

## Chapter Overview

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### Introduction

The objective of this chapter is to provide a concise, user friendly job aid for understanding and executing the policies and procedures of the military pay system. This chapter provides checklists, guides, and information required to complete these tasks.

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### In this chapter

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B	Types of Payment	6-B-1
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D	Payment of Inactive Duty Reservists	6-D-1

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## Section Overview

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**Introduction** This section provides you the information needed to understand how the member elects a payment method and the numerous ways the Coast Guard keeps the members informed of their individual pay.

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<a href="#">Pay Delivery Method</a>	6-A-2
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## Pay Delivery Method

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**Introduction** Coast Guard pay customers (active duty, retirees, annuitants, recruits, and reservists) are required to have their pay delivered by Direct Deposit/Electronic Fund Transfer (DD/EFT). Direct deposit is the most efficient and reliable method of pay delivery. The possibility of a lost or stolen check is eliminated with use of direct deposit. If a member is on direct deposit and a pay delivery problem occurs, PSC can normally correct the problem and make payment within 48 hours.

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**Reference** (a) Direct Access Guide,  
[Payment Option Election](#) (self service)  
[Payment Option Election](#) (non-self service)

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**Delivery Methods** This table shows the two different options for the election of pay delivery.

Option	Method	Description	Restrictions/Notes
1	Direct Deposit	The member's pay is deposited into their checking or savings account each payday via Electronic Fund Transfer (EFT).	This is the safest and most convenient method of pay delivery.
2	Accrue net at PSC	A member may have their pay held at PSC during PCS or extended leave/TAD periods.	Submit a new election to resume regular pay delivery.

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**How to select a pay delivery method** Members should use Direct Access to change existing Direct Deposit account information. Alternatively, the member may change the pay delivery method by completing a new [CG-PSC 2015, Pay Delivery Worksheet](#) (Enclosure (1) to this manual), and forwarding the completed form to the SPO.

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**Direct Access Path:** [Home](#) > [Self-Service](#) > [Employee](#) > [Tasks](#) > Direct Deposit

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## Leave and Earnings Statement (LES)

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**Introduction** The Leave and Earnings Statement (LES) may be the most important document a member receives and therefore must be well understood by administrative support personnel to assist members when they have questions concerning their pay.

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**Description** Block-by-block descriptions may be found on the reverse of the LES. A comprehensive description is contained in “You and Your LES”, [Appendix \(F\)](#) of this manual.

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**Disposition** Leave and Earnings Statement are distributed as follows:

- For active duty members, except members assigned to detached OPFACs, PSC (MAS) mails the Privacy Act copy of the LES to the member’s permanent unit for delivery to the member. If LESs for the entire unit are not received by the fifth day of the following month, notify the SPO and [PSC-Customercare@uscg.mil](mailto:PSC-Customercare@uscg.mil) or submit an online trouble ticket at [www.uscg.mil/hq/psc/customerservice.htm](http://www.uscg.mil/hq/psc/customerservice.htm). If an LES for one member is not received by the fifth of the following month notify the SPO.
- If a member is transferred before the LES is delivered, the unit from which the member departs forwards the LES to the new unit for delivery to the member.
- For reserve members, and members assigned to detached OPFACs, PSC (MAS) mails the Privacy Act copy of the LES to the member’s mailing address (the address shown in block 22 of the LES). Reserve members not on active duty, or members assigned to detached OPFACs, who do not receive their LES by the fifth day of the following month, should contact their SPO.
- SPO copies of LESs are forwarded by PSC (MAS) to the member’s SPO for review and filing in the SPO PDR. If the member has been transferred, the SPO will forward the SPO copy of the LES to the member’s new servicing SPO. The SPO process for reviewing and validating LES’s is contained in App (F) of this manual.

An abbreviated LES is available for members by using the Direct Access self-service module.

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**Direct Access path** [Self Service](#) > [Employee](#) > [View](#) > View Paycheck

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## Leave and Earnings Statement (LES), Continued

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**Non-Computes** Occasionally, a member's file may not meet the conditions necessary to compute pay. When this occurs, the member will receive an LES for projected pay for the month(s) the member is in a non-compute status. The projected LES will only reflect allotment deductions. When the file is corrected, the member will receive a corrected LES for each month the file was in a non-compute status.

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## Pay Notification for Members Assigned to Deployed Cutters or Overseas/Isolated Units

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**Net Pay Advice Message (NPAM)** Cutters and overseas/isolated units may receive mid and end of month pay information via Net Pay Advice Message (NPAM).

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**Requesting NPAMs**

Eligible units must submit a one-time request to receive NPAMS.

- Requests for NPAMs may be submitted by message or E-mail to [PSC-CustomerCare@uscg.mil](mailto:PSC-CustomerCare@uscg.mil) or submit an online trouble ticket at <http://www.uscg.mil/hq/psc/customerservice.shtm>.

After the request has been processed, the unit will receive NPAMs on a continuous basis. There is no need to submit a new request prior to each deployment.

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**Section B**  
**TYPES OF PAYMENT**

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## Section Overview

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**Introduction** This section explains the types of payments available to Coast Guard members and the procedures to request special payments, advances and death gratuity.

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<a href="#">Special Payments</a>	6-B-3
<a href="#">Offline Payment Template</a>	6-B-5
<a href="#">Advance Payments</a>	6-B-6
<a href="#">Death Gratuity Payments</a>	6-B-8

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**Section B**  
**TYPES OF PAYMENT**

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## **Regular Payments**

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**Introduction**      A regular payment is a payment made by JUMPS based on the member's pay account. It is delivered based on the member's payment option election.

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**Pay periods**      Each month is divided into two pay periods. Approximately 10 days before the end of each pay period, PSC computes the payroll based on Direct Access transactions.

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**Description**      A regular payment covers the amount of pay and allowances accruing to an account during a semimonthly pay period. This payment also includes routine adjustments to previous pay periods.

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## Special Payments

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**Background**

In addition to making regular semimonthly payments, PSC has the authority and ability to make certain special payments through the Department of Treasury. Special payments can be authorized in two instances:

1. **Nonreceipt of pay**: Member did not receive his/her regular semimonthly payment, or received it but it was lost or stolen.
  2. **Significant pay shortage**: Member's regular semi-monthly payment was significantly less than it should have been, and the member will experience a hardship if he/she must wait until the next scheduled payday to receive the pay due.
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**Reference**

(a) [PAYMAN](#), Section 9-C

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**Criteria for special payments due to nonreceipt of pay**

A member may be authorized a special payment once the ACH (Automated Clearing House) department at the member's financial institution verifies that no payment has been received. Special payments may only be requested by SPO personnel E-7 and above using the Offline Payment template (see page 6-B-5) and sent via email to [PSC-Customercare@uscg.mil](mailto:PSC-Customercare@uscg.mil) or submit an online trouble ticket at <http://www.uscg.mil/hq/psc/customerservice.shtm>. Be sure to put member's Name, Emplid, and Special Payment Request in subject line.

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**Criteria for special payments due significant pay shortage**

A member may be authorized a special payment if he or she meets all of the following 5 criteria:

- (1) The member is underpaid \$100.00 or more in his/her regular semimonthly payment; and
  - (2) The pay shortage amounts to 10% or more of the member's total pay entitlements; and
  - (3) The member is not scheduled to receive the reimbursement of the pay shortage in the next scheduled payday; and
  - (4) The pay shortage is causing the member to experience a financial hardship; and
  - (5) The SPO has submitted documentation certifying the member's entitlement to the additional pay due.
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**Section B**  
**TYPES OF PAYMENT**

## Special Payments, Continued

**How special payments are liquidated & posted on the LES**

Special payments are posted as a debit/deduction from the next scheduled pay date. For example, a special payment made to a member on 4 June 2007 will be deducted from the member's 15 June 2007 pay. Special payments made in a mid-month compute cycle will post as a debit/deduction from the mid-month pay. Special payments made in an end-month compute cycle will post as a debit/deduction from the end-month pay.

**Nonreceipt of pay procedures**

Follow these procedures for claiming nonreceipt of pay.

<b>When member's pay delivery is</b>	<b>Then the ...</b>	<b>Does this...</b>
Direct Deposit	Member	Notifies unit admin office, provides the following: <ul style="list-style-type: none"> <li>• name and address of financial institution.</li> <li>• name and phone number of person to contact at the financial institution.</li> </ul>
	Unit	Notifies SPO.
	SPO	Verifies information and sends email to <a href="mailto:PSC-CustomerCare@uscg.mil">PSC-CustomerCare@uscg.mil</a> or via online trouble ticket using the Offline Payment template.
	PSC (mas)	Makes special payment via EFT if needed within 3 working days.

**Significant pay shortage procedures**

Follow these procedures for requesting a special payment in pay shortage cases:  
**Note:** Special payments for IDT pay discrepancies are generally not authorized but may be considered on a case-by-case basis.

<b>When member's pay delivery is</b>	<b>Then the ...</b>	<b>Does this...</b>
significantly less than it should have been	Member	<ul style="list-style-type: none"> <li>• Notifies unit admin office that a special payment is needed to avoid a financial hardship.</li> </ul>
	Unit	<ul style="list-style-type: none"> <li>• Notifies SPO.</li> </ul>
	SPO	<ul style="list-style-type: none"> <li>• Verifies information and sends email to <a href="mailto:PSC-CustomerCare@uscg.mil">PSC-CustomerCare@uscg.mil</a> or via online trouble ticket using the Offline Payment template.</li> </ul>
	PSC (mas)	<ul style="list-style-type: none"> <li>• Makes or authorizes special payment if needed within 3 working days.</li> </ul>

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**Section B**  
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## Special Payments, Continued

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**Offline  
Payment  
template**

To: [PSC-CustomerCare@uscg.mil](mailto:PSC-CustomerCare@uscg.mil)  
Cc: Unit POC; Member  
Subject: Request for Special Payment

1. Request a special payment for RATE/RANK NAME, EMPLID, USCG
2. (*Reason for request*) Request for special direct deposit payment of pay and allowances for the period 16 June 2007 to 30 June 2007, due to non-receipt of pay for 01 July 2007. An e-mail statement of intent was submitted on 08 June 2007, reflecting member's intentions to extend current contract but was not submitted in time to make the 15 June 2007 pay cut.

Computation of payment are as follows:

<u>CREDIT</u>	<u>PERIOD</u>	<u>MONTHLY/DAILY AMOUNT</u>
BASIC PAY	2007JUN16 - 2007JUN30	\$60.91 X 15 DAYS = \$913.64
SDAP STRIKE TM	2007JUN16 - 2007JUN30	\$4.67 X 15 DAYS = \$70.05
ENL BAS	2007JUN16 - 2007JUN30	\$8.31 X 15 DAYS = \$124.68
BAH WITH DEP	2007JUN16 - 2007JUN30	\$37.74 X 15 DAYS = \$566.06

<u>DEBIT</u>	<u>PERIOD</u>	<u>MONTHLY/DAILY AMOUNT</u>
TAXES	2007JUN15 - 2007JUN30	\$9.13 X 15 DAYS = \$137.02

TOTAL PAYMENT **\$1,526.79**

3. Request meets the criteria of chapter 6-A of PSCINST M1000.2(series), Personnel and Pay Procedures Manual.
  4. Corrective actions taken by the SPO to rectify the non pay issue...(for example, documents submitted and when)
  5. SPO Point of Contact: (provide rate, name, e-mail address and phone number)
  6. Released by: (Must be a Designated Payment Approving Official (PAO), provide rate, name, e-mail address and phone number)
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## Advance Payments

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**Introduction** This information is provided to aid in determining what type of advances are allowed, when they may be utilized, and how they will be liquidated.

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**Reference** (a) [PAYMAN](#), Section 9-D, Advance Payments.  
(b) [Direct Access Online Manual](#), SPO Transactions > Advances

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**Rules** Payment of advances must be made through Direct Access/JUMPS unless a bona fide emergency exists. Advance Pay may not be paid in cash.

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**Types and amounts of advances** See reference. (a), Paragraphs 9-D-3 and 9-D-4 to determine which advance should be taken and the amounts payable.

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**Process** This is the process for payment of advances:

<b>Step</b>	<b>Who Does It</b>	<b>Action Taken</b>
1	Member	Submits appropriate worksheet to unit <ul style="list-style-type: none"><li>• Submits <a href="#">Advances Worksheet (CG PSC-2010)</a>, or</li><li>• Submits <a href="#">PCS Departing Worksheet (CG PSC 2000)</a>, if applicable.</li></ul>
2	Unit	Authorizes advance and forwards to SPO.
3	SPO	Completes Advance transactions in Direct Access per reference (b)

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**Liquidation** Refer to reference. (a), Paragraph 9-D-5 for specific liquidation schedules. The [Advances Worksheet \(CG PSC-2010\)](#) provides a general description of the liquidation process.

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**Advance Payments, Continued**

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**Changes to liquidation schedules**

See reference (a), Paragraph 9-D-5. Use this table to determine action needed to change liquidation schedule.

<b>When Member</b>	<b>Then</b>
requests increase in payment amount,	monthly amount is increased.
requests a payment decrease and the liquidation period for advance pay will not exceed 24 months.  Note: Applicable to liquidation of advance pay only. The liquidation period for advance BAH, OHA, and Interim Housing Allowance is limited to 12 months.	decrease may be authorized by unit commanding officer.
requests a payment decrease for liquidation of advance OHA or Interim Housing Allowance, and BAH in conjunction with Overseas Assignment	decrease may be authorized by unit commanding officer.
is separated during liquidation schedule,	ensure a lump sum payment is effected.
did not use advance for its intended purpose,	ensure a lump sum payment is effected.

Changes in the monthly installment amount being deducted are made in Direct Access by the servicing SPO [following the procedures in reference \(b\)](#).

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**TYPES OF PAYMENT**

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## Death Gratuity Payments

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**Introduction** Death gratuity is payable to eligible survivors of Coast Guard members who die while on active duty, Active Duty for Training (ADT) or Inactive Duty for Training (IDT), or while traveling to/from IDT/ADT. The survivors of a member or former member, who dies within 120 days of their separation date, are also authorized a death gratuity, if the Administrator of Veterans Affairs determines the death was service connected.

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**References** (a) [PERSMAN, Article 18-A-4, Death Gratuity](#)  
(b) [PAYMAN, Section 10-K, Death Gratuity](#)

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**Discussion** PSC (ses) normally pays the Death Gratuity via an EFT, but the beneficiary may request payment by check. PSC (ses) records Death Gratuity payment in JUMPS.

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**Procedure** This is the procedure for payment of the Death Gratuity:

Step	Who Does It	Action Taken
1	ISC Decedent Affairs Officer (DAO) or Casualty Assistance Calls Officer (CACO)	<ol style="list-style-type: none"><li>1. Prepares <a href="#">DD Form 397 (Claim Certification and Voucher for Death Gratuity Payment)</a>.<ul style="list-style-type: none"><li>• Places the following information in Block 5:<ul style="list-style-type: none"><li>o Beneficiary SSN</li><li>o Indicate whether beneficiary has requested payment by check or EFT. If by EFT, indicate if the EFT will be sent to the member's account as listed in Direct Access/JUMPS or to another account designated by the beneficiary. If not using the same account as listed in Direct Access/JUMPS please provide the bank information via a deposit slip or voided check.</li></ul></li></ul></li><li>2. Takes DD Form 397 to beneficiary for signature.</li><li>3. Faxes signed DD Form 397 to PSC (ses) at (785) 339-3784 for payment.</li></ol>
2	PSC (ses)	Issues payment.

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## Retired Pay Projection Request

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**Introduction**      The Retired Pay Projection (CG PSC-1900) form may be used to obtain an estimated projection of your future retired pay. It is a financial planning service offered by PSC (RAS) to members with over 15 years service who are considering retirement.

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**Completing the CG PSC-1900**      The member should complete the CG PSC-1900 in original only. Instructions for completion of the form are on the reverse side of the form. The bottom of the form is for PSC (RAS) use.

Mail the completed form to:

COMMANDING OFFICER (RAS)  
USCG PERSONNEL SERVICE CENTER  
444 SE QUINCY STREET  
TOPEKA KS 66683-3591

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## Section Overview

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**Introduction** This section explains the different payment methods and gives policies, procedures and processes to guide the unit in support of personnel.

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**In this section**

Topic	See Page
<a href="#">Payment of Mobile Unit Personnel</a>	6-C-2
<a href="#">Payment of Recruits</a>	6-C-4
<a href="#">Requesting an Accelerated SRB Payment</a>	6-C-5

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## Payment of Mobile Unit Personnel

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**Introduction** This will assist you in providing timely reporting of a member's entitlement, or loss of entitlement, to Career Sea Pay (CSEAPAY), Career Sea Pay Premium (CSEAPAY PREM) and enlisted subsistence entitlements when attached to a mobile unit.

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**Reference** (a) PAYMAN, Section 3-B and 4-B, Career Sea Pay.  
(b) [JFTR](#), Para U4105-B2 and U4125.

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**What is a Mobile Unit?** See ref. (a) section 4-B-4.

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**Types of Mobile Units** See ref. (a) section 4-B.

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**Career Sea Pay Entitlement** Members assigned to mobile units (other than an administrative capacity) are entitled to continuous career sea pay (and career sea pay premium, if otherwise eligible) on the same basis as members assigned to Coast Guard vessels, subject to the conditions in Ref (a).

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**Subsistence Allowance for enlisted personnel** When mobile unit personnel are deployed to a vessel with a dining facility:

- If the vessel is a Coast Guard vessel, the member will be charged the Discount Meal Rate for all meals while on the vessel.
- If the vessel is a Navy or foreign vessel, the member will not have a Discount Meal Rate deduction from his/her pay. The member must either:
  0. Pay cash for meals; or
  0. The ship will submit a Pay Adjustment Authorization ([DD Form 139](#)) to PSC (MAS) for recoupment of meal charges.

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**Per Diem while underway** Members issued TAD orders to a Government vessel are NOT entitled to per diem.

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**Section C**  
**METHODS OF PAYMENT**

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## **Payment of Mobile Unit Personnel, Continued**

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**Certifying entitlement**

To accomplish payment of continuous CSEAPAY, each member's eligibility must be certified monthly by the appropriate personnel:

- District (ole) staffs.
  - Group Commanders.
  - CO of the PACAREA TACLET.
  - Regional TACLET Commanders.
  - Senior CG liaison officer attached to Navy mobile units.
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**Monthly Roster**

A certification roster must be submitted within 3 working days after the first of each month and signed by the CO or Chief of the District Office (ole) staff, to the servicing SPO with the following information:

- Rate/Rank.
  - SSN.
  - Each member must be annotated that they either remain eligible for CSEAPAY or are ineligible for CSEAPAY effective (date).
  - A copy of each member's ride sheet must be attached.
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**Roster not received by SPO**

If the monthly certification roster is not received by the fifth working day after the first of the month, the SPO will submit Direct Access transactions to stop CSEAPAY on all members not certified.

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**Record keeping**

The CO/staff chief signing the certification roster shall retain copies for 3 years and have it available for audit. The servicing SPO will retain the CO's monthly certification roster for 3 years and shall retain a copy of the mobile unit designation and designation removal document(s) for 3 years after removal of the designation for audit.

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**Section C**  
**METHODS OF PAYMENT**

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## Payment of Recruits

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**Introduction** Recruits are accessed in Direct Access/JUMPS upon reporting to TRACEN Cape May, and are required to be on Direct Deposit (pay option 4).

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**Method of payment** This table describes the payment methods used to pay recruits at various stages of recruit training.

<b>Stage</b>	<b>Description</b>
During training	Depending upon the JUMPS input/cutoff dates, direct deposit payments will be made on the first or second payday after arrival at Cape May. For recruits with dependents who are not paid on the first payday after arrival due to missing cutoff, Cape May shall solicit off-line payment by sending an e-mail request to <a href="mailto:PSC-CustomerCare@uscg.mil">PSC-CustomerCare@uscg.mil</a> or by sending an online trouble ticket at <a href="http://www.uscg.mil/hq/psc/customerservice.shtm">http://www.uscg.mil/hq/psc/customerservice.shtm</a> .
At separation	Discharged recruits will have their first direct deposit payment made by PSC within 4 working days of notification of discharge.
At graduation	Within 2 working days after graduation, Cape May's Payment Authorization Official (PAO) shall ensure all Direct Access transactions are submitted.
After graduation	JUMPS will continue to generate payments on regularly scheduled paydays for EFT to member's direct deposit account.
Advances	Recruits are entitled to advance pay during their first PCS move. TRACEN Cape May will coordinate their entitlements with PSC (MAS) for inclusion in their last direct deposit payment prior to graduation. If the normally authorized amount of advance (\$500) is insufficient to cover anticipated PCS expenses, Cape May will issue additional advance pay in form of traveler's checks.

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## Requesting an Accelerated SRB Payment

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**Introduction** An accelerated payment is defined as an early payment of the next SRB installment, prior to the normal anniversary date, but in the same fiscal year in which the installment payment is due.

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**Reference** (a) PERSMAN, 3.C.8

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**Process** This is the process.

Stage	Who Does It	What Happens
1	Member	Submits a letter requesting accelerated payment to unit CO.
2	Unit CO	Approves/disapproves request and forwards to PSC (MAS) if approved.
3	PSC	Processes payment within 30 days of receipt. Payment will be in the first regular payday after documents process.

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**Section C**  
**METHODS OF PAYMENT**

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**Section D**  
**PAYMENT OF INACTIVE DUTY RESERVISTS**

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## Section Overview

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**Introduction** This section explains the Inactive Duty Training (IDT) pay system, and gives policies, procedures and processes to guide the unit in support of reserve personnel.

**In this section**

<b>Topic</b>	<b>See Page</b>
<a href="#">IDT Prerequisites</a>	6-D-2
<a href="#">The IDT Process</a>	6-D-4
<a href="#">Drill Orders</a>	6-D-6
<a href="#">Example of IDT Drill Order Letter (To Unit)</a>	6-D-8
<a href="#">Supervisor Endorsement on IDT Orders</a>	6-D-9
<a href="#">Example of Amendment to IDT Drill Order Letter</a>	6-D-10
<a href="#">IDT Certification Sheet</a>	6-D-11
<a href="#">Waiver of Pension/Disability Compensation or Retired Pay</a>	6-D-12
<a href="#">Annual Reserve Retirement Point Statement</a>	6-D-14
<a href="#">Disability Processing</a>	6-D-16

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**Section D**  
**PAYMENT OF INACTIVE DUTY RESERVISTS**

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## **IDT Prerequisites**

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**Introduction** Before crediting a reservist with pay and/or points for IDT drills certain conditions must be met.

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**Reference** (a) [PAYMAN](#), Sections 12.E.4 and 12.H.2  
(b) [RPM](#)  
(c) [Measuring the Contribution of Reserve Duty, COMDTINST 5310.3](#)

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**Drills must be scheduled**

- Reservists must be scheduled to attend drills.
- Correspondence necessary to document attendance at drills include endorsed inactive duty drill orders, copies of Standard Travel Order for Military Personnel (CG-5131) for appropriate duty drills, and documentation of actual attendance at the drill (e.g., sign-in sheets, records of muster, endorsement on orders, etc.).

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**Pay Status For IDT** Only reservists in a training/pay category (e.g. “A, B, C and D”) are authorized payment for IDT drills.

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**Readiness Management Peirod (RMP)**

- ISC (fot) must authorize appropriate RMP with pay.
- The authority for issuing appropriate duty orders without pay may be delegated to unit commanding officers.
- Only reservists in training/pay categories A, B, C, D, E, H, J, and P may be authorized RMP with pay.

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**Funeral Honors Duty (FHD)**

- Unit Commanding Officers may issue FHD orders to Ready Reservists who volunteer to perform funeral honors at the funeral of a veteran.
- Only reservists in training/pay categories A, B, D, E, and H may be authorized FHD with pay.

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**Section D**  
**PAYMENT OF INACTIVE DUTY RESERVISTS**

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## **IDT Prerequisites, Continued**

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- Compensation**
- Reservists performing IDT or RMP, with pay, receive 1/30<sup>th</sup> of the month rate of basic pay for each single drill/RMP.
  - Enlisted reservists may also be eligible for three other types of compensation while performing IDT:
    - (a) Enlisted reservists assigned to a PSU receive additional special IDT pay of \$10 per drill.
    - (b) Enlisted reservists are entitled to Reserve Clothing Maintenance Allowance for each IDT drill performed.
    - (c) Enlisted reservists serving on IDT for 8 or more hours in the same calendar day are eligible for commuted rations (COMRATS) when government-provided meals are not available.
  - Reservists performing FHD are paid a flat rate of \$50.
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**Section D**  
**PAYMENT OF INACTIVE DUTY RESERVISTS**

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## The IDT Process

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**Introduction** Inactive duty reservists are paid by the JUMPS system. This section was developed to help guide the field in the IDT processes.

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**Reference**

- (a) [RPM](#), Chap. 2
- (b) Direct Access Guide, Reserve Orders
  - [IDT Overview](#)
  - [Scheduling IDT Drills \(Self Service\)](#)
  - [Schedule/Approve Drills \(command\)](#)
  - [Schedule/Approve Multiple Drills \(Commands and SPOs\)](#)
  - [Creating IADT Orders](#)
- [Quick Reference Guide](#)
- (c) [Measuring the Contribution of Reserve Duty, COMDTINST 5310.3](#)
- (d) [Information and Life Cycle Management Manual, COMDTINST M5212.12](#)

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**The IDT process** Stages of the IDT process.

Stage	Who Does It	What Happens
1	Unit	<ul style="list-style-type: none"><li>• Coordinate drill dates and location with member(s).</li></ul>
2	<b>Reservist, Command or SPO</b>	<ul style="list-style-type: none"><li>• <b>Schedule drill in Direct Access</b></li></ul>
3	<b>Command or SPO</b>	<ul style="list-style-type: none"><li>• <b>Approve Drill</b></li></ul>
4	<b>Unit</b>	<ul style="list-style-type: none"><li>• <b>Prepare and send drill orders to member(s) at least 1 month prior to drill dates.</b></li></ul>
5	Reservist	<ul style="list-style-type: none"><li>• Perform drill(s) as scheduled</li><li>• Ensure orders are endorsed by supervisor and give to unit ADMIN.</li><li>• Keep a personal copy of endorsed orders for your records.</li></ul>

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**Section D**  
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**The IDT Process, Continued**

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<b>Stage</b>	<b>Who Does It</b>	<b>• What Happens</b>
6	Unit	<ul style="list-style-type: none"><li>• Endorse member's orders verifying that member completed drill(s) as ordered.</li><li>• Record drill attendance in Direct Access, or forward to servicing SPO for input if necessary</li></ul>
7	SPO	<ul style="list-style-type: none"><li>• Verify proper completion of and signature on IDT Certification Sheet(s) or local form.</li><li>• Complete Direct Access transactions for payment as necessary.</li></ul>
8	PSC	<ul style="list-style-type: none"><li>• Process payments</li></ul>

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## **Drill Orders**

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**Introduction**      The inactive duty pay cycle starts with the inactive duty drill orders. This section will discuss the rules for drill orders and provide the recommended format of group and individual IDT Drill Orders.

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**Reference**            (a) [RPM](#)  
                              (b) [Measuring the Contribution of Reserve Duty, COMDTINST 5310.3](#)

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**Rules for Drill Orders**      Follow these rules for IDT drill orders:

- Prepare and send drill orders to member(s) at least one month prior to drill dates.
- Only those reservists whose names are on inactive duty drill orders (with pay) and are in a good pay status, or who have been issued RMP or FHD orders (with pay), are authorized to receive pay for periods of inactive duty.
- If a reservist's name is not on the inactive duty drill orders when they are issued, and the reservist is later authorized by the commanding officer to perform duty on the date or dates covered by the orders, a written amendment to the order must be prepared and signed.

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**Verbal Orders**          A reservist may be authorized to attend drills or perform RMP or FHD verbally if written authorization cannot be prepared until after the duty has commenced. However, written amendments to the inactive duty drill orders or appropriate duty orders must contain a statement similar to the following: "These orders constitute written confirmation of verbal orders issued by \_\_\_\_\_ on \_\_\_\_\_."

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**Drill Orders, Continued**

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**Rules for reporting drills**

When reporting RMP and FHD drills, you cannot report:

- Two single drills on the same day. (However, you may report a multiple drill with two separate program designator codes.)
  - Two multiple drills on the same day
  - Two periods of RMP on the same day
  - RMP and single drill on the same day
  - RMP and multiple drill on the same day
  - Two FHD periods on the same day
  - FHD and a multiple drill on the same day
  - Drills, RMP or FHD while a reservists is on active duty or while in a travel status in conjunction with active duty
  - More than 48 paid IDT drills during a Fiscal Year (with an exception being that deployable units such as PSU's are authorized 60 paid drills per Fiscal year)
  - More than 30 RMPs during a Fiscal Year
- 

**IDT Drill Orders**

- See [Ref. \(a\), Article 2.B.1.a](#) for required information that must be included in all drill orders.
-

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**Example of IDT Drill Order Letter (To Unit)**

U.S. Department of  
Homeland Security  
United States  
Coast Guard



Commanding Officer  
United States Coast Guard  
Unit Name

Unit Address

Phone: ( )  
FAX: ( )

1321/1326

Date

**MEMORANDUM**

From: J. B. Smith  
"Unit"

Reply to  
Attn of:

To: "Unit Name" Reservists

Subj: MONTHLY INACTIVE DUTY FOR TRAINING (IDT) ORDERS

1. The following members are ordered to report as indicated below to perform IDT:

<u>Member Name</u>	<u>Date</u>	<u>Times</u>	<u>Type</u>	<u>Meals Auth</u>	<u>Duty Purpose</u>
PS3 Smith, Johnson	5 Jan 05	0730-1630	M	SIK - L	Port Safety & Security
MST2 Clark, Dan J.	5 Jan 05	0730-1630	M	SIK - L	Environmental Protection

2. If emergency or unforeseen circumstances arise and you are unable to perform duty on the time and dates directed, you must notify your supervisor prior to the start of duty.

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## Supervisor Endorsement on IDT Orders

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RESERVIST NAME \_\_\_\_\_ RANK \_\_\_\_\_ SSN \_\_\_\_\_

Note: Refer to page 6-D-16 for most commonly used codes. For a complete list of "TYPE, CODE, and MEAL CODES, see COMDTINST 5310 (series)

DATE \_\_\_\_\_ DUTY TYPE \_\_\_\_\_ PROGRAM CODES \_\_\_\_/\_\_\_\_ MEAL CODE \_\_\_\_ SDAP \_\_\_\_\_

DATE \_\_\_\_\_ DUTY TYPE \_\_\_\_\_ PROGRAM CODES \_\_\_\_/\_\_\_\_ MEAL CODE \_\_\_\_ SDAP \_\_\_\_\_

DATE \_\_\_\_\_ DUTY TYPE \_\_\_\_\_ PROGRAM CODES \_\_\_\_/\_\_\_\_ MEAL CODE \_\_\_\_ SDAP \_\_\_\_\_

DATE \_\_\_\_\_ DUTY TYPE \_\_\_\_\_ PROGRAM CODES \_\_\_\_/\_\_\_\_ MEAL CODE \_\_\_\_ SDAP \_\_\_\_\_

I certify that the above named reservist completed drills as specified.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Supervisor Name, Rank, (printed)

---

### MEMBER ENDORSEMENT

I certify that I have performed the drill(s) as indicated above.

\_\_\_\_\_  
Members Signature

Note: Ensure this Endorsement On Orders is signed by your supervisor and given to your unit ADMIN office for Direct Access input.

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## Example of Amendment to IDT Drill Order Letter

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U.S. Department of  
Homeland Security  
United States  
Coast Guard



Commanding Officer  
United States Coast Guard  
Unit Name

Unit Address

Phone: ( )  
FAX: ( )

1321/1326

Date

### MEMORANDUM

From: J. B. Smith  
"Unit"

Reply to  
Attn of:

To: "Unit Name" Reservists

Subj: AMENDMENT TO DRILL (IDT) ORDERS

Ref: (a) Inactive Duty for Training Drill Orders of \_\_\_\_\_  
(date)

1. Your orders contained in reference (a) are hereby amended to read as indicated below.

**Drill Dates                  Drill Times                  Drill Location** \_\_\_\_\_.

1. If you are unable to perform duty on the time and dates directed, you must notify your supervisor no less than 24 hours prior to the start of duty.

#

**Encl: (1) Order Endorsements**

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**IDT Certification Sheet This sheet may be used to report drill completions**

IDT CERTIFICATION SHEET					
Name ( <i>last, first, MI</i> ):		SSN ( <i>last four only</i> ):		Rank/Rate:	
Unit:		Cat Class ( <i>i.e. RQA</i> ):		Total Paid Drills this FY ( <i>excluding below</i> ):	
<b>INSTRUCTIONS:</b> This Inactive Duty for Training (IDT) Certification Sheet may be utilized to report/record when a member drills "as directed", without their usual group. Once the Certifying Official signs this form immediately deliver it & a copy of the IDT Orders directly to the Direct Access Input Official (Unit or SPO)					
Drill Date	Attendance Code	Program Code #1	Program Code #2	SDAP Code	Date of Direct Access Input
1.					
2.					
3.					
4.					
5.					
6.					
7.					
Attendance Codes	Operational Program Codes	Support Program Codes		Cont. & Surge Ops Program Codes	
S – Single Drill (w/pay) M – Multiple Drill (w/pay) E – Single Drill (w/o pay) D – Multiple Drill (w/o pay) A – RPM (Appropriate Duty) w/pay N – RPM (Appropriate Duty) w/o pay P – Unexcused absence - Single Q – Unexcused absence - Multiple T – Excused Absence – Training X – Excused Absence – Other F – Single Drill w/pay & a Single Drill w/o pay	AN – Short Range ATON BA – Boating Safety Activities DO – Defense Operations IO – Ice Operations LE – Law Enforcement ME – Environment Protection MI – Merchant Vessel Inspection & Documentation MP – Marine Licensing, Personnel & Casualty Investigations NR – Radio Navigation PS – Port Safety & Security SR – Search & Rescue VT – Vessel Traffic Services	AQ – Acquisition – General AB – Public & International Affairs AC – Contingency Preparedness AD – Research & Development AE – Engineering & Logistics AF – Financial Mgt, Supply & Inventory AT – Structured Training – General AH – Civil Rights – General AI – Security, CMC, Pubs AK – Health Services AL – Legal – General AG – Operational Intelligence AP – Personnel Support AS – Safety & Occupational Health AW – Command, Control & Comms		BC – Boating Safety DC – Defense LC – Law Enforcement LC – Environmental NC – Aids to Navigation PC – Port Safety & Security SC – Search & Rescue GL – Great Lakes – Summer Stock SP – Space Program Support OC – Olympic Games Support 1996	
CERTIFYING OFFICIAL SIGNATURE: I certify that this member performed training on the date(s) indicated above. I further certify in accordance with 37 U.S.C. 402(b) that this member received commuted rations while performing Inactive Duty for Training in at least eight hours on the above date(s) and that the above meals were not available to the member either from a government mess or through commercial procurement.					
Signature of Certifying Official ( <i>Include Name, Rank and Title</i> ):					Date:

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## Waiver of Pension/Disability Compensation or Retired Pay

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### Introduction

Reservists who, by virtue of prior military service, are receiving compensation such as:

- a pension
- a disability compensation
- a disability allowance
- retired pay

are not entitled to receive military pay and allowances for periods of active duty, active duty for training or inactive duty unless they elect a waiver of VA compensation.

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### References

- (a) [PAYMAN](#), Paragraph 12-B-4
  - (b) [10 U.S.C. 12316](#)
- 

### Form for waiving VA compensation

The Notice of Waiver of VA Compensation or Pension to Receive Military Pay and Allowances ([VA Form 21-8951](#)) is used to elect a waiver of VA compensation.

- The VA Form 21-8951 is a onetime waiver of VA compensation and, once completed, remains in effect as long as the reservist is assigned to the ready reserve.
- 

### Compensation adjustment

Compensation waived is on the basis of 1 day of compensation for every inactive duty drill and/or for each day of active duty.

- Compensation will be adjusted after the end of each fiscal year.
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## **Waiver of Pension/Disability Compensation or Retired Pay,** Continued

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**The waiver process**

This is how the process for waiving pension/disability compensation or retired pay works.

<b>Stage</b>	<b>Who does it</b>	<b>What happens</b>
1	Dept. of Veterans Affairs (VA)	Mails a VA Form 21-8951 to active reserve members who, at the end of the fiscal year are receiving VA compensation, and do not have a waiver on file
2	Member	Completes VA Form 21-8951 and forwards to local VA office
3	PSC	Verifies the number of drills and active duty periods the member performed  Provides totals to VA
4	VA	Adjusts member's VA compensation

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## Annual Reserve Retirement Point Statement

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**Discussion**      Annually, each member of the SELRES is issued an Annual Reserve Retirement Point Statement (CG-4175A). These statements are produced and distributed by PSC (mas) monthly. The monthly run produces a CG-4175A for selected reservists whose anniversary month is three months past. For example, in February 2008, PSC (mas) issues CG-4175As to all selected reservists whose anniversary month is in November 2007.

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**References**      (a) [RPM](#), Section 8.C.10  
(b) [PDR Manual](#)  
(c) [JUMPS Analysis Manual, PSCINST M5230.3 \(series\)](#)  
Note: PSC (mas) no longer provides copies of CG-4175A forms to SPOs. The data (used to produce the form) is available in JUMPS and can be accessed by the SPO following the procedures in reference (c). SPOs are no longer required to maintain a copy of the CG-4175A in the member's SPO PDR. This policy will be reflected in the next change to reference (b).

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**Discrepancies on the CG-4175A**      Instructions on the CG-4175A advise the reservist to verify the entries on the CG-4175A. If an entry is incorrect, the reservist is instructed to identify the discrepancy, and:

<b>If</b>	<b>Then</b>
there is any discrepancy:	<ul style="list-style-type: none"><li>• The discrepancy will be submitted by the member and sent to his/her servicing SPO.</li><li>• The SPO will take appropriate action to correct the discrepancy. For instance submitting out of range IDT Drills.</li></ul> <p><b>Note:</b> The following supporting documentation should be sent with the request:</p> <ul style="list-style-type: none"><li>• Endorsed ADT/IDT orders,</li><li>• CGHQ-4973A,</li><li>• CG-4175A,</li><li>• Correspondence course completion letters,</li><li>• Any other supporting documentation</li></ul>

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**Annual Reserve Retirement Point Statement, Continued**

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**CG-4175A not  
received by the  
member**

If the member does not receive the CG-4175A or the member is requesting a copy of the CG-4175A, then the member should request a copy from his/her servicing SPO. All SPOs have the capability of viewing and printing the CG-4175A by using the JUMPS database.

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## Disability Processing

**Introduction**      Disability processing applies to reservists who incur or aggravate an injury, illness, or disease in the line of duty while performing, or traveling to, active duty for 30 days or less or inactive duty training (IDT).

**References**      (a) RPM, Chapter 6A  
                          (b) PAYMAN, Chapter 12, Reserve Pay and Allowances  
                          (c) Administrative Investigations Manual, COMDTINST M5830.1

**Process**            Below are the stages of disability processing.

<b>Stage</b>	<b>Who Does It</b>	<b>What Happens</b>
1	Member	Becomes disabled
2	Member/ CO	Ensures a medical exam by proper authorities is completed
3	CO	Issues line-of-duty determination
4	CO	Obtains medical documentation
5	CO	<p>Notifies ISC (pf) via letter of the member's injury. Letter shall include the following information:</p> <ul style="list-style-type: none"> <li>• Member's full name, rate and SSN;</li> <li>• Duty status (AD, IDT, traveling to or from duty site) at the time injury occurred, and the time and dates of the duty period;</li> <li>• Date, time, place and circumstances of the injury;</li> <li>• Nature of the injury, estimated period of impairment, and anticipated disposition;</li> <li>• If hospitalized, estimated period of impairment, and anticipated disposition; date, time, place, and estimated period of hospitalization along with address of hospital, name of attending physician, and admission diagnosis;</li> <li>• If not hospitalized, name and address of clinic or physician's office where member was treated and when treatment occurred; name of attending physician, diagnosis, physician's prescribed treatment, including follow-up treatment;</li> <li>• Opinion as to whether the injury was incurred in the line of duty;</li> <li>• Complete home and work address and phone number of the member; and</li> <li>• Name and phone number of the member's civilian employment supervisor.</li> </ul>

*Continued on next page*



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**Disability Processing, Continued**

**Process (continued)**

<b>Stage</b>	<b>Who Does It</b>	<b>What Happens</b>
6	ISC (pf)	Issues Notice of Incapacitation Benefits if the member will not be FFD by the end of the active duty/IDT period
7	ISC (pf)	Coordinated with CO to initiate an Initial Medical Board if treatment will extend beyond 10 weeks
8	ISC (pf)	Coordinates payment of the member with PSC (SES) <b>Note:</b> Members are entitled to active duty pay and allowances less any earned income from nonmilitary employment or self-employment.
9	Member	Submits certificates to PSC (SES) every two weeks.
10	ISC (pf)	Terminates Incapacitation Benefits

**Certificates**                      A certificate of claim for compensation and a certificate of physical condition shall support a Notice of Incapacitation Benefits by medical authority. The certificates must be prepared on plain bond paper and attached to the NOE.

**Example of certificate of claim for compensation**                      Information can be found in Ref. (a).

**Disability processing for reservists on active duty greater than 30 days**                      When a reservist is injured while on active duty for greater than 30 days, the above procedures do not apply. In this case, the reservist will be continued on active duty until fit for full duty or separated. The commanding officer shall coordinate with ISC (pf) who shall contact the servicing SPO who will provide an extension of the member's active duty orders.

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