> <th style="width: 20%;">Type (S/M/RMP/ATP/FHD)</th> <th style="width: 35%;">Purpose Code</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="text-align: center;">06/08/2019</td> <td>1) 0700-1130</td> <td style="text-align: center;">M</td> <td style="text-align: center;">AT</td> </tr> <tr> <td>2) 1200-1700</td> <td></td> <td style="text-align: center;">BC</td> </tr> <tr> <td style="text-align: center;">06/09/2019</td> <td>1) 0630-1100</td> <td style="text-align: center;">S</td> <td style="text-align: center;">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 sleep.</p> | | | | | | | | | | | | | | | | | |
| <p>4. If any changes to these orders become necessary, you are directed to contact me or the command to request cancellation, modification or amendment to this drill schedule. If excused, an appropriate amendment will be generated. Failure to obtain command authorization to cancel, modify or amend 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.16. Inactive Duty Orders Process

Member, Reserve Supervisor, Unit, P&A Office, and SPO complete all necessary tasks required to properly submit and receive payment for inactive duty. The 'Reserve Supervisor' is the person authorizing

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

| Step | Who Does It | What Happens |
|-----------------|-------------------------|--|
| 1 | Unit & Member | At least 90 calendar days prior to proposed inactive duty date, Unit (may include Senior Reserve Officer, Senior Enlisted Reserve Advisor, and/or Reserve Supervisor) and member coordinates IDT drill date(s) and location(s). |
| 2 | Reserve Supervisor/Unit | At least 70 calendar days prior to scheduled inactive duty, completes and sends written orders to member (if requested). See Figure 10-1 for IDT Orders memo template, if applicable. |
| 3 | Member/Unit | <ul style="list-style-type: none"> • At least 45 calendar days prior to scheduled inactive duty date, enters scheduled IDT drill in DA using the Self Service - Inactive Duty for Training (IDT) user guide. • If the Reserve Supervisor or the Unit is entering the drill(s) in DA on behalf of the member(s), enters in DA at this step using the Self Service for Command - Inactive Duty for Training (IDT) Drills user guide. |
| 4 | Reserve Supervisor/Unit | At least 2 business days prior to scheduled inactive duty date, reviews and authorizes (approves) the scheduled IDT drill in DA using the Self Service for Command - Inactive Duty for Training (IDT) Drills user guide. |
| 5 | Member | Performs IDT drill as scheduled. Prior to departure from IDT, notifies the Reserve Supervisor/Unit of IDT completion. |
| 6 | Reserve Supervisor/Unit | Within two business days of notification from the member, places the drill in a “Completed” status in DA using the Self Service for Command - Inactive Duty for Training (IDT) Drills user guide. |
| CAUTION: | | <p>By placing the IDT in a “Completed” status, the Reserve Supervisor is certifying that they have reviewed the member’s drill data and confirms that it is accurate (meal rates, single drill 4 hours minimum/multiple drill 8 hours minimum, etc.) and ensures the requirements IAW References (b), (c), (d) and (h) are met. If drill data is NOT correct, Reserve Supervisor shall seek corrections prior to marking the drill complete.</p> |
| 7 | SPO | Within three business days of the IDT drill being marked “Completed,” approves IDT drill in DA for payment using the |

| | | |
|---|-----------------|--|
| | | Reserve Specific Approving/Denying Inactive Duty for Training (IDT) Drills user guide. |
| | WARNING: | <p><i>SPOs are required to ensure IDT drill(s) meet time requirements for drill type IAW Reference (h), and have source documentation for requests for SDP and/or FLPP payments IAW References (b), (c) and (d). SPOs are responsible for proper payment and record keeping (e.g. supporting payment with written orders and source documentation) IAW Reference (e). 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 P&A Offices/SPOs from entering/approving transactions. 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> |
| 8 | PPC | Processes payment. |

Table 10-2 Inactive Duty Orders Process

B.17. IDT/RMP/ ATP Waiver Template

Submit waivers IAW fiscal year guidance published from CG-R82 via message traffic each year. This waiver form replaces the memo members previously used to request waivers. See CG-R82’s SharePoint page at: <https://uscg.sharepoint-mil.us/sites/CGR>.

WARNING:

Not following Fiscal year message guidance on IDT scheduling deadlines and rescheduling requirements will impact payment of IDT/RMP’s.

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) [Financial Resource Management Manual \(FRMM\), COMDTINST M7100.3 \(series\)](#)
 - (d) [Coast Guard Military Human Resource Record \(CGMHRR\) System, COMDTINST 1080.10 \(series\)](#)
 - (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 \(series\)](#)
 - (j) [United States Coast Guard Regulations 1992, M5000.3 \(series\)](#)
 - (k) [Reserve Duty Status and Participation, COMDTINST 1001.2 \(series\)](#)

C.3. Discussion ADT-AT orders are used to satisfy the training and participation requirements associated with members' assignments IAW Reference (k).

C.4. BAH Rate Protection for Member-Married-to-Reserve Member If an Active Duty member is married to a Reserve member, who is called up to Active Duty and neither have any other dependents, the Active Duty spouse **remains eligible** for the Grandfathered BAH rate.

NOTE:

If the Active Duty spouse's BAH rate is "grandfathered" (rate protected) in DA and the P&A Office changes the BAH data, the P&A Office MUST submit a Customer Care ticket to reset the "grandfathered" button and correct the member's BAH rate to the higher authorized rate.

C.5. Written Orders Written orders must be issued in advance of a member reporting to duty IAW Reference (k).

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

C.6. ADT-AT Process

Member, Reserve Supervisor, Unit Level Admin Staff, P&A Office, District (DXR)/PAC-13, and SPO completes all necessary tasks to properly submit and receive payment for ADT-AT. The ‘Reserve Supervisor’ is the person approving that the member may perform the Active Duty and that payment for the Active Duty is authorized, in DA.

| Step | Who Does It | What Happens |
|--------------|-----------------|---|
| 1 | Unit and Member | At least 90 calendar days prior to proposed ADT-AT, Unit (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 calendar days prior to the ADT-AT start date, enters request for ADT-AT orders in DA using the My Reserve Orders Requests user guide. • Notifies the approver via email that the orders are in DA and ensures that the approver will be available to process the request. |
| NOTE: | | <p>If member is unable to enter the orders, or the orders are short-fused, the Supervisor or Admin Staff must enter the orders in DA at this step using the Reserve Active Duty Orders user guide.</p> |
| 3 | Supervisor | <ul style="list-style-type: none"> • At least 70 calendar days prior to ADT-AT start date, reviews the ADT-AT orders request to ensure accuracy. • Notifies P&A Office that member’s orders are in DA for work. • 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 DA user guide. |
| 4 | P&A Office | <ul style="list-style-type: none"> • At least 60 calendar days prior to ADT-AT start date, enters and/or verifies all ADT-AT orders data is accurate. The order note ‘ADT’ MUST be on the orders. • Verifies all readiness requirements (Annual Screening Questionnaire, medical, dental, security, current enlistment/contract, weight standards, etc.) are met IAW References (a) and (k). |

| | | |
|-----------------|------------------------|--|
| | | <ul style="list-style-type: none"> • Routes the ADT-AT orders to the servicing District (DXR)/PAC-13 contact for authorization using the Reserve Active Duty Orders user guide. (Requests for ADT-AT orders for members attached to Port Security Units, Coastal Riverine Squadrons and Groups, are routed to PAC-13). |
| 5 | District (DXR)/ PAC-13 | <ul style="list-style-type: none"> • At least 45 calendar days prior to the ADT-AT start date, reviews and approves/denies the ADT-AT orders request, placing them in an “Authorized” status using the DXR - Reserve Orders Authorization user guide. • Notifies P&A Office via email of the orders’ status. |
| 6 | P&A Office | <ul style="list-style-type: none"> • Within two business days of notification that orders are authorized, verifies orders are completed correctly. • Routes the ADT-AT orders to the P&A Supervisor using the Reserve Specific Reserve Active Duty Orders Processing user guide. • Notifies P&A Supervisor that the orders are authorized and awaiting approval. • Reminder: P&A Office E5 and above Yeoman may sign orders if authorized “By Direction” IAW Reference (j). • If minor changes are required, make corrections within two business days. Any changes that result in changes to funding must be re-approved by DXR/PAC-13 within two business 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 P&A Offices and SPOs from entering/approving transactions.</i></p> |
| 7 | P&A Supervisor | <ul style="list-style-type: none"> • Within two business days of notification, reviews and approves the ADT-AT orders, placing them in a “Ready” status using the Reserve Specific Reserve Active Duty Orders Processing user guide. • At least 30 calendar days prior to ADT-AT start date, issues original signed order to member IAW Reference (k). |
| 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. |

| | | |
|-----------------|------------|--|
| | | <ul style="list-style-type: none"> • Completes and forwards to the Command a BAH/Housing Worksheet (CG-2025) (if any dependency change has occurred, OR if one was not completed within the past 365 days) IAW Reference (i) and ACN 089/19; if married to another service member, completes a Member-Married-to-Member BAH Worksheet (CG-2025B). |
| CAUTION: | | <p>Member’s failure to notify the Supervisor and/or P&A Office that they have reported for duty and/or have not submitted the required worksheet(s) (if applicable) may result in delay of payment.</p> |
| 9 | P&A Office | <ul style="list-style-type: none"> • Within two business days of notification from the member of their arrival, ensures required worksheets are filled out correctly with required signatures. • Enters appropriate reporting information into the ADT-AT orders and routes for approval using the Reserve Specific Reserve Active Duty Orders Processing user guide. • Update/ enter applicable entitlements. IAW Reference (h) Also review section L of this document. • Notifies the SPO that the member has reported for duty as ordered and orders are awaiting approval. • Uploads required source documentation to iPERMS IAW Reference (d). |
| CAUTION: | | <p>Failure to notify the SPO that the member has reported for duty and/or have not forwarded the required forms may result in delay of payment.</p> |
| 10 | SPO | <ul style="list-style-type: none"> • Within three business days of notification, reviews and approves the ADT-AT orders, placing them in an “En route” status using the Reserve Specific Reserve Active Duty Orders Processing user guide. • Ensures that the Reserve Order Begin Job row populated correctly. • Then starts any applicable pay entitlements. |
| WARNING: | | <p><i>SPOs are responsible for proper payment and record keeping (e.g. supporting payment with source documentation) IAW Reference (e).</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 P&A Offices/SPOs from entering/approving transactions.</i></p> <p><i>AD 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> |
| 11 | Member | On the last day of duty, notifies the Supervisor and P&A Office of departure from duty. |
| CAUTION: | | <p>Member’s failure to notify the Supervisor and/or P&A Office that they have departed from duty may result in overpayment.</p> |
| 12 | P&A Office | <ul style="list-style-type: none"> • Within two business days of notification from the member of departure from duty, enters appropriate departure information into the ADT-AT orders and routes for approval using the Reserve Specific Reserve Active Duty Orders Processing user guide. • Notifies the SPO that the member has departed from duty and orders are awaiting approval. |
| CAUTION: | | <p>Failure to notify the SPO that the member has departed from duty may result in overpayment.</p> |
| 13 | SPO | <ul style="list-style-type: none"> • Within three business days of notification, reviews and approves the ADT-AT orders, placing them in a “Finished” status using the Reserve Specific Reserve Active Duty Orders Processing user guide. • Once orders are in a FINISHED status: <ul style="list-style-type: none"> ➤ Reviews DA to ensure the Reserve Order End Job row populates correctly. ➤ Reviews pay calendar after DA updates (usually nightly) to ensure all pay entitlements stopped correctly. |
| CAUTION: | | <p>P&A Supervisors/SPOs should not depend on the Orders Integration Process to place orders in a ‘Finished’ status.</p> |

| | | |
|----|----------------|--|
| 14 | PPC | Processes payment. |
| 15 | Member | Within three business days of completion of ADT-AT, prepares and submits a travel claim (if needed) to the Travel Authorizing Official (AO) IAW Reference (f). |
| 16 | Unit Travel AO | Within two business 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

Section D: Reserve Mobilization – Voluntary and Involuntary

D.1. Introduction

This section establishes pay and personnel procedures and tasks associated with Reserve mobilization under the following **Title 10 U.S.C. Sections**:

- **12301(a)** (Full Mobilization/Involuntary), which provides full mobilization authority to effect involuntary recall of CG members in all Reserve component categories to Active Duty (Active Duty for Operational Support (ADOS)) for response in time of war or national emergency declared by Congress and authorized by the Secretary concerned. Activation is authorized for the duration of the war or emergency and for six months thereafter.
- **12301(d)** (Voluntary ADOS-AC), which provides authority to effect voluntary recall of CG Reserve member(s) to AD, or retain them on AD, with their consent.
- **12302** (Partial Mobilization) which provides partial mobilization authority to effect involuntary recall of all CG Ready RES MBRs to AD in support of national emergency declared by the President and authorized by the Secretary concerned. Activation is authorized for no more than 24 consecutive months thereafter.
- **12304** (Presidential Recall), which provides mobilization authority to effect involuntary recall of all CG Ready RES MBRs to AD for other than during war or national emergency. The President may authorize the Secretary of Homeland Security with respect to the CG, without the consent of the members concerned, to order any unit, designated essential for AD to AD for not more than 365 days.

NOTE:

There are two types of ADOS orders – short-term AD (less than 180 days) and long-term AD (181 days or more).

D.2. Mobilization Planning

The process for mobilizing Reservists will be exceptionally smoother if units use this section as a guide in training members on mobilization entitlements and the paperwork necessary to ensure a member is medically and legally ready for mobilization.

NOTE:

The Contingency Recall Checklist found in Appendix C of Reference (j) should also be used when a situation requires the recall or release of Reserve and retiree personnel.

D.3. References

- (a) [Human Capital Management \(HCM\) Military Human Resource Business Process Standardization \(MHR-BPS\) site](#)

- (b) [Reserve Duty Status and Participation, COMDTINST 1001.2 \(series\)](#)
- (c) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
- (d) [Coast Guard Military Human Resource Record \(CGMHRR\) System, COMDTINST 1080.10 \(series\)](#)
- (e) [U.S. Coast Guard Certifying and Disbursing Manual, COMDTINST M7210.1 \(series\)](#)
- (f) [Joint Travel Regulations \(JTR\)](#)
- (g) [Government Travel Charge Card \(GTCC\) Program Policies and Procedures, COMDTINST M4600.18 \(series\)](#)
- (h) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
- (i) [Defense Travel Management Office](#)
- (j) [Activation of the Reserve Component, COMDTINST M3061.2](#)
- (k) [Coast Guard Medical Manual, COMDTINST M6000.1 \(series\)](#)
- (l) [31 U.S. Code 3902](#)
- (m) [Military Assignments and Authorized Absences, COMDTINST M1000.8 \(series\)](#)
- (n) [DoD Instruction 1241.05 Reserve Income Replacement Program \(RIRP\)](#)
- (o) [Special Duty Pay \(SDP\), COMDTINST 1430.1 \(series\)](#)
- (p) [Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1 \(series\)](#)
- (q) [Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 \(series\)](#)
- (r) [DoD Instruction 6040.46, The Separation History and Physical Examination \(SHPE\) for the DoD Separation Health Assessment \(SHA\) Program](#)
- (s) [Certificate of Release or Discharge from Active Duty, DoDI 1336.01](#)
- (t) [DoD Financial Management Regulation, Volume 7a: Military Pay Policy - Active Duty And Reserve Pay](#)
- (u) [DoD Financial Management Regulation, Volume 7b: Military Pay Policy and Procedures – Retired Pay](#)
- (v) [National Defense Authorization Act for Fiscal Year 2022, S.1605](#)
- (w) [ALCOAST 201/22](#)
- (x) [Basic Needs Allowance, DoDI 1341.15](#)

D.4. Verifying a Reservist’s Prior Active Duty

- Reservists on AD (except ADT-AT) who accumulate 18 years of cumulative AD shall not be involuntarily released (other than for physical disability or for cause) from that duty, until they have accrued 20 years of AD and become entitled to a regular retirement, IAW References (c), (j) and (u).
- Years of combined AD are calculated IAW Chapter 8 of this publication.
- CG-PSC-RPM has been delegated approval authority IAW ALCGPSC 009/12 for requests related to AD beyond 16 and 18 years. CG-PSC-RPM is also waiver authority for reservists who receive multiple sets of consecutive short-term ADOS orders totaling 181 days or more and request to remain in their Selected Reserve (SELRES) Permanent Duty Station (PDS) position. Requests must be submitted through the SELRES chain of command. A template for the request can be found on the [PSC- RPM-1 page](#)

D.5. Title 10 Mobilization Process

The mobilization process depends upon communication between all participants. Steps two and three do not apply to 12301(d) (Voluntary ADOS-AC) or 12302 (Partial Mobilization) orders issued in support of (ISO) Enduring Overseas Missions (OEM). Units must work with designated CAP Managers who validate FY requirements and distribute Reserve Month (RM) allocations.

See Section L of this document for additional information on entitlements, requirements and limitations.

| Step | Who Does It | What Happens |
|--------------|---|--|
| 1 | Assistant Commandant for Reserve (CG-R) | Delegates recall authorization to Atlantic Area (LANTAREA), Pacific Area (PACAREA), LOG-1 and CGCYBER each year IAW Reference (j) to support contingency. |
| 2 | Unified/Incident Command | Coordinates mobilization needs to identify RES MBRs for mobilization. Provides clear information on berthing and messing facilities at the mobilization site to the District (DXR), RFRS and Field Units. |
| NOTE: | | <p>CG213-RR, Request for forces (RFF) procedures to be determined by Incident Command in coordination with local DXR.</p> |
| 3 | District (DXR), RFRS and Field Units | <ul style="list-style-type: none"> • Receives direction from area or district commanders to supply mobilization resources. The District (DXR) works to identify potential candidates and fill requirements. |

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| | | <ul style="list-style-type: none"> Creates or supports the Request/Requirements for personnel support in the DA Mobilization Module. Verifies Sourced SELRES member does not require a 16/18-year waiver. See Section D.4 of this chapter for Verifying a Reservist's Prior AD. Provides clear information on berthing and messing facilities at the mobilization site. When the District (DXR) cannot fill the requirement(s) with assigned personnel, forwards the requirement to the Area Command and the DCMS Watch maintained by LOGCOM. |
| 4 | Area Command/ LOGCOM | Monitors the request and once established as a critical fill, individual augmentation requirements will be sent to PSC-PSD-SSS for sourcing action via ADMIN OIX and the DA Mobilization Module. |
| 5 | PSC-PSD-SSS | Selects and sources the suitable candidate(s), into the DA Mobilization Module and orders their movement via an official assignment message in ADMIN OIX. |
| 6 | Member's Unit (PDS)/ Command /RFRS/SERA /P&A Office | <p>Verifies all readiness requirements (Annual Screening Questionnaire, medical, dental, security, current enlistment/contract, weight standards, etc.) satisfies Reference (c).</p> <ul style="list-style-type: none"> Verifies no other duty/drills scheduled during timeframe desired. Ensures member has enough obligated service. Ensures member has IADT Competency (84 days). Assists member in making travel arrangements to mobilization site. If requested sends letter to member's employer notifying them of the recall status. (see Figure 10-2) |
| NOTE: | The IADT Competency is only required for OCONUS mobilizations. It is not a requirement for domestic contingencies. | |
| 7 | Member's P&A Office | <p>Prepares Reserve orders in DA using the Reserve Active Duty Orders Processing user guide and routes for authorization to:</p> <ul style="list-style-type: none"> PAC-13 for Deployable Specialized Forces (DSF) units/members LOG-1 for Deputy Commandant for Mission Support (DCMS) members |

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| | | <ul style="list-style-type: none"> • District (DXR) for Area/District members • CGCYBER <p>Ensures the person being routed to will be available to process the request.</p> |
| 8 | PAC-13/LOG-1/ DXR/ CGCYBER | <p>PAC-13: Reviews and approves funding (Pay/FICA/Travel) for all RES MBRs assigned to Port Security Units (PSU), Coastal Riverine Squadrons/Groups (CRS/CRG) and any member augmenting the deploying unit.</p> <p>LOG-1: Reviews and approves the use of Department of Defense (DoD) contingency funds (e.g., Enduring Overseas Missions (EOM)) for all Reserve Months allocated to Force Readiness Command (FORCECOM)/DCMS units that support EOM and for use of non-DoD contingency funds for RES MBRs assigned to FORCECOM/DCMS units.</p> <p>District (DXR) for the appropriate District:</p> <ul style="list-style-type: none"> • Approves the use of non-DoD contingency funds for RES MBRs assigned to Deputy Commandant for Operations (DCO). • Authorizes the orders using the DXR - Reserve Orders Authorization user guide. • Notifies member's P&A Office via email of the orders' status. |
| 9 | Member's P&A Office | <ul style="list-style-type: none"> • Within two business days of notification, verifies orders are completed correctly and routes them to the P&A Supervisor using the Reserve Specific Reserve Active Duty Orders Processing user guide. • Notifies P&A Supervisor that the orders are authorized awaiting approval. • Yeoman with By Direction authority reviews and signs the orders. <ul style="list-style-type: none"> ➤ If minor changes are required (i.e. an order note is missing or incorrect), P&A Office must make corrections within two business days. ➤ Any changes to orders resulting in changes to funding must be approved by PAC-13/LOG-1/District (DXR)/CGCYBER. The appropriate Approving Official must notify the member's P&A Office with determination within two business days. |

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| | | <ul style="list-style-type: none"> Assists members with Travel Reservations/ Authorizations and advances as needed in the Travel System Processes GTCC increases as needed. |
| 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 P&A Offices/SPOs from entering/approving transactions.</i></p> <p><i>AD 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> |
| 10 | P&A Supervisor | Within two business days of notification, reviews and approves the orders, placing them in a “Ready” status using the Reserve Specific Reserve Active Duty Orders Processing user guide. |
| 11 | PPC (TVL) | Processes requests for travel advances (if applicable). |
| 12 | P&A Office | When time allows, at least 30 days prior to Orders start date, issues original order to member IAW Reference (c). |
| 13 | Member | <ul style="list-style-type: none"> Reports for mobilization duty. Notifies Supervisor and P&A Office of arrival on date of arrival. Completes Mobilization site check-in requirements Completes a BAH/Housing Worksheet (CG-2025) (if any dependency change has occurred, OR if one was not completed within the past 365 days) IAW Reference (i) and ACN 089/19 and forwards to the Command for signature. If married to another service member, completes a Member-Married-to-Member BAH Worksheet (CG-2025B) and forwards to the Command. Prepares and submits travel claim to the Travel Authorizing Official (AO) for approval and forwarding to PPC (TVL). Verifies SGLI in SGLI Online Enrollment System (SOES) and medical benefits for self and dependents 48 hours after the orders are placed in an “En route” status. Updates mailing/email address and direct deposit information in DA (if applicable). |

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| <p>CAUTION:</p> | <p>Member’s failure to notify the Supervisor and/or P&A Office that they have reported for duty and/or not submitting required worksheets may result in delay of payment.</p> | |
| <p>NOTE:</p> | <p>Mobilization site support by local P&A Office/ Incident Command ADMIN UNIT and member’s P&A Office are based on the situation and resources available at the mobilization site During situations with a high surge of personnel, full P&A functionality on-site may be limited. In such cases, member’s P&A Office take the lead, handling critical tasks like initiating/stopping pay and entitlements coordinating with SPOs on transactions, processing RELAD separations (if applicable), and issuing DD-214s.</p> <p>****Maintaining open and consistent communication between members, the mobilization site, and P&A Office are essential for a smooth and efficient mobilization process</p> | |
| <p>14</p> | <p>Mobilization Site P&A Office / Incident Command ADMIN UNIT</p> | <ul style="list-style-type: none"> • During member check in, verifies orders and makes changes, as needed. • Ensures all reporting paperwork is complete and correct, and routes the Paperwork to the member’s P&A office. • Notifies member’s P&A office that the member has reported for duty. |
| <p>15</p> | <p>Member’s P&A Office</p> | <ul style="list-style-type: none"> • Within two days of notification, verifies orders and makes changes, as needed. • Ensures all reporting paperwork is complete and correct, and routes the orders using the Reserve Specific Reserve Active Duty Orders Processing user guide. • Enter/ Update all applicable entitlements IAW reference (h) also review Section L of this document. • Notifies SPO that member has reported for duty and is awaiting orders approval. |

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| CAUTION: | | Failure to notify the SPO the member has reported for duty and/or not forwarding required forms may result in delay of payment. |
| 16 | SPO | <ul style="list-style-type: none"> • Within three business days of notification, reviews and approves the orders, placing them in an “En route” status using the Reserve Specific Reserve Active Duty Orders Processing user guide. This triggers the start of AD DEERS entitlements. • Ensures that the Reserve Order Begin Job row populated correctly. • Then starts any applicable pay entitlements. |
| WARNING: | | <p><i>SPOs are responsible for proper payment and record keeping (e.g. supporting payment with source documentation) IAW Reference (e).</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 P&A Offices/SPOs from entering/approving transactions.</i></p> <p><i>AD 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> |
| 17 | Travel AO | Approves travel claim. |
| 18 | PPC (TVL) | Processes reporting travel claim. |
| 19 | Mobilization Site P&A Office | Assists members during mobilization. (See note) |
| 20 | Member | Submits periodic travel claim(s) to the Travel AO every 21 days IAW Reference (g), if entitled to per diem while in a mobilization status. |
| 21 | Travel AO | Approves travel claim(s). |
| 21 | PPC (TVL) | Processes travel claim(s). |
| 23 | Mobilization Site P&A Office / Incident | <ul style="list-style-type: none"> • Ensures member approved for demobilization. |

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| | Command ADMIN UNIT | <ul style="list-style-type: none"> Notifies member’s P&A Office of any uncollected CG Mutual Assistance loan(s) needing collection from member’s final AD pay. Coordinates demobilization in advance with member, home unit and District (DXR)/LOG-1/PAC-13/CGCYBER. |
| 24 | Member | Notifies Mobilization Site P&A Office of desires concerning disposition of accrued leave at least 45 days prior to demobilization (unless exigent circumstances exist) via a Career Intentions Worksheet (CIW) - CG-2045 . |
| NOTE: | <p>Members must return to the same Reserve Status they were in when they mobilized. Any changes to Reserve Status must be requested using the Change in Reserve Component Category (RCC) form (CG-1001).</p> | |
| 25 | Mobilization Site P&A Office, Incident Command ADMIN UNIT | <p>Within two business days of receipt of the CIW:</p> <ul style="list-style-type: none"> Verifies the member’s leave balances. Ensures paperwork is complete and correct and forwards to member’s P&A Office Verifies member’s Person Profiles and inputs any competencies earned, awards issued or school completions in DA. |
| 26 | Member’s P&A Office | <ul style="list-style-type: none"> Ensures paperwork is complete and correct, and creates RELAD Separation Orders in DA from the CIW using the RELAD - AD to SELRES or IRR user guide. Verifies member’s DA Person Profiles and inputs any missing competencies earned, awards issued or school completions in DA. Prepare a Certificate of Release or Discharge from Active Duty (DD214) (See note below) Notifies P&A Supervisor that the RELAD Separation Orders and DD-214 are awaiting approval. |
| | NOTE: | <p>DD-214 Issuance guidelines: IAW reference (s) Non-contingency 90 days or more continuous service Contingency-31 days or more continuous service</p> |

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| 27 | P&A Office Supervisor or SPO | <ul style="list-style-type: none"> • Within two business days on notification, approves RELAD Separation Orders in DA using the RELAD - AD to SELRES or IRR user guide. • Verifies DD-214 is accurate and approves for delivery to the member. |
| 28 | Member | <ul style="list-style-type: none"> • On last day of duty, notifies Supervisor and Mobilization Site P&A Office of departure from duty. • Preferably on the last day at the unit, or no later than three business days of completion of the Title 10 orders, prepares and submits travel claim to the Travel AO IAW References (g). • Updates SGLI coverage in SOES, if coverage was converted to the maximum level during mobilization, and member desires less than maximum coverage after demobilization. |
| CAUTION: | | <p>Member’s failure to notify the Supervisor and/or Mobilization Site P&A Office that they have departed from duty may result in overpayment.</p> |
| 29 | Member’s P&A Office | <ul style="list-style-type: none"> • On last day of duty, delivers demobilization documents to member (DD-214 and instructions for filing travel claim). • Within two business days of notification from member of departure from duty, routes the orders using the Reserve Specific Reserve Active Duty Orders Processing user guide. • Notifies the SPO via email that member has departed from duty awaiting orders approval (include any changes to the original order). |
| CAUTION: | | <p>Failure to notify the SPO that the member has departed from duty may result in overpayment.</p> |
| 30 | SPO | <ul style="list-style-type: none"> • Within three business days of notification, reviews and approves the orders, placing them in a “Finished” status using the Reserve Specific Reserve Active Duty Orders Processing user guide. • Once orders are in a FINISHED status: <ul style="list-style-type: none"> ➤ Reviews DA to ensure the Reserve Order End Job row populates correctly. |

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| | | ➤ Reviews pay calendar after DA updates (usually nightly) to ensure all pay entitlements stopped correctly. |
| 31 | Travel AO | Within two business days, processes members' travel claim IAW References (f) and (g). |
| 32 | PPC (TVL) | Within 30 days, processes settlement request for payment IAW Reference (l). |
| 33 | PPC (SEP) | <ul style="list-style-type: none"> • Collects CG debts and overpayments. • Processes final AD pay for member. |

Table 10-4 Title 10 Mobilization Process

D.6. Legislative Authority for Mobilization

Members of the Reserve Component (RC) may be mobilized under several different legislative authorities. The legislative authority used has implications on the members' pay and travel entitlements. Orders issued in conjunction with mobilization shall specifically state if the member is on Active Duty ISO a contingency operation. The following table lists the legislative authorities for mobilization:

| Specific Citation | Enabling Authority | In Response to: | Type, Limitations, Travel Document Recommended |
|--------------------|----------------------|---|---|
| 10 U.S.C. 12301(a) | Congress | National emergency declared by Congress | <ul style="list-style-type: none"> • Involuntary (Title 10) • Period of emergency plus six months • Contingency/TDY Orders |
| 10 U.S.C. 12301(d) | Designated Authority | Any Event or request for ADOS, Retired recall, etc. | <ul style="list-style-type: none"> • Voluntary (ADOS-AC) • Retain only with member consent • Long Term/PCS Orders (181 days or more) • Short Term TDY Orders (180 days or less) |
| 10 U.S.C. 12302 | President | National Emergency declared by the President | <ul style="list-style-type: none"> • Involuntary (Title 10) • May not exceed 24 consecutive months • Contingency/ TDY Orders |

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| NOTE: | <p>Reservists involuntarily called to AD will typically serve no more than 12 months under a set of involuntary AD orders. Urgent service needs identified by operational commanders could result in extension of orders, consistent with the time limits provided by Title 10. See DoDi 1235.12 for specific information regarding dwell requirements and waivers.</p> | | |
| 10 U.S.C. 12304 | President | SELRES Augmentation for any mission deemed necessary by President | <ul style="list-style-type: none"> • Involuntary (Title 10) • Not more than 365 consecutive days • Contingency/TDY |

Table 10-5 Legislative Authority for Mobilization

D.7. Order Notes/Standard Remarks

Orders issued under **12302** (Partial Mobilization) require specific Order Notes entry into DA. Refer to the [Reserve Active Duty Orders Processing User Guide](#).

D.8. Mobilization Pay Entitlements

This table provides a summary of mobilization pay entitlements:

| Pay Entitlement | Title 10 Orders | References |
|-----------------------------------|--|---|
| Advance Pay/BAH/OHA | As long as ordered to AD for 140 days or greater. | Ref (h) Section 9-D-3 |
| Basic Allowance for Housing (BAH) | <ul style="list-style-type: none"> • <u>Member with dependents</u>: Based upon the principal place of residence from which recalled, <i>unless</i> authorized transportation of household goods, then authorized for duty station location • <u>Member without dependents</u>: Based upon the principal place of residence from which recalled, if the member is ordered to a duty locale where member is unable to occupy their principal residence and was not authorized special storage of household goods. • Military member married to another military member. | Ref (h) Section 3-G-9 |
| Basic Needs Allowance (BNA) | See Reference (x) for terms, background, authority, eligibility, and rates payable. Members must be screened by their command for eligibility using the Basic Needs Allowance | Ref (h) Federal Poverty Guidelines |

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| | Eligibility Screening Worksheet (CG-7431A). Eligible members desiring to apply for BNA must submit a Basic Needs Allowance (BNA) Worksheet (CG-7431) to receive this entitlement. See special instructions in 8.E.4 and 8.E.5 of this publication. | Ref (y) Basic Needs Allowance (BNA) Report User Guide |
| Basic Pay | Basic Pay | Ref (h) Figure 2-1 |
| Board Certified Pay for Physician Assistants | Officers designated as physician assistants. | Ref (h) Section 4-J |
| Career Sea Pay (CSP) | If assigned to a sea pay eligible vessel (or qualifying mobile unit). <u>Prior to 1 Jan 2017</u> : Members assigned to mobile units are entitled to Level 1 CSP even when performing TDY aboard vessels rated as Level 2 or 3 vessels in Figure 4-2, except for personnel assigned TDY aboard a vessel inside a designated combat zone. <u>On 1 Jan 2017 and later</u> : See Figure 4-3 for appropriate CSP rate. | Ref (h) Section 4-B Figure 4-2 Figure 4-3 |
| Civilian Clothing Monetary Allowance | Authorized for enlisted members who are REQUIRED to wear civilian clothing in performance of their duties for more than 50% of the time. Submit all requests to CG-1332 via Civilian Clothing Allowance Worksheet (CG-5150). | Ref (h) 3-I-3 (Officer) 3-J-5 (Enlisted) |
| Combat SGLI Allowance | Must be serving in Operations Noble Eagle (ONE), Iraqi Freedom (OIF), New Dawn (OND), Inherent Resolve (OIR), and subsequent operations or be serving outside the U.S. on orders ISO ONE/OIF/OND/OIR operations and subsequent operations. | Ref (h) Section 6-A-6 ALCOAST 036/23 |
| Combat Zone Tax Exclusion | If in an AD status in a designated combat zone. | Ref (h) Section 8-G |
| Cost of Living Allowance in CONUS (CONUS COLA) | CONUS COLA is payable at the rate prescribed for the location of the member's principal place of residence. | Ref (t) |
| Defense Enrollment Eligibility Reporting | All sponsors (Active Duty, retired, National Guard and Reserve) are automatically registered in DEERS. The sponsor must | |

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| System (DEERS) & ID Cards | register eligible family members. Once registered, update personal information such as addresses and phone numbers. | |
| Dependent ID Cards | Dependents must have an updated ID card if the sponsor is on orders greater than 30 days. Reserve and National Guard dependents will be issued ID cards up to 14-days prior to sponsor's AD reporting date. | |
| Diving Duty Pay | When assigned by orders to diving duty. | Ref (h) Section 4-G |
| Enlisted Basic Allowance for Subsistence (ENL-BAS) | <p><u>Ashore Unit:</u></p> <ul style="list-style-type: none"> • If no government dining facility available – ENL-BAS • If dining facility is available –ENL-BAS minus Coast Guard Standard Meal Rate (Essential Station Messing (ESM) or Essential Unit Messing (EUM)) <p><u>Afloat Unit</u> with an established dining facility:</p> <ul style="list-style-type: none"> • ENL-BAS minus Coast Guard Standard Meal Rate (ESM) | Ref (h) Section 3-A-4 Figure 3-2 |
| Enlisted Clothing Maintenance Allowance | <ul style="list-style-type: none"> • Enlisted Reservists are entitled to Basic Maintenance Allowance (BMA) or Standard Maintenance Allowance (SMA) for orders of 30 or more day's duration. • RBMA/RSMA for orders less than 30 day's duration. | Ref (h) Section 3-J Figure 3-29 |
| Enlisted Uniform Issue | If recalled from the IRR or Retired Reserve, an enlisted member's entitlement to an issuance of uniforms depends upon time elapsed since retirement or transfer to IRR. | Rules vary. Consult CG-1332 for guidance. |
| Family Separation Allowance (FSA) | Reserve Member with dependents are eligible for Family Separation Allowance while away from dependents for a continuous period of 31 days or more. | Ref (h) Section 3-H |
| NOTE: | (1) A member must be away for 30 continuous days without family visits at the onset of the mobilization. | |

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| | (2) After the first 30 days, reasonable visits are permissible provided visits are of a temporary nature not exceeding 30 consecutive days in duration. | |
| Family Subsistence Supplemental Allowance (FSSA) | See Chapter 3-M of Reference (a) for authority, members eligible/not eligible, how the household income is computed for Reserve members, application process, calculation, relationship to the Supplemental Nutrition Assistance Program (SNAP), definitions, certifications and verifications. Members must submit Family Subsistence Supplemental Allowance (FSSA) Worksheet (CG-2075) to receive this entitlement. PPC (MAS) submits the FSSA transactions in DA. | Ref (h) Title 37 US Code § 401-402 Ref (d) |
| Flight Deck Hazardous Duty Pay (HAZPAY-FD) | When assigned to duty involving participation in flight operations on the flight deck of a ship and if appropriate orders are issued and minimum evolution requirements are met. | Ref (h) Section 5-C |
| FLPP Interpreter | Same allowances as AD component. | Ref (h) Section 4-K *Reference latest ALCOAST |
| FLPP Linguist | Same allowances as AD component. | Ref (h) Section 4-K *Reference latest ALCOAST |
| Hardship Duty Location Pay for Designated Areas (HDP-L(DA)) | If mobilized to a designated HDP-L(DA) for over 30 consecutive days. | Ref (h) Section 4-A Figure 4-1 |
| Flight Duty Hazardous Duty Pay (HAZPAY) | When under flight orders as a non-crew member or technical observer and if minimum flight requirements are met. | Ref (h) Section 5-B |
| NOTE: | Member must perform duty on a military aircraft. Duty as an air marshal on a commercial aircraft is not payable. | |
| Hazardous Duty Pay for Visit, Board, Search and Seizure | When assigned to a designated boarding team billet within a designated combat theatre of operations and a minimum of three operational | Ref (h) Section 5-E |

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| Boarding Teams (HAZPAY-VB) | boarding evolutions completed during a calendar month. | |
| High-Pressure Chamber Hazardous Duty Pay (HAZPAY-HP) | When serving inside a high-pressure chamber as a qualified inside instructor-observer and all conditions are met. Not eligible if receiving Diving Duty Pay. | Ref (h) Section 5-D |
| Hostile Fire Pay/ Imminent Danger Pay (HFP/IDP) | When on official duty in a designated hostile fire or imminent danger pay area. | Ref (h) Section 4-H Figure 4-8 |
| Leave | <ul style="list-style-type: none"> • Leave is only earned for AD periods of 30 or more consecutive days. • In instances where the AD period is extended by changing the type of orders, all members who serve a combined consecutive period of 30 days or more, accrue 2.5 days of leave per month of AD. • If earned leave is not taken while on AD orders, the leave is carried forward and used when on AD orders greater than 30 days. • Leave accrued under orders for 30 days is subject to the 60-day career maximum limitation on sale of leave. • Leave accrued under orders from 31 to 365 days are not subject to the 60-day career maximum limit. • Members completing Title 10 recall orders and immediately continuing on AD under another order for 30 or more days may carry unused leave over into the new AD period. | Ref (m) Section 2-A-15 *Reference latest ALCOAST |
| Lump Sum Leave Payment Exempt from limit 60-Day Career Maximum | Upon demobilization, remaining leave balances may be sold, even if the member previously sold 60 days of annual leave during their career, as long as the Title 10 orders do not exceed 365/366 days. | Ref (h) 10-A-1 |
| Officer Basic Allowance for Subsistence (OFF-BAS) | Commissioned and warrant officers entitled to Basic Pay are entitled to OFF-BAS at all times, except as indicated in Figure 3-1 of Reference (h) | Ref (h) Section 3-A-3 Figure 3-1 |
| Officer Uniform Allowance | Additional Officer Uniform Allowance is payable if the AD period is more than 90 days duration, and the officer has not served on | Ref (h) Section 3-K-3 |

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| | another period of AD of more than 90 days within the past 2 years. | |
| Overseas Cost of Living Allowance (OUTCONUS COLA) | A RC member called/ordered to AD from an OCONUS location for less than 31 days is authorized COLA if the call/order to AD is: 1. ISO a contingency operation (see App A); or 2. Whenever there is no per diem authority. OUTCONUS COLA is <u>only</u> payable when ordered to AD from an OUTCONUS residence. Base the OUTCONUS COLA rate on the location of the member's primary residence. | Ref (t) |
| Overseas Housing Allowance (OHA) | An RC member called to AD for a contingency is authorized the BAH/OHA rate even for tours of 30 or fewer days. | Ref (t) |
| Reserve Income Replacement Program (RIRP) | Member must complete 547 continuous days of involuntary AD service; or complete 730 cumulative days of involuntary AD service during the previous 1,826 days; or involuntarily mobilized for service on AD for a period of 180 days or more, within 180 days or less following the member's separation from a previous period of involuntary AD that was for a period of 180 days or more. | 37 U.S.C. 910 Ref (n) DD Form 2919 must be submitted to PPC via the member's Unit and P&A Office. |
| Savings Deposit Program | Members assigned to a qualifying combat area are entitled to deposit up to \$10,000 in a Savings Deposit Program earning 10% interest per year, compounded quarterly. | Ref (h) Section 6-F |
| Servicemembers' Group Life Insurance (SGLI) | <ul style="list-style-type: none"> • All Reservists recalled to AD are automatically insured under SGLI. • Children are automatically covered under FSGLI. • Members must request spousal coverage. • When released from AD under Title 10, members transitioning to the SELRES will automatically be re-enrolled at full coverage and must log into SOES to opt out or reduce their coverage. • When demobilized from duty under Title 10, members transitioning to the IRR, without scheduled training, will no longer be eligible | Ref (h) Section 6-A ALCOAST 036/23 *Reference latest ALCOAST SOES via MilConnect |

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| | for SGLI, but will retain 120 days of coverage following demobilization, providing they do not decline coverage during or after their AD period. | |
| Special Duty Pay (SDP) | If ordered to duties which qualify for SDP. Orders must state entitlement to SDP. | Ref (h) Section 4-I Ref (o) *Reference latest ALCOAST |
| Thrift Savings Plan (TSP) | All AD and selected RES MBRs of the Coast Guard are eligible to join the Uniformed Services Thrift Savings Plan. To avoid an overpayment situation, Reservists should ensure that sufficient funds are available in their pay account after TSP deductions to cover any outstanding garnishments or debts (such as SGLI). | Ref (h) Section 6-G TSP Web site |
| Transitional Assistance Management Program (TAMP) | TAMP provides Reservists and their dependents 180 days of transitional health care benefits upon completion of orders defined by Title 10 U.S.C. 101(a)(13). The FY18 National Defense Authorization Act, Public Law 115-91 amended Title 10 U.S.C. under section 12304b of this title or a provision of law referred to in section 101(a)(13)(B) of this title. AD under Title 14 or Title 10 ADOS ISO response to natural or artificial disasters does qualify for any post-AD benefit purposes, such as Transitional Assistance Management Program (TAMP) benefits. | FY18 National Defense Authorization Act, Public Law 115-91 |
| TRICARE Dental Program (TDP) | Reservists enrolled in TRICARE Dental for themselves and/or their families prior to mobilization are automatically converted to the lower AD rate(s) while in a mobilized status. Reservists not enrolled in TRICARE Dental prior to mobilization may enroll their family while on AD. • By enrolling in the TDP, the sponsor agrees to remain enrolled for a minimum of 12 months. | Ref (h) Section 6-C TRICARE Website https://tricare.mil/CoveredServices/Dental ↓ Milconnect |

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| | <ul style="list-style-type: none"> • After completion of the initial 12-month enrollment period, coverage will continue on a month-to-month basis; or • the sponsor may cancel TDP coverage at any time after the initial 12-month enrollment period. <p>Upon demobilization:</p> <ul style="list-style-type: none"> • the family will be automatically converted to the higher Reserve rate; and • the Reservist has the opportunity to enroll in TRICARE Dental for themselves. <p>If previously enrolled in TDP before activation, members will be automatically re-enrolled upon deactivation/demobilization. Family members will remain enrolled in TDP, but the premium rate will increase to the Reserve family member rate.</p> | |
| <p>TRICARE Medical Benefits</p> | <p>Reservists ordered to AD under Title 14 U.S.C. 3713 or Title 10 U.S.C. Section 12301(d) ADOS-AC orders for 31 days or more and their dependents are entitled to AD TRICARE benefits (if correctly enrolled in DEERS). Members must make sure all family members are enrolled correctly in DEERS. Family members enrolled in TRICARE Prime during mobilization must re-enroll to continue benefits. The location and contact information for the nearest RAPIDS site is found at: https://idco.dmdc.osd.mil/idco/.</p> | <p>See CG-11 webpage</p> |
| <p>TRICARE Reserve Select (TRS)</p> | <p>TRS is a premium-based plan for qualified SELRES members and their families. TRS premiums are suspended for members ordered to AD for 31 days or more. 2-month premium will be required to enroll/re-enroll</p> <p>Following demobilization, RES MBRs may purchase premium-based health insurance through TRS at a discounted cost. To enroll, a member must be in the SELRES, not on AD, not covered under TAMP and not eligible for the Federal Employee Health Benefits (FEHB) program.</p> | <p>https://tricare.mil/Plans/HealthPlans/TRS</p> |

Table 10-6 Mobilization Pay Entitlements

D.9. Pay and Allowance Matrix

This table provides the Pay and Allowance and eligibility criteria.

| Entitlement | Paid To | | Eligibility and/or Rate Based Upon | | | | | | | |
|---|---------|------|------------------------------------|-----------|------------|-----------|-------------|-------------|------------------|---|
| | All | Some | Pay Grade | Longevity | Dep Status | Unit Type | Duty Locale | Home Locale | Nature of Orders | |
| Additional Officer Uniform Allowance | | X | X | | | | | | | \$200 each AD orders of >90 days. No more than once in a 2 year period. |
| Assignment Incentive Pay for Pre-commissioning Cutter Crews (AIP-PCC) | | X | | | | X | | | X | \$200 per month. AIP-PCC starts on the date of the COMDT (CG-1332) decision memo authorizing the designated unit, or the date the member reports to the designated unit, whichever is later. AIP-PCC may not be paid retroactively https://www.dcms.uscg.mil/ppc/mas/rates/ |
| Aviation Incentive Pay (AvIP) | | X | | X | | | | | X | \$150-1000 per month, if assigned https://www.dcms.uscg.mil/ppc/mas/rates/ |
| Basic Pay | X | | X | X | | | | | | Key Longevity Date is Pay Base Date. (Found in Job Data/CG Mbr Info) |
| BAS | X | | X | | | X | | | | https://www.dcms.uscg.mil/ppc/mas/rates/ |
| BAH | X | | X | | X | | | X | | https://www.travel.dod.mil/Allowances/Basic-Allowance-for-Housing/BAH-Rate-Lookup/ |
| Basic Needs Allowance (BNA) | | X | | | X | | | | X | https://www.dcms.uscg.mil/ppc/mas/rates/ |
| Board Certified Pay (BCP) for Physician Assistants | | X | | X | | | | | X | \$500 per month not to exceed \$6000 per year certified by COMDT. https://www.dcms.uscg.mil/ppc/mas/rates/ |
| Combat Tax Exclusion | | X | | | | | X | | | Assigned (including TDY) to qualifying areas. https://www.dcms.uscg.mil/ppc/mas/rates/ |
| CONUS COLA | | X | X | X | X | | | X | | https://www.travel.dod.mil/Allowances/CONUS-Cost-of-Living-Allowance/CONUS-COLA-Rate-Lookup/ Orders must be Contingency or ADOS greater than 140 days. |
| CSP | | X | X | X | | X | | | | https://www.dcms.uscg.mil/ppc/mas/rates/ |
| CSPP | | X | X | X | | X | | | | \$100 per month https://www.dcms.uscg.mil/ppc/mas/rates/ |
| Diving Duty Pay | | X | X | | | | | | X | \$150-340 per month https://www.dcms.uscg.mil/ppc/mas/rates/ |
| Enlisted Clothing Issues to IRR/Retired | | X | X | | | | | | | Rules vary consult with CG-1332 for guidance. |
| Enlisted CMA | X | | X | X | | | | | | https://www.dcms.uscg.mil/ppc/mas/rates/ |

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|---|---|---|---|---|---|---|---|---|---|---|
| Flight Duty HDIP (FDHDIP) | | X | | | | X | | | X | \$150 Non-crew Member per month, \$150-250 Crew Member per month https://www.dcms.uscg.mil/ppc/mas/rates/ |
| Foreign Language Pay (FLPP Interpreter) | | X | | | | X | | | X | \$100-200 per month https://www.dcms.uscg.mil/ppc/mas/rates/ |
| Foreign Language Pay (FLPP Linguist) | | X | X | | | X | X | | X | \$250-300 per month https://www.dcms.uscg.mil/ppc/mas/rates/ |
| FSA | | X | | | X | X | X | X | | Away from deps TDY/Afloat for >30 days. \$250 per month https://www.dcms.uscg.mil/ppc/mas/rates/ |
| HDIP High-Pressure Chamber | | X | X | | | | | | X | \$150 per month; either Diving Duty Pay or HDIP-HP, not both https://www.dcms.uscg.mil/ppc/mas/rates/ |
| HDP-L(DA) | | X | | | | | | X | | \$50, \$100, \$150 per month https://www.dcms.uscg.mil/ppc/mas/rates/ |
| HDIP-VBSS | | X | | | | X | | | X | \$150. Minimum of 3 operational boardings in combat zone per month. https://www.dcms.uscg.mil/ppc/mas/rates/ |
| Hostile Fire or Imminent Danger Pay (HFP/IDP) | | X | | | | | | X | | This pay changed from a monthly to a prorated day-for-day entitlement. Members who perform qualifying service for less than a full month, on or after 1 January 2012, will receive a daily prorated amount (i.e. 1 day in a designated area = \$7.50). NTE \$225 for any calendar month. https://www.dcms.uscg.mil/ppc/mas/rates/ |
| Lump Sum Leave | X | | X | X | | | | | | No limit on sale of leave earned on Title 10 or AD orders that are 365/366 days or less. Lump Sum Leave (LSL) Sale Overview |
| OHA | | X | X | | X | | | | X | https://www.travel.dod.mil/Allowances/Overseas-Housing-Allowance/OHA-Rate-Lookup/ |
| OUTCONUS COLA | | X | X | X | X | | | | X | https://www.travel.dod.mil/Allowances/Overseas-Cost-of-Living-Allowance/Overseas-COLA-Rate-Lookup/ |
| Responsibility Pay | | X | X | X | | | | | X | \$50, \$100, \$150 per month https://www.dcms.uscg.mil/ppc/mas/rates/ |
| Savings Deposit Program | | X | | | | | | X | | Min \$5/Max \$10K @ 10% interest. Only available in qualifying areas. https://www.dcms.uscg.mil/ppc/mas/rates/ |
| SDP | | X | X | | | X | | | X | \$75-375 per month https://www.dcms.uscg.mil/ppc/mas/rates/ |
| SGLI | X | | | | X | | | | | \$500K/\$100K/\$10K automatic coverage unless declined |
| TRICARE Dental | X | | | | | | | | X | See enrollment rules at https://tricare.mil/CoveredServices/Dental |
| TSP | X | | | | | | | | | https://www.tsp.gov |

Table 10-7 Title 10 Mobilization Pay & Allowance Matrix

D.10. Requirement for PCS Orders

- All Reservists on contingency ADOS over 180 days in the same location shall be issued PCS orders with primary residence/home based BAH/OHA unless full authorized PCS HHG transportation IAW Reference (h). If authorized, ensure PCS HHG entitlement counseling is provided to the member in receipt of authorized ADOS Orders IAW Reference (h), and Chapter 4 of this Publication.
- Reservists who volunteer to serve on 12301 (d) ADOS-AC orders for the duration of no more than 180 days will not be ordered to a new Permanent Duty Station (PDS). CG-PSC-RPM is also waiver authority for reservists who receive multiple sets of consecutive short-term ADOS orders totaling 181 days or more and request to remain in their Selected Reserve (SELRES) Permanent Duty Station (PDS) position.

D.11. Important Rules about Per Diem

Payment of per diem is not authorized when the member:

- Commutes between their home and their duty station, even if the residence lies outside the local reasonable commuting distance.
- Is on leave.

There have been a significant number of RC members under orders ISO a Contingency Operation erroneously authorized per diem when performing AD at a location within the local area of their primary residence/home. This has resulted in enormous debts, with some exceeding over \$100,000. When an RC member is called/ordered to AD under a designated contingency operation, use Section 0206 of Reference (f) to determine the entitlement to per diem. Forward any unanswered questions to CG-1332 for determination.

D.12. Travel Advances on Blanket Orders (

Advances drawn for periods of TDY under will only be liquidated against the member’s final claim (either at the end of TDY or the end of the Fiscal Year, whichever occurs first). Members should only take one advance during a TDY/Recall period and only annotate the advance (in block 9) on the final TDY claim. This method will eliminate the need for multiple advances during the TDY period, while ensuring adequate funds are available to execute orders. The final claim will serve to liquidate the advance.

D.13. Travel Entitlements when Mobilized

This table summarizes the travel entitlements of mobilized members:

| Travel Entitlement | Summary of Entitlement | Entitlement Rate | Reference |
|---------------------------|---|---|------------------|
| Mileage | Authorized reimbursement for one round trip from residence to/from TDY site <u>unless</u> the | Current local mileage rate (Ref (i)), not to exceed the | Ref (f) 0303 |

| | | | |
|--|--|---|----------------|
| | residence and TDY site are in the same city/town corporate limits. | cost of Govt-procured transportation. | |
| Local Mileage | The Order Issuing Official <u>may</u> authorize local mileage for travel between lodging, duty site and dining facility. | Current local mileage rate (Ref (i)). | Ref (f) 0202 |
| Lodging, Meals, And Incidental Expenses (M&IE) | Only authorized if: (1) <u>not</u> provided government quarters; <u>and</u> (2) <u>not</u> assigned to a career sea pay eligible vessel; <u>and</u> (3) Member does not commute between home and duty station. | See Reference (i) for current rates for the location. | Ref (f) 020303 |
| NOTE: | <p>(1) If government quarters are not available, by regulation, government messing is considered not available.</p> <p>(2) If mobilized on TDY orders to another location, and required to procure and maintain quarters at both locations, the member may be entitled to dual lodging IAW Reference (f) (Table 2-16). The orders must specifically authorize dual lodging and state the location and period of time. Dual lodging exists to cover lodging expenses that arise because of unexpected circumstances beyond the traveler's control. Dual lodging is approved after the fact by an amended order or by the Travel AO on the travel voucher. Any period of dual lodging reimbursement is limited to 7 consecutive days. Extensions beyond 7 consecutive days for unexpected circumstances may only be approved after the fact by COMDT (CG-1332).</p> <p>(3) M&IE is payable for whole days except for the departure and return day, which are payable at 75% of the appropriate M&IE rate.</p> | | |
| On Base & Proportional Per Diem | <ul style="list-style-type: none"> At an INCONUS military installation with quarters and messing (all 3 meals): Government Base M&IE. At a location with berthing but only one or two meals are available: Proportional Per Diem. | See Reference (i) for current rates for the location. | Ref (f) 020304 |

Table 10-8 Travel Entitlements when Mobilized

D.14. Other Entitlements when Mobilized

Mobilized members have other entitlements and benefits in addition to pay and travel. The table below summarizes other entitlements:

| Entitlement | Summary | Reference |
|------------------------|--|--|
| Civilian Reemployment | Detailed in the following web sites: <ul style="list-style-type: none"> • https://uscg.sharepoint-mil.us/sites/cg13/SitePages/CG-13.aspx • https://www.esgr.mil/ | |
| Educational Assistance | On or after September 11, 2001, a member of a RC is entitled to educational assistance under the Post-9/11 GI Bill if the member served on AD ISO a contingency operation for 90 consecutive days or more. | https://www.benefits.va.gov/gibill/post911_gibill.asp |
| Legal Readiness | <ul style="list-style-type: none"> • Members who are a substantial distance from home might consider executing a Power of Attorney to give another individual the right to act on the member’s behalf. Members should use <u>A Special Deployment Power of Attorney</u> over a General Power of Attorney. • Members should ensure they have an up-to-date will for distribution of assets and care of dependents in the event of death. • Members may want to set up a Living Will or Advanced Health Care Directive to advise the medical profession on the level of life support they wish to receive in the event the member is terminally ill. <p>These documents can also identify individuals who may make health care decisions for a member and provide direction to medical professionals about a member’s willingness to donate organs.</p> | Consult local Legal Office, or see the CG Legal Assistance site at: https://www.uscg.mil/Resources/legal/LMA/Legal_Assistance/ |
| Transportation | <ul style="list-style-type: none"> • Household goods storage for a Service member may be authorized as either “storage in transit” (SIT) or “special storage.” • A Service member is eligible to have one POV stored at Government expense when on a contingency operation for 31 or more days. | Ref (f) 020502 032903 032904 |

Table 10-9 Other Entitlements when Mobilized

D.15. **Mobilization Process for P&A Offices**

This process lists the tasks to be completed by the member’s P&A Office(both the Members P&A office and the one the mobilization site P&A office) when a Reservist is mobilized on AD in concert with Section D.5 of this chapter.

| Step | Who Does It | What Happens |
|------|--|---|
| 1 | Members P&A Office | <ul style="list-style-type: none"> • If requested sends letter to member's employer concerning mobilization status (see Figure 10-2). • Counsel member to ensure legal documents (will, Power of Attorney, and legal support documents) are up to date. • Ensures member has enough obligated service. • Advises member to make sure that dependents have a telephone number for reaching the member during mobilization, as well as the process for contacting the Red Cross in an emergency situation. • Advises member to verify that ID cards issued to the member and their dependent(s) will not expire while member is mobilized. • Advises member to update mailing/email addresses as well as direct deposit information in DA, as needed. • Advises member that changes in marital or dependency status while in a mobilization status need to be immediately reported to the P&A Office and/or SPO to avoid potential under/overpayments. • If the member is assigned outside their state of legal residence, confirms that state does not tax military pay while assigned outside the state. Advises member to review local state tax laws, and has member submit a change to their state tax withholding, if needed. |
| 2 | Mobilization Site P&A Office / Incident Command ADMIN UNIT | <ul style="list-style-type: none"> • Upon reporting to the mobilization site, verifies member's orders are endorsed to show date member reported, the mobilization unit's subsistence status, the quarters the member will occupy during mobilization, and the member's current dependent status. Forwards updates to member's P&A Office for processing. • Ensures member completes and submits travel claim to the mobilization Travel AO for approval and forwards claim to PPC (TVL). • Conducts appropriate security briefing (i.e. Vehicle/Access Passes and Information/Clearances). • Counsel member to verify dependency information on the DA generated BAH/Dependency Data form. Members can |

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| | | <p>update this information by submitting a Dependency Worksheet (CG-2020) to their P&A Office, if needed.</p> <ul style="list-style-type: none"> • Counsel member to verify beneficiaries on the Designation of Beneficiaries form (CG-2020D), or has member complete a new form if updates are needed. • Counsel member to verifies their Emergency Contacts in DA, making changes as needed. • Council member concerning SGLI benefits during mobilization (as detailed in this section). If member wishes to cover their spouse, opt out or reduce their coverage, they must do so by logging into SOES. • Counsel member concerning available Work Life Resources (Employee Assistance Program, Relocation Assistance Program, Transition Assistance Program, and Special Needs Program). • Counsel member on financial responsibilities. Advises member that if child support garnishments are being deducted from their civilian pay, the member needs to make arrangements for payment of such obligations while in a mobilization status; delinquent child support payments will be subject to involuntary collection from the member’s military pay under the Treasury Offset Program. • Has member affirmed they are not in receipt of a claim for disability compensation, pension or retired pay from the DVA. If so, the member is responsible for waiving the amount of compensation on days in which they received military pay. • Counsel member on availability of the Health care programs • Counsel member on Educational Assistance (if serving on AD ISO a contingency operation for 90 consecutive days or more). • Counsel member on the Reserve Income Replacement Program (RIRP). |
|--|--|---|

Table 10-10 Mobilization Process for P&A Offices

D.16. Sample Letter to Employer of Mobilized Reservist

[DoDM 7730.54, Volume 1](#), restricts Services from contacting Reservists’ civilian employers without the prior consent of the service member. See sample letter to employer below.

TO BE SENT TO EMPLOYER OF MOBILIZED RESERVIST

Dear Sir or Madam:

I am writing this letter to thank **the Employer** for your past support of **Member’s Full Name’s** participation as a valued member of U.S. Coast Guard **Unit – Long Title**. It is only with positive support from our Reserve members’ families and employers that the United States military services are able to protect the national interests of our country.

At this time I need to advise you that – due to recent events – **member** has been involuntarily called to active duty with our unit under Title **10/14** of the United States Code. As a **Yeoman Second Class** at **unit**, he/she is scheduled for deployment either within the United States or overseas as directed by proper authority. The orders are for a period of **###** days.

I am enclosing some information from the Employer Support of the Guard and Reserve (ESGR) that answers questions you might have concerning your rights and the employee’s rights under the law, and provides some resources to answer others.

I’d also like you to feel comfortable in contacting me personally, at **Phone Number / E-mail address**, should you still have questions or concerns. Once again, my personal thanks for the part your organization is playing in helping to keep America strong.

Sincerely,
Commanding Officer

Figure 10-2 Sample Letter to Employer of Mobilized Reservist

**D.17. SPO
Mobilization
Process**

This table provides the list of transactions to be completed by the member’s P&A Office when a Reservist is mobilized.

| Required / Optional | Transaction / Input | Reference |
|--|---|-----------|
| Required | Process Reserve Orders in DA. | Ref (c) |
| Required if primary residence is INCONUS | Starts BAH . Be sure the transaction contains the postal zip code of the member’s principal place of residence as prescribed in this section. | Ref (h) |

| | | |
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| Required if principal residence is INCONUS | Starts CONUS COLA (only if applicable). Be sure the transaction contains the postal zip code of the member's principal place of residence as prescribed in this section. | Ref (h) |
| Optional | Starts FSA-T or FSA-S . Submits <u>only</u> if a member with dependents meets requirements prescribed in this section. | Ref (h) |
| Optional | Starts OHA . Submits <u>only</u> if ordered to AD from an OUTCONUS residence. Be sure the transaction starts OHA based on the location of the primary residence. | Ref (h) |
| Optional | Start OUTCONUS COLA . Submits <u>only</u> if ordered to AD from an OUTCONUS residence. | Ref (h) |
| Optional | Issues Enlisted Uniform Allowance for Members Recalled from IRR or Retired Reserve. Consults with COMDT (CG-1332) for guidance. | CG-1332 |
| Optional | Starts Additional Reserve Officer Uniform Allowance. Submits <u>only</u> if the officer meets requirements prescribed in this section. | Ref (h) |
| Optional | <ul style="list-style-type: none"> • Starts Career Sea Pay (auto-starts if assigned to a CSP eligible unit). • Starts Coast Guard Standard Meal Rate (auto-starts if assigned to an ESM/EUM unit). • Starts Combat Tax Exclusion/Combat SGLI Allowance. • Starts Diving Duty Pay. • Starts Flight Duty Hazardous Duty Pay. • Starts Foreign Language Proficiency Pay. • Starts Hardship Duty Pay – Location. • Starts Hazardous Duty Pay for Visit, Board, Search and Seizure Boarding Teams. • Starts High-Pressure Chamber Hazardous Duty Pay. • Starts Hostile Fire/Imminent Danger Pay. • Starts Special Duty Pay. <p>Submits <u>only</u> if member meets the requirements prescribed in this section.</p> | Ref (h) |
| Optional | Starts Basic Needs Allowance (BNA). See special instructions in 8.E.4 and 8.E.5 of this publication. | Refs (h) & (y) |
| Optional | Requests Board Certified Pay for Physician Assistants. If member meets the requirements prescribed in this section, | Ref (h) |

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| | sends request to PPC (MAS) via Customer Care Trouble Ticket. | |
| Optional | Direct Deposit Account Change. If the member is unable to enter the DA transaction, the P&A Office or SPO will complete it. Required for Retired Recall. | PPC (P&D) Website |
| Optional | Mailing Address Change. If the member is unable to enter the DA transaction, the P&A Office or SPO will complete it. Required for Retired Recall. | PPC (P&D) Website |
| Optional | State Tax Change. If the member is assigned to duty outside their state of legal residence and requests that state tax withholding be stopped because their state does not tax military pay while stationed outside the state. Required for Retired Recall. | PPC (P&D) Website |
| Optional | Dependency/Emergency Data Change. If the member is unable to enter the DA transaction, the P&A Office or SPO will complete it. Required for Retired Recall. | PPC (P&D) Website |

Table 10-11 P&A Office /SPO Mobilization Process

D.18. Recall of Reserve Retired Members Process

Reserve retirees may be recalled to AD, at their consent, including both retired with pay (RET-1) and retired awaiting pay (RET-2) for voluntary orders such as ADOS and Extended Active Duty.

With a steady annual demand to recall retired reservists to AD, units are reminded that the procedure to request reserve expertise is to first solicit members of the Ready Reserve (SELRES and IRR) prior to soliciting retired reservists IAW ALCGRSV 053/22 and Reference (j). When a Ready Reserve solicitation produces no qualified candidates, the additional procedures to request Retired Recall for a reservist are listed on PSC-RPM's website: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/Reserve-Personnel-Management-PSC-RPM/RPM-1/Retired-Recall/>.

An approved physical examination is required prior to recalling a retired reserve member to active duty IAW Reference (k). Members not on active duty should request an RMP to receive the required medical evaluation at a CG clinic or pre-authorized MTF. The PSC-RPM-3 processing time required for RMPs without travel is three working days prior to the appointment. RMPs requiring travel orders require five working days to be processed. Urgent requests will be processed on a case-by-case basis.

The P&A process for activating retired Reservists is contained Section D.20.

| Step | Who Does It | What Happens |
|-----------------|--|---|
| 1 | Member | Submits official request via CG Memo. |
| 2 | CG PSC | PSC panels the request and, if approved, contacts the member and creates Recall Orders using the PCS module in DA. PSC forwards a copy of the recall memo to the P&A Office and to PPC (RAS) to have retired pay suspended. |
| 3 | PPC (RAS) | If member is retired with pay (RET-1), suspends Retired Pay. |
| 4 | Member | <ul style="list-style-type: none"> • Reports for AD. Notifies Supervisor and Duty Location P&A Office of arrival on date of arrival. • Completes check-in paperwork. • Completes a BAH/Housing Worksheet (CG-2025) and forwards to Command for signature. If married to another service member, submits a Member-Married-to-Member BAH Worksheet (CG-2025B) and forwards to Command. • Prepares and submits travel claim. • Verifies SGLI for self and spouse. • Updates mailing/e-mail address and direct deposit information in DA (if applicable). |
| CAUTION: | Member’s failure to notify the Supervisor and/or P&A Office they have reported for duty and/or not submitting required worksheets may result in delay of payment. | |
| 5 | Duty Location P&A Office | <p>Within two business days of notification:</p> <ul style="list-style-type: none"> • Verifies original recall orders and makes changes, as needed. • Notifies PPC (RAS), if retired pay has not stopped. • Ensures all required worksheets are filled out completely and correctly, and processes in DA. • Reports the member using PCS Orders - Reporting Endorsement user guide. • Notifies member’s SPO of any unique pay entitlements (SDP for example). • Arranges for member to be issued Active Duty ID card and Dependent Application. • If reaches 60 prior to end of orders, submits Age Waiver Request to COMDT as soon as possible. |

| | | |
|-----------------|--|---|
| | | <ul style="list-style-type: none"> • If retired awaiting pay at age 60 (RET-2), prepares transactions to transfer the member out of RET-2 status. • Uploads required source documentation to iPERMS IAW Reference (d). |
| CAUTION: | <p>Failure to notify the SPO that the member has reported for duty and/or not forwarding required forms may result in delay of payment.</p> | |
| 6 | SPO | <p>Within three business days of notification:</p> <ul style="list-style-type: none"> • Approves Reporting Endorsement using the PCS Orders - Reporting Endorsement user guide. • Starts any applicable pay entitlements. |
| WARNING: | <p><i>SPOs are responsible for proper payment and record keeping (e.g. supporting payment with written orders and source documentation) IAW Reference (e).</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 P&A Offices/SPOs from entering/approving transactions.</i></p> <p><i>AD 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 | Travel AO | Approves travel claim. |
| 8 | PPC (TVL) | Processes reporting travel claim. |
| 9 | P&A Office | Maintains pay and leave accounts. |
| 10 | Member | Submits periodic travel claim(s) to the Travel AO every 21 days IAW Reference (g) if entitled to per diem while in an AD status. |
| 11 | Travel AO | Approves travel claim(s). |
| 12 | PPC (TVL) | Processes travel claims. |
| 13 | Member | Notifies Duty Location P&A Office of desires concerning disposition of accrued leave (at least 45 days prior to demobilization unless exigent circumstances exist) via a CIW (CG-2045). |

| | | |
|--------------|---|--|
| 14 | Duty Location P&A Office | <p>At least 30 days prior to demobilization:</p> <ul style="list-style-type: none"> • Ensures member is physically qualified for release from AD. • Notifies SPO of any uncollected CG Mutual Assistance loan(s) that need to be collected from member's final AD pay. • Verifies the member's leave balances. • Verifies member's Person Profiles and inputs any missing competencies earned, awards issued or school completions in DA. • Completes Resume Retirement Orders in DA from the CIW (approved by P&A Office Supervisor/SPO). • Emails PPC (RAS) and ppc-dg-customer@uscg.mil notifying completion of recall, including effective date of last day of active service. • If retired awaiting pay at age 60 (RET-2), prepares transactions to transfer back to RET-2 status. • If the contingency operation was for a period greater than 30 days IAW Reference (s), prepares Certificate of Release or Discharge from Active Duty (DD-214). • Delivers RELAD documents (DD-214 and instructions for filing final travel claim) to member. |
| NOTE: | <p>When processing a Separation Order for a Reserve member, always approve the DD-214 before the member's official Separation Date. Once the Order Status has been set to Ready, the DD-214 should be Finalized.</p> | |
| 15 | CG PSC | Upon completion of the Recall period, enters and approves a Separation Authority in DA. |
| 16 | Member | Within three business days of completion of the recall orders, prepares and submits travel claim to the Travel AO IAW Reference (g). |
| 17 | Unit Travel AO | Processes member's travel claim within two business days IAW References (f) and (g). |
| 18 | PPC (TVL) | Processes settlement request for payment within 30 days IAW Reference (l). |
| 19 | PPC (SEP) | Processes final AD payment to member. Collects CG debts and overpayments. |

| | | |
|--------------|---|--|
| 20 | PPC (RAS) | If retired with pay (RET-1) or reached 60 th birthday during AD, starts/restarts retired pay. |
| NOTE: | If a RET-1 Reservist is recalled to AD and serves a period of AD greater than two years, their retired pay needs to be recalculated IAW Ref (u). | |

Table 10-12 Recall of Reserve Retired Members Process

D.19. Recall Rehires Process

The P&A Office follows the process in Table 10-12 of this section for Recall Rehires.

D.20. P&A Office Process for Recall of Reserve Retired Members

The P&A Office completes the following process to record the recall of a retired Reserve member in concert with Section D.18 of this chapter.

| Required/ Optional | Transaction/Input | Reference |
|-----------------------|---|---------------------------------------|
| Required | <ul style="list-style-type: none"> • Complete the Recall Rehire. • Complete PCS Departing/Reporting only if there was delay enroute. | PPC (P&D) Website |
| NOTE: | The PCS Departing/Reporting transaction is input and processed by CGPSC. P&A Offices and/or SPOs will need to modify the transaction only if authorized delay was required to report to PCS unit. | |
| Required | Emails PPC (RAS) and ppc-dg-customer@uscg.mil providing: <ul style="list-style-type: none"> • Name, Rank, and SSN of recalled retiree • Effective date and period of recall • TONO under which the recall is being affected • Reference the letter/message from CGPSC (RPM/OPM/EPM) which authorizes the recall | Chapter 3-C of this publication |
| NOTE: | The P&A Office and/or SPO shall also prepare the transactions prescribed in Table 10-12 of this section. | |

Table 10-13 P&A Office Process for Recall of Reserve Retired Members

| | |
|---|---|
| D.21. Travel Claims During Mobilization | Members must submit travel claims via the Travel System to be reimbursed for travel, lodging, meals, and incidental expenses. See Chapter 4, Sections K-P of this publication for additional information. |
| D.22. Special Procedures for Filing Travel Claims During Long-Term Mobilizations | For members on long term mobilization orders, who are entitled to per diem, it is beneficial to file a travel claim every 21 days IAW Reference (g. See PPC Travel site for additional information and guidance. |
| D.23. Special Procedures for Overlapping TDY Periods | Mobilized members on temporary duty (TDY) may be issued a second set of TDY orders to another location. This results in overlapping TDY periods involving multiple TONO(s) and requires special procedures. Members with overlapping travel TONO's need to submit multiple travel claims. See PPC Travel site for additional information and guidance.. |
| D.24. Member's Monthly Payslip Verification | <p>Members have the responsibility to review their payslip each month and report any discrepancies via the chain of command. The member must report any instance where:</p> <ul style="list-style-type: none"> • The payslip shows a pay entitlement to which the member is not entitled (refer to Tables 10-6 and 10-7 of this section). • The member continues to receive any allowances after being released from AD. <p>Members who are overpaid pay and allowances must repay such overpayments. Overpayments are collected in lump sum from a member's final separation pay, and from future ADT or IDT earnings to which the member is entitled after release from AD.</p> |
| D.25. Unit Verification of Mobilized Reservists | Units shall maintain a monthly roster of recalled members to verify and ensure that those members are removed from a mobilization status in a timely manner and <u>not overpaid</u> . |
| D.26. Continuation on Active Duty | A mobilized member's orders may be extended by the District (DXR), LOG-1, PAC-13 or CGCYBER. Alternatively, a member may complete the initial mobilization assignment and be issued new long-term/short-term AD orders (ADT, ADOS, Title 14, EAD, etc.). |
| D.27. Waivers | Review of Activation of Reserve Component Reference (j) is required to verify any limitations or needed waivers for continuation on Active Duty. |
| D.28. Continuation Process | If a member's orders are extended, or the member is to be issued new orders immediately following completion of the recall orders, the District (DXR)/LOG-1/PAC-13/CGCYBER shall notify the member and the |

member’s P&A Office. The P&A Office shall record the extension in DA as follows:

| If | Then | Reference |
|---|---|---|
| Reservist is extended under Involuntary Title 10 orders | SPO amends the member’s current Reserve orders in DA using the Amend Reserve Active Duty Orders user guide to reflect the new expected Order End Date; CIW (CG-2045) is not required. | PPC (P&D) Website Ref (c) |
| NOTE: | Use this process only if amending the end date of the original orders and there is no change in the member’s status. Short term ADOS orders cannot be extended beyond 180 days. | |
| Reservist is extended under Voluntary (ADOS-AC) orders | SPO amends the member’s current Reserve orders in DA using the Amend Reserve Active Duty Orders user guide to reflect the new expected Order End Date; CIW (CG-2045) is not required. | PPC (P&D) Website Ref (c) |
| NOTE: | Use this process only if amending the end date of the original orders and there is no change in the member’s status. If the status changes, e.g. Title 10 to EAD, create a new set of orders. Complete a RELAD for all Involuntary orders or ADOS greater than 180 days. | |
| Reservist is released from Title 10 orders and <u>immediately</u> placed, under a different set of orders, on further AD for any period | <ul style="list-style-type: none"> • P&A Office creates a new set of Reserve orders in DA using the Reserve Active Duty Orders Processing user guide to record the new Reserve period. The new orders must have an effective date of the day after release from Title 10 orders; CIW (CG-2045) is not required. • P&A Office enters BAH in DA using the Start BAH for Reserve Orders user guide. If the member is not assigned government quarters and a PCS move authorized, be sure the transaction shows a BAH Postal Code of the member’s duty station locale (<u>not</u> the postal code of the member’s principal place of residence). If no PCS authorized, continue BAH at member’s principal place of residence. • P&A Office enters CONUS COLA (or OCONUS COLA) in DA using the Start CONUS COLA (or Start/Stop/Correct/Approve OUTCONUS COLA) user guide (if applicable). Be sure the transaction | PPC (P&D) Website Ref (c) Ref (h) |

| | | |
|--|---|--|
| | shows a Postal Code of the member’s duty station locale (<u>not</u> the postal code of the member’s principal place of residence) if PCS is authorized. If no PCS authorized, continue CONUS COLA (or OUTCONUS COLA) at member’s principal place of residence (if applicable). | |
|--|---|--|

Table 10-14 Continuation on Active Duty Process

D.29. Release Site

Recalled Reservists shall be RELAD at the same site at which they were initially ordered to report IAW Chapter 6 of Reference (j). Exceptions are granted on a 'case-by-case' basis. District (DXR)/LOG-1/PAC-13/CGCYBER shall be the approving level for these exceptions as requested by units.

D.30. Demobilization Process

Use this table to demobilize Reservists.

| Step | Who Does It | What Happens |
|------|--|---|
| 1 | Mobilization Site P&A Office / Incident Command ADMIN UNIT | Once the member is identified for demobilization: <ul style="list-style-type: none"> Coordinates demobilization and transfer to unit from which the member was initially ordered to report (RELAD Unit) with District (DXR)/LOG-1/PAC-13/CGCYBER and member’s P&A Office. Ensures member is approved for demobilization. . |
| 2 | Member | Completes CIW (CG-2045) to denote desires concerning disposition of accrued leave. works with Mobilization Site P&A Office/ ADMIN unit. |
| 3 | Mobilization Site P&A Office/ Incident Command ADMIN UNIT | Records or forwards to member’s P&A Office any medals/awards/competencies earned by the member while in a mobilization status in DA. |
| 4 | Member | At least 30 days prior to demobilization: <ul style="list-style-type: none"> Updates mailing/email address (and direct deposit information, if needed) in DA. |
| 5 | Members P&A Office | At least 15 days prior to demobilization: if possible <ul style="list-style-type: none"> Completes Separation transaction in DA (approved by P&A Office Supervisor/SPO). |

| | | |
|--------------|---|---|
| | | <ul style="list-style-type: none"> prepares Certificate of Release or Discharge from Active Duty (DD-214) and sends to mobilization unit for delivery to the member if needed. |
| NOTE: | <p>DD-214 Issuance guidelines: IAW reference (s) Non-contingency 90 days or more continuous service Contingency-31 days or more continuous service</p> | |
| NOTE: | <p>When processing a Separation Order for a Reserve member, always approve the DD-214 before the member’s official Separation Date. Once the Order Status has been set to Ready, the DD-214 should be Finalized.</p> | |
| 6 | Member | Upon receipt of DD-214, verifies the information on it and notifies their P&A Office of any discrepancies. |
| 7 | RELAD Unit | By the Date of RELAD, delivers the Final DD-214 and instructions for filing the final travel claim to the member. |
| 8 | PPC (SEP) | On the Date of RELAD, (if the RELAD is completed timely), PPC (SEP) verifies the final payment and the member receives payment on the following pay day. |
| NOTE: | <p>If member will be continuing on AD (e. g. Immediately begins a new set of orders following completion of mobilization orders), the demobilization process does not begin until the member completes the new set of orders. (See D.26 and D.27 of this section.)</p> | |

Table 10-15 Title 10 Demobilization Process

D.31. Mobilization Site Demobilization Process The Mobilization Site uses this process, along with the Separation Processing Section (3-F) of this publication, to release a mobilized Reservist from AD.

| Step | Action |
|------|--|
| 1 | <ul style="list-style-type: none"> Ensures member is approved for release from AD. Informs member to schedule a physical examination, if one has not been completed within the past 12 months (the type of exam is dependent on the length of the orders (Routine vs. Expeditionary) IAW References (k) and (r). If done within 12 months, complete a Health Screening Assessment (DD Form 2697), which is done in conjunction with the PHA depending on the member’s status (RELAD from orders greater than 30 days/IRR changing status to |

| | |
|--------------|---|
| | <p>SELRES or AD). If greater than 179 days, the member is required to have a Separation History and Physical Exam (SHPE) IAW Reference (r).</p> <ul style="list-style-type: none"> • Informs member to document all medical problems in the member's health record and complete a line of duty determination if there is a medical problem. • Ensures compliance with the Post-Deployment Health Assessment Program (requirement depends on operation). |
| NOTE: | <p>The requirement for an SHPE and Mental Health Assessment (MHA) upon RELAD following an involuntary mobilization shall not apply with respect to a member of the reserve component unless member is retiring, or being discharged or dismissed, from the armed forces IAW References (v) and (w).</p> |
| 2 | Ascertains member's desires concerning disposition of accrued leave via completion of a CIW (CG-2045) at least 45 days prior to separation or departure on terminal leave (whichever occurs first). |
| 3 | Counsels the member to verify that member and dependents have the appropriate military ID card(s). |
| 4 | Counsel member concerning transitional health-care benefits. |
| 5 | Provides information to member concerning civilian reemployment rights. |
| 6 | Counsel member that, if SGLI and/or Family SGLI coverage were automatically increased to the maximum upon mobilization, and the member does not desire continued maximum coverage after demobilization, the member must update their coverage in SOES. |
| 7 | Ensures that any medals/awards, competencies and school completions earned by the member are recorded in DA or forwarded to members member's P&A Office |
| 8 | Completes a special "MEMO" evaluation prior to departure if member is a mobilized Reservist TDY from parent unit and it has been more than 92 days since member's last review and member has been mobilized for more than 92 days and is returning to permanent command. |
| 9 | Advises member to update their mailing/email address (and direct deposit information, if needed) in DA. |
| 10 | Ensures member has instructions for filing final travel claim. |
| 11 | Ensures member does not have pending UCMJ action. |
| 12 | Conducts appropriate security debriefing (i.e. Vehicle/Access Passes). |

| | |
|----|---|
| 13 | Notifies Member’s P&A Office if member has uncollected CG Mutual Assistance loan(s) that needs collection from final AD pay. |
| 14 | Informs member of CG Education Quick Reference Guide found in Appendix C of the Standard Operating Procedures (SOP) for Coast Guard’s Training System Education Services Officer (ESO) Volume II Registrar’s Office (RO) Resource Guide . |
| 16 | Counsel member on Health care programs |

Table 10-16 P&A Office Demobilization Process

D.32. Medical Readiness

If a member, on AD orders, incurs or aggravates an injury, illness or disease in the line of duty, the command (with member’s consent) may request Medical Hold (Med Hold) orders, Active Duty for Health Care (ADHC) orders, or Notice of Eligibility (NOE) (as appropriate) to PSC-RPM-3 IAW Ref (c), Chapter 6. The request shall include whether the member is:

- Physically fit for military duty, but requires further medical evaluation or treatment prior to release from AD.
- Found not physically qualified for separation or retention and not physically qualified for military duty.

For further guidance on Reserve Incapacitation Benefits, see Section 10-I of this publication.

D.33. Post-Deployment Health Assessment

All Reservists called to AD for 30 days or longer ISO any expeditionary deployment per Reference (k), will have a Post-Deployment Health Assessment (PDHA) completed at the time of redeployment/RELAD. Directed requirements contained in the PDHA program include:

- Completion of the four-page, revised [DD form 2796](#) Post-Deployment Questionnaire.
- A face-to-face health assessment with a trained health care provider.
- A blood sample from all redeploying personnel.
- A quality assurance program to ensure compliance.

D.34. P&A Office/SPO Demobilization Process

P&A Offices and/or SPOs can use this process, along with the Separation Processing Section (3-F) of this publication and Section D.30 of this chapter, to release a mobilized Reservist from AD within 20 days of the member’s release date.

Personnel ordered to AD in time of national emergency declared by either the President or Congress, or in time of war declared by Congress, shall be issued a DD-214 upon release from AD, if the contingency operation was for a period greater than 30 days IAW Reference (s).

| Step | Action | Reference |
|-------|--|--|
| 1 | <ul style="list-style-type: none"> If notification of demobilization is received late (within 20 days of the member’s release date), submits an email for expedited separation as prescribed in Section 3-E of this publication. If member’s intentions change within 15 days of the Separation/DEMOB date notifies PPC (SEP) via email. | PPC (P&D) Website Ref (c) |
| NOTE: | <p>Leave sold by member mobilized under Section 12302 (Partial Mobilization) orders for 31 to 365/366 days in duration is not subject to the 60 day career maximum limit.</p> | |
| 2 | Enters and approves Stop Family Separation Allowance transaction in DA, if applicable. | Ref (h), Chapter 3-H |
| 3 | Completes and approves the Separation transaction in DA. | PPC (P&D) Website |
| NOTE: | <p>Members with remaining SELRES drill obligation cannot be assigned to IRR or ISL.</p> | |
| 4 | Verifies that a special “MEMO” evaluation was completed, if applicable. | Ref (q) |

Table 10-17 SPO Demobilization Process

D.35. TRICARE Benefits/ Process

The FY18 National Defense Authorization Act improves significantly the overall health benefits available to guardsmen, Reservists and their families and makes permanent several of the TRICARE benefits authorized “temporarily” under previous defense legislations while extending secretarial authorization for others.

Members must make sure all family members are enrolled correctly in DEERS

| TRICARE Benefit | Process |
|---|---|
| <p>(1) Pre-mobilization coverage (E-ID). Coverage begins the later of:</p> <ul style="list-style-type: none"> (a) Up to 180 days before AD commences: or (b) E-ID Notification date. | <p>The P&A Office issuing the orders must put the date the member was actually notified of the orders on the Contingency section of the Reserve Orders tab.</p> <p>24 hours after the orders have been set to Authorized, PPC will transmit data to DEERS to reflect pre-mobilization coverage. These</p> |

| | |
|--|---|
| <p>Coverage ends the day before the AD condition starts in DEERS IAW DoDM 7730.54, Volume 1, Enclosure 9.</p> | <p>transmissions only occur Monday-Friday, excluding holidays. Member can verify proof of TRICARE coverage via Get Proof of TRICARE Coverage.</p> |
| <p>(2) Post-mobilization coverage (free of charge). Coverage for 180 days from the date the Reservist is released from AD. [P.L. 115-91, Sec 511]</p> | <p>See Sections D.38 thru D.42 on the next page for Transitional Assistance Management Program (TAMP). Refer to Sections D.38 thru D.42 for additional information.</p> |
| <p>(3) TRICARE RESERVE SELECT (TRS), (Optional post-mobilization coverage (premium-based)). Coverage available after the 180-day post mobilization benefit expires. Coverage is available to any Reservist mobilized since 9/11/01 and served on AD for at least 90 days (less if the member disabled). Prior to demobilization, Reservist must sign an agreement to continue to serve in the SELRES for one or more years following demobilization. Coverage period is the lesser of: (a) one year for each period of 90 days continuous served: or (b) number of whole years Reservist agrees to continue to serve in the SELRES. [P.L. 108-375, Sec 701]</p> | <p>Reservist enters into a service agreement before leaving AD. Those electing to participate must log into the DMDC Beneficiary Web Enrollment (BWE) and:</p> <ul style="list-style-type: none"> • Select "Purchase Coverage" and follow the instructions. • Print and sign the completed RC Health Coverage Request Form (DD Form 2896-1). (If member does not qualify, member won't be able to complete or print the form.) • Member may purchase the plan at any time throughout the year. Member must mail or fax the completed DD Form 2896-1, along with the initial premium payment, to their regional contractor within the specified deadline. • 2 month premium will be required to enroll/re-enroll |

Table 10-18 TRICARE Benefits/Process

D.36.
Transitional Assistance Management Program (TAMP)

TAMP provides Reservists and their dependents 180 days of transitional health care benefits upon completion of orders defined by Title 10 U.S.C. 101(a)(13). The FY18 National Defense Authorization Act, Public Law 115-91 amended Title 10 U.S.C. under section 12304b of this title or a provision of law referred to in section 101(a)(13)(B) of this title. Additional information regarding TAMP eligibility and enrollment options is available at www.tricare.mil/TAMP or by calling the Coast Guard Health Benefits help line at 1-800-9HBA-HBA.

- D.37. TAMP Eligibility** Reserve member separating from more than 30 consecutive days of active duty served for support of a contingency operation
-
- D.38. TAMP DEERS Enrollment** After the completion of qualifying orders, Reservists and their dependents are coded as TAMP-eligible in DEERS and will automatically be covered under TRICARE Standard. During TAMP, a Reservist may enroll or re-enroll in TRICARE Prime, including US Family Health Plan, offered in certain designated service areas of the United States and overseas. TAMP status is not changed in DEERS unless the member executes new orders greater than 30 consecutive days. Members on Active Duty for Training (ADT) or Inactive Duty Training (IDT) maintain TAMP status within DEERS.
-
- D.39. TAMP Eligibility While Serving on Non-Contingency Orders** For TAMP eligible Reservists who execute non-contingency orders in excess of 30 days, such as ADOS, TAMP eligibility continues to run concurrently with the orders if there is at least a one day break between sets of orders. If they are back-to-back orders, the TAMP period will not begin until the non-contingency set is complete. Members released from non-contingency orders must contact their assigned P&A Office, DEERS, and Managed Care Support Contractor (MCSC) (regional TRICARE office) to ensure TAMP eligibility.
-
- D.40. New Contingency Orders** Reservists who execute new contingency orders of greater than 30 consecutive days, as defined in Title 10 U.S.C. 101(a)(13), would earn a new 180-day period of TAMP upon release from AD.
-

Section E: Title 14

E.1. Introduction This section establishes pay and personnel procedures for Title 14 U.S.C., Section 3713, which provides authority to effect **involuntary** recall of ready Reservists to AD ISO domestic natural or man-made disasters. This section also provides processes, guides, and information required to complete the tasks associated with Title 14.

Reservists may be involuntarily recalled for a maximum of 60 days in any four-month period, or 120 days in any two-year period. There are no exceptions to the AD limitation. All Ready RES MBRs shall receive a minimum of 48 hours advance notification for any involuntary recall.

NOTE:

In conjunction with mobilization of Title 14 involuntary recall orders, Reservists with critical skills may be offered voluntary Short Term Active Duty for Operational Support (ADOS) orders under Title 10 U.S.C. 12301(d) for the duration of no more than 180 days, after the initial 60 days of Title 14 has been completed.

E.2. References

- (a) [Human Capital Management Military Human Resource Business Process Standardization site](#)
- (b) [Activation of the Reserve Component, COMDTINST M3061.2](#)
- (c) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
- (d) [Coast Guard Military Human Resource Record \(CGMHRR\) System, COMDTINST 1080.10 \(series\)](#)
- (e) [U.S. Coast Guard Certifying and Disbursing Manual, COMDTINST M7210.1 \(series\)](#)
- (f) [Joint Travel Regulations \(JTR\)](#)
- (g) [Government Travel Charge Card \(GTCC\) Program Policies and Procedures, COMDTINST M4600.18 \(series\)](#)
- (h) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
- (i) [Defense Travel Management Office](#)
- (j) [DOD Instruction 1000.13, Identification \(ID\) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals](#)
- (k) [Coast Guard Medical Manual, COMDTINST M6000.1 \(series\)](#)
- (l) [Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1 \(series\)](#)

- (m) [Reserve Force Readiness System \(RFRS\) Staff Element Responsibilities, COMDTINST 5320.4 \(series\)](#)
- (n) [Military Assignments and Authorized Absences, COMDTINST M1000.8 \(series\)](#)
- (o) [Special Duty Pay \(SDP\), COMDTINST 1430.1 \(series\)](#)
- (p) [Certificate of Release or Discharge from Active Duty, DoDI 1336.01](#)
- (q) [DoD Financial Management Regulation, Volume 7a: Military Pay Policy - Active Duty And Reserve Pay](#)
- (r) [Reserve Duty Status and Participation, COMDTINST 1001.2 \(series\)](#)
- (s) [31 U.S. Code 3902](#)
- (t) [Coast Guard Military Medals and Awards Manual, COMDTINST M1650.25 \(series\)](#)
- (u) [National Defense Authorization Act for Fiscal Year 2022, S.1605](#)
- (v) [ALCOAST 204/24](#)
- (w) [Basic Needs Allowance, DoDI 1341.15](#)

**E.3. Title 14
Activation/
Mobilization
Process**

The process required to facilitate the rapid deployment of personnel requires an understanding of the roles and responsibilities of all entities involved, including the Permanent Unit; District (DXR)/LOG-1/PAC-13/CGCYBER; Surge Staffing Section (SSS); Senior Enlisted Reserve Advisor (SERA); Reserve Force Readiness System (RFRS); Mobilization Site P&A/SPO and the SELRES Member.

Coast Guard Business Intelligence (CGBI), Direct Access Mobilization (DA), Homeland Security Information Network (HSIN) (a DHS system) and the Travel System are applications used in the activation/mobilization process.

For Reservists assigned to Deployable Forces Units, PAC-13 will assume the role of the District (DXR).

NOTE:

The Contingency Recall Checklist found in Appendix C of Reference (b) should also be used when a situation requires the recall or release of Reserve and retiree personnel.

| Stage | Who Does It | What Happens |
|-------|---|---|
| 1 | Assistant Commandant for Reserve (CG-R) | Delegates recall authorization for Title 14 to Atlantic Area (LANTAREA), Pacific Area (PACAREA), LOG-1 and CGCYBER each year IAW Reference (b). |
| 2 | Area/LOG-1/CGCYBER | <ul style="list-style-type: none"> • Issues involuntary recall authorization message to Districts. |

| | | |
|--------------|-----------------------------------|---|
| | | <ul style="list-style-type: none"> • When a District or Area can't fill a vacancy organically, they submit a Request for Forces (RFF) to the Personnel Service Center – Surge Staffing Section (PSC-SSS). • Provides reporting procedures and recall guidance. |
| 3 | Unified/Incident Command | <ul style="list-style-type: none"> • Coordinates mobilization needs to identify Reserve member's for mobilization. Provides clear information on berthing and messing facilities at the mobilization site to the District (DXR), RFRS and field units |
| NOTE: | | <p>CG213-RR, Request for forces (RFF) procedures to be determined by Incident Command in coordination with local DXR.</p> |
| 4 | PSC-SSS | <ul style="list-style-type: none"> • Creates slates to identify volunteers and candidates for "Select and Direct". • Forwards slates to sourcing partners (LOG-1, DXRs, RFRS, PAC-13, LANT-51, CGCYBER). |
| 5 | DXR/ LOG-1/ PAC-13/ CGCYBER | <ul style="list-style-type: none"> • Receives tasking from Operational Commander or PSC-SSS. • Engages with Sectors for SELRES activation candidates. • Sector identifies SELRES for activation. • Verifies SELRES does not require a 16/18 year waiver. • Verifies Dwell time for SELRES with previous Title 14 orders. • Issues Title 14 mobilization message. • Verifies the DA requirement was sourced by PSC-SSS. • De-obligates funds/cancels previously approved ADT-AT orders that overlap with Title 14 activation, if applicable. |
| 6 | District (DXR)/ DCMS Units | Solicits units for SELRES volunteers within the AOR who are mobilization ready. |
| 7 | District (DXR)/ LOG-1/PSC-SSS | <ul style="list-style-type: none"> • Identifies SELRES for mobilization. • Sources SELRES in DA Mobilization component (MOB). • Releases T14 Recall Message. |
| 8 | Unit RFRS Staff/ P&A Office | <ul style="list-style-type: none"> • Notifies SELRES members of recall. • Verifies all readiness requirements (Annual Screening Questionnaire, medical, dental, security, current |

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| | | <p>enlistment/contract, weight standards, etc.) are met IAW Reference (c).</p> <ul style="list-style-type: none"> • Verifies no other duty/drills are scheduled during timeframe desired. • Ensures member has enough obligated service. |
| 9 | Members P&A Office | <ul style="list-style-type: none"> • Prepares Reserve orders in DA using the Reserve Active Duty Orders user guide and routes for authorization to: <ul style="list-style-type: none"> ➤ PAC-13, Deployable Specialized Forces (DSF) ➤ LOG-1, Deputy COMDT for Mission Support (DCMS) ➤ District (DXR), Area/District ➤ CGCYBER • Ensures that the person the request is routed to will be available to process the request. • Verifies with member that all dependent information is current, including all required documentation for the CGMHRR, such as Birth Certificates, Marriage Certificate/Divorce Decree, Social Security Card, CG-2020D. • Verifies with member personal and recall information in DA. • Assists members with Accounts/Travel Reservations/Authorizations and Advances, as needed in the Travel System • Processes GTCC increases as needed. • Advises member to update dependent ID cards for orders 30 days or more. • Prepares and sends letter to member’s employer notifying of the recall status. (see Figure 10-2) if requested |
| NOTE: | | <p>Orders issued under Title 14 USC 3713 require specific Order Notes entry into DA. Refer to the Reserve Active Duty Orders Processing user guide.</p> |
| 10 | SERA/ Supervisor Prior to Mobilization | <ul style="list-style-type: none"> • Verifies Individual Readiness and date completed in CGBI: <ul style="list-style-type: none"> ➤ Periodic Health Assessment (PHA) ➤ Immunizations ➤ Individual medical equipment |

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| | | <ul style="list-style-type: none"> ➤ Medical readiness labs ➤ Dental ➤ Weight ➤ Deployment Limiting Medical Condition (DLMC) ➤ Annual Screening Questionnaire (ASQ) ➤ Mandated Training (MT) • Verifies: <ul style="list-style-type: none"> ➤ Family plan ➤ Power of Attorney (as needed) ➤ Mutual Assistance ➤ Financial accountability (automatic bill pay) ➤ Any logistical issues with regards to activation ➤ Member has a GTCC with increased limit and current pin. ➤ Member has a Common Access Card (CAC) with current certificates and passcode. • Counsels the member on HSWL resources. • Counsels the member regarding medical benefits/privileges, and dependent ID card authorization. |
| 11 | PAC-13/LOG-1/ DXR/ CGCYBER | <ul style="list-style-type: none"> • Reviews and authorizes the orders using the Reserve Orders Authorization user guide. • Notifies the member’s P&A Office that the orders are authorized (includes the member’s name and EMPLID). |
| 12 | Member’s P&A Office | <ul style="list-style-type: none"> • Within two business days of notification, verifies orders are completed correctly. If funding is correct, routes the orders to the P&A Supervisor using the Reserve Specific Reserve Active Duty Orders Processing user guide. • Notifies P&A Supervisor that the orders are authorized and awaiting approval. • Yeoman with By Direction authority reviews and signs the orders. <ul style="list-style-type: none"> ➤ If minor changes are required (i.e. an order note is missing or incorrect), P&A Office must make corrections within two business days. ➤ To amend duty dates, follow the steps in the Amend Reserve Active Duty Orders guide. ➤ Any changes to orders resulting in changes to funding must be approved by PAC-13/LOG-1/District (DXR)/CGCYBER. The appropriate Approving Official |

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| | | <p>must notify the member’s P&A Office with determination within two business days.</p> <ul style="list-style-type: none"> • Provides signed Reserve Orders to member. |
| | WARNING: | <p><i>Title 14 Orders cannot be extended beyond 60 days. 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 P&A Offices/SPOs from entering/approving transactions.</i></p> <p><i>AD 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> |
| 13 | P&A Supervisor | <p>Within two business days of notification, reviews and approves the orders, placing them in a “Ready” status using the Reserve Specific Reserve Active Duty Orders Processing user guide.</p> |
| 14 | Member | <ul style="list-style-type: none"> • Provides civilian employer a copy of the orders. • Reports for mobilization duty. Notifies Supervisor and Mobilization Site P&A Office / ADMIN UNIT of arrival on date of arrival. • Completes Mobilization site check-in requirements. • Completes a BAH/Housing Worksheet (CG-2025) (if any dependency change has occurred, OR if one was not completed within the past 365 days) IAW Reference (i) and ACN 089/19 and forwards to the Command. If married to another service member, completes a Member-Married-to-Member BAH Worksheet (CG-2025B) and forwards to Command. • Prepares and submits travel claim to the Travel AO for approval and forwarding to PPC (TVL). • Verifies (in MilConnect) their SGLI and medical benefits for self and dependents, 48 hours after the SPO places orders in an “En route” status. • Updates mailing/email address and direct deposit information in DA (if applicable). |

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| <p>CAUTION:</p> | <p>Member’s failure to notify the Supervisor and/or Mobilization Site P&A Office that they have reported for duty and/or not submitting required worksheets may result in delay of payment.</p> | |
| <p>NOTE:</p> | <p>Mobilization Site support by the local P&A Office/ Incident Command ADMIN UNIT and the member’s P&A Office are based on the situation and resources available at the mobilization site. During situations with a high surge of personnel full P&A functionality on-site may be limited. In such cases, member’s P&A Office take the lead, handling critical tasks like initiating/stopping pay and entitlements coordinating with SPOs on transactions, processing RELAD separations (if applicable), and issuing DD-214s</p> <p>***Maintaining open and consistent communication between members, the mobilization site, and member’s P&A Office are essential for a smooth and efficient mobilization process.</p> | |
| <p>15</p> | <p>Mobilization Site P&A Office/ Incident Command ADMIN UNIT</p> | <ul style="list-style-type: none"> • Verifies orders and makes changes, as needed. • Ensures all reporting paperwork is complete and correct and routes to the member’s P&A Office. • Notifies member’s P&A Office that the member has reported for duty. |
| <p>16</p> | <p>Regularly Assigned P&A Office</p> | <ul style="list-style-type: none"> • Within two days of notification, verifies orders and makes changes, as needed. • Ensures all reporting paperwork is complete and correct, and routes the orders using the Reserve Specific Reserve Active Duty Orders Processing user guide. • Enter/ Update all applicable entitlements IAW reference (h) also review Section L of this document. • Notifies SPO that member has reported for duty and is awaiting orders approval. • Uploads required source documentation to iPERMS IAW reference (d). |

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| CAUTION: | | Failure to notify the SPO the member has reported for duty and/or not forwarding required forms may result in delay of payment. |
| 17 | SPO | <ul style="list-style-type: none"> • Within three business days of notification, reviews and approves the orders, placing them in an “En route” status using the Reserve Specific Reserve Active Duty Orders Processing user guide. This triggers the start of AD DEERS entitlements. • Ensures that the Reserve Order Begin Job row populated correctly. • Then starts any applicable pay entitlements. |
| WARNING: | | <p><i>SPOs are responsible for proper payment and record keeping (e.g. supporting payment with source documentation) IAW Reference €.</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 P&A Offices/SPOs from entering/approving transactions.</i></p> <p><i>AD 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> |
| 18 | Travel AO | Approves travel claim. |
| 19 | PPC (TVL) | Processes reporting travel claim. |
| 20 | Mobilization Site P&A Office | Assists member during mobilization. (See note) |
| 21 | Member | Submits periodic travel claim(s) to the Travel AO every 21 days IAW Reference (g) if entitled to per diem while in a mobilization status. |
| 22 | Travel AO | Approves travel claims. |
| 23 | PPC (TVL) | Processes travel claims. |

Table 10-19 Title 14 Mobilization Process

**E.4. Title 14
Demobilization
Notification**

The mobilization site DXR/SSS will send a daily message listing of Reservists released from AD. The message is sent to the member's unit and P&A Office. The demobilization message provides the following information:

| Field | Description |
|--------------|---|
| LAST NAME | Member's last name |
| EMPLID | Member's employee ID number |
| DEMOB | Date member was processed via mobilization site demobilization procedures |
| NOTE: | <p>The demobilization date is not the member's last day of AD (Orders Actual Duty End Date field). The member is permitted travel time and may have been granted compensatory liberty or is taking leave. Leave information will be sent to member's home command SPO.</p> |
| RTN TVL | Date of travel to return to home. If the member is not taking leave, this would be the last day of AD and should be used for the Actual Duty End Date field on the orders. |
| ORDER END | The Actual Duty End Date as specified on the member's original or amended original order. The Actual Duty End Date on the member's orders will need to be amended if the member was released from AD earlier than planned. |
| HOME COMMAND | Name of member's unit |

Figure 10-20 Title 14 Demobilization Notification

**E.5. Sample
Demobilization
Message**

Below is a Title 14 sample Demobilization message.

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SUBJECT: TITLE 14 TDY DEMOBILIZATION
A. OBTAINING PERSONNEL RESOURCES TO MEET REQUIREMENTS,
COMDTINST M5400.1A
B. PERSONNEL, PAY AND PROCEDURES MANUAL, PPCINST M1000.2B CH
11.A.13

1. THE BELOW MEMBER HAS BEEN DIRECTED TO DEMOBILIZE FROM
WESTERN RIVERS HIGH WTR - 2019 AND RETURN TO HOME UNIT: DD-IPF
DETROIT.

-----
NAME:EMC JOE COASTIE
EMPLID: 1234567
DA MOB RTN NUMBER:10001234-10001
REPORT DATE: 03/22/2019
REPORTING LOCATION: USCGC GASCONADE: OMAHA, NEBRASKA
DEMOB DATE: 04/05/2019
DEMOB LOCATION: DETROIT, MI
HOME UNIT: DD-IPF DETROIT
ORDERS END DATE: MEMBER MUST SUBMIT CG-2045.
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Figure 10-4 Sample Demobilization Message

**E.6. Title 14
Demobilization
Process**

Use this process to administratively demobilize SELRES upon returning to the permanent unit.

| Step | Who Does It | Action |
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| 1 | Member | Notifies Mobilization Site P&A Office / Incident Command ADMIN UNIT of desires concerning disposition of accrued leave via a C-W - CG-2045 . |
| 2 | Mobilization Site P&A Office / Incident Command ADMIN UNIT | <ul style="list-style-type: none"> Ensures member is approved for demobilization. Verifies the member’s leave balances. Coordinates demobilization in advance with member, member’s P&A Office and District (DXR)/LOG-1/PAC-13/CGCYBER. Enters Armed Forces Reserve Medal (AFRM) with M Mobilization Device. "From" and "To" dates should be the same as the orders’ begin and end dates if required Forwards any other awards or training certificates earned while deployed to member’s members P&A Office. |

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| <p>NOTE:</p> | <p>Members must return to the same Reserve Status from when they were mobilized. Any changes to Reserve Status must be requested using the Change in Reserve Component Category (RCC) form (CG-1001).</p> | |
| <p>3</p> | <p>Member's P&A Office</p> | <ul style="list-style-type: none"> • Notifies SPO of any uncollected CG Mutual Assistance loan(s) that need collection from member's final AD pay. • Ensures paperwork is complete and correct, and creates RELAD Separation Orders in DA from the CIW using the REL-D - AD to SELRES or IRR user guide • Forwards member's CIW to SPO to finish the orders. • Finalizes pay transactions and Reserve Orders completion in DA. • Verifies member's Person Profiles and inputs any missing competencies earned, awards issued or school completions in DA. Prepare a Certificate of Release or Discharge from Active Duty (DD214) (See note below) • Instructs SELRES member to report to local DEERS office with a copy of their Reserve Orders. • Counsels SELRES member regarding TSP elections. • Ensures GTCC is lowered to appropriate limit. • Assists member with final travel claim in the Travel System. • Informs member of proximity to 16/18 years of time in service. • Counsel member to validate their current SGLI coverage in MilConnect. • Informs member of IDT drill requirements and ADT status for the remainder of the current FY. • Verifies with local RFRS or District (DXR)/LOG-1/PAC-13/CGCYBER staff of any pending medical actions. |
| <p>4</p> | <p>Member</p> | <p>On last day of duty, notifies Supervisor and Mobilization Site P&A Office/ Incident Command ADMIN UNIT/ Resource UNIT of departure from duty and return home status.</p> |
| <p>CAUTION:</p> | | <p>Member's failure to notify the Supervisor and/or Mobilization Site P&A Office that they have departed from duty may result in overpayment.</p> |

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| NOTE: | | <p>DD-214 Issuance guidelines: IAW reference (p) Non-contingency 90 days or more continuous service Contingency-31 days or more continuous service</p> |
| 5 | Member's P&A Office | <ul style="list-style-type: none"> • Delivers demobilization documents to member (DD-214 and instructions for filing travel claim). • Within two business days of notification from member of departure from duty, processes the orders using the Reserve Active Duty Orders Processing DA user guide. • Notifies the SPO via email that member has departed from duty awaiting orders approval. |
| 6 | SPO | <ul style="list-style-type: none"> • Within three business days of notification, reviews and approves the orders, placing them in a “Finished” status using the Reserve Active Duty Orders Processing DA user guide. • Once orders are in a FINISHED status: <ul style="list-style-type: none"> ➤ Reviews DA to ensure the Reserve Order End Job row populates correctly. ➤ Reviews pay calendar after DA updates (usually nightly) to ensure all pay entitlements stopped correctly. |
| 7 | Member | <ul style="list-style-type: none"> • Completes the travel claim within 3 business days of completing the orders, and routes to their Travel AO. • Reviews SGLI coverage (in MilConnect) to ensure current level of coverage is desired after demobilization. |
| 8 | Travel AO | Processes members’ travel claim within two business days IAW References (f) and (g). |
| 9 | PPC (TVL) | Processes settlement request for payment within 30 days IAW 31 U.S.C. 3902. |

Table 10-20 Title 14 Demobilization Process

E.7. PDS and PCS Clarification

Reservists recalled to AD under involuntary recall orders IAW [Title 14 U.S.C., Section 3713](#) will not be ordered to a new Permanent Duty Station (PDS).

NOTE:

Separate Title 14 and Title 10 ADOS-AC orders, even if performed consecutively with no break in service, will not constitute a PCS entitlement.

**E.8. Title 14
Travel
Entitlements**

Reservists may be involuntarily ordered to AD for up to 60 days and are authorized travel allowances IAW [Title 14 U.S.C., Section 3713](#). This involuntary order is considered temporary duty (TDY) orders and must reflect the availability of government quarters and messing. Government quarters and messing shall be used to the maximum extent possible.

NOTE:

For travel purposes, consecutive Title 14 orders and Title 10 12301 (d) ADOS-AC orders are treated as separate travel/TDY periods. Therefore, each order authorizes the member one round-trip travel to home.

**E.9. Title 14 Per
Diem Authority**

Reservists involuntarily recalled to Title 14 orders for up to 60 days, or serve on ADOS orders under Title 10 U.S.C. 12301(d) for a duration of no more than 180 days, whose principal place of residence is not within commuting distance of the AD site, are entitled to applicable travel/per diem allowances for the entire period. Absent a determination from local order-issuing authorities, a one-way reasonable commuting distance is considered 50 miles/one hour within their Area of Responsibility (AOR). Areas within a reasonable commuting distance are described in section 0206 of Reference (f).

In any event, regardless of the distance actually traveled, a member who voluntarily commutes between home and duty location is not authorized per diem or daily travel allowances, even if their residence lies outside the local reasonable commuting distance. Recalled Reservists in the local travel area, residing outside the limits of the duty location, may be authorized per diem when their duties require them to remain away from their principal place of residence. One round trip mileage to/from their residence is authorized for the entire TDY period.

Members assigned to career sea pay eligible vessels are not authorized per diem.

**E.10. Title 14
Pay Entitlements**

This table provides a summary of Title 14 pay entitlements:

| Pay Entitlement | Rule/Note | Reference |
|-----------------------------------|--|--|
| Basic Allowance for Housing (BAH) | A RC member called/ordered to AD ISO a Secretary of Defense (SECDEF) designated contingency operation is authorized primary residence/home based BAH/OHA rate beginning on | Ref (h) Section 3-B-9 Section 3-G-9 Figure 3-21 |

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| | the first AD day. This rate is authorized even for duty of 30 or fewer days. | |
| Basic Needs Allowance (BNA) | See Reference (w) for terms, background, authority, eligibility, and rates payable. Members must be screened by their command for eligibility using the Basic Needs Allowance Eligibility Screening Worksheet (CG-7431A). Eligible members desiring to apply for BNA must submit a Basic Needs Allowance (BNA) Worksheet (CG-7431) to receive this entitlement. See special instructions in 8.E.4 and 8.E.5 of this publication. | Ref (h) Federal Poverty Guidelines Ref (w) Basic Needs Allowance (BNA) Report User Guide |
| Basic Pay | Basic Pay | Ref (h) Figure 2-1 |
| Board Certified Pay for Physician Assistants | Officers designated as physician assistants. | Ref (h) Section 4-J |
| Career Sea Pay (CSP) | If assigned to a sea pay eligible vessel (or qualifying mobile unit). <u>Prior to 1 Jan 2017</u> : Members assigned to mobile units are entitled to Level 1 CSP even when performing TDY aboard vessels which are rated as Level 2 or 3 vessels in Figure 4-2, except for personnel assigned TDY aboard a vessel inside a designated combat zone. <u>On 1 Jan 2017 and later</u> : See Figure 4-3 for appropriate CSP rate. | Ref (h) Section 4-B Figure 4-3 |
| Civilian Clothing Monetary Allowance | Authorized for enlisted members who are REQUIRED to wear civilian clothing more than 50% of the time. All requests must be submitted to CG-1332 via Civilian Clothing Allowance Worksheet (CG-5150) | Ref (h) 3-I-3 (Officer) 3-J-5 (Enlisted) |
| Cost of Living Allowance in CONUS (CONUS COLA) | CONUS COLA is payable at the rate prescribed for the location of the member's principal place of residence. Reserve personnel involuntarily ordered to AD under 14 USC 3713 have the same status as recalls or other AD ISO SECDEF-designated contingency operations – see 10 USC 101(13)(B). Ensure that all 14 USC 3713 involuntary AD orders cite the legislative authority in the remarks section to ensure there are no misunderstandings. | Ref (q) |
| Defense Enrollment Eligibility Reporting | All sponsors (Active Duty, retired, National Guard and Reserve) are automatically registered in | |

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| System (DEERS) & ID Cards | DEERS. The sponsor must register eligible family members. Once registered, update personal information such as addresses and phone numbers. | |
| Dependent ID Cards | Dependents must have an updated ID card if the sponsor is on orders greater than 30 days. Reserve and National Guard dependents will be issued ID cards up to 14-days prior to sponsor's AD reporting date. | |
| Diving Duty Pay | When assigned by orders to diving duty. | Ref (h) Section 4-G |
| Enlisted Basic Allowance for Subsistence (ENL-BAS) | <p><u>Ashore Unit:</u></p> <ul style="list-style-type: none"> • If no government dining facility available – ENL-BAS • If dining facility is available –ENL-BAS minus Coast Guard Standard Meal Rate (ESM or EUM) <p><u>Afloat Unit</u> with an established dining facility:</p> <ul style="list-style-type: none"> • ENL-BAS minus Coast Guard Standard Meal Rate (ESM) | Ref (h) Section 3-A-4 Figure 3-2 |
| Enlisted Clothing Maintenance Allowance | <ul style="list-style-type: none"> • Enlisted Reservists are entitled to Basic Maintenance Allowance (BMA) or Standard Maintenance Allowance (SMA) for orders of 30 or more day's duration. • RBMA/RSMA for orders less than 30 day's duration. | Ref (h) Section 3-J Figure 3-29 |
| Enlisted Uniform Issue | If recalled from the IRR or Retired Reserve, an enlisted member may be entitled to an issuance of uniforms depending on time elapsed since retirement or transfer to IRR. | Rules vary. Consult with CG-1332 for guidance. |
| Family Separation Allowance (FSA) | <u>Member with dependents.</u> Family Separation Allowance – Restricted (FSA-R) if assignment is restricted and transportation of dependents is not authorized, Temporary (FSA-T) if assigned in a TDY status <i>OR</i> Ship (FSA-S) to a ship away from dependents for a continuous period of 31 days or more. | Ref (h) Section 3-H |

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| NOTE: | <p>(1) A member must be away for 30 continuous days without family visits at the onset of the mobilization.</p> <p>(2) After the first 30 days, reasonable visits are permissible provided visits are of a temporary nature not exceeding 30 consecutive days in duration.</p> | |
| Flight Deck Hazardous Duty Pay (HAZPAY-FD) | When assigned to duty involving participation in flight operations on the flight deck of a ship and if appropriate orders are issued and minimum evolution requirements are met. | Ref (h) Section 5-C |
| FLPP Interpreter | Same allowances as AD component. | Ref (h) Section 4-K *Reference latest ALCOAST |
| FLPP Linguist | Same allowances as AD component. | Ref (h) Section 4-K *Reference latest ALCOAST |
| Hardship Duty Location Pay for Designated Areas (HDP-L(DA)) | If mobilized to a designated HDP-L(DA) for over 30 consecutive days. | Ref (h) Section 4-A Figure 4-1 |
| Flight Duty Hazardous Duty Pay (HAZPAY) | When under flight orders as a non-crew member or technical observer and if minimum flight requirements are met. | Ref (h) Section 5-B |
| NOTE: | <p>Member must perform duty on a military aircraft. Duty as an air marshal on a commercial aircraft is not payable.</p> | |
| Hazardous Duty Pay for Visit, Board, Search and Seizure Boarding Teams (HAZPAY-VB) | When assigned to a designated boarding team billet within a designated combat theatre of operations and a minimum of three operational boarding evolutions completed during a calendar month. | Ref (h) Section 5-E |
| High-Pressure Chamber Hazardous Duty Pay (HAZPAY-HP) | When serving inside a high-pressure chamber as a qualified inside instructor-observer and all conditions are met. Not eligible if receiving Diving Duty Pay. | Ref (h) Section 5-D |

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| Leave | <ul style="list-style-type: none"> • Leave is only earned for AD periods of 30 or more consecutive days. • In instances where the AD period is extended by changing the type of orders, all members who serve a combined consecutive period of 30 days or more, accrue 2.5 days of leave per month of AD. • If earned leave is not taken while on AD orders, the leave is carried forward and used when on AD orders greater than 30 days. • Leave accrued under orders of 365 days or less are not subject to the 60-day career maximum limitation on sale of leave. • Members completing Title 14 recall orders and immediately continuing on AD under another order for 30 or more days may carry unused leave over into the new AD period. | <p>Ref (n) Sect 2-A-15</p> <p>*Reference latest ALCOAST</p> |
| Lump Sum Leave Payment Exempt from limit 60-Day Career Maximum | Upon demobilization, remaining leave balances may be sold, even if the member previously sold 60 days of annual leave during their career. Title 14 orders cannot exceed 60 days. | Ref (h) 10-A-1 |
| Officer Basic Allowance for Subsistence (BAS) | Commissioned and warrant officers entitled to Basic Pay are entitled to OFF-BAS at all times, except as indicated in Figure 3-1 of Reference (h) | Ref (h) Section 3-A-3 Figure 3-1 |
| Officer Uniform Allowance | Not applicable since Title 14 Orders cannot exceed 60 days. | Ref (h) Section 3-K |
| Overseas Cost of Living Allowance (OUTCONUS COLA) | <p>A RC member called/ordered to AD from an OCONUS location for less than 31 days is authorized COLA if the call/order to AD is:</p> <ol style="list-style-type: none"> 1. ISO a contingency operation (see App A); or 2. Whenever there is no per diem authority. <p>OUTCONUS COLA is <u>only</u> payable when ordered to AD from an OUTCONUS residence. Base the OUTCONUS COLA rate on the location of the member's primary residence.</p> | Ref (q) |
| Overseas Housing Allowance (OHA) | An RC member called to AD for a contingency is authorized the BAH/OHA rate even for tours of 30 or fewer days. | Ref (q) |

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| Servicemembers' Group Life Insurance (SGLI) | <ul style="list-style-type: none"> • All Reservists recalled to AD are automatically insured under SGLI. • Children are automatically covered under FSGLI. • Members must request spousal coverage. • When released from AD under Title 14, members transitioning to the SELRES will automatically be re-enrolled at full coverage and must log into SOES to opt out or reduce their coverage. • When demobilized from duty under Title 14, members transitioning to the IRR, without scheduled training, will no longer be eligible for SGLI, but will retain 120 days of coverage following demobilization, providing they do not decline coverage during or after their AD period. | <p>Ref (h) Section 6-A ALCOAST 036/23 *Reference latest ALCOAST</p> |
| Special Duty Pay (SDP) | If ordered to duties which qualify for SDP. Orders must state entitlement to SDP. | <p>Ref (h) Section 4-I Ref (o) *Reference latest ALCOAST</p> |
| Thrift Savings Plan (TSP) | <p>All AD and selected RES MBRs of the Coast Guard are eligible to join the Uniformed Services Thrift Savings Plan.</p> <p>To avoid an overpayment situation, Reservists should ensure that sufficient funds are available in their pay account after TSP deductions to cover any outstanding garnishments or debts (such as SGLI).</p> | <p>Ref (h) Section 6-G TSP Web site</p> |
| Transitional Assistance Management Program (TAMP) | TAMP provides Reservists and their dependents 180 days of transitional health care benefits upon completion of orders defined by Title 10 U.S.C. 101(a)(13). The FY18 National Defense Authorization Act, Public Law 115-91 amended Title 10 U.S.C. by including mobilization of Coast Guard Reservists under 14 U.S.C. 3713 for domestic contingencies. | FY18 National Defense Authorization Act, Public Law 115-91 |
| TRICARE Dental Program (TDP) | <p>Reservists enrolled in TRICARE Dental for themselves and/or their families prior to mobilization are automatically converted to the lower AD rate(s) while in a mobilized status.</p> <p>Reservists not enrolled in TRICARE Dental prior to mobilization may enroll their family while on AD.</p> | <p>Ref (h) Section 6-C TRICARE Website</p> |

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| | <ul style="list-style-type: none"> • By enrolling in the TDP, the sponsor agrees to remain enrolled for a minimum of 12 months. • After completion of the initial 12-month enrollment period, coverage will continue on a month-to-month basis; or • the sponsor may cancel TDP coverage at any time after the initial 12-month enrollment period. <p>Upon demobilization:</p> <ul style="list-style-type: none"> • the family will be automatically converted to the higher Reserve rate; and • the Reservist has the opportunity to enroll in TRICARE Dental for themselves. <p>If previously enrolled in TDP before activation, members will be automatically re-enrolled upon deactivation/demobilization. Family members will remain enrolled in TDP, but the premium rate will increase to the Reserve family member rate.</p> | <p>https://tricare.mil/CoveredServices/DentalMilconnect</p> |
| <p>TRICARE Medical Benefits</p> | <p>Reservists ordered to AD under Title 14 U.S.C. 3713 or Title 10 U.S.C. Section 12301(d) ADOS-AC orders for 31 days or more and their dependents are entitled to AD TRICARE benefits (if correctly enrolled in DEERS). SPOs issuing AD orders are responsible to ensure proper enrollment of dependents into DEERS via the nearest Uniformed Service RAPIDS terminal.</p> <p>AD under Title 14 or Title 10 ADOS ISO response to natural or artificial disasters does qualify as contingency orders for any post-AD benefit purposes, such as Transitional Assistance Management Program (TAMP) benefits.</p> <p>Family members enrolled in TRICARE Prime during mobilization must re-enroll to continue benefits. The location and contact information for the nearest RAPIDS site is found at: https://idco.dmdc.osd.mil/idco/.</p> | <p>See CG-11 webpage</p> |
| <p>TRICARE Reserve Select (TRS)</p> | <p>TRS is a premium-based plan for qualified SELRES members and their families. TRS premiums are suspended for members ordered to AD for 31 days or more.</p> | <p>https://tricare.mil/Plans/HealthPlans/TRS</p> |

| | | |
|--|--|--|
| | <p>Following demobilization, RES MBRs may purchase premium-based health insurance through TRS at a discounted cost. To enroll, a member must be in the SELRES, not on AD, not covered under TAMP and not eligible for the Federal Employee Health Benefits (FEHB) program.</p> | |
|--|--|--|

Table 10-211 Pay Entitlements when Mobilized on Title 14

E.11. Verifying a Reservist’s Prior Active Duty

- Reservists on AD (except ADT-AT) who accumulate 18 years of cumulative AD shall not be involuntarily released (other than for physical disability or for cause) from that duty, until they have accrued 20 years of AD and become entitled to a regular retirement, IAW References (b) and (c)
- Years of combined active service are calculated IAW Chapter 8 of this publication.
- CG-PSC-RPM has been delegated approval authority IAW ALCGPSC 009/12 for requests related to AD beyond 16 and 18 years. CG-PSC-RPM is also waiver authority for Reservists who receive multiple sets of consecutive short-term ADOS orders totaling 181 days or more and request to remain in their Selected Reserve (SELRES) Permanent Duty Station (PDS) position. Requests must be submitted through the SELRES chain of command. A template, for the request, can be found on the [Reserve Home Page](#) at: [16-18 Year Waiver](#).

E.12. Unit Verification of Mobilized Reservists

Units shall maintain a monthly roster of recalled members to verify and ensure that those members are removed from a mobilization status timely and not overpaid.

E.13. Medical Examination

All Ready Reservists must complete a Limited Health Assessment prior to release from AD. This assessment is a face-to-face interview with a health services technician during the demobilization process. This Limited Health Assessment does not replace the Annual PHA requirement. Release from AD RELAD/Retention Examinations are not required for this response.

Reservists reporting a change in health during deployment shall be evaluated by a Medical Officer for a focused examination and referred to the Occupational Medical Surveillance and Evaluation Program (OMSEP) Coordinator as needed. Encounters shall be entered into the Electronic Health Record.

NOTE:

The requirement for an SHPE and MHA upon RELAD following an involuntary mobilization shall not apply with respect to a member of the reserve component unless member is retiring, or

**being discharged or dismissed, from the armed forces IAW
References (v) and (w).**

E.14. **Incapacitation Benefits** Reservists ordered to AD under Title 14 for 30 days or less are covered for injury, illness or disease incurred or aggravated in the line of duty. This includes injuries sustained when traveling directly to or from the place of duty.

See Chapter 10, Section I of this publication for more information.

E.15. **Administrative Holds** Individuals pending disciplinary proceedings under the Uniform Code of Military Justice (UCMJ) may be retained on AD without their consent, as provided by rule of Courts-Martial 202(C) and Title 10 U.S.C. 802(d), pending resolution of allegations. Reservists on AD under Title 14 or Title 10 U.S.C. 12301 (d) ADOS orders whose status changes for administrative reasons shall have their orders modified on or before completing their orders, to reflect that they no longer serve under the provisions of Title 14 or Title 10 12301 (d) ADOS orders. Commands shall notify PSC-RPM and COMDT (CG-R55) for coordination and consultation as soon as possible.

E.16. **Continuation on Voluntary AD** Title 14 orders cannot go beyond 60 days. If member is continuing on a voluntary set of orders, follow the process for voluntary orders.

E.17. **CGMHRR Maintenance for Continuation** The member's permanent unit P&A Office is responsible for maintaining the CGMHRR while deployed for Title 14. The P&A Office will facilitate all pay and personnel transactions during the member's deployment, due to the unique nature of responses to natural or man-made disasters.

E.18. **Entitlements for Continuation** Pay entitlements and benefits for a member continuing on Title 10 U.S.C. Section 12301 (d) ADOS-AC orders of 31 to 180 days would continue as described in Section E.33 of this chapter.

NOTE:

New orders require new pay entitlement entries! Entitlements, like BAH and FSA must be entered in new entitlement rows.

E.19. **Reserve PCS** Do not process any Reserve PCS transfers (change of drilling unit) while a member is on AD. Members must take a one-day break in service in order to execute a SELRES PCS before accepting another set of AD orders.

E.20. **Continuation of AD Process** Follow the process listed in Chapter 10, Section D of this publication if member will be continuing on Title 10 U.S.C. 12301 (d) ADOS-AC orders following completion of a recall to AD under Title 14.

E.21. **Pay Entitlements for** Mobilization orders for Title 14 and Title 10 U.S.C. Section 12301 (d) ADOS-AC are authorized under separate statutory provisions. Each set is

Transition from T14 to T10 considered a separate order for some entitlements while the total period of combined AD is considered for other entitlements.

| Pay Entitlement | Rule/Note | Reference |
|--|---|--|
| Basic Allowance for Housing (BAH) | Title 14 orders and Title 10 U.S.C. 12301 (d) ADOS-AC Orders are considered separate short-term orders for BAH purposes and thus the BAH rate for each order is always <u>based upon the member's residence</u> , even though a Reservist's total AD from consecutive Title 14 and Title 10 U.S.C. 12301 (d) ADOS-AC Orders may equal up to 240 days (60 days + 180 days = 240 days). | Ref (h) Section 3-B |
| NOTE: | <p>Per Reference (h), "An RC member who changes their place of residence for any reason other than official PCS orders upon or after starting Active Duty for Training (ADT) or Active Duty Other Than Training (ADOT) will continue to receive the primary residence/home BAH rate initially authorized."</p> | |
| Cost of Living Allowance in CONUS (CONUS COLA) | This entitlement is payable only when ordered to AD for a period of 140 days or more or ISO a contingency (Title 14 or Title 10), regardless of length. | Ref (q) |
| Family Separation Allowance (FSA) | <u>Member with dependents</u> . Family Separation Allowance – Restricted (FSA-R) if assignment is restricted and transportation of dependents is not authorized, Temporary (FSA-T) if assigned in a TDY status <i>OR</i> Ship (FSA-S) to a ship away from dependents for a continuous period of 31 days or more. | Ref (h) Section 3-H |
| NOTE: | <p>(1) A member must be away for 30 continuous days without family visits at the onset of the mobilization. (2) After the first 30 days, reasonable visits are permissible provided visits are of a temporary nature not exceeding 30 consecutive days in duration.</p> | |
| Leave | <ul style="list-style-type: none"> • Leave is only earned for AD periods of 30 or more consecutive days. • In instances where the AD period is extended, by changing the type of orders, all members who serve a combined consecutive period of 30 days | Ref (n) Sect 2-A-15 *Reference latest ALCOAST |

| | | |
|--|--|----------------|
| | <p>or more, accrue 2.5 days of leave per month of AD.</p> <ul style="list-style-type: none"> • If earned leave is not taken while on AD orders, the leave is carried forward or can be sold or used on the next period of AD orders greater than 30 days. • Leave accrued under orders for 30 days is subject to the 60-day career maximum limitation on sale of leave. • Leave accrued under orders of 31 to 365 days are not subject to the 60-day career maximum limitation on sale of leave. • Members completing Title 14 recall orders and immediately continuing on AD under another order for 30 or more days may carry unused leave over into the new AD period. | |
| <p>Overseas Cost of Living Allowance (OUTCONUS COLA)</p> | <p>An RC member called/ordered to AD from an OCONUS location for less than 31 days is authorized COLA if the call/order to AD is:</p> <ol style="list-style-type: none"> 1. ISO a contingency operation (see App A); or 2. Whenever there is no per diem authority. <p>OUTCONUS COLA is <u>only</u> payable when ordered to AD from an OUTCONUS residence. Base the OUTCONUS COLA rate on the location of the member’s primary residence.</p> | <p>Ref (q)</p> |

Table 10-22 Pay Entitlements when Transitioning from Title 14 to Title 10

E.22. Travel Entitlements Based on Separate Sets of Orders

Members are entitled to transportation allowances to reimburse the costs for travel from the place ordered to AD and return to that place at the completion of duty IAW Reference (f).

Upon completion of Title 14 orders, members who perform travel from their out-processing point to the place from which ordered to AD are entitled to reimbursement for eligible expenses.

If continuing to a new period of Title 10 U.S.C. 12301 (d) ADOS-AC orders following their Title 14 orders, members are entitled to transportation from the place from which ordered to duty and, upon completion of that duty, transportation back to the place from which ordered to AD. If travel is not performed between consecutive Title 14 and Title 10 U.S.C. 12301 (d) ADOS-AC orders, no transportation reimbursement allowances are authorized.

-
- E.23. Amendments to Travel Orders** As members return from deployment, questions may arise regarding their travel entitlements. Prior to approving a claim, verify authorized entitlements with the AD orders and any amendments that may have been issued. If the member was authorized a rental car and that entitlement was not included in the original orders, an amendment will need to be generated.
- See Section 4-T of this publication on how to amend travel orders.
-
- E.24. Deductible Meals** If the member consumed meals that were being provided by the government or a contractor for free, they must deduct those meals on their travel claim.
- If all three meals are consumed at no cost to the traveler, only the IE amount for that day is payable (\$5 CONUS IE, or the applicable locality IE rate, or \$3.50 OCONUS).
- Use the Step 2: [Voucher Expenses](#) screen of the Travel System to change the meal type code to the code for Deductible Meal (DED) for each meal provided.
-
- E.25. Leave** All travel claims must be reviewed to ensure leave taken during the deployment is annotated as such on the itinerary. Entitlement to travel allowances (i.e., Per Diem and M& IE) cease when a member takes leave. Failure to show leave on a travel claim will result in erroneous payment of travel allowances that will later be recouped. Leave will not be charged via the Travel System or the DD-1351. All leave must be entered into DA.
-
- E.26. Travel System Profile Settings for Dual Status Members** The Travel System profiles for Reservists, who are also civilian Coast Guard employees, need to reflect their military status and rate/rank. If the claim is submitted and processed reflecting the civilian status, the member will receive different per-diem for days when there are deductible meals (50% of the daily rate vs. an individual meal deduction) and there are different rules for tips and phone calls. Ensure the Reservist verifies their profile and changes the status to military and appropriate rate/rank.
-
- E.27. TAMP DEERS Enrollment** After the completion of qualifying orders, Reservists and their dependents are coded as TAMP-eligible in DEERS and will automatically be covered under TRICARE Standard. During TAMP, a Reservist may enroll or re-enroll in TRICARE Prime, including US Family Health Plan, offered in certain designated service areas of the United States and overseas. TAMP status will not be changed in DEERS unless the member executes new orders greater than 30 consecutive days. Members on Active Duty for Training (ADT) or Inactive Duty Training (IDT) maintain TAMP status within DEERS.
-
- E.28. TAMP Eligibility While Serving on Non-** For TAMP eligible Reservists who execute non-contingency orders in excess of 30 days (such as ADOS), TAMP eligibility continues to run concurrently with the orders if there is at least one day break between sets

**Contingency
Orders**

of orders. If they are back-to-back orders, TAMP period will not begin until the non-contingency orders are complete. Members released from non-contingency orders must contact their assigned P&A Office, DEERS, and MCSC to ensure TAMP eligibility.

**E.29. New
Contingency
Orders**

Reservists who execute new contingency orders of greater than 30 consecutive days, as defined in Title 10 U.S.C. 101(a)(13), would earn a new 180-day period of TAMP upon release from AD.

Section F: All Other Active Duty Orders

- F.1. Introduction** This section establishes the procedures for scheduling and processing payment for all other Active Duty Orders not previously identified in another section to include: ADOS-AC, ADOS-RC, and Active Duty for Training – Other Training Duty (ADT-OTD), etc. Extended Active Duty (EAD) and IADT will be addressed individually.
-
- F.2. References**
- (a) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
 - (b) [Joint Travel Regulations \(JTR\)](#)
 - (c) [Financial Resource Management Manual \(FRMM\), COMDTINST M7100.3 \(series\)](#)
 - (d) [Coast Guard Military Human Resource Record \(CGMHRR\) System, COMDTINST 1080.10 \(series\)](#)
 - (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) [Reserve Duty Status and Participation, COMDTINST 1001.2 \(series\)](#)
 - (j) [Certificate of Release or Discharge from Active Duty, DoDI 1336.01](#)
 - (k) [Activation of the Reserve Component, COMDTINST M3061.2](#)
 - (l) [TDY for 181 or More Consecutive Days at One Location/Unit Request for Back-to-Back Short-Term ADOS](#)
-
- F.3. Order Notes/Standard Remarks** Reserve Active Duty Orders require specific Order Notes entry into DA. Refer to the [Reserve Active Duty Orders Processing](#) User Guide.
-
- F.4. Written Orders** Written orders must be issued in advance of a member reporting to duty IAW Reference (a).
-
- F.5. EAD Orders** Extended Active Duty (EAD) requests are managed by PSC-OPM-1 for officers and PSC-EPM-1 for enlisted members.
-
- F.6. IADT Orders** IADT is AD for basic military training and technical skill or rate training (e.g. basic training, DEPOT, “A” School, ROCI). The length of IADT depends on the member’s accession program. Orders for basic training and

DEPOT are issued by Military Entrance Processing Stations (MEPS). PSC-RPM-2 manages Reserve “A” School requests. For ROCI, a panel convenes and selects candidates, but the orders are actually issued by the P&A Office.

F.7. ADOS Waivers

IAW Reference (k) 4 .E there are various ADOS waivers and the request information under Appendix E in the same document that must be reviewed and followed for units and members that are requesting to execute or extend on ADOS.

NOTE:

For all waivers, the request must be forwarded to the appropriate entity, as identified IAW Reference (k) by the unit where the duty is being performed.

F.8. Back-to-Back Short Term ADOS Waivers

The table below will address the main waivers processes for Back-to-Back (B2B) short term ADOS situations:

NOTE:

Each Waiver below has its own approval authorities review the process for each one prior to submission.

| Waiver | Policy | Process |
|---|---|---|
| Back to Back (B2B) ADOS over 181 days same location | IAW Reference (l) TDY at one location may not exceed 180 consecutive days except when authorized by the appropriate authority | <ul style="list-style-type: none"> • TDY over 180 days should be requested and approved prior to travel (prior to the first set beginning) • Receiving command completes checklist and waiver memo found in Reference (l) • Request to CG-1M12 thru Members PDS, Members CGD District (dxr), CG LOGCOM LOG-1)/ CG Area |

| | | |
|---|---|---|
| <p>B2B Short Term ADOS 31-Day break in service</p> | <p>IAW Reference (k) and (b)</p> <p>Multiple sets of consecutive short-term non-contingency ADOS orders, totaling 181 days or more, require a 31-day break in service or a waiver</p> | <ul style="list-style-type: none"> • Receiving command must request the waiver at least 90 days prior to the start date but not less than 60 days. • Receiving command completes the waiver memo and required documents found in Reference (k) • Request to CG Area/CG LOGCOM LOG-1 thru Members PDS, members CGD District (DXR) |
| <p>NOTE:</p> | | <p>It is suggested to start the 31 Day Break waiver process as soon as it is know that retention is required in order to not negatively impact members pay.</p> |
| <p>B2B Short Term ADOS Retention of SELRES Position</p> | <p>IAW Reference (k)</p> <p>Guidance found in ADOS Management page</p> <p>Reservists who receive multiple sets of consecutive short-term ADOS orders totaling 181 days or more, must be required to vacate their SELRES position unless waived by Commander (CG PSC-RPM) or if all the ADOS is performed at the same unit where they are permanently assigned. A 31-day break in service waiver</p> | <ul style="list-style-type: none"> • Member must initiate request when receiving multiple sets of short term ADOS that total 181 day or more. • Template can be found on the ADOS Management page link here. • Request to CG PSC-RPM thru members SELRES PDS and ADOS unit. |

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| | does not constitute an exemption from this Section | |
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Table 10-22 B2B Short Term ADOS Waivers

F.9. Reserve Orders Process

Follow this process to properly submit and receive pay for Reserve AD Orders. For the purpose of this process, the “Supervisor” is the person approving that the member may perform the AD in DA.

| Step | Who Does It | What Happens |
|--------------|--------------------------------|---|
| 1 | Member | <ul style="list-style-type: none"> • Uses the Requesting Mobilization Volunteer Opportunities user guide to apply for AD orders and view the Approval/Requirement status. • Notifies the supervisor via email that the request has been routed to them. Ensures that the person the request is routed to will be available to process the request. |
| 2 | Member and Receiving Command | <ul style="list-style-type: none"> • Reviews guidance IAW Reference (k) on any applicable waivers needed • 90 days prior to, but not less than 60 days prior to orders commencement date prepare and route waivers accordingly. |
| NOTE: | | <p>Each waiver has their own approval authorities and all waivers are routed through the Reservist’s PDS and the receiving District/ Area/ DOL and headquarters or CG PSC as required IAW Reference (k)</p> |
| 3 | Command/ Supervisor | <ul style="list-style-type: none"> • Reviews and verifies that no waivers are required • Within two business days of notification, endorses/approves the request the in DA using the Endorsing/Approving Mobilization Volunteer Opportunities user guide. • Notifies member that request was approved. |
| 4 | P&A Office Orders/Funding Site | <p>Within two business days of selection:</p> <ul style="list-style-type: none"> • Verifies all readiness requirements (Annual Screening Questionnaire, medical, dental, security, current enlistment/contract, weight standards, etc.) are met IAW Reference (a). • Prepares Reserve orders in DA using the Reserve Active Duty Orders user guide and routes for authorization to: |

| | | |
|-----------------|--|--|
| | | <ul style="list-style-type: none"> ➤ PAC-13 for Deployable Specialized Forces (DSF) units/members ➤ LOG-1 for Deputy Commandant for Mission Support (DCMS) members ➤ District (DXR) for Area/District members. ➤ CGCYBER <ul style="list-style-type: none"> • Ensures that the person the request is routed to will be available to process the request. |
| 5 | District (DXR)/ LOG-1/PAC-13 CGCYBER | <ul style="list-style-type: none"> • At least 30 days prior to the start date (or immediately if selected with less than 30 days before the scheduled duty), reviews and authorizes the orders request using the DXR - Reserve Orders Authorization user guide IAW Reference (i). • Notifies P&A Office that the orders are authorized (include the member’s name and EMPLID). |
| 6 | P&A Office | <ul style="list-style-type: none"> • Within two business days of notification, verifies orders are completed correctly. If funding is correct, processes the orders using the Reserve Specific Reserve Active Duty Orders Processing user guide. • Notifies P&A Supervisor that the orders are authorized and awaiting approval. • If minor changes are required (i.e. an order note is missing or incorrect), makes corrections within two business days. • Any changes to orders resulting in changes to funding must be approved by the servicing District (DXR)/LOG-1/PAC-13/CGCYBER. The District (DXR)/LOG-1/PAC-13/CGCYBER must notify the member’s P&A Office with determination within two business 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 P&A Offices/SPOs from entering/approving transactions.</i></p> <p><i>Active Duty 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 Supervisor | Within two business days of notification, reviews and approves the ADT-AT orders, placing them in a “Ready” status using the |

| | | |
|-----------------|------------|--|
| | | Reserve Specific Reserve Active Duty Orders Processing user guide. |
| 8 | P&A Office | At least 30 days prior to the start date (or immediately if selected with less than 30 days before the scheduled duty), issues original order to member IAW References (a) and (i). |
| 9 | Member | <ul style="list-style-type: none"> • Reports to duty as ordered. Notifies Supervisor and P&A Office of arrival on date of arrival. • Completes a BAH/Housing Worksheet (CG-2025) (if any dependency change has occurred, OR if one was not completed within the past 365 days) IAW Reference (i) and ACN 089/19 and forwards to the Command for signature. If married to another service member, completes a Member-Married-to-Member BAH Worksheet (CG-2025B) and forwards to the Command. • Prepares and submits travel claim to the Travel AO for approval and forwarding to PPC (TVL). • Verifies SGLI in SGLI Online Enrollment System (SOES) and medical benefits for self and dependents 48 hours after the orders are placed in an “En route” status. • Updates mailing/email address and direct deposit information in DA (if applicable). |
| CAUTION: | | <p>Member’s failure to notify the Supervisor and/or P&A Office that they have reported for duty and/or not submitting required worksheets may result in delay of payment.</p> |
| 10 | P&A Office | <ul style="list-style-type: none"> • Within two business days of notification, verifies orders and makes changes, as needed. • Ensures all reporting paperwork is complete and correct and processes the orders using the Reserve Specific Reserve Active Duty Orders Processing user guide • Notifies SPO that the member has reported for duty awaiting orders approval. • Uploads required source documentation to iPERMS IAW Reference (d). |

| | | |
|-----------------|------------|---|
| CAUTION: | | <p>Failure to notify the SPO that the member has reported for duty and/or not forwarding required forms may result in delay of payment.</p> |
| 11 | SPO | <ul style="list-style-type: none"> • Within three business days of P&A notification, approves the orders, placing them in an “En route” status using the Reserve Specific Reserve Active Duty Orders Processing user guide. • Starts any applicable pay entitlements. |
| WARNING: | | <p><i>SPOs are responsible for proper payment and record keeping (e.g. supporting payment with source documentation) IAW Reference (e).</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 P&A Offices/SPOs from entering/approving transactions.</i></p> <p><i>Active Duty 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> |
| 12 | Travel AO | Approves travel claim. |
| 13 | PPC (TVL) | Processes reporting travel claim. |
| 14 | P&A Office | Maintains pay and leave accounts during the length of the orders. |
| 15 | Member | <ul style="list-style-type: none"> • If orders are 31 days or more, notifies P&A Office of desires concerning disposition of accrued leave at least 30 days prior to RELAD (unless exigent circumstances exist) via a CIW (CG-2045). • Submits periodic travel claim(s) to the Travel AO every 21 days IAW Reference (f) if entitled to per diem while on AD orders. • On the last day of duty, notifies the Supervisor and P&A Office of departure from duty. |

| | | |
|----|------------|--|
| | | <p>CAUTION: Member’s failure to notify the Supervisor and/or P&A Office that they have departed from duty may result in overpayment.</p> |
| 16 | P&A Office | <ul style="list-style-type: none"> • Within two business days of receipt, ensures paperwork is complete and correct, and processes the orders using the Reserve Specific Reserve Active Duty Orders Processing user guide for short-term orders; or • Creates RELAD Separation Orders from the CIW using the RELAD - AD to SELRES or IRR user guide for long-term orders. • Notifies SPO that the member has departed awaiting short-term orders approval; OR • Notifies P&A Supervisor that the member has departed awaiting RELAD Separation Orders approval for long-term orders. |
| | | <p>CAUTION: Failure to notify the P&A Supervisor/SPO that the member has departed from duty may result in overpayment.</p> |
| | | <p>NOTE: When processing a Separation Order for a Reserve member, always approve the DD-214 before the member’s official Separation Date. Once the Order Status has been set to Ready, the DD-214 should be Finalized.</p> |
| | | <p>NOTE: DD-214 issuance guidelines: IAW reference (s) Non-contingency 90 days or more continuous service Contingency-31 days or more continuous service</p> |
| 17 | SPO | <ul style="list-style-type: none"> • Within three business days of notification, SPO reviews and approves the orders, placing them in a “Finished” status using the Reserve Specific Reserve Active Duty Orders Processing user guide for short-term orders; OR • Within two business days of notification, P&A Supervisor Approves RELAD Separation Orders using the RELAD - AD to SELRES or IRR user guide for long-term orders and approves Certificate of Release or Discharge from Active Duty (DD-214) for delivery to the member. |

| | | |
|----|------------|---|
| | | <ul style="list-style-type: none"> • SPO stops any applicable pay entitlements (if needed). |
| 18 | PPC | Processes payment. |
| 19 | P&A Office | Delivers DD-214 to member. |
| 20 | Member | Within three business days of completion of orders, prepares and submits a travel claim (if needed) to the Travel AO IAW Reference (f). |
| 21 | Travel AO | Within two business days, processes member's travel claim IAW Reference (f). |
| 22 | PPC | Within 30 days, processes settlement request for payment IAW Reference (h). |

Table 10-24 Reserve Orders Process

Section G: Waiver of Pension/Disability Compensation or Retired Pay

- G.1. **Introduction** This section discusses the prevention of dual payments for Reservists. Reservists (by virtue of prior military service) who are receiving compensation such as a pension, disability compensation, disability allowance or retired pay, are **not** entitled to receive military pay and allowances for periods of AD, ADT or inactive duty at the same time per 10 U.S.C. 12316 and 38 U.S.C. 5304(c).
- Any Reservist receiving VA disability compensation must elect to receive **either** military pay and allowances **or** VA compensation via annual submission of a waiver form to the Department of Veterans Affairs. Failure to waive VA compensation will place the member in an overpaid status, and funds paid by the Coast Guard will be recouped following annual reconciliation of VA/USCG records.
-
- G.2. **Reference** (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
-
- G.3. **Form for Waiving VA Compensation** The *Notice of Waiver of VA Compensation or Pension to Receive Military Pay and Allowances* ([VA Form 21-8951-2](#)) is used to elect a waiver of VA compensation or military pay and allowances.
- This form must be completed each fiscal year** by the member, endorsed by the member's unit CO, and submitted to the VA regional office responsible for the member's VA claim file.
- Additional information regarding VA Disability Compensation is available from the Department of Veterans Affairs website at: www.va.gov or by calling the VA at 1-800-827-1000.
- NOTE:** **Annual waivers are required.**
-
- G.4. **Compensation Adjustment** Compensation waived is based on 1 day of compensation for every inactive duty drill and/or for each day of AD. Compensation will be adjusted after the end of each fiscal year.
-
- G.5. **Waiver of Pension/ Disability/ Retired Pay Process** See process below.

| Step | Who Does It | What Happens |
|------|---------------------------------------|---|
| 1 | Reserve member receiving compensation | Upon affiliation with the USCGR and on 30 September each year following , completes VA Form 21-8951-2 and forwards to local VA office. |
| 2 | VA | Notifies PPC (MAS) that they have received a completed form from the member, waiving their military pay and allowances. |
| 3 | PPC | <ul style="list-style-type: none"> • Verifies the number of drills and AD periods the member performed. • Contacts the member's P&A Office to initiate appropriate actions to recoup the pay specified on the completed form. • Manually makes pay adjustments if the payments are out of range. |

Table 10-25 Waiver of Pension/Disability/Retired Pay Process

Section H: Reserve Retirement Points Statement

- H.1. Introduction** This section discusses the Reserve Retirement Points Statement, one of the most important documents for a Reservist. It provides the number of points earned during the last anniversary year and the cumulative total for members' complete military career.
-
- H.2. Reference** (a) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
-
- H.3. Points Statements in Direct Access** Reserve retirement points data is available in DA for self-service, command and P&A Office users IAW Section 8.M of Reference (a). Reviewing the Reserve Retirement Points Statement is an excellent way for Reservists to track their account balances and report problems early. Use the following user guides to view Retirement Points in DA:
- Self-Service – [View My Reserve Points Statement](#)
 - Command Users and P&A Offices – [Reserve Member Balances](#)
-
- H.4. Anniversary Date Modifications** Anniversary Dates are corrected by PPC (ADV) to comply with Section 8.I of Reference (a). Corrections may take place as part of an audit remediation or in connection with issuance of a Statement of Creditable Service. Modifications to a Reservist's Anniversary Date may have a detrimental impact on their retirement eligibility. Reservists whose Anniversary Dates have been corrected and have lost points or creditable service for retirement purposes as a result of the correction may be allowed to retain the old, incorrect Anniversary Date, if it was established prior to 13 May 2003. These members may submit requests to have original Anniversary Dates restored, via the chain of command, to PPC Customer Care.
-
- H.5. Discrepancies on the Points Statement** Members must verify the entries on their Points Statement regularly and report any discrepancies immediately to their Unit P&A Office. Reservists who find discrepancies on their Reserve points statement shall send a request for correction with supporting documents via the chain of command to their P&A Office. In cases where the P&A Office cannot resolve the discrepancy, the P&A Office shall provide meaningful endorsement, with any additional supporting documents available, and forward the request to PPC (ADV) via Trouble Ticket at <https://www.dcms.uscg.mil/ppc/ccb/>.
-
- H.6. Required Documents for Corrections** Requests for changes to a member's Reserve Retirement Point Statement must be supported by documentation such as:
- All contracts (i.e., DD Form 4)

- All Discharge Documents including DD-214s (preferably member copy, page 4) and NGB 22 and 23s for National Guard members (NGB Documents are the National Guard's version of the DD-214 and enlistment contracts). NGB copies should be available from the office of the appropriate State Adjutant General.
- All Oaths of Office (Officers)
- Certified “True Copies” of signed AD Orders (front & back)
- For members who served in a RC and/or the National Guard (prior to entering the US Coast Guard), we must have the Reserve Retirement Points Statements from those periods.

It is the member's responsibility to provide this documentation (PPC is not a document repository, may not be able to furnish CG documents and cannot access non-CG documents). The P&A Office should scan all documents so that they can be emailed to PPC and included in the Trouble Ticket.

NOTE:

This link may be helpful in obtaining documents:

<https://www.archives.gov/veterans/military-service-records>

Section I: Reserve Incapacitation Benefits Processing

- I.1. Introduction** This section discusses Reserve Incapacitation Benefits (RIB) processing for Reservists who incur or aggravate an injury, illness, or disease while on active or inactive duty, funeral honors duty, traveling directly to or from such duty or training, or while remaining overnight, immediately before the commencement of or between successive periods of such duty.
-
- I.2. References**
- (a) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
 - (b) [Administrative Investigations Manual, COMDTINST 5830.1 \(series\)](#)
 - (c) [Physical Disability Evaluation System, COMDTINST M1850.2 \(series\)](#)
 - (d) [Department of Defense Instruction, DoDI 1241.01](#)
 - (e) [Reserve Duty Status and Participation, COMDTINST 1001.2 \(series\)](#)
 - (f) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 - (g) [U.S. Coast Guard Certifying and Disbursing Manual, COMDTINST M7210.1 \(series\)](#)
-
- I.3. Background** Reservists who incur or aggravate an injury, illness or disease while in a duty status and require follow-up care, may be entitled to medical treatment. Chapter 6 of Reference (a) governs the policies when reservists are injured in the line of duty. Commander (CG PSC-RPM) oversees the Coast Guard Reserve incapacitation system to ensure all cases are managed fairly and consistently, IAW CG policy.
- The Reserve incapacitation system may provide pay and allowances to those members, while being treated for, or recovering from a service-connected injury, illness, or disease or who demonstrates a loss of earned-income as a result of an injury, illness, or disease incurred or aggravated in the line of duty.
- Updates and more information can be found on the PSC-RPM-3 Medical Section of the CG SharePoint Page: https://uscg.sharepoint-mil.us/sites/psc_spo/psc-rpm/rpm3/SitePages/Homepage.aspx.
-
- I.4. Issuing Authority/ Appeals** CG PSC-RPM-3 manages the Coast Guard's RIB system for ill and injured reservists and acts as the Coast Guard's Benefits Issuing Authority (BIA) for Medical Hold (Med Hold) orders, Active Duty for Health Care (ADHC) orders, Notices of Eligibility (NOE), incapacitation pay, and all extension requests. The best path for ill and injured reservists to navigate the complexities of the medical readiness and incapacitation system is for Commands, Reserve Forces Readiness Staff (RFRS), District (DXR), PAC-13, and LOG-1 to communicate with PSC-RPM-3 as soon as a situation arises needing policy-guided action.

Commandant (CG-R) retains appeal authority for Med Hold, ADHC, NOE and Incapacitation Pay requests. Appeals shall be submitted via email to CG-R5 through the member's chain of command, including District (DXR), LOG-1, or PAC-13 (as appropriate) and CG PSC-RPM to: ARL-SMB-CGPSC-RPM-Reserve-Medical@uscg.mil.

I.5. Medical Hold Request Process

CG-PSC-RPM-3 may authorize Med Hold orders for reservists who incur or aggravate an injury, illness or disease in the line of duty while on AD orders greater than 30 days.

All requests for Med Hold orders shall be submitted via email to CG PSC-RPM-3 routed through the member's chain of command, including District (DXR), LOG-1, or PAC-13 (as appropriate) to: ARL-SMB-CGPSC-RPM-Reserve-Medical@uscg.mil and must include the following: (Incomplete request packages will be returned without action.):

1. Signed [Reserve Incapacitation Benefit Request Form](#) (CG-1001C)
2. A detailed Line of Duty Determination (LOD) shall be signed by the Commanding Officer and completed IAW Chapter 7 of Reference (b) using one of the following methods:
 - a. [CG-3822](#): Injury Report, or
 - b. Letter of Incident Report (LIR). For further information, please see Chapter 7 of Reference (b)
3. All relevant medical documentation from Coast Guard, civilian or non-CG military treatment facilities.
4. [Monthly Physician's Report Form](#) – within 30 days of request submission and every 30 days thereafter.
5. Signed [Authorization for Disclosure of Medical or Dental Information, DD Form 2870](#).
6. A signed [Administrative Remarks, CG-3307, \(RIB-02\)](#).

NOTE:

A formal LOD investigation is only required when the command has reason to believe that the injury, illness or disease was not incurred in the line of duty or occurred as a result of misconduct or gross negligence.

NOTE:

The CG-4614 is obsolete. The Letter of Incident Report (LIR) should be utilized in its place.

WARNING:

All personnel involved in this process shall ensure proper precautions are taken to ensure the safe handling and integrity of Personally Identifiable Information (PII) and Protected Health Information (PHI), especially in the case of electronic transmission.

**I.6. Med Hold
Monthly Updates**

Members on Med Hold orders are required to submit Medical Status updates at least once every 30-day period to continue their benefits.

Monthly updates and all required documents shall be submitted via email to CG PSC-RPM-3 through the member's chain of command, including District (DXR), LOG-1, or PAC-13 (as appropriate) to: ARL-SMB-CGPSC-RPM-Reserve-Medical@uscg.mil and must include the following:

1. [Monthly Physician's Report Form](#),
2. All relevant medical documentation from Coast Guard, or non-military treatment facilities
3. Other supporting documentation as required by PSC-RPM.

NOTE:

Failure to submit the required monthly documentation may result in early termination of benefits.

**I.7. Med Hold
Extension
Requests**

Med Hold orders may not be extended beyond the original date authorized by PSC-RPM-3 without prior approval from PSC-RPM-3. Extension requests shall be submitted via email to CG PSC-RPM-3 through the member's chain of command, including District (DXR), LOG-1, or PAC-13 (as appropriate) to: ARL-SMB-CGPSC-RPM-Reserve-Medical@uscg.mil and must include the following:

1. [Reserve Incapacitation Benefit Request Form](#)
2. [Monthly Physician's Report Form](#) (*must be submitted every 30 days*)
3. All relevant medical documentation from Coast Guard, civilian, or non-CG military treatment facilities.

NOTE:

Med Hold orders and any extension must not exceed a total of 180 days. A new set of orders must be created for periods exceeding 180 day increments.

WARNING:

All personnel involved in this process shall ensure proper precautions are taken to ensure the safe handling and integrity of Personally Identifiable Information (PII) and Protected Health Information (PHI), especially in the case of electronic transmission.

**I.8. Active Duty
for Health Care
Request Process**

CG PSC-RPM-3 may authorize ADHC orders for reservists who incur or aggravate an injury, illness or disease in the line of duty (LOD) while performing Inactive Duty Training (IDT), Funeral Honors Duty (FHD), Readiness Management Period (RMP), or active duty orders 30 days or less.

All requests for ADHC orders shall be submitted via email to CG PSC-RPM-3 through the member's chain of command, including District (DXR), LOG-1, or PAC-13 (as appropriate) to: ARL-SMB-CGPSC-RPM-Reserve-Medical@uscg.mil and must include the following:

1. Signed [Reserve Incapacitation Benefit Request Form](#) (CG-1001C)
2. A detailed Line of Duty Determination (LOD) shall be signed by the Commanding Officer and completed IAW Chapter 7 of Reference (b) using one of the following methods:
 - a. [Injury Report \(CG-3822\)](#), or
 - b. Letter of Incident Report (LIR). For further information, please see Chapter 7 of Reference (b)
3. All relevant medical documentation from Coast Guard, civilian or non-CG military treatment facilities.
4. [Monthly Physician's Report Form](#) – within 30 days of request submission and every 30 days thereafter.
5. Signed [Authorization for Disclosure of Medical or Dental Information, DD Form 2870](#).
6. A signed [Administrative Remarks, CG-3307, \(RIB-03\)](#).

NOTE:

A formal LOD investigation is only required when the command has reason to believe that the injury, illness or disease was not incurred in the line of duty or occurred as a result of misconduct or gross negligence.

NOTE:

The CG-4614 is obsolete. The Letter of Incident Report (LIR) should be utilized in its place.

WARNING:

All personnel involved in this process shall ensure proper precautions are taken to ensure the safe handling and integrity of Personally Identifiable Information (PII) and Protected Health Information (PHI), especially in the case of electronic transmission.

**I.9. ADHC
Monthly Updates**

Members on ADHC orders are required to submit Medical Status updates at least once every 30-day period to continue their benefits.

Monthly updates and all required documents shall be submitted via email to CG PSC-RPM-3 through the member's chain of command, including District (DXR), LOG-1, or PAC-13 (as appropriate) to: ARL-SMB-CGPSC-RPM-Reserve-Medical@uscg.mil and must include the following:

1. [Monthly Physician's Report Form](#),
2. All relevant medical documentation from Coast Guard, or non-military treatment facilities
3. Other supporting documentation as required by PSC-RPM.

NOTE:

Failure to submit the required monthly documentation may result in early termination of benefits.

I.10. ADHC Extension Requests

ADHC orders may not be extended beyond the original date authorized by PSC-RPM-3 without prior approval from PSC-RPM-3. Extension requests shall be submitted via email to CG PSC-RPM-3 through the member's chain of command, including District (DXR), LOG-1, or PAC-13 (as appropriate) to: ARL-SMB-CGPSC-RPM-Reserve-Medical@uscg.mil and must include the following:

1. [Reserve Incapacitation Benefit Request Form](#)
2. [Monthly Physician's Report Form](#) (*must be submitted every 30 days*)
3. All relevant medical documentation from Coast Guard, civilian, or non-CG military treatment facilities.

NOTE:

ADHC orders and any extension must not exceed a total of 180 days. A new set of orders must be created for periods exceeding 180 day increments.

WARNING:

All personnel involved in this process shall ensure proper precautions are taken to ensure the safe handling and integrity of Personally Identifiable Information (PII) and Protected Health Information (PHI), especially in the case of electronic transmission.

I.11. Notice of Eligibility Request Process

A NOE is used to authorize medical and/or dental treatment for a reservist who incurs or aggravates an injury, illness or disease in the line of duty. NOEs are only issued to reservists NOT currently on active duty orders (i.e. Med Hold or ADHC). Medical and/or dental treatment authorized under a NOE is limited to treatment specific to the line of duty injury, illness or disease. Additional benefits that may be authorized under a NOE include the following:

1. Reimbursement for travel and transportation connected with the medical and/or dental treatment. (Reimbursement **must** be requested

prior to appointment)

2. Readiness Management Period (RMPs)
3. [Incapacitation Pay](#)

All NOE requests shall be sent via email to CG PSC-RPM-3 through the member's chain of command, including District (DXR), LOG-1, or PAC-13 (as appropriate) to: ARL-SMB-CGPSC-RPM-Reserve-Medical@uscg.mil and must include the following:

1. Signed [Reserve Incapacitation Benefit Request Form](#) (CG-1001C)
2. A detailed Line of Duty Determination (LOD) shall be signed by the Commanding Officer and completed IAW Chapter 7 of Reference (b) using one of the following methods:
 - a. [Injury Report \(CG-3822\)](#), or
 - b. Letter of Incident Report (LIR). For further information, please see Chapter 7 of Reference (b)
3. All relevant medical documentation from Coast Guard, civilian or non-CG military treatment facilities.
4. [Monthly Physician's Report Form](#) – within 30 days of request submission and every 30 days thereafter.
5. Signed [Authorization for Disclosure of Medical or Dental Information, DD Form 2870](#).
6. A signed [Administrative Remarks, CG-3307, \(RIB-01\)](#).
7. A signed [Administrative Remarks, CG-3307, \(RIB-03\)](#). (If the member is transitioning from MED Hold or ADHC orders)
8. Signed copy of the active duty orders or DA screenshot of the members IDT, FHD or RMP.

NOTE:

A formal LOD investigation is only required when the command has reason to believe that the injury, illness or disease was not incurred in the line of duty or occurred as a result of misconduct or gross negligence.

NOTE:

The CG-4614 is obsolete. The Letter of Incident Report (LIR) should be utilized in its place.

WARNING:

All personnel involved in this process shall ensure proper precautions are taken to ensure the safe handling and integrity of Personally Identifiable Information (PII) and Protected Health Information (PHI), especially in the case of electronic transmission.

**I.12. NOE
Monthly Updates**

Members authorized a NOE are required to submit Medical Status updates at least once every 30-day period to continue their benefits.

Monthly updates and all required documents shall be submitted via email to CG PSC-RPM-3 through the member's chain of command, including District (DXR), LOG-1, or PAC-13 (as appropriate) to: ARL-SMB-CGPSC-RPM-Reserve-Medical@uscg.mil and must include the following:

1. [Monthly Physician's Report Form](#),
2. All relevant medical documentation from Coast Guard, or non-military treatment facilities
3. Other supporting documentation as required by PSC-RPM.

NOTE:

Failure to submit the required monthly documentation may result in early termination of benefits.

**I.13. NOE
Extension
Requests**

A NOE may not be extended beyond the original date authorized by PSC-RPM-3 without prior approval from PSC-RPM-3. Extension requests shall be submitted via email to CG PSC-RPM-3 through the member's chain of command, including District (DXR), LOG-1, or PAC-13 (as appropriate) to: ARL-SMB-CGPSC-RPM-Reserve-Medical@uscg.mil and must include the following:

1. [Reserve Incapacitation Benefit Request Form](#)
2. [Monthly Physician's Report Form](#) (*must be submitted every 30 days*)
3. All relevant medical documentation from Coast Guard, civilian, or non-CG military treatment facilities

WARNING:

All personnel involved in this process shall ensure proper precautions are taken to ensure the safe handling and integrity of Personally Identifiable Information (PII) and Protected Health Information (PHI), especially in the case of electronic transmission.

**I.14.
Documentation
of Deployment
Limiting
Condition**

Upon RIB authorization, CGPSC-RPM-3 will update the Medical Readiness Reporting System (MRRS) to show the member has a Deployment Limiting Condition (DLC). This action will change the member's medical DLC in CGBI to red to ensure they are not mobilized involuntarily or voluntarily, until Available for Full Duty (AFFD) IAW Reference (e).

**I.15. Readiness
Management
Periods**

PSC-RPM-3 may authorize certain RMPs IAW Reference (e). Use the following process for Readiness Management Periods.

| Step | Who Does It | What Happens |
|------|-------------|--|
| 1 | Member | <p>No later than 3 business days before the appointment, must request the RMP via email to CG PSC-RPM-3 and District RFRS staff (or equivalent) through their chain of command, including District (DXR), LOG-1, or PAC-13 (as appropriate) to ARL-SMB-CGPSC-RPM-Reserve-Medical@uscg.mil and include the following information:</p> <p>Subject: Member name – RMP request</p> <p>Request RMP as follows:</p> <ul style="list-style-type: none"> a. EMPLID - member name: 9999999 – RANK FIRST LAST b. Member's Department ID: 999999 c. Date and Time of appointment: DD MMM YYYY/0000 d. Provider full name: TITLE First Last, Practice e. Provider Address: Address, City, ST 55555 f. Provider phone: (999) 999-9999 g. Paid/Unpaid h. Reason: (See SharePoint Page: RPM-3 Reserve Personnel Services Branch - Medical (uscg.mil)) |
| 2 | PSC-RPM-3 | <ul style="list-style-type: none"> • Within 5 business days of date of receipt of RMP request, reviews and approves/disapproves request. • If approved, provides an RMP authorization memo to District RFRS staff (or equivalent) for forwarding to member and command. • Enters RMP in DA in a “Scheduled” status. |
| 3 | Member | At least 48 hours prior to the scheduled RMP, must notify command if unable to attend the RMP appointment. |
| 4 | Command | At least 48 hours prior to the scheduled RMP, upon notification from the member that they are unable to attend the RMP, must notify PSC-RPM-3 to update or cancel the RMP (as appropriate). |
| 5 | Member | <ul style="list-style-type: none"> • On the date of the RMP, must attend the RMP appointment, bring the RMP authorization memo (required) and must obtain the verification documentation as directed in the RMP memo. |

| | | |
|-----------------|-----------|---|
| | | <ul style="list-style-type: none"> No later than 10 business days from completion of appointment, must submit verification of appointment completion via email to CG PSC-RPM-3 and District RFRS staff (or equivalent) through their chain of command, to ARL-SMB-CGPSC-RPM-Reserve-Medical@uscg.mil. |
| 6 | PSC-RPM-3 | Within 5 business days of receipt of verification documentation from the member, places the RMP in a “Completed” status in DA. |
| 7 | SPO | Within three business days of the RMP being marked “Completed,” approves RMP in DA for payment using the Reserve Specific Approving/Denying Inactive Duty for Training (IDT) Drills user guide. |
| 8 | PPC | Processes payment. |
| 9 | PSC-RPM-3 | No later than 10 business days from scheduled RMP date, if no verification of appointment is received and /or the member does not meet the criteria outlined in Reference (e), places the RMP in an “Unexcused” status in DA. |
| 10 | Command | Shall document all counseling for unexcused absences, starting with the first absence IAW Reference (e). |
| WARNING: | | <p><i>SPOs are responsible for proper payment and record keeping (e.g. supporting payment with written orders and source documentation) IAW Reference (g). 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 P&A Offices/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> |
| As a reminder: | | <ol style="list-style-type: none"> 1) Only one RMP shall be performed in a calendar day. 2) The RMP is equivalent to a single IDT drill for pay and one retirement point. 3) The RMP must be a minimum of four hours in duration per period, but not exceed one in a calendar day, not inclusive of travel to and from regular drilling site IAW |

| | |
|--|--|
| | <p>ALCOAST 343/22. If scheduled duties do not meet the minimum four hour duration, the unit must assign other appropriate tasks (e.g., Mandated Training (MT), annual screening questionnaire, emergency data validation, weigh-in, etc.) to fulfill the requirement.</p> <p>4) The RMP will not be performed on the same day as any other active or inactive duty type.</p> <p>5) Except as authorized by Reserve Duty Status and Participation Manual (series), RMPs will not be used for medical care and treatment authorized by the reserve incapacitation system.</p> <p>6) All RMPs must be approved before the duty is performed.</p> <p>7) Reservists requesting RMP travel shall request a TONO from their District RFRS staff (or equivalent) through their chain of command per Joint Travel Regulations (JTR).</p> <p>8) RMP travel is NOT authorized for PHA, dental, or RSWE.</p> |
|--|--|

Table 10-26 RMP Process

I.16. Reserve Incapacitation Pay Eligibility

Background: A reservist who is physically disabled as a result of an LOD injury, illness or disease, is entitled to pay and allowances IAW 37 USC 204 and 206. The amount of pay and allowances authorized is determined IAW Reference (f). The amount of incapacitation pay cannot exceed the pay and allowances for the members pay grade and time in service.

To be eligible for incapacitation pay, a reservist must have an approved Notice of Eligibility (NOE) on file with CG PSC-RPM-3 and must request it using the process below. A member's entitlement for incapacitation pay is dependent upon the member's military duty status of Not Available for Full Duty (NAFD) or Available for Limited Duty (AFLD) and the documented amount of lost earned or lost civilian earned income for the incapacitation pay claim period.

I.17. Not Available for Full Duty

Members in a NAFD status are entitled to incapacitation pay under 37 USC 204(g). A member eligible for incapacitation pay under 37 USC 204(g) is entitled to pay and allowances minus any earned income from nonmilitary employment or self-employment. Incapacitation pay will be reduced by the amount of any earned income.

For example, if a member earns \$1,000 from his civilian job during a month, the member's incapacitation pay is reduced by \$1,000.

I.18. Available for Limited Duty

Members in a AFLD status are entitled to incapacitation pay under 37 USC 204(h). To be eligible for incapacitation pay under 37 USC 204(h), a

member must demonstrate a loss of earned income from nonmilitary employment or self-employment.

For example, a member attends a medical appointment in conjunction with an approved NOE and misses three hours of work. The member may request incapacitation pay to be reimbursed the income lost due to missing 3 hours of work to attend the medical appointment.

I.19. Civilian Earned Income

Civilian earned income is defined as income from non-military employment, including self-employment. This includes normal wages, salaries, professional fees, tips, or other compensation for personal services actually rendered, as well as income from protection plans, vacation pay, and sick leave that the member elects to receive. It does not include rents, royalties, retirement pay, dividends or interest, welfare payments, or other nontaxable Government benefits.

I.20. Request Process

All claims for incapacitation pay shall be submitted via email to PSC-RPM-3 through the chain of command and Regional RFRS staff (i.e. District, LOG-1, PAC-13) to: ARL-SMB-CGPSC-RPM-Reserve-Medical@uscg.mil and must include the following:

1. [Monthly Incapacitation Claim Form](#)
2. Supporting documentation to demonstrate earned income or lost earned income. Documentation may include, but is not limited to:
 - a. Pay stubs
 - b. Tax documents (W-2s, 1040, etc.)
 - c. Statement from employer (must be on company letterhead, signed and include contact information)
 - d. Memo from command with the IDT drills a member is unable to perform or make-up due to LOD condition.
3. [Monthly Physician's Report Form](#) (within 30 days of submission)

NOTE:

Claims for incapacitation pay shall be submitted for periods not to exceed one month (30 days) unless prior approval is received from CG PSC-RPM-3. Incomplete packages will be returned without action. PSC-RPM-3 will validate incapacitation pay claims within 10 business days and forward valid claims to PPC (SES) for processing.

NOTE:

Claims for incapacitation pay that exceed six months must be approved by CG PSC-RPM-3 and CG-R. PSC-RPM-3 will review and endorse all claims for incapacitation pay greater than six months and forward to CG-R for approval.

WARNING:

All personnel involved in this process shall ensure proper precautions are taken to ensure the safe handling and integrity of Personally Identifiable Information (PII) and Protected Health Information (PHI), especially in the case of electronic transmission.

Section J: Reserve Component Category (RCC) Change

J.1. Introduction This section establishes the process for requesting a reserve component category (RCC) change.

Action to begin the process for an RCC change begins at the unit, either voluntarily by the member or involuntarily by the member's command.

J.2. References

References:

- (a) [Reserve Duty Status and Participation, COMDTINST 1001.2 \(series\)](#)
- (b) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
- (c) [Military Separations, COMDTINST 1000.4 \(series\)](#)
- (d) [Body Composition Standards Program, COMDTINST 1020.8 \(series\)](#)
- (e) [Coast Guard Recruiting, COMDTINST 1100.2 \(series\)](#)
- (f) [Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 \(series\)](#)
- (g) [Coast Guard Military Human Resource Record \(CGMHRR\) System, COMDTINST 1080.10 \(series\)](#)
- (h) [Military Justice Manual, COMDTINST M5810.1 \(series\)](#)
- (i) [Coast Guard Medical Manual, COMDTINST M6000.1 \(series\)](#)
- (j) [Physical Disability Evaluation System, COMDTINST M1850.2 \(series\)](#)
- (k) [Military Bonus and Incentive Programs, COMDTINST 7220.2 \(series\)](#)

J.3. RCC Change Process

Follow this process to properly submit a Request for Reserve Component Change. This process needs communication between Command/ RFRS/ SERA/SRO and P&A to get all applicable information before request is processed.

| Step | Who Does It | What Happens |
|------|-------------|---|
| 1 | Member | <ul style="list-style-type: none"> • Works with SERA, SRO, or RFRS as applicable on request to change reserve component. • Complete sections 1-21b of CG-1001. Forward to servicing administrative staff for review. Provide any required supporting documentation for specific RCC change reasons as outlined in the references in this section. |
| 2 | P&A Office | <ul style="list-style-type: none"> • Verify member eligibility for requested component. • Verify any obligated service is completed, including (but not limited to) obligated service due to advancement, |

| | | |
|--------------|---------------------------------|--|
| | | <p>bonus, or from transferring the Post 9/11 G.I. Bill benefits to dependents.</p> <ul style="list-style-type: none"> • Ensure member is in compliance with satisfactory participation standards in accordance with reference (a). • Validate member’s expected loss date and ensure member meets reenlistment eligibility requirements. See note below • Review CG-1001 (<i>Departures should be a minimum of 90 days from signature date in block 21</i>). • Provide any required supporting documentation for specific RCC change reasons as outlined in the references in this section. • Document RCC request on appropriate CG-3307-AT-10 and provide to member for signature. This may be signed by the appropriate administrative leadership and does not require command signature for the counseling signature. • Route signed CG-1001, the correct CG-3307, AT-10 and any supporting documents to the unit command staff for endorsement. |
| NOTE: | | <p>Members of the IRR, ASL, and ISL may only reenlist if authorized by CG PSC-RPM as noted in reference (f). Members in the IRR, ASL, or ISL who desire to reenlist beyond their current expected loss date shall complete a Career Intentions Worksheet, CG-2045, and route through CG PSC-RPM-3 for further processing: HQS-SMB-CGPSC-RPM-3-Query@uscg.mil</p> |
| 3 | Command Staff | Review the request for accuracy, complete blocks 22-30c of the CG-1001, sign/date, and forward to the appropriate endorsing authority. |
| 4 | District (DXR)/ LOG-1/PAC-13 | Review the request for accuracy, complete blocks, 31-33c, sign/date, and route to CG PSC-RPM-1 for processing at the following email address: HQS-SMB-CGPSC-RPM-1-Status@uscg.mil . |
| NOTE: | | <p><i>CG-1001 should be received by CG PSC-RPM-1 at least 60 days prior to date in block 10. Requests for expedited RCC changes may be discussed with CG PSC-RPM-1 staff</i></p> |

| | | |
|---|--------------|---|
| 5 | CG PSC-RPM-1 | Reviews and processes RCC change package. Final determinations will be sent to the addresses in which received. Approved RCC changes will be sent to CG PSC-RPM-3 staff for processing in Direct Access. |
| 6 | CG PSC-RPM-3 | <ul style="list-style-type: none"> • Completes RCC change transactions in Direct Access. Please allow 7-10 business days for processing. Inquiries regarding the RCC change actions may be sent to CG PSC-RPM-3 at the following email address: HQS-SMB-CGPSC-RPM-3-Query@uscg.mil. • Notifies Command, P&A and member once orders are completed. |
| 7 | P&A Office | Uploads documents into the member’s CGMHRR via iPERMS in accordance with reference (g). |

Table 10-27 Reserve Component Change (RCC) Process

J.4. Request type and requirements

The table below will explain the request types, applicable references and other important information.

| Reason | Reference | Additional information |
|----------------------|----------------------------------|--|
| Member requested | IAW reference (a) and (b) IAW | <ul style="list-style-type: none"> • Explanation of reason must be attached. Member must be in compliance with participation standards • Temporary Relocation • Member with hardships will not be separated but can request either ASL or ISL |
| Declining orders | IAW Reference (b) and (c) | Members not requesting a Change in RCC MUST be transferred to ISL 60 days after effective date of orders |
| Key Federal Employee | IAW Reference (b) | Federal employees occupying key positions that should not be vacated during a national emergency or mobilization without seriously impairing the capability of the parent federal agency or office to function effectively |

| | | |
|-------------------------------|---------------------|---|
| NOTE: | | Other key employees for other agencies, non-federal organizations can request approval of key employee status through CG-R |
| Community/Personal Hardship | IAW Reference (b) | Members who’s recall to active duty during an emergency would create an extreme personal or community hardship |
| Relocation Overseas | IAW Reference (a) | Can request IRR or ISL. Members can also request to stay on SELRES through CG PSC - RPM and CG-R |
| Weight | IAW Reference (d) | Transferred to ISL for 1 year. Additional CG-3307 required, P&D -02,04 and AT-10B |
| Return to SELRES from ISL/IRR | | Work with PSC-RPM-3 and contact the ISTT team |

Table 10-28 Reserve Component Change (RCC) Types and Requirements

Section K: Summary of Reserve Order Types and Recall Requirements and Limitations

K.1. **Introduction** This section provides tables for Summary of Reserve Order Types and Recall Requirements and Limitations.

K.2. **References** (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
(b) [Reserve Duty Status and Participation, COMDTINST 1001.2 \(series\)](#)
(c) [Activation of the Reserve Component, COMDTINST M3061.2](#)

K.3. **Summary of Reserve Order Types** The below figure lists the Reserve order types and shows PCS/TDY entitlements, BAH entitlement, INCONUS COLA (ICC)/OUTCONUS COLA (OCC) entitlement. IAW references (a) and (b)

This figure can also be found on PPC Topeka website- Links below

[YN Tool Kit](#) –

[Summary of Reserve Order Types](#)

| Duty | Cat. | Contingency? | Funds (Note 4) | Duration | Is Considered... | Entitlements | | |
|----------|------|--------------|----------------|-------------|------------------|--------------|--------|--------|
| | | | | | | BAH | ICC | OCC |
| ADOS-AC | ADOT | No | Unit | 0-30 Days | Short Term/TDY | BAH-RC | No | Note 1 |
| ADOS-AC | ADOT | No | Unit | 31-180 Days | Short Term/TDY | BAH HOME | Note 3 | Yes |
| ADOS-AC | ADOT | No | Active | 181 Days + | Long Term/ PCS | BAH PDS | Yes | Yes |
| ADOS-AC | ADOT | Yes | Active | Any | Contingency/ TDY | BAH HOME | Yes | Yes |
| ADOS-RC | ADOT | No | Reserve | 0-30 Days | Short Term/ TDY | BAH-RC | No | Note 1 |
| ADOS-RC | ADOT | No | Reserve | 31-180 Days | Short Term/ TDY | BAH HOME | Note 3 | Yes |
| ADOS-RC | ADOT | No | Active | 181 Days + | Long Term/PCS | BAH PDS | Yes | Yes |
| ADHC | ADOT | No | Active | 31-180 Days | Short Term/ TDY | BAH HOME | Note 3 | Yes |
| ADHC | ADOT | No | Active | 181 Days + | Long Term/PCS | BAH PDS | Yes | Yes |
| ADT-AT | ADT | No | Reserve | 0-30 Days | Short Term/TDY | BAH-RC | No | Note 1 |
| ADT-AT | ADT | No | Reserve | 31-139 Days | Short Term/TDY | BAH HOME | No | Yes |
| ADT-AT | ADT | No | Active | 140 Days + | Long Term/PCS | BAH PDS | Yes | Yes |
| ADT-OTD | ADT | No | Reserve | 0-30 Days | Short Term/ TDY | BAH-RC | No | Note 1 |
| ADT-OTD | ADT | No | Reserve | 31-139 Days | Short Term/ TDY | BAH HOME | No | Yes |
| ADT-OTD | ADT | No | Active | 140 Days + | Long Term/ PCS | BAH PDS | Yes | Yes |
| EAD | ADOT | No | Active | 1 years + | Long Term/PCS | BAH PDS | Yes | Yes |
| IADT | ADT | No | Active | 0-30 Days | Short Term/ TDY | BAH-RC | No | Note 1 |
| IADT | ADT | No | Active | 31-139 Days | Short Term/ TDY | BAH HOME | No | Yes |
| IADT | ADT | No | Active | 140 Days+ | Long Term/PCS | Note 2 | Note 2 | Note 2 |
| Title 10 | ADOT | Yes | Active | Any | Contingency/ TDY | BAH HOME | Yes | Yes |
| Title 14 | ADOT | No | Active | 0-30 | Short Term/ TDY | BAH HOME | Yes | Yes |
| Title 14 | ADOT | No | Active | 31-60 | Short Term/ TDY | BAH HOME | Yes | Yes |

Note 1: IAW Department of Defense Financial Management Regulation (DoD FMR), Chapter 68, Table 68-7, 30 Days or Fewer: OCONUS COLA if the call or order to active duty is in support of a contingency operation or whenever there is no per diem authority. The Service member is authorized OCONUS COLA at the rate for his or her principal place of residence at the time called or ordered to active duty (55 Comp Gen 135 (1975)).

Note 2: If PCS is directed, member is authorized BAH & CCOLA at new PDS location. If PCS is NOT directed, BAH & CCOLA is at the rate of the principal place of residence when the member was called/ordered to AD. For personnel accounting purposes, IADT orders are issued as Long Term/PCS even if the duration less than 140 days. This does not entitle the member to PCS allowances. Members ordered to IADT will also be issued a Reserve PCS (No cost) order to update the member's assigned unit. The PCS order must be endorsed prior to endorsing the IADT order.

Note 3: Yes if 140 or more days. No if 139 or less days. Reservists on orders for 140 or more days are entitled to CONUS COLA. See DoD FMR, Chapter 67, Table 67-9.

Note 4: With the transition to FSMS, POET details (Project, Organization, Expenditure Type, and Task) have replaced the traditional LOAs (Line of Accounting). AFC (Allotment Fund Control Codes) Fund codes have been replaced with Project codes.

Figure 10-5 Summary of Reserve Order Types

K.4. Reserve Recall Requirements and Limitations

The below figure below shows the Reserve Recall Requirements and Limitations IAW reference (c) Appendix B

| Purpose of Duty | Full Mobilization | Partial Mobilization | Presidential Recall | Domestic Response | Active Duty For Operational Support (ADOS) |
|--|---|---|--|--|--|
| Legal Authority | 10 U.S.C. §12301 (a) | 10 U.S.C. §12302 | 10 U.S.C. §12304 | 14 U.S.C. §3713 | 10 U.S.C. §12301 (d) |
| Voluntary vs. Involuntary | Involuntary | Involuntary | Involuntary | Involuntary | Voluntary |
| Statutory Limitations | Period of emergency plus 6 months. | Not more than 24 consecutive months. | Not more than 365 consecutive days. Not more 200,000 SELRES at one time, not more than 30,000 IRR at once. | Not more than 120 days in 24 months. | N/A |
| Policy Limitations | N/A | Not more than 12 months at any one time. Not more than 12 months Boots on Ground (BOG). Not more than 24 cumulative months for the same contingency without COMDT (CG-R5) approval. | Not more than 365 consecutive days. | Not more than 60 days in any 4-month period and not more than 120 days in any 2-year period. | Not more than 12 months on a single set of orders. |
| Notification Requirements | At least 30 days. | At least 30 days. | Not subject to a 30-day minimum. | 48 hours. | N/A |
| IRR | Yes | Yes | Yes | Yes | Yes |
| Activation approval to activation date in support of time-critical emergent requirements: | ≥ 30 days Commandant < 30 Days SEC DHS. | ≥30 days Commandant < 30 Days SEC DHS. | ≥30 days Commandant < 30 Days SEC DHS. | 48 hours. | N/A |
| Dwell | 1:4 without SEC DHS approval. | 1:4 without SEC DHS approval. | 1:4 without SEC DHS approval. | Refer to statutory and policy limitations listed on this chart. | Activation under this authority is considered dwell. |
| Recruits participating in split-phase IADT program during the interphase period are not eligible to be considered for recall to AD under Reference (d), Title 10 U.S.C. or Reference (e), Title 14 U.S.C., unless all other personnel resources have been exhausted. * Activations under 10 U.S.C. §12301(d) do not incur a dwell period following RELAD. Reservists in a period of dwell following an involuntary activation may serve on ADOS and this time will credit towards satisfaction of dwell requirements. | | | | | |

Figure 10-6 Reserve Recall Requirements and Limitations