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FM COMDT COGARD WASHINGTON DC
TO ALCOAST
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ALCOAST 374/24

SSIC 1570

SUBJ: FY25 RESERVE INACTIVE DUTY REQUIREMENTS, ALLOCATIONS
DESIGNATED UNIT PAY

A. Reserve Policy Manual, COMDTINST M1001.28D

B. Reserve Duty Status and Participation, COMDTINST 1001.2A

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

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

E. 37 U.S.C. section 352 - Assignment Pay or Special Duty Pay

1. This ALCOAST announces key dates, responsibilities, and policies, IAW REFs (A) through (E), for commands and Selected Reserve (SELRES) members when scheduling all reserve drill types in FY25, and authorizes Designated Unit Pay for qualifying units IAW paragraph 3. Drill types include Inactive Duty Training (IDT), Readiness Management Periods (RMP), Additional Training Periods (ATP), Additional Flying and Flight Training Periods (AFTP), and Funeral Honors Duty (FHD). Pay for duty performed that is not in compliance with this message or REFs (A) through (E) may be subject to recoupment.

2. Each fiscal year (FY), Reserve Training funds go unexecuted due to inaccurate drill management. In each of the last three FYs, the Reserve Component (RC) ended the year with nearly \$1 million in scheduled drills in Direct Access that were never completed. Improved drill management in FY25 is a team effort that requires action from commands, supervisors, Reserve Force Readiness System (RFRS) staffs, and members to maximize the availability of Reserve Training funds. Timely completion or cancellation of drills is crucial to improve drill management. Inaccurate drill management unnecessarily ties up funding in the fourth quarter, and reduces available funding to support Reserve opportunities, such as ATPs, ADT-OTD, and continued expansion of the IDT Travel Reimbursement Program.

3. DESIGNATED UNIT PAY (DUP): DUP is authorized IAW REF (E) at \$15 per drill period with pay for reservists assigned to a Port Security Unit (PSU), Maritime Expeditionary Security Groups (MESG), and Maritime Expeditionary Squadrons (MSRON). Members assigned to a PSU, MESG, or MSRON will automatically receive DUP upon completion of paid drills.

4. SELRES members may complete drills throughout FY25 (01 October 2024 to 30 September 2025), with particular attention to critical dates and scheduling deadlines in paragraph 12. The first three quarters of the FY (October through June) represent the broadest scheduling flexibility. Fiscal year closeout requirements reduce flexibility in the fourth quarter (July through September). Members and commands must make every effort to finalize drill schedules in advance to minimize changes and waiver requests during the fourth quarter.

5. IDT:

a. SELRES members are authorized up to 48 paid IDT drills. SELRES members who perform more paid IDT than authorized will be in an overpaid status, and drills will be corrected to without pay (points only) and pay recouped.

b. BATCHING: With command approval, SELRES members may batch drills and in excess of the quarterly allocation of 12 paid IDT, if scheduled by the 30 June deadline in paragraph 12. In addition to command approval, SELRES members who request inactive duty berthing must have approval from their servicing District (dxr)/PAC-13 prior to scheduling and batching IDT.

c. ACTIVE DUTY ORDERS: Members serving on active duty for a full calendar month are not eligible to perform or make up drills for that month, IAW Chapter 2.A.2.a.(4) of REF (B). Example: BMC Smith performs active duty from 15 November 2024 to 15 January 2025. BMC Smith cannot make up the four (4) IDT missed in December but remains eligible to complete drills for November and January. The authorized paid IDT drill cap for BMC Smith is adjusted to 44 drills.

d. RETIREMENT/DISCHARGE: SELRES members leaving the Service voluntarily (retirement or discharge) or involuntarily (non-selected for promotion, non-continued, etc.) may only complete the number of drills corresponding to their separation date. Example: CDR Smith is not selected for retention and is required to leave active status NLT 30 June. CDR Smith may complete a maximum of 36 paid IDT drills (four drills per month) for the period 01 October 2024 to 30 June 2025 and remains subject to the limitations of paragraph 5.c.

6. ATPs:

a. ATPs are additional periods of inactive duty to provide SELRES members sufficient time to conduct training to attain and maintain competency proficiency and meet training requirements for mobilization. SELRES members who perform ATPs not in compliance with this message will be in an overpaid status. Unauthorized ATPs will be corrected to IDT without pay (points only) and pay recouped.

b. SELRES members assigned to PSUs, MESSAGES, MSRONS, Combatant Commands (COCOM), and Operational Logistics Command (LOGCOM/LOG-1) are authorized to perform ATPs with pay in FY25 without a waiver from COMDT (CG-R82) as outlined in subparagraphs (1) through (4) below.

(1) PSU: Each PSU is authorized up to 12 single ATPs per member permanently assigned to the unit. After PSU training plans are adjudicated by local commands, unused ATPs may be reallocated to SELRES members within the same command who have used their 12 ATPs and need to complete additional training requirements. PSUs shall track all ATP authorizations IAW PAC-13 guidance and shall not exceed the allocations below without prior approval from PAC-13 and CG-R82.

(i) PSU 307: 1,500 single ATPs

(ii) PSUs 301, 305, 308, 309, 311: 1,200 single ATPs

(iii) PSUs 312, 313: 800 single ATPs

(2) MESSAGES/MSRON: Each MESSAGES/MSRON is authorized up to 12 single ATPs per member permanently assigned to the unit. After training plans are adjudicated by local commands, unused ATPs may be reallocated to SELRES members within the same command who have used 12 ATPs and need to complete additional training requirements. MESSAGES

and MSRONs shall track all ATP authorizations IAW PAC-13 guidance and shall not exceed 60 single ATPs without prior approval from PAC-13 and CG-R82.

(3) COCOM: Each COCOM, including Joint Staff South, is authorized up to 12 single ATPs per member permanently assigned to the unit. After training plans are adjudicated and with LANT-15/PAC-15/LOG-1 approval, unused ATPs may be reallocated to SELRES members within the same command who need to complete remaining training requirements. LANT-15/PAC-15/LOG-1 and COCOMs shall track all ATP authorizations and shall not exceed 200 single ATPs per COCOM without prior approval from CG-R82.

(4) LOGCOM RESERVE MOBILIZATION TEAM (RMT): LOG-1 is authorized up to 12 single ATPs per member assigned to the RMT. After training plans are adjudicated, unused ATPs may be reallocated to SELRES members assigned to the LOG-1 RMT to complete additional RMT specific training requirements. LOG-1 shall track all ATP authorizations and shall not exceed 200 single ATPs without prior approval from CG-R82.

c. DXR: Districts (dxr) are allocated ATPs to cover their geographic Area of Responsibility (AOR), including DCMS and Boat Forces units, and excluding units authorized ATPs in paragraphs 6.b(1)-(4) above. Districts are required to track all ATP authorizations and shall not exceed the allocations below.

- (1) Districts 1, 5, 7, and 8: 500 single ATPs
- (2) Districts 9, 11, and 13: 250 single ATPs
- (3) Districts 14 and 17: 50 single ATPs

d. CHIEFS CALL TO INITIATION (CCTI): Prospective chief petty officers (PCPOs) participating in CCTI are authorized up to three (3) single ATPs for training toward the attainment of the CCTI competency. When scheduling drills in Direct Access, the Duty Purpose code CTI - CCTI (PCPO Only) must be used.

e. ATP LIMITS: No more than 36 ATPs (i.e., 36 single ATPs or 18 multiple ATPs) may be performed in a fiscal year by any member IAW REF (B).

f. ATP SCHEDULING DEADLINE: ATPs authorized in paragraphs 6.b through 6.d must be scheduled in Direct Access by 30 June. ATPs authorized in paragraphs 6.b through 6.d that are not scheduled by 30 June are no longer valid and will require an approved drill waiver from COMDT (CG-R82).

7. FUNERAL HONORS DUTY (FHD):

a. FHD includes preparation for, and the actual performance of FHD at the funeral of a veteran. In no case may the performance of funeral honors or the preparation for such honors be considered a period of IDT. 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 IAW Chapter 2.A.2.d of REF (B).

b. Members may schedule FHD at any point in the FY. Scheduling FHD in the fourth quarter (July through September) requires submitting a drill waiver as outlined in paragraph 14.

8. ADDITIONAL FLYING AND FLIGHT TRAINING PERIOD (AFTP):

a. AFTPs are authorized, IAW REF (B), for primary aircrew members conducting aircrew training, to attain and maintain aircrew flying proficiency, and to sustain required readiness.

b. Only SELRES officers assigned to aviation positions in a flight status or performing flight/simulator instructional duties, and Aviation Survival Technicians (AST) in a flight status are authorized to perform AFTPs in FY25 without a waiver from COMDT (CG-R82). The maximum number of single AFTPs for each SELRES officer or AST in a flight status is 48, subject to restrictions in paragraphs 5.c. and 5.d. Members shall select AFTP from the drill type drop down in the Direct Access Drill Request. Members who perform more AFTPs than authorized will be in an overpaid status, and drills will be corrected to IDT without pay (points only) and pay recouped.

c. COMDT (CG-711), in conjunction with COMDT (CG-R82), must work with field units to ensure AFTP usage does not exceed the total AFTP allocation of 1,152.

9. RMPs:

a. Each SELRES member is authorized two paid RMPs in FY25, unless otherwise noted below. The two paid RMPs may be used for any purpose listed in Chapter 2.A.2.c.(1)(a)-(d) of REF (B). RMPs for pay must be a minimum of four hours in duration. Only one RMP may be performed by an individual per calendar day. RMPs completed that are not in compliance with this message and applicable policy are subject to cancellation and pay recouped IAW Chapter 2.A.2.c.(5)(c) of REF (B).

b. ADDITIONAL PAID RMPs: RMPs authorized IAW subparagraphs (1) through (3) below are in addition to the RMPs authorized in paragraph 9.a.

(1) RESERVE SERVICE WIDE EXAM (RSWE): SELRES members who take the October RSWE are authorized one additional RMP for pay unless the SELRES member is already scheduled to perform duty on the same day.

(2) Command Drug and Alcohol Representative (CDAR) directed screenings, Occupation Medical Surveillance and Evaluation Program (OMSEP) medical appointments, weight compliance medical appointments, and command-directed medical screenings, as outlined in Chapter 2.A.2.c.(1)(e)-(g) of REF (B), subject to the requirements of paragraphs 12 and 13.

(3) NOTICE OF ELIGIBILITY (NOE): Only PSC-RPM can authorize RMPs for medical appointments in connection with a NOE. RMPs in the fourth quarter must be routed directly to PSC-RPM for approval.

10. DRILL MANAGEMENT: Timely and accurate scheduling, approval, and processing of drills and pay is a key tenant of taking care of our people.

a. Scheduling drills.

(1) Paid drills should be scheduled directly by the member and must remain in a pending status (i.e. scheduled but not approved by a supervisor) to enable members to edit (i.e., reschedule) drill dates without requiring a drill waiver. Drills scheduled by anyone other than the member, including batch processing, are automatically placed into an approved status and will require a drill waiver to edit/reschedule in the fourth quarter.

(2) Drills must be scheduled in Direct Access prior to a member reporting for duty.

(3) Members expecting to transfer during the fourth quarter (July through September) are required to meet the scheduling

deadlines in paragraph 12. Drill dates may be rescheduled, if needed, IAW paragraph 13.

(4) Members, supervisors, and Reserve Force Readiness System (RFRS) staffs shall refer to the Direct Access User Guides to schedule, edit, and complete drills. The Direct Access User Guides are available on the Pay and Personnel Center (PPC) website at: (Copy and Paste URL Below into Browser)

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

b. Processing drills.

(1) SELRES members must notify their supervisor upon drill completion.

(2) Supervisors must ensure drills are validated and placed in a "completed" status in Direct Access within two (2) working days of drill completion.

(3) SPOs must process payment within three (3) working days of receiving notification that drills were placed in a "completed" status in Direct Access.

(4) Drills that remain in a "scheduled" status more than 30 days past the duty date are subject to cancellation.

c. Monitoring and validating drills.

(1) Accurate and timely processing of drills for payment, cancellation, or rescheduling is a command responsibility. To strengthen internal controls and oversight of Reserve Training funds, Districts (dxr), LANT-15, PAC-13/15, LOG-1 and field level RFRS staffs shall regularly (at least monthly) review scheduled drills to ensure drill periods are being requested and executed IAW this ALCOAST and REFs (A) through (E). A scheduled drill report can be run in Direct Access using query name: "CG_IDT_SCHD_RPT". The Direct Access user guide "Schedule a Query" is available in the Reports and Queries section on the PPC website at: (Copy and Paste URL Below into Browser)

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

(2) District (dxr), LANT-15, PAC-15/13, LOG-1 and RFRS staffs shall take action on past due drills to ensure payment or cancellation. COMDT (CG-R82) will post a quarterly drill validation report containing all past due drills remaining in a scheduled status for the previous quarter(s). Past due drills remaining in a scheduled status after the completion of the quarterly validation will be cancelled. The quarterly drill validation report is available to District (dxr), LANT-15, PAC-15/13, LOG-1 and field level RFRS staffs on the Reserve Quarterly Validation Microsoft Teams site.

11. BERTHING WHILE ON INACTIVE DUTY:

a. Inactive duty berthing, if authorized, shall be scheduled by the member and IAW the servicing District (dxr)/PAC-13 procedures prior to the member reporting for duty.

b. Berthing is subject to funds availability and may be provided for members performing IDT, ATP, AFTP, RMP, or FHD when combined with another eligible drill type.

c. District (dxr)/PAC-13 funds managers shall continuously

monitor their Inactive duty berthing accounts, especially when authorizing batched drills, and provide funding concerns to the appropriate POCs identified in paragraph 15. Inactive duty berthing shall be scheduled IAW REF (B), including the double occupancy requirement in IAW Chapter 2.A.7.d. of REF (B).

12. SCHEDULING DEADLINES:

a. 01 October 2024: Scheduling commences for all FY25 drill types.

b. 30 June 2025: All paid drills must be scheduled in Direct Access. Waiver requests will be considered IAW paragraph 14.b and subject to funds availability.

c. 01 September 2025: Deadline to submit drill waivers.

13. RESCHEDULING:

a. 01 October 2024 through 30 June 2025: Drills may be rescheduled at member and/or command discretion. Notification to reschedule must be provided to the servicing District (dxr)/PAC-13, if inactive duty berthing has been authorized or is requested.

b. 01 July 2025 through 30 September 2025 (fourth quarter):

(1) Paid drills in a pending status (i.e. scheduled but not approved by a supervisor) may be rescheduled by the member. Drills scheduled by anyone other than the member will automatically be placed in an approved status and will require a waiver to reschedule. Guidance on how to reschedule a drill after the 30 June deadline is available on the PPC website at:

(Copy and Paste URL Below into Browser)

[https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Reserve/SS%20MBR%20-%20Inactive%20Duty%20for%20Training%20\(IDT\).pdf?ver=2gcFSSOhe25uxllgohjvfQ%3d%3d](https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Reserve/SS%20MBR%20-%20Inactive%20Duty%20for%20Training%20(IDT).pdf?ver=2gcFSSOhe25uxllgohjvfQ%3d%3d)

(2) Requests to reschedule paid drills in an approved status requires COMDT (CG-R82) intervention and shall follow the waiver process outlined in paragraph 14.

c. SELRES members who fail to follow rescheduling requirements risk cancellation of duty or performance of duty without pay (for points only).

14. WAIVERS:

a. Requests for additional drills during the fourth quarter (01 July through 30 September) require COMDT (CG-R82) waiver authorization to unlock drill dates in Direct Access. Waiver requests must be routed through the member's supervisor/RFRS, District (dxr)/PAC-13 and received by COMDT (CG-R82) no less than five (5) business days prior to the drill date and no later than 01 September. Retroactive drill waivers will not be approved. Additional details on the waiver routing process will be provided SEPCOR by the servicing District (dxr)/PAC-13.

b. Waivers for members who experience system issues, as listed below, that prevent scheduling drills by 30 June will be approved by COMDT (CG-R82) in the fourth quarter. A maximum of four (04) drills per month (6 for PSUs, MESSAGES, MSRONS, and COCOMs) will be authorized for:

(1) End of enlistment that occurs between 01 June and 30 September;

(2) New accessions that report between 01 June and 30

September;

(3) RELADs that report between 01 June and 30 September;

(4) Training pay (TRAPAY) category issues (e.g., member was in A-school);

(5) Paid RMPs to attend appointments in the fourth quarter for PHA, dental exam, or items outlined in paragraph 9.b(2);

(6) FHD performed in the fourth quarter.

c. Waiver requests for members who fail to schedule IDT by the 30 June deadline and do not meet the requirements above shall be denied by District (dxr)/PAC-13. Every effort will be made to approve ATP waiver requests to meet emergent training opportunities in the fourth quarter for members who scheduled IDT by the 30 June deadline.

d. Unpaid drills may be scheduled/rescheduled without a waiver or COMDT (CG-R82) intervention.

15. District (dxr)/LANT-1/PAC-1/LOG-1 POCs responsible for managing the administration of this ALCOAST across their areas of responsibility are:

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

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

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

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

e. D1 (dxr): CDR Veronica McCusker,
Veronica.L.Mccusker@uscg.mil

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

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

i. D9 (dxr): LCDR Brandon Garofalo,
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k. D13 (dxr): CDR Karen Hewes, Karen.L.Hewes@uscg.mil

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

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

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

17. RADM Tiffany Danko, Assistant Commandant of Reserve (CG-R), sends.

18. Internet release is authorized.