

# **RESERVE DUTY STATUS AND PARTICIPATION**



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COMMANDANT INSTRUCTION 1001.2A

Subj: RESERVE DUTY STATUS AND PARTICIPATION

- Ref:
- (a) Armed Forces, 10 U.S.C
  - (b) Coast Guard, 14 U.S.C
  - (c) Uniform Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06
  - (d) Reserve Components Common Personnel Data System (RCCPDS), DoDI 7730.54
  - (e) Administration and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING), DoDI 1235.13
  - (f) Military Separations, COMDTINST M1000.4 (series)
  - (g) Management of the Standby Reserve, DoDI 1235.09
  - (h) Screening the Ready Reserve, DoDI 1200.7
  - (i) Ready Reserve Member Participation Policy, DoDI 1215.13
  - (j) Body Composition Standards Program, COMDTINST 1020.8 (series)
  - (k) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
  - (l) Service Credit for Non-Regular Retirement, DoDI 1215.07
  - (m) Personnel and Pay Procedures TTP, PPCINST M1000.2 (series)
  - (n) Department of Defense Financial Management Regulation, DoD 7000.14-R, Volume 7A Chapter 10
  - (o) Pay and Allowances of The Uniformed Services, 37 U.S.C
  - (p) Coast Guard Medical Manual, COMDTINST M6000.1 (series)
  - (q) Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series)
  - (r) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
  - (s) Joint Travel Regulations (JTR)
  - (t) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)
  - (u) Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series)
  - (v) Special Needs Program, COMDTINST 1754.7 (series)
  - (w) Coast Guard Recruiting Manual, COMDTINST M1100.2 (series)
  - (x) Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1 (series)
  - (y) Coast Guard Personnel Allowance List (PAL) Manual, COMDTINST M5312.14 (series)
  - (z) Accessing the Reserve Components (RC), DoDI 1235.12

- (aa) Military Justice Manual, COMDTINST M5810.1 (series)
  - (bb) Active Duty for Operational Support (ADOS), COMDTINST 1330.1 (series)
  - (cc) Accessing and Activation of the Reserve Component, COMDTINST M3061.2 (series)
  - (dd) Pregnancy in the Coast Guard, COMDTINST 1000.9 (series)
  - (ee) Military Personnel Casualties and Decedent Affairs, COMDTINST M1770.9 (series)
  - (ff) Military Substance Abuse and Behavioral Addiction Program, COMDTINST 1000.10 (series)
  - (gg) Discipline and Conduct, COMDTINST M1600.2 (series)
  - (hh) Performance, Training and Education Manual, COMDTINST M1500.10 (series)
  - (ii) Uniform Regulations, COMDTINST M1020.6 (series)
  - (jj) Family Care Plans, DoDI 1342.19
  - (kk) DoD Yellow Ribbon Reintegration Program (YRRP), DoDI 1342.28
  - (ll) Coast Guard Military Medals and Awards Manual, COMDTINST M1650.25 (series)
  - (mm) Uniformed Services Employment and Reemployment Rights Act (USERRA), Chapter 43 of 38 U.S.C
  - (nn) Military Civil and Dependent Affairs, COMDTINST M1700.1 (series)
  - (oo) Post 9/11 and Montgomery GI Bill Educational Assistance Programs, COMDTINST M1780.3 (series)
  - (pp) Montgomery GI Bill–Selected Reserve (MGIB-SR), DoDI 1322.17
1. PURPOSE. This Instruction describes policies governing the duty statuses, component categories, and the participation standards of the Coast Guard Reserve.
  2. ACTION. All Coast Guard unit Commanders, Commanding Officers, Officers-in-Charge, Deputy/Assistant Commandants, chief of headquarter directorates must comply with the policies contained.
  3. AUTHORIZED RELEASE. Internet release is authorized.
  4. DIRECTIVES AFFECTED. The Reserve Duty Status and Participation Manual, COMDTINST M1001.2 is hereby cancelled.
  5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide administrative guidance for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.
  6. MAJOR CHANGES. Major changes incorporated into this version include updates to Training/Pay Categories (TRAPAY CATS), Readiness Management Period (RMP) policy, orders for Article 32 investigations, waiver requests for performance of Inactive Duty Training (IDT) to be performed outside the United States and its territories and possessions, Active Duty for Training Annual Training (ADT-AT) waivers for birth events, and berthing while drilling on inactive duty for points only.

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. The Office of Environmental Management, Commandant (CG-47) reviewed this Commandant Instruction and the general policies contained within, and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. This Commandant Instruction will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental requirements, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).
8. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located in the Coast Guard Directives System Library internally, and if applicable on the Internet at [www.dcms.uscg.mil/directives](http://www.dcms.uscg.mil/directives) .
9. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with the records retention schedule located on the Records Resource Center SharePoint site at: <https://uscg.sharepoint-mil.us/sites/cg61/SitePages/CG-611-RIM.aspx> .
10. FORMS. The forms referenced in this Instruction are available on the Coast Guard Standard Workstation or on the Internet: [www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/](http://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/). The referenced DD forms throughout this Instruction are located at the following site: [https://www.esd.whs.mil/Directives/forms/dd2500\\_2999/](https://www.esd.whs.mil/Directives/forms/dd2500_2999/) .
11. SECTION 508. This Instruction was created to adhere to Accessibility guidelines and standards as promulgated by the U.S. Access Board. If changes are needed, please communicate with the Coast Guard Section 508 Program Management Office at [Section.508@uscg.mil](mailto:Section.508@uscg.mil).
12. REQUEST FOR CHANGES. Units and individuals may formally recommend changes through the chain of command using the Coast Guard Memorandum. Comments and suggestions from users of this Instruction are welcomed. All such correspondence may be emailed to Commandant (CG-R55) at: [HQS-DG-LST-CG-R55@uscg.mil](mailto:HQS-DG-LST-CG-R55@uscg.mil).

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Appendix A. Training/Pay Categories (TRAPAY CATS)

## TABLE OF CONTENTS

<b>CHAPTER 1 THE COAST GUARD RESERVE .....</b>	<b>1-1</b>
A. Reserve Component Overview .....	1-1
B. Mission Authority and Statutory Basis .....	1-1
C. Reserve Component Categories (RCC) .....	1-1
1. Ready Reserve (R) .....	1-2
2. Standby Reserve (S).....	1-4
3. Retired Reserve (V). .....	1-5
4. Retired Reserve Recall and Promotion .....	1-6
D. Training/Pay Categories (TRAPAY CATS) .....	1-6
<b>CHAPTER 2 AUTHORIZED TYPES OF DUTY.....</b>	<b>2-1</b>
A. Inactive Duty.....	2-1
1. Inactive Duty Overview .....	2-1
2. Inactive Duty Types .....	2-2
3. Inactive Duty Orders .....	2-11
4. Inactive Duty Without Pay .....	2-11
5. Absences .....	2-12
6. Travel While on Inactive Duty.....	2-12
7. Berthing While on Inactive Duty.....	2-13
B. Active Duty .....	2-15
1. Active Duty Overview .....	2-15
2. Reserve Component Active Duty Utilization Authorities.....	2-17
3. Active Duty Orders.....	2-24
4. Active Duty Without Pay.....	2-25
5. Short-Term and Long-Term Active Duty.....	2-26
6. Active Duty Order Issuing Authority.....	2-27
7. Duty Status Documentation.....	2-29
8. Resident Training.....	2-29
<b>CHAPTER 3 PARTICIPATION STANDARDS .....</b>	<b>3-1</b>
A. Participation Standards Overview.....	3-1
B. Participation Standards .....	3-1
1. SELRES Obligations.....	3-1
2. Travel or Change of Residence.....	3-5
3. IRR Satisfactory Participation .....	3-6
4. Standby Reserve (ASL or ISL) Satisfactory Participation.....	3-7
C. Annual Screening Questionnaire.....	3-7
D. Unsatisfactory Participation.....	3-8
1. Counseling and Disciplinary Action .....	3-8
2. Compliance Measures .....	3-9
3. Failure to Undergo Physical and Dental Examination.....	3-12

E. Employment by a Foreign Government .....3-12  
 F. Waiver of Benefits .....3-12

**CHAPTER 4 RETIREMENT CATEGORIES .....4-1**

A. Retirement with Pay (RET-1).....4-1  
 B. Retirement Awaiting Pay (RET-2) .....4-2  
 C. Retirement for Physical Disability (RET-3) .....4-2  
 D. Retirement for RC Members with 20 Years of Active Duty Service (RET-4).....4-2  
 E. Voluntary Separation Incentive (VSI) (RET-5).....4-2

**LIST OF TABLES**

Table 2-1: Reserve Component Active Duty Utilization Authorities.....2-17  
 Table A-1: Authorized Types of Duty .....A-4

**LIST OF FIGURES**

Figure 1-1: Reserve Component Categories .....1-2  
 Figure 2-1: Inactive Duty Types.....2-2

**APPENDIX A TRAINING/PAY CATEGORIES (TRAPAY CATS) .....A-1**

A1. SELRES Categories .....A-1  
 A2. IRR Categories .....A-1  
 A3. Standby Reserve Categories .....A-2  
 A4. Training Pipeline .....A-3  
 A5. Authorized Types of Duty.....A-3

## CHAPTER 1. THE COAST GUARD RESERVE

- A. Reserve Component Overview. The Coast Guard's only dedicated surge force, the Reserve, is a contingency-based workforce that trains locally and deploys globally to provide skilled personnel to meet Coast Guard operational requirements.
1. The purpose of the Coast Guard Reserve is outlined in Reference (a), Title 10 U.S.C. §10102. When members of the Reserve Component (RC) are required for contingencies, the Commandant will identify the appropriate RC authority based on the nature, scope and expected duration of the emergency.
  2. Reservists are members of the Coast Guard Reserve force; they are otherwise civilians and may have careers outside the military. The RC is comprised of officers and enlisted members who joined the RC voluntarily or affiliated after Release From Active Duty (RELAD) to complete their remaining military service obligation.
- B. Mission Authority and Statutory Basis. The Coast Guard draws status and mission authority from Titles 10 and 14 of the United States Code (U.S.C.):
1. Reference (a), Title 10 U.S.C. §10101. Identifies the Coast Guard Reserve as one of the seven Reserve Components of the Armed Forces.
  2. Reference (a), Title 10 U.S.C. §10102. States the "purpose of each Reserve component is to provide trained units and qualified persons available for active duty in the armed forces, in time of war or national emergency, and at such other times as the national security may require, to fill the needs of the armed forces whenever more units and persons are needed than are in the Regular components."
  3. Reference (b), Title 14 U.S.C. §309. Describes the Director of the Coast Guard Reserve as the principal advisor to the Commandant on Coast Guard Reserve matters and may have such additional functions as the Commandant may direct. The Director of the Coast Guard Reserve is responsible for preparation, justification, and execution of the personnel, operation and maintenance, and construction budgets for the Coast Guard Reserve. As such, the Director of the Coast Guard Reserve is the director and functional manager of appropriations made for the Coast Guard Reserve in those areas.
  4. Reference (b), Title 14 U.S.C. §3701. Provides the basic operating authority for the Coast Guard Reserve, under the direction of the Commandant.
  5. Reference (b), Title 14 U.S.C. §3704. Specifically confers upon any member of the Coast Guard Reserve serving on active duty or inactive-duty training "the same authority, rights, and privileges in the performance of that duty as a member of the Regular Coast Guard of corresponding grade or rating."
- C. Reserve Component Categories (RCC). Members of the RC not counted in AC end-strengths must be placed in an RCC and a Training/Pay Category (TRAPAY CAT) as outlined further in Appendix A., based on their obligations, in accordance with Reference (c), Uniform



Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06 and Reference (d), Reserve Components Common Personnel Data System (RCCPDS), DoDI 7730.54. RCCs are as follows and illustrated in Figure 1-1: (S) Ready Reserve – Selected Reserve (SELRES) – Trained in Units (S); Ready Reserve – Trained Individuals (T); (U) Ready Reserve – SELRES – Training Pipeline; (R) Ready Reserve – Individual Ready Reserve (IRR) (R); Ready Reserve – Ready Reserve Training (P); Standby Reserve; and Retired Reserve.

Coast Guard Reserve	<b>Ready Reserve</b>	"S" - SELRES - Trained in Units
		"T" - SELRES - Trained Individuals
		"U" - SELRES - Training Pipeline
		"R" - Individual Ready Reserve (IRR)
		"P" - Ready Reserve Training
	<b>Standby Reserve</b>	"Y" - Active Status List (ASL)
		"Y" - Inactive Status List (ISL)
	<b>Retired Reserve</b>	"V" - RET-1, Retirement with Pay
		"V" - RET-2, Retirement Awaiting Pay
	"V" - RET-3, Physical Disability	
	"V" - RET-4, Retired with 20 Years Active Duty Service	
	"V" - RET-5, Voluntary Separation Incentive (VSI)	

Figure 1-1: Reserve Component Categories (RCC)

1. Ready Reserve. All members of the Ready Reserve are in an active status and are subject to immediate recall to Active Duty. The Ready Reserve consists of the following:
  - a. Selected Reserve (SELRES). Consists of members designated as essential to contingency requirements and have priority over all other Reserve elements.
    - (1) These members are assigned to a position on the Personnel Allowance List (PAL) at Coast Guard or selected Joint Service units. SELRES members are required to train for mobilization to support any of the six Operational Mission Programs by participating in Inactive Duty Training (IDT) and Active Duty for Training (ADT) periods for the purpose of Annual Training (AT), in accordance with Reference (a), Title 10 U.S.C. §10147 and Reference (c), Uniform Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06. Coast Guard SELRES members are generally authorized 48 paid IDT drills and 12 paid ADT days per fiscal year. See Chapter 2, Section A of this Instruction for policy regarding inactive duty types. Additional drills or training duty may be authorized by the Office of Reserve Resources, Readiness, and Analysis (CG-R8) based on the needs of the Service and availability of Reserve Training (RT) funds.

- (2) All members appointed, enlisted, or transferred into the SELRES must agree to serve for a specified period, and under no circumstances must that service be for a period of less than one year. The specified period must be agreed to by execution of an enlistment/commission contract outlining SELRES obligation, or an Administrative Remarks, Form CG-3307, entry.
- b. Individual Ready Reserve (IRR). Consists of trained members that previously served in the AC or in the SELRES. The IRR consists of members of the RC who must fulfill their military service obligation, and those who have fulfilled their military service obligation and voluntarily remain in the IRR, in accordance with Reference (a), Title 10 U.S.C. §651.
- (1) IRR members are not required to meet the same IDT and ADT requirements as SELRES, in accordance with Chapter 3, and Reference (e), Administration and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING), DoDI 1235.13.
  - (2) All commissioned officers in the IRR must attain 50 retirement points per anniversary year to remain in an active status, in accordance with Reference (a), Title 10 U.S.C. §12642. Additionally, all enlisted IRR members with 20 or more years of qualifying federal service towards retirement are required to attain 50 Reserve retirement points per anniversary year to remain in an active status, in accordance with Reference (e), Administration and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING), DoDI 1235.13. Members who fail to earn the minimum 50 points per anniversary year must be transferred to the Standby Reserve, Inactive Status List (ISL), the Retired Reserve (if qualified), or discharged in accordance with Reference (f), Military Separations, COMDTINST M1000.4 (series).
  - (3) IRR members, except senior reserve officers assigned to an Individual Augmentation Duty (IAD) position, are administratively assigned to Commander, Coast Guard Personnel Service Center, Reserve Personnel Management Division (CG PSC-RPM). All IRR administrative matters must be referred to Commander (CG PSC-RPM). Senior reserve officers assigned to an IAD position from the IRR are in TRAPAY CAT E and must be administratively assigned to the District (dxr) at the closest Coast Guard District in which they reside.
    - (a) Senior reserve officers assigned to an IAD position may voluntarily participate in Reserve training programs without pay (i.e., IDT or ADT) for retirement points only, in accordance with Appendix A. of this Instruction.
    - (b) IRR members in TRAPAY CAT E may be assigned to a unit and participate in Reserve training programs without pay (i.e., IDT or ADT) for retirement points only, in accordance with Appendix A. of this Instruction, with endorsement from a prospective host command and approval by Commander (CG PSC-RPM).

- (c) IRR members may also apply to perform active duty to be funded through the applicable military appropriations. Readiness Management Periods (RMPs), with or without pay, may also be authorized in accordance with Chapter 2, Section A of this Instruction.
2. Standby Reserve. Standby Reserve members are an additional mobilization resource who are subject to involuntary recall to active duty, only as provided in Reference (a), Title 10 U.S.C. §12301 and §12306. Membership in the Standby Reserve must be limited to those individuals having mobilization potential, in accordance Reference (g), Management of the Standby Reserve, DoDI 1235.09. All Standby Reserve administrative matters must be referred to Commander (CG PSC-RPM). The Standby Reserve consists of the following categories:
- a. Active Status List (ASL). This list consists of reservists who may be ordered to active duty in time of war or national emergency if it is determined there are not enough qualified members of the Ready Reserve available to meet service requirements, in accordance with Reference (a), Title 10 U.S.C. §12301(a). ASL members may participate in reserve training activities without pay, may earn retirement points, and are eligible for promotion and advancement. ASL members include:
- (1) Members who have been transferred from the Ready Reserve (SELRES or IRR) because of temporary hardship, or other valid reasons, and who intend to return to the Ready Reserve (SELRES or IRR). Members with remaining military service obligation may be temporarily placed in the ASL for no longer than two years, but must be transferred back to the Ready Reserve (SELRES or IRR) at the earliest possible date. At the end of the two years, the member may be transferred back to their original status provided that the reason for transfer to the ASL has been resolved, considered for separation, retired, or be granted a waiver for an additional two-year ASL status period by Commander (CG PSC-RPM);
  - (2) Key employees who have been reassigned from the Ready Reserve (SELRES or IRR), to ensure the continuity of the Federal Government and to prevent conflicts between emergency manpower needs of civilian activities and the military during mobilization, in accordance with Reference (h), Screening the Ready Reserve, DoDI 1200.7 and Reference (i), Ready Reserve Member Participation Policy, DoDI 1215.13;
  - (3) Theology students for the duration of their civilian ministerial studies at accredited theological or divinity schools, in accordance with Reference (a), Title 10 U.S.C. §12317;
  - (4) Commissioned officers retained in an active status after completing 18 or more, but less than 20 years of service, in accordance with Reference (a), Title 10 U.S.C. §12646; and

- (5) Members retained for reasons other than those specified in Subparagraphs (1) through (4) above, due to Service needs. These members may be retained on the ASL for no more than two years; the member may be transferred back to their original status, considered for separation, retired, or be granted a waiver for an additional two-year ASL status period in accordance with Reference (c), Uniform Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06.
- b. Inactive Status List (ISL). This list consists of reservists who may be ordered to active duty in time of war or national emergency if it is determined there are not enough qualified reservists in an active status available to meet Service requirements, in accordance with Reference (a), Title 10 U.S.C. §12301(a). Members on the ISL may not train for pay or retirement points, are ineligible for promotion or advancement, and do not accrue credit for qualifying years of federal service for retirement, in accordance with Reference (a), Title 10 U.S.C. §12734 and §12735. The ISL includes:
- (1) Volunteers, not required by law or regulation to remain in an active status, who possess requisite skills the Coast Guard may require in a mobilization;
  - (2) Members who were on or eligible to be placed on the ASL, but were instead placed on the ISL in order to prevent an inequity with regard to their pay, promotion or retirement points;
  - (3) Members with at least 20 years of computed service in accordance with Reference (a), Title 10 U.S.C. §12732, who have been determined to have a disability rated at less than 30 percent, and who have elected assignment to the ISL instead of separated for that disability who qualify for a non-regular retirement, in accordance with Reference (a), Title 10 U.S.C. §1209;
  - (4) Members who meet the conditions for separation in accordance with Reference (j), Body Composition Standards Program, COMDTINST 1020.8 (series). These members will be transferred to the ISL for one year. Members who are compliant sooner may request a RCC change. Members who fail to comply within one year can expect to be separated in accordance with Reference (j), Body Composition Standards Program, COMDTINST 1020.8 (series);
  - (5) Members who reach 60 years of age or complete 30 total years of service without an approved retirement request, separation, or waiver;
  - (6) Members who decline or fail to execute SELRES Permanent Change of Station (PCS) orders in accordance with Reference (k), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).
3. Retired Reserve. The Retired Reserve consists of reservists who meet qualifying service requirements for retirement within the five categories below. The Retired Reserve categories are identified below.

- a. RET-1 (Retirement with Pay). Reserve members who completed the requisite qualifying years of creditable service and applied for and are receiving non-regular retired pay at, or after age 60, in accordance with Reference (a), Title 10 U.S.C. Chapter 1223, and members eligible for early retirement in accordance with Reference (l), Service Credit for Non-Regular Retirement, DoDI 1215.07.
  - b. RET-2 (Retirement Awaiting Pay). Reserve members who completed the requisite qualifying years of service for non-regular retired pay, and are not yet 60 years of age or have not applied for non-regular retirement pay, in accordance with Reference (a), Title 10 U.S.C. Chapter 1223.
  - c. RET-3 (Physical Disability). Reserve members retired for physical disability, in accordance with Reference (a), Title 10 U.S.C. Chapter 61. These members completed the requisite years of service creditable for retired pay, or are 30 percent or more disabled and otherwise qualified.
  - d. RET-4 (Retired with 20 Years Active Duty Service). Reserve members who completed 20 or more years of active duty service and retired, in accordance with Reference (a), Title 10 U.S.C. §8323, §8327, §8330 and Reference (b), Title 14 U.S.C. §3705.
  - e. RET-5 (Voluntary Separation Incentive (VSI)). Reserve members whose retirement pay is based on retirement for reasons other than age, service requirements, or physical disabilities, as authorized in accordance with Reference (d), Reserve Components Common Personnel Data System (RCCPDS), DoDI 7730.54 and Reference (a), Title 10 U.S.C. §1175.
4. Retired Reserve Recall and Promotion. Members of the Retired Reserve are ineligible for promotion and are subject to be involuntarily ordered to active duty only if it is determined that there are not enough qualified reservists in an active status available to meet service requirements, in accordance with Reference (a), Title 10 U.S.C. §12301(a) and §12307. They may be recalled to active duty, subject to their own consent, at the discretion of the Secretary of the Department of Homeland Security (DHS), in accordance with Reference (a), Title 10 U.S.C. §12301(d). The Coast Guard Pay and Personnel Center, Retiree & Annuitant Services Branch (CG PPC-RAS) is the point of contact regarding all administrative matters for Retired Reserve members. Commander (CG PSC-RPM) may issue active duty recall orders to members of the Retired Reserve, or may authorize them to perform training duty or earn retirement points. Retired reservists performing active duty remain in a Retired Reserve status.
- D. Training/Pay Categories (TRAPAY CATS). RCCs and subcategories are divided into TRAPAY CATS, which identify training requirements and pay eligibility. These categories further separate reservists based on participation requirements and types of paid and/or non-paid duty performed. See Appendix A., Training/Pay Categories (TRAPAY CATS).

**CHAPTER 2. AUTHORIZED TYPES OF DUTY****A. Inactive Duty.**

1. Inactive Duty Overview. Inactive duty is authorized training, or other duty, performed by reservists not on active duty. The primary purpose of inactive duty is to provide individual activation and unit readiness training in accordance with Reference (c), Uniform Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06.
  - a. Inactive duty is a period of duty, under orders, scheduled and approved for the performance of:
    - (1) Qualification training that must focus on developing the skills, knowledge, and competencies and proficiencies necessary for contingency response;
    - (2) Augmentation (on-the-job), or formal training, necessary to meet operational requirements;
    - (3) Readiness administration and maintenance (e.g., Reserve Service-Wide Examination (RSWE) participation, Periodic Health Assessment (PHA), dental exams); and
    - (4) Official participation in Funeral Honors Duty (FHD).
  - b. Inactive duty must not be performed in an Imminent Danger Area in accordance with reference (c), Uniform Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06.
  - c. Reservists are not authorized to perform any form of inactive duty on the same day as any type of active duty or while in a travel status as part of that duty (e.g., a reservist must not perform IDT on a Sunday and then report for ADT on the same Sunday evening).
  - d. Reservists who are authorized to conduct training remotely are not authorized a subsistence allowance for periods of IDT, RMP, or ATPs performed at their home, regardless of the duration of those periods.
  - e. Eligible survivors of reservists may be entitled to a death gratuity in accordance with Reference (a), Title 10 U.S.C. §1475 should the reservist die while performing IDT, in transit to or from their IDT duty station, or staying overnight between successive days of inactive duty.
  - f. The total number of points earned for inactive service are subject to the inactive duty point cap listed in Reference (l), Service Credit for Non-Regular Retirement, DoDI 1215.07. Retirement points credited for activities other than active service or FHD may not exceed:
    - (1) 60 points for any one anniversary closing before 23 September 1996;

- (2) 75 points for anniversary years closing on or after 23 September 1996, but before 30 October 2000;
- (3) 90 points for anniversary years closing on or after 30 October 2000, but before 30 October 2007; and
- (4) 130 points for anniversary years closing on or after 30 October 2007.
2. Inactive Duty Types. There are five types of inactive duty performed with pay or without pay as illustrated in Figure 2-1.

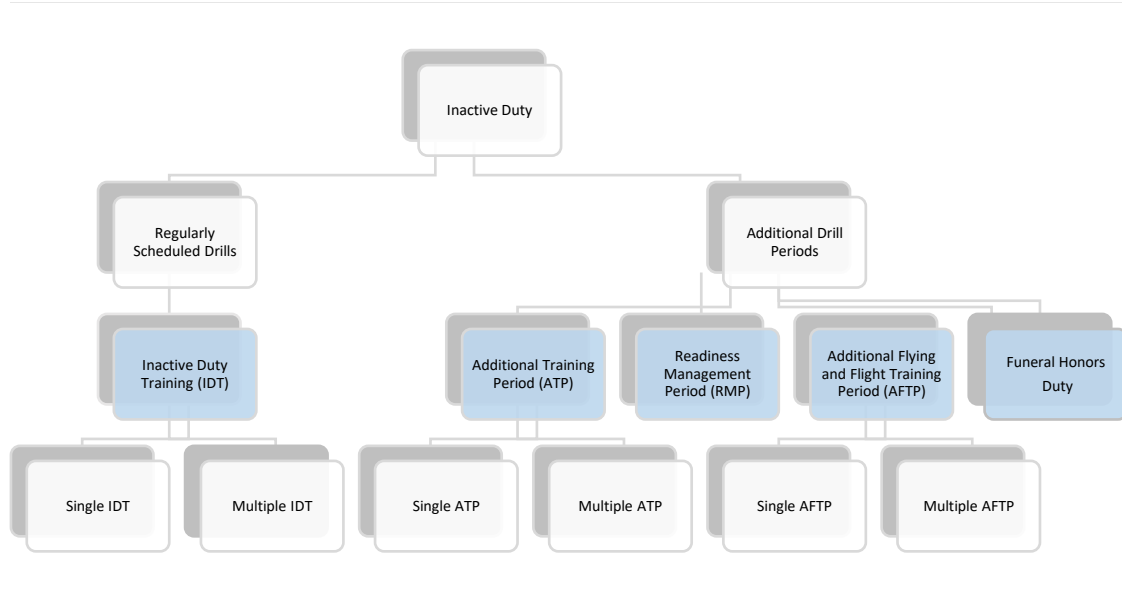


Figure 2-1: Inactive Duty Types

- a. Inactive Duty Training (IDT) Drill. Periods scheduled for the performance of formal training, unit training, or augmentation training (four hours minimum for pay; two hours minimum for retirement points only) in accordance with Reference (c), Uniform Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06.
- (1) IDT drills are performed throughout the fiscal year (typically four drills per month), but may be batched subject to command approval and funds availability. Office of Reserve Resources, Readiness, and Analysis (CG-R8). Unless otherwise specified (e.g., continuing resolution) members may batch up to their quarterly IDT allowance, at command discretion.
- (2) Loss in Servicemembers' Group Life Insurance (SGLI) coverage may occur when drills are batched, and create gaps greater than 90 days between drills. See Reference (m), Personnel and Pay Procedures TTP, PPCINST M1000.2 (series) for more information.

- (3) Scheduled IDT drills are approved by the command. The member's supervisor or direct chain of command must be included in the approval process.
  - (a) Non-paid drills may be authorized; the nature of duty to be performed must be equivalent to that for authorized paid drills. There is a limit to the number of retirement points a reservist may earn in an anniversary year through the performance of inactive duty in accordance with Reference (I) Service Credit for Non-Regular Retirement, DoDI 1215.07.
  - (b) IDT drills performed by a reservist without prior command authorization may not be approved and the reservist will not receive pay from RT for the duty performed. Commands may authorize points only for the duty performed as compensation. Commands that do not approve drills in a timely manner causing a reservist to seek retroactive payment should consider putting the member on ADOS orders for the day the duty was performed using the unit's normal operating funds. The RT manager, Office of Reserve Resources, Readiness, and Analysis (CG-R8) will not authorize pay for drills that have not been scheduled in Direct Access prior to deadlines established by Office of Reserve Resources, Readiness, and Analysis (CG-R8).
- (4) Reservists serving on active duty for a full calendar month(s) must not make up drills for that month(s). Exceptions are based on urgent training requirements and availability of funds as approved by Office of Reserve Resources, Readiness, and Analysis (CG-R8).
- (5) Travel time to and from a regularly scheduled drill or training site, or time at the duty location that is allocated for meal breaks, rest and relaxation, or sleeping, does not count toward the minimum duty requirement for the duty scheduled to be performed.
- (6) IDT drills are not authorized to be performed outside the United States and its territories and possessions unless waived by Commander (CG PSC-RPM).
  - (a) Waivers shall be routed from the receiving command through the reservist's permanent unit, the receiving District, and the receiving AREA/DOL. Waiver considerations should include, but are not limited to:
    - (i) Location and length of time the reservist plans to reside outside the United States and its territories and possessions;
    - (ii) The ability to be mobilized;
    - (iii) Whether the reservist is a key employee;
    - (iv) Whether the reservist completed IADT;
    - (v) Whether the reservist has a military service obligation (MSO) or other contractual obligation remaining;



- (vi) Whether primary duties can be performed remotely? (e.g., CG CYBER, CGIS);
  - (vii) Whether the CG Command has a plan to provide administrative support functions and a description of that plan; and
  - (viii) If planning to drill at a CG command, whether the unit can provide mobilization and professional development training for the reservist.
- (b) Appeal authority for requests to perform IDT drills outside the United States and its territories and possessions is Office of Reserve Policy and Requirements Integration (CG-R5).
- (7) Under no circumstances must IDT drills be approved for, or performed in, an area designated as an Imminent Danger Area in accordance with Reference (n), Department of Defense Financial Management Regulation, DoD 7000.14-R, Volume 7A Chapter 10.
- (8) Office of Reserve Resources, Readiness, and Analysis (CG-R8) will publish annual guidance to include orders submission guidelines.
- (9) Drill types:
- (a) A single drill:
    - (i) Equals one period of IDT;
    - (ii) Must be performed in one calendar day;
    - (iii) May be scheduled by the command for participation in a change of command, parade, or other suitable ceremony (except for FHD), as a substitute for not more than one regularly scheduled IDT drill during any one fiscal year;
    - (iv) Will be paid at a rate of 1/30th of the monthly basic pay of the pay grade held on the date that the drill is performed, in accordance with Reference (o), Title 37 U.S.C. §206;
    - (v) Must be four or more hours in duration for paid IDT, or not less than two hours for retirement points only; and
    - (vi) Will earn one retirement point.
  - (b) A multiple IDT drill:
    - (i) Equals two periods of IDT;
    - (ii) Must not exceed two IDT periods in any calendar day;
    - (iii) Must be performed in one calendar day;

- (iv) Will be paid at a rate that is equivalent to two single IDT drills;
  - (v) May accommodate different program codes for reporting purpose of duty;
  - (vi) Must be eight or more hours in duration for paid IDT, or not less than four hours for retirement points only; and
  - (vii) Will earn two retirement points.
- (10) Unit commanders and supervisors should schedule IDT in conjunction with unit training plans for their assigned SELRES members well in advance to maximize training time for position- assigned competency attainment and unit mission requirements.
- (11) Supervisors of SELRES members must ensure IDT drills are validated, placed in a "completed" status in Direct Access, and forwarded to the Servicing Personnel Office (SPO) within two (2) working days of IDT drill completion in accordance with Reference (m), Personnel and Pay Procedures Manual, PPCINST M1000.2.
- (a) SELRES members should notify their supervisors of IDT completion before leaving their units.
  - (b) IDT that remains in a "scheduled" status past the duty date is subject to cancellation.
  - (c) Duty performed that is not in compliance with this policy is subject to recoupment of funds.
- b. Additional Training Period (ATP). Additional periods of inactive duty training authorized to provide SELRES sufficient time, in addition to scheduled IDT and ADT, to qualify for competencies, and meet training requirements for mobilization. Office of Reserve Resources, Readiness, and Analysis (CG-R8) will determine the fiscal year allocation of ATPs based on the availability of funds and communicate the allocation to the field. The number of ATPs performed in a fiscal year by any member must not exceed 36 in accordance with Reference (c), Uniform Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06. ATPs must be scheduled and approved in the same manner as IDT, after authorization and allocation by Office of Reserve Resources, Readiness, and Analysis (CG-R8).
- (1) Use of IDT drills should be maximized prior to scheduling and completing ATPs.
  - (2) Batching of ATPs is authorized with command approval once District (dxr)/PAC-13 have authorized use of ATPs.
  - (3) Travel time to and from the ATP location or training site, or time at the duty location that is allocated for meal breaks, rest and relaxation, or sleeping does not count toward the minimum duty requirement for the duty scheduled to be performed.

## (4) Drill types:

## (a) A single ATP drill type:

- (i) Equals one period of ATP;
- (ii) Must be performed in one calendar day;
- (iii) Will be paid at a rate of 1/30th of the monthly basic pay of the pay grade held on the date that the drill is performed, in accordance with Reference (o), Title 37 U.S.C. §206;
- (iv) Will earn one retirement point;
- (v) May be combined with an IDT drill;
- (vi) Must be four or more hours in duration; and

## (b) A multiple ATP drill type:

- (i) Equals two periods of ATP;
- (ii) Must be performed in one calendar day;
- (iii) Will earn two retirement points; and
- (iv) Must be eight or more hours in duration exclusive of meal breaks.

- c. Readiness Management Period (RMP). Periods of additional inactive duty authorized in excess of scheduled IDT drills for Ready Reserve (SELRES or IRR) members to accomplish training preparation or unit administration and maintenance functions. RMPs may be performed for pay or without pay.

## (1) RMPs with pay are authorized for the following with indicated approval authority:

- (a) PHAs (command);
- (b) Dental readiness examinations (command);
- (c) RSWE (command);
- (d) Unit all hands training, administration and maintenance functions such as Basic Allowance for Housing (BAH) validation, weigh-ins, emergency data and SGLI verification, and hurricane preparedness, etc. (command);
- (e) Screenings directed by a Command Drug and Alcohol Representative (CDAR) (command);
- (f) Medical appointments required for participation in the Occupational Medical Surveillance and Evaluation Program (OMSEP) (DXR, Director of

Operational Logistics (DOL-1), or Pacific Area Deployable Specialized Forces (PAC-13));

- (g) Command directed medical screenings necessary for the purpose of evaluating suitability for continued retention in the Coast Guard (e.g., Physical Disability Evaluation System (PDES) evaluations, Formal Physical Evaluation Board (FPEB), Available for Full Duty (AFFD) determinations, physical examinations for the purpose of evaluating an injury or illness reported during Post Deployment Health Reassessment (PDHRA) screening, etc.) (Commander (CG PSC-RPM)); and
  - (h) In-person medical appointments in conjunction with a Notice of Eligibility (NOE) for the purpose of obtaining command directed monthly physician reports. Members who receive incapacitation pay in accordance with Reference (p), Coast Guard Medical Manual, COMDTINST M6000.1 (series) are not eligible for an RMP for the same day (Commander (CG PSC-RPM)).
- (2) RMPs without pay are authorized for the following with indicated approval authority in parenthesis:
- (a) Items listed in Paragraphs 2.c. (1) (a) thru (e) above (command);
  - (b) Members completing all the required online mandated training, while not on inactive or active duty, are authorized one unpaid RMP (command);
  - (c) Nutritionist visits related to the weight program as outlined in Reference (q), Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series). Up to four unpaid RMPs per fiscal year are authorized for members placed on the mandatory weight program to seek the services of a qualified nutritionist (command);
  - (d) PHA for IRR members who have been authorized to perform IDT for retirement points only (i.e., drill for points) by Commander (CG PSC-RPM), (command);
  - (e) Dental readiness examinations for IRR members who have been authorized to perform IDT for retirement points only (i.e., drill for points) by Commander (CG PSC-RPM), (command);
  - (f) PHA for the purpose of determining fitness for transfer back to the SELRES from the IRR (Commander (CG PSC-RPM));
  - (g) Dental readiness examinations for the purpose of determining fitness for transfer back to the SELRES from the IRR (Commander (CG PSC-RPM));
  - (h) Participation in the RSWE by members assigned to the IRR and ASL (Commander (CG PSC-RPM));

- (i) Military seminars, symposia, transition or retirement seminars, and similar assemblies (meetings) provided the meeting is designated by the unit commander as being of such military value that the instruction received would enhance professional development, position or rating qualification, and is at least four-hours duration in accordance with Reference (l), Service Credit for Non-Regular Retirement, DoDI 1215.07 (DXR, DOL-1, or PAC-13);
  - (j) Performing administrative functions of reservist's position such as Enlisted Employee Reviews (EERs) or Officer Evaluation Reports (OERs) (DXR, DOL-1, or PAC-13);
  - (k) Service readiness initiatives (e.g., recruiting efforts) (Commandant (CG-R));
  - (l) Medical appointments, in conjunction with a NOE, for medical treatment related to an injury, illness, or disease incurred or aggravated in the line of duty. Members who receive incapacitation pay in accordance with Reference (p), Coast Guard Medical Manual, COMDTINST M6000.1 (series) are not eligible for an RMP for the same day (Commander (CG PSC-RPM)); and
  - (m) Other medical (e.g., retirement), dental, physician report conducted via telehealth, and mental health evaluations (Commander (CG PSC-RPM)). RMP authorization does not include authorization for medical treatment or evaluation.
- (3) RMPs are not authorized for:
- (a) Individual members monitoring unit level readiness compliance;
  - (b) Training for qualifications to meet currency recertification requirements;
  - (c) To attend ceremonies (e.g., change of command, chiefs call to initiation, retirement) unless the member is part of the official party (i.e., honoree, presiding official, master of ceremonies, etc.); or
  - (d) Unit augmentation.
- (4) RMP requirements:
- (a) Only one RMP may be performed in a calendar day;
  - (b) Reservists are not required to complete authorized IDT periods prior to utilizing RMPs;
  - (c) Is equivalent to a single IDT drill for pay and one retirement point;
  - (d) Must be a minimum of four hours in duration for pay or two hours in duration for non-pay, per period but not exceed 24 hours in one calendar day, not inclusive of travel to and from regular drilling site. If scheduled duties do not meet the minimum four-hour duration, the unit must assign other appropriate

tasks (e.g., mandated training, annual screening questionnaire, emergency data validation, weigh-in, etc.) to fulfill the requirement;

- (e) Except as authorized by this Chapter, RMPs must not be used for medical care and treatment authorized by the Reserve Incapacitation System in Reference (p), Coast Guard Medical Manual, COMDTINST M6000.1 (series);
- (f) All RMPs must be approved before the duty is performed; and
- (g) RMPs may not be combined with any other inactive duty type.

(5) RMP Authorization:

- (a) Office of Reserve Resources, Readiness, and Analysis (CG-R8) will determine the fiscal year allocation of RMPs based on the availability of funds and communicate the allocation to the field. As a form of inactive duty, the total number of RMPs credited for retirement is limited by the inactive duty point caps listed in Reference (l), Service Credit for Non-Regular Retirement, DoDI 1215.07.
- (b) The number of RMPs performed in a fiscal year by any member must not exceed 36 in accordance with Reference (c), Uniform Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06.
- (c) RMPs performed not in accordance with this policy are subject to cancellation and recoupment of any payment made.
- (d) Units must contact the appropriate Reserve Force Readiness System (RFRS) staff for guidance in cases where the use of an RMP does not fall clearly within these guidelines.

- d. Funeral Honors Duty (FHD). The rendering of military funeral honors is ceremoniously paying respect and the final demonstration of the country's gratitude to those who, in times of war and peace, have faithfully defended our nation.
  - (1) Includes preparation for, and the actual performance of, FHD at the funeral of a veteran in accordance with Reference (a), Title 10 U.S.C. §1491;
  - (2) Must not be utilized in conjunction with multiple IDT, AFTP, ATP, or Active Duty. However, if a single IDT, AFTP, or ATP is scheduled for the same day as FHD, the IDT, AFTP, or ATP must be completed prior to or commence after the FHD is performed. In no case may the performance of funeral honors or the preparation for such honors be considered a period of IDT;
  - (3) May be performed by members of the Ready Reserve (SELRES or IRR) with the consent of the member, in accordance with Reference (a), Title 10 U.S.C. §12503. Reservists who perform authorized FHD will earn one retirement point not subject to the annual inactive duty point cap and commensurate pay if the duty is of two hours or more in duration in accordance with Reference (r), Coast Guard

Pay Manual, COMDTINST M7220.29 (series). Travel allowances may be paid by the Operations and Support (O&S) account if the FHD location is more than 50 miles from the reservist's residence; and

- (4) No more than one FHD may be performed on a single calendar day.
- e. Additional Flying and Flight Training Period (AFTP). Additional periods of inactive duty training authorized to provide SELRES primary aircrew members sufficient time, in addition to scheduled IDT and ADT, to conduct aircrew training and operational crew qualification training to attain and maintain aircrew flying proficiency and sustain required readiness. Office of Reserve Resources, Readiness, and Analysis (CG-R8) will determine the fiscal year allocation of AFTPs based on the availability of funds and communicate the allocation to the field. The number of AFTPs performed in a fiscal year by any member must not exceed 72 in accordance with Reference (c), Uniform Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06. AFTPs must be scheduled and approved in the same manner as IDT after authorization and allocation by Office of Reserve Resources, Readiness, and Analysis (CG-R8). Travel time to and from the AFTP location or training site, or time at the duty location that is allocated for meal breaks, rest and relaxation, or sleeping does not count toward the minimum duty requirement for the duty scheduled to be performed.

(1) Drill type:

(a) A single AFTP drill type:

- (i) Equals one period of AFTP;
- (ii) Must be performed in one calendar day;
- (iii) Will be paid at a rate of 1/30th of the monthly basic pay of the pay grade held on the date that the drill is performed in accordance with Reference (o), Title 37 U.S.C. §206;
- (iv) Will earn one retirement point;
- (v) May be combined with an IDT drill;
- (vi) Must be four or more hours in duration; and

(b) A multiple AFTP drill type:

- (i) Equals two periods of AFTP;
- (ii) Must be performed in one calendar day;
- (iii) Will earn two retirement points; and
- (iv) Must be eight or more hours in duration exclusive of meal breaks.

3. Inactive Duty Orders.

- a. Inactive duty must be scheduled and approved in Direct Access in advance of reservists reporting for duty. Upon member request, written orders must be issued as soon as possible before the scheduled duty period or periods to allow the reservist time to provide notification to civilian employers. Laws pertaining to a reservist's employment and reemployment rights, medical and pay entitlements resulting from injury while traveling to and from duty, and Uniform Code of Military Justice (UCMJ) authority require official orders. Approved IDT drill(s) in Direct Access constitute official orders and are also required for meal and berthing authorizations, if applicable. Verbal orders may be issued in time-critical or emergency situations. Verbal orders must be followed up and reflected in the Direct Access "schedule drill" module as soon as possible.
- b. Written orders for a member's employer must include the following:
  - (1) Identification of the reservist(s) by name;
  - (2) Dates, beginning and ending times for each date, and type (single IDT drill/multiple IDT drill/ATP/RMP/FHD/AFTP) of each period of duty;
  - (3) Purpose of duty; and
  - (4) Location of where each period of duty is to be performed.

4. Inactive Duty without Pay. Inactive duty is normally performed in a paid status. Inactive duty may be authorized without pay for enhanced training of members or readiness management and must not exceed the total annual inactive duty point caps in Reference (1), Service Credit for Non-Regular Retirement, DoDI 1215.07. Inactive duty without pay is not to be used as a form of discipline or punishment and must always be voluntary duty. The nature of duty to be performed during non-paid drills must be equivalent to that for authorized paid drills. Inactive duty must not be used to make up unexcused absences from drills that had been scheduled for pay and is subject to the anniversary year inactive duty point cap for an individual reservist.

5. Absences.

- a. Reservists who are unable to perform scheduled inactive duty must inform their supervisors immediately. If IDT berthing was requested, the servicing DXR must be notified immediately through the servicing RFRS staff. Schedule conflicts should be worked out between the command and the reservist. If a notification of a scheduled drill conflict occurs within 48 hours of the start of the scheduled drill, the drill may be rescheduled only for:
  - (1) Illness or injury of the reservist;
  - (2) Serious or unusual hardship due to unforeseen emergency;



- (3) Accident or illness of a family member requiring presence or other action by the reservist;
  - (4) Death, or imminent death, of a member of the immediate family; or
  - (5) At command discretion.
- b. If a reservist is absent from a scheduled drill for any other reason than listed above, the absence must be recorded as unexcused in Direct Access and must not be rescheduled (e.g., if a reservist is authorized 48 paid drills in a fiscal year and is reported as having an unexcused absence for a multiple IDT drill, then the number of authorized paid drills for the year is reduced to 46). Commands may grant an excused absence based on a reservist's prompt notification and submission of adequate justification as determined by the command.
  - c. Maternity absence is authorized in lieu of duty for up to 12 regularly scheduled IDT drills for satisfactorily participating SELRES members within one year of a birth event that occurred after 20-weeks gestation in accordance with Reference (k), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).
6. Travel While on Inactive Duty. Members are not normally authorized to receive reimbursement for travel between their place of residence and their normal drill site when on inactive duty orders. In the event reimbursement for travel is authorized, additional guidance and eligibility criteria will be promulgated by the cognizant authority.
- a. Commands must establish normal drill sites that are validated by DXR, DOL-1, or PAC-13. If the normal drill site is different than the unit's location, commands must request approval from DXR, DOL-1, or PAC-13. This is necessary to provide a legal means of determining eligibility for medical and other allowances when members travel from their homes to the normal drill site and for determining TDY allowances associated with travel between the normal drill site and the unit.
  - b. Reservists who are ordered to locations other than their normal drill site must be placed on TDY orders and may receive entitlements in accordance with Chapter 3 of Reference (s), Joint Travel Regulations (JTR). TDY orders are normally issued and funded by the member's assigned unit, except for duty such as RMPs performed for RSWE participation or medical readiness, which may be issued and funded by the District (dxr) or PAC-13 Reserve funds manager. TDY orders must specify the member's normal drill site. When the member travels directly from home to the TDY station, reimbursement is limited to the lesser entitlement from either the member's home or the normal drill site to the point at which TDY inactive duty is performed.
  - c. Members granted a waiver to perform IDT outside of the United States will not receive payment for travel.

7. Berthing While on Inactive Duty. Berthing is subject to the availability of funds and may be provided in accordance with guidance in this Instruction for members performing IDT, ATP, AFTP, RMP, or FHDs when combined with another eligible drill type.
- a. Members drilling for retirement points only (no pay) are only authorized IDT berthing if the duration and purpose of the duty fulfills the same parameters required to receive IDT berthing while performing IDT for pay.
  - b. Transient government quarters must be used if available. When transient government quarters are not available or are inadequate, lodging-in-kind near drill sites, including commercial berthing, as designated by DXR staff or PAC-13, may be provided in accordance with Reference (o), Title 37 U.S.C. §474(i).
  - c. Reservists who must travel more than 50 miles from their residences to perform inactive duty must have the same priority for confirming reservations at Coast Guard and Department of Defense (DoD) transient quarters as AC members who are traveling under orders away from their Permanent Duty Station (PDS) in accordance with Reference (a), Title 10 U.S.C. §12604. Reservists are not entitled to per diem, but when occupying transient government quarters while performing inactive duty may be reimbursed the lodging service charge in accordance with Paragraph 032303 of Reference (s), Joint Travel Regulations (JTR). Members are not reimbursed for commercially procured lodging during IDT periods performed at the drill site and must utilize lodging-in-kind designated by DXR, PAC-13, or the member's command.
    - (1) The installation commander may set the policy for advance confirmed reservations, but that policy must apply equally to AC and RC members.
    - (2) Commands with reservists assigned who are eligible to use transient government quarters as outlined above must provide their names to the appropriate housing manager to verify eligibility, and reservists must provide a copy of their orders upon check-in.
  - d. When using lodging-in-kind, two members must be assigned to each room, except as noted below:
    - (1) Junior enlisted (E-6 and below) members must not share rooms with senior enlisted (E-7 and above) members;
    - (2) Junior officers (O-4 and below) must not share rooms with senior officers (O-5 and above);
    - (3) Officers must not be berthed with enlisted members;
    - (4) Separate berthing must be made available for males and females;
    - (5) Coast Guard Investigative Service (CGIS) agents must only be berthed with other CGIS agents;

- (6) When Office of Reserve Resources, Readiness, and Analysis (CG-R8) determines circumstances dictate that single berthing is authorized; or
  - (7) When double occupancy berthing is not available.
- e. Commands, DXR, and PAC-13 must adhere to the following for authorizing reimbursement for berthing at transient government quarters or for providing lodging-in-kind to reservists on inactive duty orders except when circumstances due to operational requirements dictate otherwise:
- (1) Members who must travel more than 50 miles or one and one half hours by automobile under average conditions of traffic, weather and roads to perform multiple IDT, ATPs, AFTPs, or an RMP on consecutive days are authorized berthing between the days of duty;
  - (2) Members who are required to leave home before 0545 to report for duty are authorized berthing the night prior to the scheduled duty period or periods; or
  - (3) Members who cannot depart from duty to arrive home before 2100 may be authorized berthing on the night of the last day of duty.

B. Active Duty.

1. Active Duty Overview.

- a. In accordance with Reference (a), Title 10 U.S.C. §101, active duty means "full-time duty in the active military service of the United States. Such terms include full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a Service school by law or by the Secretary of the military department concerned."
- b. Coast Guard reservists who also work for the Coast Guard as civilian employees must not perform active duty for the same chain of command that evaluates them as a civilian employee or contractor of the Coast Guard in accordance with Reference (t), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series) and Reference (u), Enlistments, Evaluations, and Advancements, COMDTINST M1000.2(series).
- c. Combining partial days of work for payment is not authorized (e.g., a reservist cannot be paid for one day of active duty by performing four hours of duty on two consecutive days).
- d. Eligible survivors of reservists who die while performing ADT, or while in transit to or from their ADT duty station, may be entitled to death gratuity in accordance with Reference (a), Title 10 U.S.C. §1475.
- e. Reserve personnel in a qualifying duty status are eligible to receive, on a space available basis, the following services at Coast Guard Medical Treatment Facilities in accordance with Reference (p), Coast Guard Medical Manual, COMDTINST M6000.1 (series):
  - (1) PHAs;
  - (2) Annual dental readiness examinations;
  - (3) Immunizations required for Individual Medical Readiness (IMR);
  - (4) Laboratory studies required for IMR (i.e., HIV, G6PD, sickle cell trait, etc.);
  - (5) Assessment for medical equipment required by IMR (i.e., gas mask inserts, prescription eyewear, PPE fit testing);
  - (6) OMSEP examinations;
  - (7) Deployment related health assessments (i.e., Pre-Deployment Health Assessments using DD Form 2795, Post-Deployment Health Assessments using DD Form 2796, and Mental Health Assessments (MHA) using DD Form 2978);
  - (8) Separation History and Physical Exam (SHPE)/Retirement physicals using DD Forms 2697 or 2807-1/2808; and,

- (9) Any other CG required assessments/examinations such as, but not limited to fitness for duty determinations (including assessments of whether conditions are in the line of duty), commissioning physicals, retention physicals, and aviation physicals).
- f. Reservists being released from non-contingency active duty orders from a period of AD greater than 30 days may elect/request to receive a SHPE. At a minimum, reservists being RELAD from a period of AD greater than 30 days must receive a Limited Health Assessment if they decline a SHPE.
- g. Reservists assigned on active duty for 181 days or more who have family members with specialized medical/physical/educational needs are required to enroll in the Special Needs Program, in accordance with Reference (v), Special Needs Program, COMDTINST 1754.7 (series).

2. Reserve Component Active Duty Utilization Authorities. There are four utilization categories of duty, as illustrated in Table 2-1.

Utilization Categories	Legal Authority	Purpose of Duty	Type of Duty	
			Active Duty	Involuntary
<b>Training</b>	10 U.S.C. §671	Initial Active Duty for Training (IADT)	Active Duty	Involuntary
	10 U.S.C. §12301(b)	Active Duty for Training - Annual Training (ADT-AT)	Active Duty	Involuntary
	10 U.S.C. §10147	Annual Training (AT)/ Drill Requirement	Active/ Inactive Duty	Involuntary
	10 U.S.C. §12301(d)	Active Duty for Training- Other Training Duty (ADT-OTD)	Active Duty	Voluntary
<b>Support</b>	10 U.S.C. §12301(d)	Active Duty for Operational Support (ADOS) / Extended Active Duty (EAD) / Reserve Component Manager (RCM)	Active Duty	Voluntary
<b>Mobilization</b>	10 U.S.C. §12301(a)	Full Mobilization	Active Duty	Involuntary
	10 U.S.C. §12302	Partial Mobilization	Active Duty	Involuntary
	10 U.S.C. §12304	Presidential Recall	Active Duty	Involuntary
	14 U.S.C. §3713	Domestic Response	Active Duty	Involuntary
<b>Other</b>	10 U.S.C. §12301(h)	Medical Hold	Active Duty	Voluntary
	10 U.S.C. §12322	Active Duty for Health Care (ADHC)	Active Duty	Voluntary
	10 U.S.C. §12323	Pending Line of Duty Determination for Sexual Assault	Active Duty	Voluntary
	10 U.S.C. §802(d)	Disciplinary	Active Duty	Involuntary
	10 U.S.C. §10148	Unsatisfactory Participation (Up to 45 Days)	Active Duty	Involuntary
	10 U.S.C. §12301(g)	Captive Status	Active Duty	Involuntary
	10 U.S.C. §12303	Unsatisfactory Participation (Up to 24 Months)	Active Duty	Involuntary

Table 2-1: Reserve Component Active Duty Utilization Authorities

- a. Training. Periods scheduled for reservists to train for mobilization through structured individual and/or unit training or to provide formal courses of instruction (resident or exportable). Unit augmentation may be a key element in developing training programs, but training for mobilization must be the paramount consideration.
- (1) Initial Active Duty for Training (IADT). Active duty for basic military training and technical skill or rate training (e.g., basic training, Direct Entry Petty Officer Training (DEPOT), A-School). Reservists must complete basic training requirements on initial entry into the military service. A minimum of 84 days of training (to include inactive and active duty orders) must be completed before

reservists are deployable outside the United States and its territories and possessions, in accordance with Reference (a), Title 10 U.S.C. §671.

- (a) The length of IADT varies depending on the member's accession program in accordance with Reference (w), Coast Guard Recruiting Manual, COMDTINST M1100.2 (series).
  - (b) Service members only perform IADT once in a career. Prior service members attending Reserve Officer Candidate Indoctrination (ROCI) or DEPOT must attend accession training on Active Duty for Training Annual Training (ADT-AT) or Active Duty for Training-Other Training Duty (ADT-OTD) orders.
  - (c) The initial period of IADT required may be divided into two successive annual periods (split IADT) to permit the enlistment of a Reserve member without interrupting any full-time education in which the member is engaged, in accordance with Reference (b), Title 14 U.S.C. §3714.
  - (d) Reservists must earn the IADT competency. This competency is assigned to the member in Direct Access by the local unit and is permanent with no currency required once attained. IADT competency requirements are:
    - (i) All members must complete accession training (i.e., DEPOT, Basic Training or ROCI);
    - (ii) Enlisted members must successfully complete A-school or other approved technical training as required by their rating; and
    - (iii) All members must complete 84 calendar days of training, in accordance with Reference (a), Title 10 U.S.C. §671.
  - (e) If IADT requirements are not met within the initial enlistment then member must not be recommended for reenlistment.
- (2) Active Duty for Training - Annual Training (ADT-AT). Minimum period of active duty, exclusive of travel time, reservists must perform each fiscal year to satisfy the training and participation requirements associated with their assignments. Commands have discretion regarding work/rest/liberty schedules. ADT-AT must not be less than 12 days, for all SELRES. ADT in the form of on-the-job training may support operational missions and requirements, but must not be performed in an Imminent Danger Area, in accordance with Reference (c), Uniform Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06.
- (a) Unit commanders and supervisors should schedule ADT in conjunction with unit training plans for their assigned SELRES members well in advance to maximize training time for position-assigned competency attainment and unit mission requirements.

- (b) Training during ADT must support acquiring one of the following: position-assigned competencies, Watch Quarter and Station Bill (WQSB) qualifications or advancement requirements. Only after completing all three of these requirements may SELRES members request ADT for other professional development.
- (c) Commands and supervisors must validate ADT requests against position-assigned competency requirements as well as formal school schedules and available quotas in CGR-TMS. The attainment of position-assigned competencies should be the primary consideration for use of ADT.
- (d) ADT-AT orders shall not exceed 30 days without prior authorization from Reserve Resource Management Division (CG-R82).
- (e) Non-consecutive active duty is generally only used when the SELRES member lives close to the duty location (to minimize travel costs) and when the command determines the nature of the training allows its accomplishment in small increments. At times, non-consecutive orders may be needed to accommodate attendance at formal training courses that are less than 12 days in duration.
  - (i) When non-consecutive orders are authorized travel allowances must be authorized IAW the Joint Travel Regulations.
  - (ii) Non-consecutive orders must be approved by the servicing District (dxr)/PAC-13 subject to the availability of funds.
  - (iii) Prior to routing non-consecutive ADT-AT orders the SELRES member must receive approval from their command (Officer-in-Charge, commanding officer, or an O5 or above).
  - (iii) District (dxr)/PAC-13 should carefully consider the Service need and identify increased travel costs (in excess of consecutive ADT-AT orders) resulting from the non-consecutive duty.
  - (iv) Commands must notify the funding District (dxr)/PAC-13 staff of any change to orders in an "authorized" status in Direct Access to facilitate reallocation of training funds.
  - (v) Office of Reserve Resources, Readiness, and Analysis (CG-R8) will publish annual guidance to include orders submission guidelines, etc.
  - (vi) Duty performed that is not in compliance with this policy is subject to recoupment of funds.



- (3) Active Duty for Training - Other Training Duty (ADT-OTD). Authorized training in addition to IADT or ADT-AT, to include On-the-Job Training (OJT), for members or units. ADT-OTD:
- (a) Provides for specialized skill training, refresher and proficiency training or professional development to attend formal courses of instruction;
  - (b) Must have a clear end-result such as certification, re-certification, qualification, completion of performance qualifications, or graduation from a formal course of instruction. The training must be related to the member's position-assigned competency, specialty or rating;
  - (c) Is not authorized for general unit augmentation without any clear training benefit to the member;
  - (d) May be performed in a paid or unpaid status; and
  - (e) Office of Reserve Resources, Readiness, and Analysis (CG-R8) will publish annual guidance to include orders submission guidelines, OTD allocation, etc.
- b. Support. Active Duty - Other Than Training (ADOT) is a category of active duty used for a variety of purposes and authorities (both operational and administrative) to provide Reserve support to either AC or RC missions.
- (1) Active Duty for Operational Support (ADOS). Periods scheduled to provide the necessary skilled manpower resources to temporarily support existing or emerging requirements, in accordance with Reference (a), Title 10 U.S.C. §12301(d). ADOS-AC may be used in support of designated contingency operations as defined in Reference (a), Title 10 U.S.C. §101(a) (13) or traditional operations.
- (a) ADOS is restricted to situations that meet one of the following criteria:
    - (i) Special skills are required that cannot be satisfied by onboard resources; or
    - (ii) Use of supplemental resources are necessary to meet temporary, peak-workload, new, or one-time surge requirements in accordance with Reference (x), Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1 (series).
  - (b) ADOS may be performed for periods of up to 12 months.
  - (c) Non-contingency ADOS can be performed in support of either the Active Component (ADOS-AC) or the Reserve Component (ADOS-RC). ADOS types include:
    - (i) Short-term ADOS (180 days or less in duration);

- (ii) Long-term, non-contingency ADOS (181 days or more); and
  - (iii) ADOS performed in support of a reimbursable agreement in accordance with Reference (y), Coast Guard Personnel Allowance List (PAL) Manual, COMDTINST M5312.14 (series).
- (d) Selection for ADOS. In accordance with Reference (x), Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1 (series), there are many criteria governing the selection of the best candidate including, but not limited to: command recommended by-name-candidates, qualifications, experience, familiarity with staff or project, availability, and geographic proximity of a reservist's residence to the duty site.
- (2) Extended Active Duty (EAD). EAD is used to provide reserve support for a contracted period to fill personnel shortages in specific pay grades, ratings or specialties in accordance with Reference (a), Title 10 U.S.C. §12311 with orders to AD authorized under Reference (a), Title 10 U.S.C. §12301(d). Officers will compete for promotion on the Active Duty Promotion List (ADPL) in accordance with Reference (t), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series). Enlisted will compete for advancement in the RC system, in accordance with Reference (u), Enlistments, Evaluations, and Advancements, COMDTINST M1000.2(series). Reservists on EAD will be reported in the Reserve Components Common Personnel Data System (RCCPDS) as TRAPAY CAT V. If the duty exceeds five years in a six year period or the orders specify a period of AD greater than three years at the beginning of a tour, the member will not be assigned a TRAPAY CAT in accordance with Reference (c), Uniform Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06.
- (a) EAD contracts are issued by Commander, Personnel Service Center, Enlisted Personnel Management Division (CG PSC-EPM) for enlisted, and Commander, Personnel Service Center, Officer Personnel Management Division (CG PSC-OPM) for officers. EAD contracts are issued for a minimum of 12 months and a maximum of five years.
  - (b) EAD pay and allowances are funded through funds appropriated for military pay.
- (3) Reserve Component Manager (RCM) Duty. RCM duties are performed by certain Reserve officers to effectively develop, train, instruct, organize, and administer the RC in accordance with Reference (a), Title 10 U.S.C. §12310 with orders to AD authorized under Reference (a), Title 10 U.S.C. §12301(d). RCMs are included in the Full Time Support (FTS) numbers provided for the RC and do not count against Coast Guard AC end-strength. Permanent and provisional RCMs assigned to FTS billets are funded with funds appropriated for the

Reserve Component. See Reference (t), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series) for more information. RCMs will be reported in the RCCPDS as TRAPAY CAT G in accordance with Reference (c), Uniform Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06.

- c. Mobilization. Involuntary active duty is used in support of military operations when the President or Congress determines RC forces are required to augment the AC. Involuntary active duty must meet “dwell” requirements in accordance with Reference (z), Accessing the Reserve Components (RC), DoDI 1235.12. Members subject to involuntary activation under Reference (a), Title 10 U.S.C. §12301(a), §12302, §12304, and Reference (b), Title 14 U.S.C. §3713 may qualify for pre and post deployment medical coverage in accordance with Reference (p), Coast Guard Medical Manual, COMDTINST M6000.1 (series). Recruits participating in split-phase IADT program during the interphase period are not eligible to be considered for recall to active duty under Reference (a), Title 10, United States Code or Reference (b), Title 14, United States Code, unless all other personnel resources have been exhausted.
- (1) Full Mobilization. Members in all RCCs are subject to involuntary activation under this duty type in accordance with Reference (a), Title 10 U.S.C. §12301(a). The purpose of full mobilization is 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.
  - (2) Partial Mobilization. All members of the Ready Reserve (SELRES or IRR) are subject to involuntary activation under this duty type in accordance with Reference (a), Title 10 U.S.C. §12302. The purpose of a partial mobilization is for response in time of national emergency declared by the President and authorized by the Secretary concerned. Orders are authorized by law for no more than 24 consecutive months.
  - (3) Presidential Recall. All members of the Ready Reserve (SELRES or IRR) are subject to involuntary activation under this duty type in accordance with Reference (a), Title 10 U.S.C. §12304. Orders are authorized by law for no more than 365 consecutive days.
  - (4) Domestic Response. All members of the Coast Guard Ready Reserve (SELRES or IRR) are subject to involuntary activation under this duty type in accordance with Reference (b), Title 14 U.S.C. §3713. The purpose of these orders is for the emergency augmentation of the Coast Guard during, or to aid in prevention of, an imminent serious natural or manmade disaster, accident, catastrophe, act of terrorism, or transportation security incident as authorized by the Secretary of

DHS. By policy, orders are authorized for not more than 60 days in any four-month period and not more than 120 days in any two-year period.

d. Other.

- (1) Medical Hold (MEDHOLD). Reservists may be voluntarily ordered to or continued on active duty while being treated for or recovering from an injury, illness, or disease incurred, or aggravated, in the Line of Duty (LOD) while on orders of 31 days or more, in accordance with Reference (a), Title 10 U.S.C. §12301(h) and Reference (p), Coast Guard Medical Manual, COMDTINST M6000.1 (series).
- (2) Active Duty for Health Care (ADHC). Reservists may be voluntarily ordered to or continued on active duty while being treated for or recovering from an injury, illness, or disease incurred, or aggravated, in the LOD while on orders of 30 days or less (e.g., IDT or ADT-AT), in accordance with Reference (a), Title 10 U.S.C. §12322. ADHC orders provide active duty benefits and entitlements and are issued for 30 days or more in accordance with Reference (p), Coast Guard Medical Manual, COMDTINST M6000.1 (series).
- (3) Active Duty Pending Line of Duty Determination Required for Response to Sexual Assault. In the case of a reservist who is the alleged victim of sexual assault committed while on active duty, who files an unrestricted report, and who is expected to be released from active duty before an LOD determination is made, will with the member's consent, be retained on active duty in accordance with Reference (a), Title 10 U.S.C. §12323. A member eligible for continuation on active duty under this Section must be informed as soon as practicable after the alleged assault, of the option to request continuation on active duty.
- (4) Disciplinary Duty. Members of the Coast Guard Reserve may be involuntarily ordered to active duty with respect to an offense committed in violation of the UCMJ while on active duty or inactive duty training in accordance with Reference (a), Title 10 U.S.C. §802 and §803 for the purpose of investigation under Article 32, trial by court-martial convened under Articles 22-24, or non-judicial punishment under Article 15. A member may be ordered to active duty only by an officer exercising general court-martial jurisdiction, but may not be sentenced to confinement or be required to serve a punishment of any restriction unless approved by the Secretary of DHS or the Commandant, or otherwise delegated, in accordance with Reference (aa), Military Justice Manual, COMDTINST M5810.1 (series). Orders are authorized as needed on a day-for-day basis for each duration of the Article 32 investigation, pretrial processes, trial procedures, appellate leave, and approved punishment. Funding for these orders is coordinated through the Personnel Allowance and Staffing Division and Commandant (CG-833) with Reserve Resource Management Division (CG-R82) informed for awareness.

- (5) Failure to Satisfactorily Perform Prescribed Training. Members of the Ready Reserve (SELRES or IRR) who fail to satisfactorily perform scheduled training (IDT and ADT in accordance with Reference (a), Title 10 U.S.C. §10147) may be involuntarily activated for up to 45 days to perform the required training in accordance with Reference (a), Title 10 U.S.C. §10148.
  - (6) Captive Status. A member of a RC may be ordered to active duty without their consent if the Secretary concerned determines the member is in a captive status, in accordance with Reference (a), Title 10 U.S.C. §12301(g).
  - (7) Unsatisfactory Participation. Members of the Ready Reserve (SELRES or IRR), who are not participating satisfactorily, may be ordered to involuntary active duty for up to 24 months in accordance with Reference (a), Title 10 U.S.C. §12303.
3. Active Duty Orders.
- a. Active duty orders must be generated in writing in advance of reservists reporting for duty. Orders should be issued at least 30 days before reporting or immediately if selected with less than 30 days before the scheduled duty to allow reservists time to provide notification to civilian employers and family members.
  - b. Laws pertaining to a reservist's employment and reemployment rights, medical and pay entitlements resulting from injury while traveling to and from duty, and UCMJ authority, all require official orders. Orders are also required for travel, per diem allowances and advances, if applicable.
  - c. The member or the unit must request voluntary active duty orders through Direct Access. Verbal orders may be issued in time-critical or emergency situations, but orders in writing must follow as soon as possible, in accordance with Paragraph 010206 of Reference (s), Joint Travel Regulations (JTR).
  - d. Orders must not be retroactively amended to change entitlements for duty already performed unless a provision previously determined and intended was omitted through error. Retroactive amendments of travel entitlements require documentation concerning original intent, facts and circumstances, in accordance with Paragraph 010206 of Reference (s), Joint Travel Regulations (JTR).
  - e. Reservists participating in a National Military Association (NMA) or other organization in a personal capacity assume responsibility for all expenses including travel, are not authorized official orders, and are not entitled to military compensation including but not limited to pay, retirement points, reimbursement for travel expenses, or the use of government vehicles, unless they meet active duty orders requirements. Commands may authorize an absence or reschedule training to permit a reservists' participation in NMA activities in a personal capacity.
  - f. Normally, active duty orders are performed on consecutive calendar days. However, duty may be performed non-consecutively in one or more day increments.

- (1) Non-consecutive active duty is generally only used when the reservist lives close to the duty location (to minimize travel costs) and when the command determines the nature of the training or duty allows its accomplishment in small increments.
  - (2) Non-consecutive orders are performed according to a schedule arranged between the command and reservist; days of duty must be specified in writing before each day of duty starts. If travel allowances are authorized, they must be in accordance with Reference (s), Joint Travel Regulations (JTR).
4. Active Duty Without Pay. Reservists on active duty without pay are not authorized military compensation, but are still under official orders and subject to the UCMJ. Per paragraph 030303 of Reference (s), Joint Travel Regulations, lodging-in-kind or use of government quarters without cost at duty site and subsistence-in-kind may be authorized. Active duty without pay may be authorized under the following conditions:
- a. Active duty without pay is always voluntary duty;
  - b. Active duty without pay accrues retirement points the same as active duty with pay;
  - c. Reservists performing active duty without pay for any reason other than training may be eligible for travel allowances in accordance with Reference (s), Joint Travel Regulations;
  - d. No per diem is authorized for approved ADOS without pay at a member's duty station; however, units may separately authorize per diem for reservists performing active duty without pay if they are required to perform TDY at a location other than the ADOS duty station; and
  - e. Members of the Standby Reserve (ASL only) who voluntarily perform active duty are not entitled to pay or allowances of any type.
  - f. ADOS without pay may be authorized by the DXR, DOL-1, or PAC-13 on a selective basis for military seminars, symposia, and similar assemblies (hereafter referred to as "meetings"), either separately or in connection with professional meetings. ADOS without pay is only authorized under this provision when:
    - (1) The instruction received at the meeting would enhance the reservist's professional development;
    - (2) The meeting lasts a minimum of 4 hours; and
    - (3) Participation at the meeting is not paid or reimbursed by an organization other than the Coast Guard.
5. Short-Term and Long-Term Active Duty.
- a. Short-Term Active Duty. Short-term active duty is performed consecutively for 139 days or less, if for ADT-OTD or IADT; 180 days or less if for ADOT.

- (1) Travel time allowed for authorized mode of transportation must be included in determining the number of days of duty, in accordance with Reference (k), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).
  - (2) Members who perform short-term active duty are entitled to receive basic pay, BAH and a Basic Allowance for Subsistence (BAS). Members on short-term active duty may also be entitled to certain special pays and allowances, in accordance with Reference (r), Coast Guard Pay Manual, COMDTINST M7220.29 (series).
  - (3) PCS entitlements do not apply when consecutive ADT-OTD is 139 days or less and consecutive ADOS is 180 days or less.
  - (4) SELRES assignments while on short-term ADOS must be in accordance with Reference (bb), Active Duty for Operational Support (ADOS), COMDTINST 1330.1 (series).
  - (5) Members on short term ADOS that requires them to be in a travel status (e.g., Remain overnight away from their primary residence) are to be authorized TDY allowances, and members may not waive as a condition of the assignment, nor will the ADOS order deprive them of travel allowances authorized by Reference (s), Joint Travel Regulations (JTR) Chapter 2.
- b. Long-Term Active Duty. Long-term active duty is consecutive active duty for 140 days or more for ADT-OTD or IADT; 181 days or more for ADOT.
- (1) Travel time allowed for authorized mode of transportation must be included in determining the number of days of duty, in accordance with Reference (k), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).
  - (2) Members who perform long-term active duty are entitled to receive basic pay, BAH if not assigned government quarters, BAS, and may also be entitled to other special pays and allowances, in accordance with Reference (r), Coast Guard Pay Manual, COMDTINST M7220.29 (series).
  - (3) PCS entitlements normally apply to long-term active duty, in accordance with Reference (s), Joint Travel Regulations (JTR) Chapter 5.
  - (4) Reservists attending Class “A” school convening with a scheduled duration of 140 days or more may receive PCS entitlements in accordance with Reference (s), Joint Travel Regulations (JTR) Chapter 5.
    - (a) Scheduled durations do not include intervening holiday periods such as the 16-day holiday period between Christmas and New Year’s Day, in accordance with Reference (k), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).

- (b) A reservist is not authorized dependent travel and transportation allowance when ordered to IADT for 180 days or less, in accordance with paragraph 050405 of Reference (s), Joint Travel Regulations (JTR).
6. Active Duty Order Issuing Authority. Issuing authority for the different types of active duty are as follows and vary depending on the type of orders (approval authority for extensions of orders also applies).
- a. IADT orders for basic training, DEPOT and non-prior service ROCI are authorized and issued by Coast Guard Recruiting Command (CG RC);
  - b. IADT orders for Class “A” school training are authorized by Commander (CG PSC-RPM);
  - c. ADT-AT orders for 15 days or less that satisfy a member’s AT requirement are authorized and issued by DXR or PAC-13;
  - d. ADT-AT or ADT-OTD orders for any length of time required for attending formal schools for rating or qualifications are authorized and issued by DXR or PAC-13;
  - e. ADT-OTD orders up to 30 days for reservists serving in their first fiscal year in the SELRES are authorized and issued by DXR or PAC-13;
  - f. ADT-OTD orders up to 45 days for training directly related to initial qualification as coxswain, boat crewman, boat engineer, boarding officer or boarding team member are authorized and issued by DXR or PAC-13;
  - g. ADT-OTD orders for 16-30 days for any reason other than listed above must be authorized by Area RFRS staff;
  - h. ADT-OTD orders exceeding 30 days for any reason other than listed in this Section must be authorized by Reserve Resource Management Division (CG-R82);
  - i. Voluntary Active Duty in support of contingency operations must be authorized in accordance Reference (cc), Accessing and Activation of the Reserve Component, COMDTINST M3061.2 (series), after the Commandant has delegated Presidential or Congressional authority to the appropriate operational commander or commanders;
  - j. Mobilization duty in response to a domestic emergency, in accordance with Reference (b), Title 14 U.S.C. §3713, must be authorized by the Areas, DXR, DOL-1, or CGCYBER after the Commandant has delegated Secretarial authority for the recall of reservists. When the appropriate operational commander or commanders require additional personnel resources, they must submit a Request for Forces (RFF) to Commander, Personnel Service Center, Surge Staffing Section (CG PSC-PSD-SSS), in accordance with annual guidance.
  - k. ADOS-AC orders of 181 days or more must be authorized by the long-term ADOS designated cap manager and all non-contingency orders must be approved by



- Commander (CG PSC-RPM), contingency orders must be approved by Commander (CG PSC-PSD-SSS) in accordance with Reference (bb), Active Duty for Operational Support (ADOS), COMDTINST 1330.1 (series);
- l. ADOS-AC orders of 180 days or less must be authorized by the funding command and all orders must be approved by DXR, DOL-1, or PAC-13 in accordance with Reference (bb), Active Duty for Operational Support (ADOS), COMDTINST 1330.1 (series);
  - m. ADOS-RC orders for any duration are authorized by Commandant (CG-R) or designated authority in accordance with Reference (bb), Active Duty for Operational Support (ADOS), COMDTINST 1330.1 (series);
  - n. EAD orders must be authorized by Commander (CG PSC-EPM) for enlisted members and Commander (CG PSC-OPM) for officers. Requests for EAD must be submitted to Commander (CG PSC-EPM), in accordance with Reference (u), Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series) or via Commander (CG PSC-OPM), in accordance with Reference (t), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series);
  - o. Orders for RCMs must be authorized by Commander (CG PSC-RPM), in accordance with Reference (t), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series);
  - p. Active duty orders for medical purposes (ADHC and MEDHOLD) must be authorized by Commander (CG PSC-RPM), and approved by DXR, PAC-13, or DOL-1 in accordance with Reference (p), Coast Guard Medical Manual, COMDTINST M6000.1 (series);
  - q. Reservists must not be denied orders to perform ADT-AT orders, solely due to the lack of current PHA or dental examination, as a means of compelling compliance with participation standards;
  - r. Reservists not in compliance with body composition standards must not be issued voluntary or involuntary active duty orders, except for ADT-AT, in accordance with Reference (j), Body Composition Standards Program, COMDTINST 1020.8 (series);
  - s. Reservists who have an approved Reserve Retirement Transfer Request, Form CG-2055A, or Change in Reserve Component Category, Form CG-1001, may not be approved to perform ADT-AT or ADT-OTD past the approved effective date of the request, unless Service requirements warrant; and
  - t. Reservists who have not been retained through High Year Tenure (HYT) may not be approved to perform ADT-AT or ADT-OTD unless Service requirements warrant.
7. Duty Status Documentation. Clear duty status documentation and notification in Direct Access is critical for accurate management of reservists. The unit where the reservist is deactivated from ADOS must notify, through an official memorandum, the reservist's

SPO, Commander (CG-PSC-RPM), DXR, AREA or DOL-1 as appropriate, of the RELAD below for reservists:

- a. Who are identified as any duty status other than AFFD in accordance with Reference (p), Coast Guard Medical Manual, COMDTINST M6000.1 (series) and Reference (dd), Pregnancy in the Coast Guard, COMDTINST 1000.9 (series);
  - b. Who are designated as missing or in a captive status while on ADOS must be in accordance with Reference (m), Personnel and Pay Procedures TTP, PPCINST M1000.2 (series), Reference (k), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series) and Reference (r), Coast Guard Pay Manual, COMDTINST M7220.29 (series);
  - c. Who dies while on ADOS must be in accordance with Reference (ee), Military Personnel Casualties and Decedent Affairs, COMDTINST M1770.9 (series);
  - d. The unit where the duty is being performed is responsible for initiating administrative or disciplinary action in accordance with Reference (ff), Military Substance Abuse and Behavioral Addiction Program, COMDTINST 1000.10 (series) and Reference (gg), Discipline and Conduct, COMDTINST M1600.2 (series); and
  - e. When applicable, a member's permanent duty station duty is responsible for convening a LOD determination. ADOS orders shall not be terminated until LOD is completed and member is transitioned to appropriate status in accordance with the Reserve Incapacitation System, or member is AFFD. Timely processing of LOD is critical to ensure member receives proper care and entitlements.
8. Resident Training. Resident training is formal training that requires the student to travel to a specific location for training execution. Reservists may attend on ADT, IADT or IDT orders, but normally ADT-AT orders are used. Resident training should target skills that cannot easily or quickly be obtained through OJT, correspondence courses, or other methods of instruction.
- a. Resident training for reservists includes:
    - (1) Basic training and indoctrination;
    - (2) Coast Guard Class "A" schools, consisting of minimum essential training designed to provide the basic technical knowledge and skills required for entry level job performance. Class "A" school attendance requires obligated service in accordance with Reference (k), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series), and Reference (hh), Performance, Training and Education Manual, COMDTINST M1500.10 (series);
    - (3) Coast Guard Class "C" schools, consisting of short-term training designed to provide advanced/specialized knowledge and skills required by a specific position or related to specific jobs, missions, types of equipment or advanced rates;

- (4) DoD resident training, including Reserve Senior Service Schools, Reserve War & Staff College courses; and
  - (5) Other training provided by external organizations such as state enforcement, other federal agencies, private contractors or non-profit agencies.
- b. Factors affecting a reservist's ability to obtain a quota include:
- (1) The cost to attend the training (pay and allowances plus travel) and the availability of funds appropriated for the Reserve Component;
  - (2) The member's eligibility for the class. Each class has specific eligibility requirements and some classes maintain prerequisites;
  - (3) Command approval of the training request;
  - (4) Some classes are in high demand and a program manager must prioritize requests to determine who receives available quotas. Units that have recently sent reservists to a particular class fall to a lower priority and quotas may go to another unit that has a greater need to obtain the training;
  - (5) Members who have a training requirement documented in their Individual Development Plan (IDP); and
  - (6) Schools longer than two weeks require additional time commitment from reservists and require approval by DXR or PAC-13 to ensure availability of funds.
- c. Course descriptions and schedules are available on the Education and Training Quota Management Command (ETQC) SharePoint site, [https://uscg.sharepoint-mil.us/sites/forcecom\\_spo/ETQC/SitePages/Education-%26-Training-Quota-Management-Command.aspx](https://uscg.sharepoint-mil.us/sites/forcecom_spo/ETQC/SitePages/Education-%26-Training-Quota-Management-Command.aspx) . The unit training officer is the initial point of contact for obtaining training opportunities and course schedules.
- (1) Requests for new recruits requiring “A” school attendance must be submitted by CG RC and approved prior to the applicant’s recruit training or DEPOT ship date.
  - (2) Requests to change a member’s scheduled Class “A” school convening date must be forwarded via official correspondence to Commander (CG PSC-RPM) via the unit and DXR, DOL-1, or PAC-13.
  - (3) “A” school requests for non-rates without a guaranteed school or rated members with approval to pursue lateral changes in rating must be forwarded via official correspondence to Commander (CG PSC-RPM) by e-mail via the unit and DXR, DOL-1, or PAC-13.
  - (4) The Electronic Training Request (ETR) module of Direct Access must be used for submitting Class “C” school requests when available. For other types of courses and “C” schools that do not use the ETR, unit training officers can advise units or members concerning specific procedures.

- (5) ETQC will notify units and members of their selection for Class “C” school training approximately eight weeks before the class starts by issuing “no cost” orders to the member in the unit’s Direct Access airport terminal.
- (6) Units must notify members of their selection and the member must submit a request for orders in Direct Access their servicing administrative office as soon as they receive the orders from ETQC.
- (7) The training must be related to a competency assigned to the billet, or appropriate for the rating mobilization requirements.

**CHAPTER 3. PARTICIPATION STANDARDS**

- A. Participation Standards Overview. The RC requires a workforce that is fully trained, properly equipped, and ready to mobilize on short notice. As a result, reservists must balance operational, administrative, and personal readiness. All Coast Guard members must be available for unrestricted worldwide mobilization subject to Reference (a), Title 10 U.S.C. §671.
- B. Participation Standards. Satisfactory participation is defined as the fulfillment of contractual and training requirements. Satisfactory participation must be considered a factor in performance evaluations.
1. SELRES Obligations.
    - a. Complete IADT requirements described in Chapter 2 of this Instruction in accordance with Reference (a), Title 10 U.S.C. §671, unless the requirement is already fulfilled by prior military service;
    - b. Report in accordance with orders;
    - c. Perform 90% of scheduled authorized IDT drills with pay per fiscal year; see Chapter 2, Section A of this Instruction. Excused absences are not calculated in meeting a member's fiscal year IDT drill requirement;
    - d. Satisfy the AT requirement of not less than 12 days, exclusive of travel time, in accordance with Reference (c), Uniform Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06;
    - e. Complete training required by enlistment contract or commissioning program;
    - f. Answer official correspondence;
    - g. Complete the annual screening questionnaire and update as changes occur, in accordance with Reference (a), Title 10 U.S.C. §10149;
    - h. Promptly update Direct Access, Coast Guard Electronic Systems, Global Address List (GAL), and notify their responsible SPO via the chain of command of changes to residence, phone number(s), e-mail address, mailing address, marital status, number of dependents, civilian education or employment, or a physical condition or other factors that would immediately affect availability for inactive or active duty;
    - i. Promptly respond to CGPAAS periodic updates in accordance with reference (i), Ready Reserve Member Participation Policy, DODI 1215.13 to validate availability during a contingency;

- j. Maintain IMR in accordance with Reference (p), Coast Guard Medical Manual, COMDTINST M6000.1 (series);
- k. Maintain compliance with body composition standards in accordance with Reference (j), Body Composition Standards Program, COMDTINST 1020.8 (series);
- l. All SELRES personnel must maintain a Government Travel Charge Card (GTCC) account in good standing to facilitate activation requirements.
- m. To be retained in the SELRES, a Reserve commissioned officer must accrue a minimum of 50 retirement points in an anniversary year to remain in an active status, in accordance with Reference (a), Title 10 U.S.C. §12642;
- n. All members in the SELRES who are qualified for a non-regular retirement, except for having reached 60 years of age or are eligible for early retirement, are required to attain 50 points each anniversary year to remain in an active status in accordance with Reference (l), Service Credit for Non-Regular Retirement, DoDI 1215.07;
- o. Maintain the required sea-bag items in accordance with Reference (ii), Uniform Regulations, COMDTINST M1020.6 (series);
- p. Annually verify their BAH, dependency, beneficiaries, SGLI and emergency contacts in accordance with Reference (m), Personnel and Pay Procedures TTP, PPCINST M1000.2 (series);
- q. Members that are single parents, dual-member couples with dependents, or primarily responsible for dependent family members must annually validate they have adequate, proper dependent care arrangements and maintain an accurate Family Care Plan in accordance with Reference (jj), Family Care Plans, DoDI 1342.19, and Reference (m), Personnel and Pay Procedures TTP, PPCINST M1000.2 (series); and
- r. Complete required mandated training courses located in the Coast Guard Learning Management System, <https://elearning.uscg.mil/>.
- s. Meeting Annual Training Requirements.
  - (1) Annual Training (AT). The AT requirement is met by the completion of IADT, ADT-AT, and by ADOT if the period of orders is less than 30 days and is rating, specialty, or position related training. The duty may be performed through OJT or formal school completion. DXR, DOL-1, or PAC-13 will make the final determination whether the requested training meets the prescribed requirement. The determination concerning whether such duty will meet the AT requirement must be documented on the reservist's orders. Members who have been on any form of active duty for 30 days or more and who are RELAD to the SELRES are not obligated to complete the 12 days AT requirement within the same fiscal year.

However, they are not prohibited from performing ADT-AT or any other type of active duty if funds are available and with DXR or PAC-13 approval.

- (2) Inactive Duty for Training (IDT) Drills. IDT drills must be performed in accordance with Chapter 2 of this Instruction. Resumption of IDT drills after a period of ADOT should be as follows:
- (a) Members who have been on any form of active duty for 31 days or more and who are RELAD to the SELRES must resume IDT drills upon RELAD, except as provided in Paragraph 3 below. Reservists serving on active duty for a full calendar month(s) must not make up drills for that month(s). Exceptions are based on urgent training requirements and availability of funds as approved by Office of Reserve Resources, Readiness, and Analysis (CG-R8).
  - (b) Members who remain assigned to a SELRES position while serving on short-term active duty orders of 180 days or less, are required to resume IDT drills upon RELAD. See Chapter 2 of this Instruction for policy regarding short-term and long-term active duty.
  - (c) Members who serve more than three months of involuntary active duty under Title 10 may participate in, but are not required to resume IDT drills in the first 60 calendar days after RELAD. Such reservists must resume IDT drills within 90 days of their RELAD. The only exception to this policy is Yellow Ribbon post-deployment events which are required, in accordance with Reference (kk), DoD Yellow Ribbon Reintegration Program (YRRP), DoDI 1342.28.
- (3) Waiver of Active Duty for Training - Annual Training (AT). Commanding officers and officers-in-charge are authorized to waive the AT requirements for sufficient cause. The waiver only excuses completion of the AT for participation standards. It does not waive, replace, or count for points required for a qualifying year of service for retirement.
- (a) Sufficient cause may include:
    - (i) Reservists who request transfer to the Retired Reserve and are within one year of retirement;
    - (ii) Reservists experiencing temporary physical disability of less than six months documented by a Medical Officer (i.e., Uniformed Services Physician, Physician Assistant, Nurse Practitioner);
    - (iii) A well-documented temporary family or personal hardship;

- (iv) Reservists who, at no fault of their own, have their ADT-AT canceled due to service funding shortfalls per message guidance provided by the Office of Reserve Resources, Readiness, and Analysis (CG-R8);
  - (v) Reservists who may be approved to reside outside of the United States and its territories; or
  - (vi) A qualifying birth event by a military Reserve mother.
- (b) Requests for waiver of the ADT-AT requirement must be submitted via memorandum from the member to their commanding officer or officer-in-charge. The commanding officer or officer-in-charge must consider the member's proficiency and ability to rapidly become an effective resource to the Coast Guard. A waiver of the ADT-AT requirement must not be considered a negative factor when evaluating a reservist's performance.
  - (c) ADT-AT waivers for a member must not be granted for two consecutive years without the approval of DXR, DOL-1, or PAC-13.
  - (d) If the request is approved, the commanding officer or officer-in-charge must then provide a copy of the request and approval to DXR, DOL-1, or PAC-13.
  - (e) Enlisted members are to be counseled that they must still meet the requirements for the Coast Guard Reserve Good Conduct Medal in accordance with Reference (ll), Coast Guard Military Medals and Awards Manual, COMDTINST M1650.25 (series).
  - (f) Reservists who have an approved ADT-AT waiver must still meet the 50 point minimum for a qualifying year of service for retirement during their anniversary year.
  - (g) Approved ADT-AT waivers must be documented via Administrative Remarks, Form CG-3307 in accordance with Reference (m), Personnel and Pay Procedures TTP, PPCINST M1000.2 (series).
  - (h) Civilian employment conflict is not considered sufficient cause for waiver of the ADT-AT requirement. Employers are required to provide reservists with military leaves of absence for the periods necessary to perform military duty in accordance with Reference (mm), Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Chapter 43. Employers have the right to receive advanced notice of their employees' upcoming military duty, which is why early scheduling and issuance of orders for required IDT drills and ADT-AT is important.



2. Travel or Change of Residence. Travel or change of residence does not relieve reservists of their statutory and contractual military service obligation, participation standards, or exempt them from mobilization.
  - a. Within the United States. Reservists who permanently change their residence or reside beyond reasonable commuting distance (RCD) of their assigned unit may request to be assigned a position closer to their new residence in accordance with Reference (k), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).
  - b. Outside the United States and its Territories and Possessions. Permission to leave the United States and its territories and possessions for travel is not required unless the reservist is on active duty orders. However, SELRES and drilling IRR members who plan to travel outside the United States and its territories and possessions must comply with Reference (nn), Military Civil and Dependent Affairs, COMDTINST M1700.1 (series) and the following requirements:
    - (1) For periods of travel outside the United States and its territories and possessions for periods greater than 31 days but less than 90 days, members are required to notify their units in writing. The notification must include:
      - (a) Type of travel;
      - (b) Dates;
      - (c) Countries to be visited;
      - (d) Force Protection Condition/Terrorist Threat/Criminal Level of the destination;
      - (e) Department of State Travel Warning/Restrictions;
      - (f) Country/Theater clearance message;
      - (g) Antiterrorism/Force Protection Level 1 training completed; and
      - (h) Emergency Contact Information.
    - (i) Reservists with a statutory or contractual obligation must include the following statement in the notification, "I understand travel outside the United States does not relieve me of the obligation to maintain satisfactory participation in accordance with the Reserve Duty Status and Participation, COMDTINST 1001.2 (series)."
  - (2) For periods of travel outside the United States and its territories and possessions for 90 days or more, members are considered to be residing outside the United States and must follow the change of residence guidance to include a request to

Commander (CG-PSC RPM) in accordance with Reference (k), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).

(3) Reservists are not authorized to perform IDT outside the United States and its territories and possessions unless in receipt of a waiver per Chapter 2 of this Instruction.

3. IRR Satisfactory Participation. IRR members are obligated to:

- a. Answer official correspondence;
- b. Complete the annual screening questionnaire in accordance with Reference (a), Title 10 U.S.C. §10149;
- c. Promptly advise Commander (CG PSC-RPM) (or the SPO via the chain of command for drilling IRR members assigned to a unit), of changes of residence, phone number, email address, mailing address or other contact information, marital status, number of dependents, civilian education or employment, and any physical condition or other factor that would affect the member's immediate availability for active duty military service;
- d. Meet the minimum training requirements for individual military service obligation or contractual agreement;
- e. Maintain the required seabag items in accordance with Reference (ii), Uniform Regulations, COMDTINST M1020.6 (series);
- f. To be retained in the IRR a Reserve commissioned officer must accrue a minimum of 50 retirement points in an anniversary year to remain in an active status, in accordance with Reference (a), Title 10 U.S.C. §12642;
- g. Enlisted IRR members with 20 or more years of qualifying federal service towards a non-regular retirement are required to attain 50 Reserve retirement points per anniversary year to remain in an active status in accordance with Reference (e), Administration and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING), DoDI 1235.13;
- h. IRR members are not required to conduct semi-annual weigh-ins or submit a Personal Fitness Plan, Form CG-6049. IRR members must be required to demonstrate compliance with weight standards prior to reenlistment, promotion/advancement, acceptance of SELRES PCS orders, or executing active duty orders;
- i. Actively participating (drilling for points only) IRR members, and senior reserve officers assigned to an IAD position, must meet weight standards, IMR, general

military training, and all other applicable administrative requirements as detailed in Section B.3 of this Chapter; and

- j. IRR members are not required to complete a PHA unless actively participating (drilling for points only) or pending a SELRES assignment.
4. Standby Reserve (ASL or ISL) Satisfactory Participation. Standby Reserve members are obligated to:
- a. Answer all official correspondence;
  - b. Promptly advise Commander (CG PSC-RPM) of changes of address, personnel identification data, physical condition, dependency status, military qualifications, civilian occupational skills, availability for service and other information as required;
  - c. Maintain the required seabag items in accordance with Reference (ii), Uniform Regulations, COMDTINST M1020.6 (series) for a period of four years; and
  - d. Commissioned officers in the ASL must attain 50 points per anniversary year to remain in an active status in accordance with Reference (a), Title 10 U.S.C. §12642.
  - e. Standby Reserve members are not required to complete a PHA unless actively participating (drilling for points only) in the ASL or pending a SELRES assignment.
- C. Annual Screening Questionnaire. All members of the Ready Reserve (SELRES or IRR) must be regularly screened to ensure their availability and fitness for duty in accordance with Reference (a), Title 10 U.S.C. §10149. The Annual Screening Questionnaire must be completed annually at a minimum and as often as the reservist's information or recall availability changes. Reservists serving on EAD contracts and long-term ADOS orders (181 days or more) not in support of designated contingency operations as defined in Reference (a), Title 10 U.S.C. §101(a) (13), are exempt from completing the annual screening questionnaire; however, they must complete the annual screening questionnaire once they are released from active duty.
- 1. The annual screening questionnaire is used as a tool to manage a Ready Reserve force composed of members who:
    - a. Possess the military qualifications required in the various ranks, ratings, and specialties;
    - b. Are available immediately for active duty during a mobilization or as otherwise required by law;
    - c. Meet military service standards of mental, moral, professional, and physical fitness;
    - d. The annual screening questionnaire must not be utilized as a tool to select people for mobilization solely on the basis of their civilian skills;

- e. SELRES members must complete the annual screening questionnaire annually between 1 August and 31 October, or immediately upon a change in status;
  - f. IRR members must complete the annual screening questionnaire annually in accordance with directions provided by Commander (CG PSC-RPM);
  - g. Reservists who are pregnant or post-partum must indicate unavailability for involuntary mobilization in the annual screening questionnaire in accordance with Reference (dd), Pregnancy in the Coast Guard, COMDTINST 1000.9 (series);
  - h. SELRES who are transferred to the Standby Reserve (ASL and ISL) are not required to complete the annual screening questionnaire; and
  - i. Ready Reservists (SELRES and IRR) who fail to complete the annual screening questionnaire must be designated an “unsatisfactory participant” and the command must document such counseling in accordance with this Chapter.
- D. Unsatisfactory Participation. Unsatisfactory participation is the failure to comply with any contractual obligations or program requirements. Participation is also considered unsatisfactory when members of the SELRES acquire nine or more unexcused absences from scheduled inactive duty training periods within a 12-month period, in accordance with Reference (i), Ready Reserve Member Participation Policy, DoDI 1215.13.
- 1. Counseling and Disciplinary Action. Commands must monitor member participation and evaluate performance of prescribed training requirements to determine compliance. Commands must document all counseling as prescribed in Reference (m), Personnel and Pay Procedures TTP, PPCINST M1000.2 (series). Counseling for unexcused absences must start with the first absence.
    - a. The record of counseling must include:
      - (1) Absences (number of occurrences, dates, and reasons);
      - (2) Performance and quality of work;
      - (3) A statement that counseling has been provided with the member’s acknowledgement. When efforts to counsel the member in person are unsuccessful, the remarks must be mailed to the member’s most recent mailing address listed in Direct Access; use certified mail, return receipt requested;
      - (4) Dates of next scheduled drill(s) with requirement for member to report; and
      - (5) Proposed command action should a member fail to report.
    - b. Commands must document all administrative or disciplinary actions, in accordance with Reference (aa), Military Justice Manual, COMDTINST M5810.1 (series),

Reference (gg), Discipline and Conduct, COMDTINST M1600.2 (series), and Reference (f), Military Separations, COMDTINST M1000.4 (series). Documentation must include:

- (1) Reason for disciplinary action (number of occurrences, dates, and reasons);
- (2) Enlisted advancement progress, proficiency, conduct, UCMJ action(s), performance, and quality of work;
- (3) Statement of counseling provided;
- (4) Member statement, or notation that member does not desire to make a statement; and
- (5) Action taken.

## 2. Compliance Measures.

### a. Reservists Who Have Not Fulfilled Their Statutory Military Service Obligation.

Reservists whose participation has been unsatisfactory may be processed as follows:

- (1) Members of the Ready Reserve (SELRES or IRR) who are not participating satisfactorily, have not fulfilled their statutory Reserve obligation, and have not served on active duty for a total of 24 months, may be involuntarily ordered to active duty in accordance with Reference (a), Title 10 U.S.C. §12303. Such individuals may be required to serve on active duty until their total service on active duty equals 24 months. If the enlistment or other period of military service would expire before the full required duration of the orders, the enlistment or period of military service may be extended until the full requirement is completed. To achieve fair treatment among members who are being considered for active duty under this Section appropriate consideration must be given to family responsibilities and employment necessary to maintain the national health, safety, or interest. Requests for active duty in accordance with Reference (a), Title 10 U.S.C. §12303, must be submitted via Commander (CG PSC-RPM) to Commandant (CG-R) for approval and funding;
- (2) Members of the Ready Reserve (SELRES or IRR), who fail in any year to perform satisfactorily the training duty prescribed may be ordered to active duty for training without their consent, for not more than 45 days in accordance with Reference (a), Title 10 U.S.C. §10148. Orders under this Section must be submitted through DXR, DOL-1, or PAC-13 for members of the SELRES, or Commander (CG-PSC-RPM) for members of the IRR, to Commandant (CG-R) for approval and funding. Upon completion of active duty, the member may be returned to their SELRES assignment or transferred to the IRR;

- (3) Reservists whose orders to involuntary active duty result in extreme community or personal hardship must report for duty but may, at their request, be transferred to the ASL or may be discharged. Reservists involuntarily ordered to active duty may request and be authorized a delay in reporting by DOL-1, District (dxr), PAC-13, CGCYBER, or operational commander as appropriate, in accordance with Reference (cc), Accessing and Activation of the Reserve Component, COMDTINST M3061.2 (series);
- (4) If a reservist fails to participate satisfactorily before completing the initial six-year obligation incurred to qualify for education benefits under the Montgomery GI Bill-Selected Reserve, and received educational benefits such entitlements must be suspended. The Coast Guard may involuntarily order the member to active duty for up to two-years, or for the period of obligated service remaining, whichever is less, and recoup funds from the member in accordance with Reference (oo), Post 9/11 and Montgomery GI Bill Educational Assistance Programs, COMDTINST M1780.3 (series) and Reference (pp), Montgomery GI Bill-Selected Reserve (MGIB-SR), DoDI 1322.17;
- (5) Commissioned officers in an active status with at least five years of service, whose participation has been unsatisfactory, must be reviewed for discharge by a board of officers convened by Commander (CG PSC-RPM) in accordance with Reference (a), Title 10 U.S.C. §12681 and 12683;
- (6) When SELRES members are ordered to active duty or transferred to the IRR because of unsatisfactory participation, copies of their orders must be furnished in person by a member of the command or by official correspondence. In either case, a written receipt must be obtained. When such efforts are unsuccessful those orders must be mailed to the member's most recent mailing address in Direct Access via certified mail, return receipt requested. Reservists ordered to active duty who fail to report must be separated for misconduct, in accordance with Reference (f), Military Separations, COMDTINST M1000.4 (series);
- (7) Members of the SELRES who are not participating satisfactorily or have not fulfilled their statutory Reserve obligation may be transferred to, or retained, in the IRR for the balance of their military service obligation, or if they have no remaining military service obligation and member still possesses the potential for useful military service;
- (8) Enlisted members may be discharged for unsatisfactory participation, in accordance with Reference (f), Military Separations, COMDTINST M1000.4 (series). Unless the member requests a hearing before an Administrative Separation Board, the discharge process must not require convening a board when:

- (a) Member has been recommended for discharge under honorable conditions by the appropriate commanding officer or officer-in-charge; and
  - (b) Member does not possess the potential for useful military service if mobilized.
- (9) All separations must be processed in accordance with Reference (m), Personnel and Pay Procedures TTP, PPCINST M1000.2 (series).
- b. Reservists Who Have Fulfilled Their Statutory Military Service Obligation.  
Reservists whose participation has been unsatisfactory may be processed as follows:
- (1) A member of the Ready Reserve (SELRES or IRR) who fails in any year to perform satisfactorily the training duty prescribed may be ordered without their consent to active duty for not more than 45 days. If the failure occurs during the last year of required membership in the Ready Reserve (SELRES or IRR), membership is extended until the reservist performs the additional active duty for training, but not for more than six months in accordance with Reference (a), Title 10 U.S.C. §10148. Command requests to recall reservists to active duty to meet satisfactory training requirements, in accordance with Reference (a), Title 10 U.S.C. §10148 are submitted through DXR, DOL-1, or PAC-13 for members of the SELRES, or Commander (CG PSC-RPM) for members of the IRR to Commandant (CG-R) for approval and funding;
    - (a) Upon completion of active duty the member may be returned to their SELRES assignment or transferred to the IRR, ISL, Retired Reserve, or discharged if at the end of their enlistment; and (b) Reservists ordered to active duty who fail to report must be separated for misconduct, in accordance with Reference (f), Military Separations, COMDTINST M1000.4 (series);
  - (2) Reservists may be transferred to the IRR or the ISL for the balance of their current enlistment if they still possess the potential for useful military service if mobilized;
  - (3) Reservists may be discharged in accordance with reference (f), Military Separations, COMDTINST M1000.4 (series) if the member has no further potential for useful military service;
  - (4) Reservists whose orders to involuntary active duty that may result in extreme community or personal hardship must report for duty, but may at their request be transferred to the Standby Reserve (ASL or ISL), the Retired Reserve, or may be discharged, in accordance with Reference (m), Personnel and Pay Procedures TTP, PPCINST M1000.2 (series). Any request for a delay or transfer for hardship must be documented. Reservists involuntarily ordered to active duty may request and be authorized a delay in reporting;

- (5) Commissioned officers in an active status, with at least 5 years of service, whose participation has been unsatisfactory must be reviewed for discharge by a board of officers convened by Commander (CG PSC-RPM), in accordance with Reference (a), Title 10 U.S.C. §12681 and §12683;
  - (6) When SELRES members are ordered to active duty or transferred to the ISL because of unsatisfactory participation copies of their orders must be furnished through personal contact by a member of the command or by official correspondence. When such efforts are unsuccessful, those orders must be mailed to the member's most recent mailing address in Direct Access via certified mail, return receipt requested; and
  - (7) All separations must be processed in accordance with Reference (m), Personnel and Pay Procedures TTP, PPCINST M1000.2 (series).
3. Failure to Undergo Physical and Dental Examination. Members who fail to maintain required IMR, PHA, or dental examinations must be notified by their command to schedule an examination within 30 days. If the member does not submit the required documentation proving completion, the command must counsel and document, in accordance with this Chapter, and prescribed in Reference (m), Personnel and Pay Procedures TTP, PPCINST M1000.2 (series).
- E. Employment by a Foreign Government. Guidance and procedures for securing permission for employment by a foreign government in any capacity must be in accordance with Reference (nn), Military Civil and Dependent Affairs, COMDTINST M1700.1 (series), which applies to all reservists regardless of status (Ready Reserve, Standby Reserve, or Retired Reserve).
- F. Waiver of Benefits. Per Reference (r), Coast Guard Pay Manual, COMDTINST M7220.29 (series), SELRES members in receipt of VADC or retired/retainer pay for prior military service are required to waive either the compensation or the military pay and allowances for active or inactive duty.



## CHAPTER 4. RETIREMENT CATEGORIES

Retirement Categories. The five categories of the Retired Reserve, as described in Chapter 1 of this Instruction, are detailed below.

- A. Retirement with Pay (RET-1). Includes reservists who complete at least 20 years of satisfactory federal service and have reached age 60 or who qualify for early retirement as prescribed below, are eligible for transfer to RET-1 status upon request. Reservists must apply for RET-1 at least 100 days in advance of their requested retirement date via a Reserve Retirement Transfer Request, Form CG-2055A, and route through District (dxr)/PAC-13/DOL-1 to Commanding Officer (CG PPCRAS) through Commander (CG PSC-RPM). When transferred to RET-1, reservists receive a blue United States Uniformed Services Identification Card, DD Form 2S (RESRET) and are eligible for the same benefits available to active duty retirees.
1. A member of the Ready Reserve (SELRES and IRR) who performs active duty under Reference (a), Title 10 U.S.C. §12301(a), §12301(d), §12302, §12304 (after January 28, 2008) or Reference (b), Title 14 U.S.C. §3713 (after December 31, 2011) will have their eligibility age for receipt of retired pay reduced below 60 years of age, but not less than 50 years of age, in accordance with Reference (a), Title 10 U.S.C. §12731 and Reference (l), Service Credit for Non-Regular Retirement, DoDI 1215.07.
    - a. Eligibility age will be reduced by three months for each aggregate of 90 days on which the member performs active duty or performs such active service in any one fiscal year between January 28, 2008 and September 30, 2014.
    - b. Eligibility age will be reduced by three months for each aggregate of 90 days on which the member performs active duty or performs such active service in any one or two consecutive fiscal years after September 30, 2014.
    - c. Active duty performed in accordance with Reference (a), Title 10 U.S.C. §12301(h) must be treated as a continuation of the original call or order to active duty or active service for the purpose of reducing the eligibility age for a non-regular retirement in accordance with this Section.
    - d. Active duty for training (IADT, ADT-AT, and ADT-OTD), and EAD for members serving as RCMs are non-qualifying early retirement active duty periods.
    - e. Requests for early retirement must be made within 12 months and no less than 100 days in advance of the assumed retirement date. Requests submitted more than a year before the assumed retirement date may not be processed.
  2. A member ordered to active duty will receive credit for all days served regardless of the nature of the duties performed (e.g., whether performing training or operational support duties).

3. Eligible reservists must apply for retired pay to Commanding Officer (CG PPC-RAS).
    - a. Members who are within six-months of their 60th birthday must receive a Data For Payment of Retired Personnel, DD Form 2656, from Commanding Officer (CG PPC-RAS) and are not required to submit a Reserve Retirement Transfer Request, Form CG-2055A.
    - b. Those in a retired status who apply later than their eligibility date may receive pay retroactive to the day they were eligible, up to six years.
    - c. There will be no retroactive pay entitlement for those reservists who choose to remain in an active status once they have become early retirement eligible.
  4. Eligibility for health care benefits remains at age 60 regardless of receipt of early retirement pay.
  5. Reserve Component Survivor Benefit Plan (RCSBP) election must be made upon eligibility of retired pay. RCSBP rates have been changed to reflect coverage before age 60.
- B. Retirement Awaiting Pay (RET-2). Includes reservists who have completed the required qualifying years of service for non-regular retired pay and who are not yet 60 years of age, or have not applied for non-regular retirement pay, in accordance with Reference (a), Title 10 U.S.C. Chapter 1223. Reservists must apply for RET-2 at least 100 days in advance of their requested retirement date via a Reserve Retirement Transfer Request, Form CG-2055A and route through District (dxr)/PAC-13/DOL-1 to Commanding Officer (CG PPC-RAS) through Commander (CG PSC-RPM). Upon attainment of RET-2 status members are entitled to unlimited commissary, exchange, and Morale, Well-Being and Recreation (MWR) benefits. Unless recalled to active duty, RET-2 reservists are not entitled to earn pay and allowances, retirement points, receive military legal assistance, or medical and dental care. Reservists in RET-2 receive a red United States Uniformed Services Identification Card, DD Form 2S (RESRET).
- C. Retirement for Physical Disability (RET-3). Includes reservists who are retired for physical disability, and who have 20 years of service creditable for retired pay or who are 30 percent or more disabled in accordance with Reference (a), Title 10 U.S.C. Chapter 61.
- D. Retirement for RC Members with 20 Years of Active Duty Service (RET-4). Includes reservists who have completed 20 or more years of active duty service and retire with a regular retirement in accordance with Reference (a), Title 10 U.S.C. Chapter 841 and Reference (b), Title 14 U.S.C. §3705.
- E. Voluntary Separation Incentive (VSI) (RET-5). Includes reservists who are receiving retired pay for reasons other than age, service requirement, or physical disability. This category is restricted to those who are retired under special conditions as determined by the Assistant Secretary of Defense (ASD) Reserve Affairs (RA) in accordance with Reference (d), Reserve

Components Common Personnel Data System (RCCPDS), DoDI 7730.54 and Reference (a), Title 10 U.S.C. §1175.

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## APPENDIX A. TRAINING/PAY CATEGORIES (TRAPAY CATS)

- A. This Appendix establishes authorized Training/Pay Categories (TRAPAY CATS) for training and accountability purposes in accordance with Reference (c), Uniform Reserve, Training, and Retirement Categories for the Reserve Components, DoDI 1215.06.
1. SELRES Categories.
    - a. TRAPAY CAT A. This category is comprised of drilling reservists, who participate in training activities on a part-time basis. Except as otherwise specifically provided, these reservists are required to participate in 90% of scheduled authorized drills or training periods and perform not less than 12 days for annual training (exclusive of travel time) each fiscal year.
    - b. TRAPAY CAT V. Trained SELRES members who are performing AD for more than 180 days in a fiscal year but who are exempted from counting against the AD strengths.
    - c. TRAPAY CAT B. Individual Mobilization Augmentees (IMAs) are trained reservists assigned to specific PAL positions, or positions outside the Service (i.e., Selective Service System (SSS), Emergency Preparedness Liaison Officers (EPLOs)) that must be filled to support mobilization (pre and/or post mobilization) requirements, contingency operations, operations other than war, or other specialized or technical requirements. Annually authorized IDT drills vary from 0-48 and a minimum of 12 days per fiscal year are required to satisfy the annual training requirement.
    - d. TRAPAY CAT G. Reserve Component Managers (RCMs).
    - e. TRAPAY CAT F. Enlisted reservists currently on IADT (includes the second part of split IADT).
    - f. TRAPAY CAT Q. Enlisted reservists awaiting second part of split IADT.
    - g. TRAPAY CAT P. Enlisted reservists awaiting IADT who are authorized by Commander (CG PSC-RPM) to perform IDT or RMPs.
    - h. TRAPAY CAT X. Other SELRES untrained service members in training programs, includes chaplain candidates, health profession students, and early commissioning program participants.
  2. IRR Categories.
    - a. TRAPAY CAT E. Trained individual members of the Ready Reserve not in the SELRES and have some period of their MSO or other contractual obligation remaining. The IRR also includes individuals who volunteer to remain in the IRR beyond their MSO or contractual obligation and participate in programs providing a variety of professional assignments and opportunities for earning retirement points and military benefits. IRR members are not required to meet the same annual training and IDT training requirements as SELRES members. Required training (involuntary) for IRR reservists must not exceed 30 days per fiscal year in accordance with

- Reference (a), 10 U.S.C. §10147. Members may voluntarily participate in additional training for retirement points, with or without pay, if approved by Commander (CG PSC-RPM).
- b. TRAPAY CAT M. Service members who have volunteered to be involuntarily called to AD when needed pursuant to the provisions of Reference (a), 10 U.S.C. §12304. Members in this category will be eligible for benefits (other than pay) as normally available to members of the SELRES, as determined by the Secretary of Homeland Security.
  - c. TRAPAY CAT J. Officers not in the SELRES but participating in officer training programs.
  - d. TRAPAY CAT U. Enlisted members awaiting IADT who are not authorized to perform IDT. These members are assigned to units and are serving without pay. Service performed by members in awaiting IADT status is not creditable toward computation of basic pay. Non-prior service enlistees between the ages of 18 ½ and 26 years enlisting pursuant to Reference (a), Title 10 U.S.C. §12103 will commence IADT, insofar as practicable, within 270 days after the date of that enlistment. All other enlisted members will perform IADT, insofar as practicable, within 360 days of their enlistment.
  - e. TRAPAY CAT H. The IRR also includes members of the Delayed Entry Program enlisted, not authorized to train, pursuant to Reference (a), Title 10 U.S.C. §513.
  - f. TRAPAY CAT R. The IRR includes a small number of service members who are authorized to perform IDT pursuant to Reference (a), Title 10 U.S.C. §10147.
3. Standby Reserve Categories.
- a. TRAPAY CAT C. Members designated as key employees and transferred from the Ready Reserve to the Standby Reserve ASL for the period they remain as designated key employees. Key employees may participate voluntarily without pay in the RC training for retirement points only and may be considered for promotion. This voluntary training will not be performed in an imminent danger area. While there is no statutory prohibition against paying members of the active status Standby Reserve, members of the Standby Reserve who have been screened out of the Ready Reserve as key employees will not be paid for training.
  - b. TRAPAY CAT D. Additional service members of the ASL of the Standby Reserve, listed below, who may perform voluntary training without pay and may receive credit for, and be considered for promotion:
    - (1) Service members who have not fulfilled their statutory MSO.
    - (2) Service members temporarily assigned to the Standby Reserve because of hardship, or other cogent reason, who intend to return to the Ready Reserve.
    - (3) Service members retained in an active RC status pursuant to Reference (a), Title 10 U.S.C. §12646.

- (4) Theology students transferred to the Standby Reserve for the duration of their civilian ministerial studies at accredited theological or divinity schools pursuant to Reference (a), Title 10 U.S.C. §1231.
  - (5) Members whose retention in the Standby Reserve ASL, for reasons other than those specified above, is considered by the Commandant to be in the best interest of the Military Service. These personnel may be retained in the Standby Reserve ASL for no more than 2 years.
  - c. TRAPAY CAT L. Members transferred to the Standby Reserve ISL instead of separating pursuant to Reference (a), Title 10 U.S.C. §1209.
  - d. TRAPAY CAT N. All other members transferred to the Standby Reserve ISL in accordance with Reference (g), Management of the Standby Reserve, DoDI 1235.09.
4. Training Pipeline. TRAPAY CATS F, Q, P, and X are intended for “pipeline” training for Reserve enlisted members who have not yet performed or completed IADT. IADT must be performed for a period of not less than 84 days and specifically includes basic training and Class “A” school. For members that are not required to attend Class “A” school, a combination of indoctrination training and other documented training may fulfill the 84 days IADT requirement.
- a. Drilling enlisted reservists awaiting second part of split IADT are required to perform an average of 4 drills per month during inter-phase period (e.g., eight-month inter-phase period = requirement to perform 32 drills). Second phase of IADT satisfies the annual training requirement for fiscal year.
  - b. Reservists in pipeline training may be mobilized for CONUS missions, based on the guidelines of their RCCs; however, they must not be mobilized for OCONUS deployment until IADT has been completed even if they are assigned in deployable units, such as PSUs.
  - c. All members of the Ready Reserve must receive training commensurate with their intended mobilization assignments and must complete all IADT requirements before assignment on land outside the United States and its territories and possessions, in accordance with Reference (a), 10 U.S.C. §671.
5. Authorized Types of Duty. There are multiple types of duty authorized for members in the different TRAPAY CATS, as illustrated in Table A-1.

Types of Duty Authorized	TRAPAY CATS																	
	SELRES							IRR						Standby Reserve				
	A	V	B	G	F	Q	P	X	E	M	J	U	H	R	C	D	L	N
IDT with pay	x		x			x	x							x				
IDT without pay	x		x			x	x		x					x	x	x		
Additional Training Period (ATP) with pay	x		x			x												
RMP with pay	x		x			x	x	x	x		x	x						
RMP without pay	x		x			x	x	x	x		x	x			x	x		
Funeral Honors Duty (FHD) with pay	x		x			x			x									
Initial Active Duty (IADT) with pay					x			x			x							
ADT-AT with pay	x		x			x												
ADT-AT without pay	x		x			x			x						x	x		
Active Duty for Training – Other Training Duty (ADT-OTD) with pay	x		x			x												
ADT-OTD without pay	x		x			x			x						x	x		
Active Duty for Operational Support (ADOS) – (AC or RC) with or without pay	x	x	x	x					x									
Involuntary Recall with pay									x	x								
Medical Hold (MedHold) and Active Duty for Health Care (ADHC) with pay	x		x		x	x	x	x	x	x	x	x			x	x		
Additional Flying and Flight Training Period (AFTP)	x		x			x												

Table A-1: Authorized Types of Duty