

Chapter Overview

Introduction This chapter provides pay and personnel procedures for reserve mobilization. This chapter also provides checklists, guides, and information required to complete the tasks associated with reserve mobilization.

Use of This Chapter for Mobilization Planning The process for mobilizing Reservists will be exceptionally smoother if units use this chapter as a guide in training members on mobilization entitlements, and utilize the provided checklists for ensuring necessary paperwork has been completed to make a member medically and legally ready for mobilization.

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The Mobilization Process

Introduction The mobilization process depends on communication between several participants. This process is broken down into stages identifying what needs to be completed and who is responsible.

Reference (a) Direct Access Online Manual, [Reserve Orders](#)
 (b) [Coast Guard Manpower Mobilization And Support Plan, COMDTINST M3061.1](#)

Process This table provides an overview of the mobilization process.

Stage	Who Does It	What Happens
1	Commandant	A mobilization message is issued.
2	District, ISC (fot) and Field Units	Coordinate mobilization needs to identify reserve members for mobilization. Provide clear information on berthing and messing facilities at the Mobilization Site.
3	ISC (pf)	Receives direction from operational command (district or area commander) to supply mobilization resources. Coordinates with units to identify Reservists to meet mobilization needs.
3	Source Command/ Detailer	If possible, creates the Request for Reserve Orders in Direct Access, otherwise information may be sent directly to SPO for orders generation.
3	ISC (pf)	Provides information on Berthing and Messing at Mobilization Site to SPO/Field for order preparation.
4	Unit	<ul style="list-style-type: none"> • Screens member for mobilization/medical fitness. • Verifies all personal information is current. • Verifies no other duty/drills are scheduled during timeframe desired. • Ensures member has enough obligated service. • Assists member in making travel arrangements to mobilization site. • Sends letter to member's employer notifying of the recall status. • Mails member's medical record to the mobilization unit.

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The Mobilization Process, Continued

Stage	Who Does It	What Happens
5	Member's Regularly Assigned SPO	Prepares Reserve orders in Direct Access and routes to ISC (pf) for approval.
6	Servicing ISC (pf)	Approves the orders and routes back to the SPO for endorsement.
7	Member's Regularly Assigned SPO	<ul style="list-style-type: none"> • Prints the Reserve orders. • Signs the Reserve orders. • Mails the Reserve orders to the member. • Coordinates any service obligation paperwork. • Coordinates processing of travel advance requests. • Completes endorsements on Reserve Orders in Direct Access • Starts BAS and BAH • Forwards SPO PDR to the SPO that will be servicing the member at the mobilization site.
8	Member	<ul style="list-style-type: none"> • Reports for mobilization duty. • Completes check-in paperwork. • Prepares travel claim. • Verifies SGLI for self and spouse. • Updates mailing/e-mail address and direct deposit information in Direct Access (if applicable) [if access to the intranet is unavailable, requests that SPO input mailing address / direct deposit information].
9	Mobilization Site	Reports member aboard. Notifies member's regularly assigned SPO of any unique pay entitlements (SDAP for example).
10	Member's Regularly Assigned SPO	Prepares Direct Access transactions to start pay entitlements
11	PSC (tvI)	Processes requests for travel advances.
12	SPO / PSC	Maintains pay and leave accounts during mobilization.
13	Member	Submits periodic travel claims (normally monthly) if entitled to per diem while in mobilization status.

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The Mobilization Process, Continued

Process (cont'd)

Stage	Who does it	What Happens
14	PSC (tvI)	Processes travel claims.
15	Mobilization Site & ISC (pf)	Coordinate demobilization in advance with member and SPO.
16	Mobilization Site	Ensure member is physically qualified for demobilization. Notifies SPO of any uncollected CG Mutual Assistance loan(s) that need to be collected from member's final active duty pay.
17	Member	Notifies SPO of desires concerning disposition of accrued leave (at least 50 days prior to demobilization unless exigent circumstances exist) via a Career Intentions Worksheet.
18	Member's Regularly Assigned SPO	<ul style="list-style-type: none"> • Inputs Statement of Intent in Direct Access (at least 45 days prior to demobilization unless exigent circumstances exist). • Prepares Certificate of Release or Discharge from Active Duty (DD-214) and mails to Mobilization Site for delivery to member. • Verifies member's Personnel Data Information File (PDIF) and inputs any missing competencies earned, awards issued or school completions in Direct Access.
19	Mobilization Site	<ul style="list-style-type: none"> • Delivers demobilization documents to member (DD-214 and instructions for filing travel claim). • Mails member's medical record back to the member's regularly assigned unit.
20	Member's Regularly Assigned SPO	<ul style="list-style-type: none"> • Verifies the member's leave balances. • Prepares Direct Access transactions to record the member's release from active duty (RELAD). • Forwards SPO PDR back to the SPO for the member's regularly assigned unit.
21	Member	Updates mailing/e-mail address and bank account information in Direct Access, if they are changing (if access to the CG intranet is unavailable, requests that SPO input mailing address / direct deposit information). Submits updated SGLI election forms if SGLI coverage was converted to the maximum level during mobilization, and less than maximum coverage is desired after demobilization.
22	PSC (ses)	Processes final active duty payment to member. Collects CG Mutual Assistance debts.

Types of Mobilization

Introduction Members of the Reserve Component may be mobilized under several different legislative authorities. The legislative authority used has implications on the members' pay and travel entitlements.

Legislative Authority The legislative authorities under which a member may be mobilized are listed below.

Citation	Enabling Authority	In Response to:	Type & Limitations
14 U.S.C. 712	Secretary of Department of Homeland Security	Serious natural or manmade disasters, accidents or catastrophes or prior to an incident or event to aid in prevention of an imminent catastrophe, act of terrorism, or transportation security incident.	Involuntary (Title 14) Not more than 60 days per four-month period or 120 per two year period
10 U.S.C. 12301(a)	Congress	War or National emergency declared by Congress	Involuntary (Title 10) Duration of war or national emergency plus six months.
10 U.S.C. 12301(d)	Designated Authority	Any Event or request for EAD, ADSW, Retired recall, etc.	Voluntary (ADSW-AC) Retain only with member consent
10 U.S.C. 12302	President	National Emergency declared by the President	An involuntary call to active duty under 10 U.S.C. 12302 for the Global War on Terror may not exceed 24 consecutive months per set of orders. Note: Reservists involuntarily called to active duty will typically serve no more than 12 months under a set of involuntary active duty orders. Urgent service need identified by operational commanders could result in extension of orders, consistent with the time limits provided by Title 10. However, the extension of involuntary orders beyond 12 months to address this urgent service need must be approved by the Headquarters Office of Reserve Affairs COMDT (CG-131).
10 U.S.C. 12304	President	SELRES Augmentation for any mission deemed necessary by President	Involuntary (Title 10) Not more than 270 days.

Mobilization Orders

Introduction The mobilization orders authorized by the ISC (pf) drive travel and per diem entitlements. Orders issued in conjunction with mobilization shall specifically state that the member is on active duty in support of a contingency operation.

Reference (a) Direct Access Online Manual, [Reserve Orders](#)
 (b) [Coast Guard Manpower Mobilization And Support Plan, COMDTINST M3061.1](#)
 (c) [ALCOAST 381/07; Changes to Reserve Mobilization Policy](#)

Duration and Document Type Of Mobilization Orders		
Citation	Type & Limitations	Travel Document Type Recommended
14 U.S.C. 712	Involuntary. Not more than 60 days per four-month period or 120 per two year period	11 – Standard TDY Orders if 30 or less days 13 – Blanket TDY Orders if 31 to 60 days
10 U.S.C. 12301(a)	Involuntary. Duration of war or national emergency plus six months.	13 – Blanket TDY Orders
10 U.S.C. 12301(d)	Voluntary (ADSW-AC) Retain only with member consent	13 – Blanket TDY Orders
10 U.S.C. 12302	Involuntary. Not more than 24 consecutive months.	13 – Blanket TDY Orders
10 U.S.C. 12304	Involuntary. Not more than 270 days.	13 – Blanket TDY Orders

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Mobilization Orders, Continued

Order “Notes” / Standard Remarks Orders issued under Title 10 or Title 14 require the following entries in the remarks section (e. g. Order “Notes” in Direct Access):

- A statement that the order to active duty is in "Support of a Contingency Operation." And the name of the operation being supported (e.g., Noble Eagle, Enduring Freedom, Iraqi Freedom for Title 10 orders), (Hurricane *Katrina* Recovery Response for Title 14 orders).
-
- All mobilization orders shall contain the following statement: “If you have any questions regarding your employment/reemployment rights, you may call 1-800-336-4590 (National Committee for Employer Support Of the Guard and Reserve), check online at <http://www.esgr.org/> or the CG Legal Fact Sheet about The Soldiers' and Sailors' Civil Relief Act (SSCRA) - http://www.uscg.mil/legal/la/topics/sscra/about_the_sscra.htm“
- In the case where the reporting location is not within commuting distance of the member's home, add a statement that the call to active duty is in a temporary duty status (TDY).

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Mobilization Orders, Continued

Order “Notes” / Standard Remarks (**continued**)

- The applicable legal authority (statute) under which the member is serving (Note: It is not necessary to include the terms “voluntary” or “involuntary” active duty within these orders):
 - (a) 14 U.S.C. 712 (Title 14 orders for members called active duty involuntarily)
 - (b) 10 U.S.C. 12302 (Title 10 orders for members called to active duty involuntarily), and reference to “Executive Order 13223, dated September 14, 2001.” The period of service is exempt from the five-year limit as provided in 38 U.S.C. 4312(c)(4)(A).
 - (c) 10 U.S.C. 12301(d) (ADSW-AC for members serving voluntarily) the Secretaries of the Military Departments have each determined the period of service as exempt from the five year limit as provided in 38 U.S.C. 4312(c)(4)(B).
 - (d) Involuntary recall orders must specify the dates for unit training and for post-deployment leave periods
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Pay Entitlements When Mobilized

Introduction Pay entitlements depend on the legislative authority under which the orders are issued ([Title 10 or Title 14, U.S. Code](#)).

References (a) [PAYMAN](#)
(b) [JFTR](#)

Summary This table is a summary of mobilization pay entitlements:

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Basic Pay	Basic Pay	Basic Pay	PAYMAN Figure 2-1
Officer Basic Allowance for Subsistence (BAS)	OFF BAS	OFF BAS	PAYMAN Section 3-A
Enlisted Basic Allowance for Subsistence (BAS)	Ashore unit: ENL BAS No government dining facility available	Ashore unit: ENL BAS No government dining facility available	PAYMAN Section 3-B-4.b
	ENL BAS minus Discount Meal Rate (ESM or EUM)	ENL BAS minus Discount Meal Rate (ESM or EUM)	PAYMAN Section 3-B-5
	Afloat unit with an established dining facility:	Afloat unit with an established dining facility:	
	ENL BAS minus DISCOUNT MEAL RATE (ESM)	ENL BAS minus DISCOUNT MEAL RATE	PAYMAN Section 3-B-5.b
Reserve Income Replacement Program	Member must complete 18 continuous months of service; or complete 24 months of active duty during the previous 60 months; or is involuntarily mobilized for service on active duty for a period of 180 days or more within 6 months or less following the member's separation from a previous period of involuntary active duty for a period of 180 days or more.	Not Applicable	37 U.S.C. 910. (See http://www.defenselink.mil/ra/ for policy guidance and application form. Applications (DD Form 2919) should be submitted to PSC (MAS) via the member's command and SPO.)

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Pay Entitlements When Mobilized, Continued

Summary (cont'd)

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Basic Allowance For Housing (BAH)	<p><u>Member with dependents.</u> BAH is based upon the principal place of residence from which recalled, <i>unless</i> authorized transportation of household goods, then BAH is authorized for duty station location</p> <p><u>Member without dependents.</u> BAH is based upon the principal place of residence from which recalled, if the member is ordered to a duty locale where member is unable to occupy their principal residence and was not authorized special storage of household goods.</p> <p>Military member married to another military member. See Figure 3-12, reference (a).</p>	<p>BAH-RC (if active duty orders are for 30 days or less).</p> <p>Locality-Based (active duty orders for 31 days or more) or OHA (if outside the U.S.) based upon the principal place of residence from which recalled.</p> <p>A member retains entitlement to locality-based BAH even if RELAD before completion of the initial period of duty so long as the orders were initially issued for 31 or more days of consecutive active duty. If the member receives an order modification/extension, and the member serves more than 30 days from the date the orders are extended, the member's BAH entitlement changes from BAH-RC to full BAH effective the date the orders are officially modified. Otherwise, BAH-RC remains the housing allowance entitlement.</p>	<p>PAYMAN Section 3-C-10 Figure 3-7 Figure 3-8 Figure 3-12 ALCOAST 462/06</p>
Cost-of-Living Allowance in CONUS (CONUS COLA).	CONUS COLA is payable at the rate prescribed for the location of the member's principal place of residence.	Not payable.	JFTR Para U8011,

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Pay Entitlements When Mobilized, Continued

Summary (cont'd)

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Overseas Housing Allowance (OHA)	OHA is <u>only</u> payable when ordered to active duty from an OUTCONUS residence. The OHA rate payable will be based on the location of the member's primary residence.	OHA is <u>only</u> payable when ordered to active duty from an OUTCONUS residence and the orders are for more than 30 days. The OHA rate payable will be based on the location of the member's primary residence.	JFTR , Para U7150-H
Overseas Cost of Living Allowance (OUTCONUS COLA)	OUTCONUS COLA is <u>only</u> payable when ordered to active duty from an OUTCONUS residence. The OUTCONUS COLA rate will be based on the location of the member's primary residence.	OUTCONUS COLA is <u>only</u> payable when ordered to active duty from an OUTCONUS location and there is no per diem entitlement and the orders are for greater than 30 days.	JFTR , Para U7150-H
Family Separation Allowance (FSA)	<u>Member with dependents.</u> FSA- T if assigned in a TDY status <i>OR</i> FSA-S to a ship away from dependents for a continuous period of 31 days or more. NOTES: (1) A member must be away for 30 continuous days without family visits at the onset of the mobilization. (2) After the first 30 days, reasonable visits are permissible provided visits are of a temporary nature not exceeding 30 consecutive days in duration.	<u>Member with dependents.</u> FSA- T if assigned in a TDY status <i>OR</i> FSA-S to a ship away from dependents for a continuous period of 31 days or more. NOTES: (1) A member must be away for 30 continuous days without family visits at the onset of the mobilization. (2) After the first 30 days, reasonable visits are permissible provided visits are of a temporary nature not exceeding 30 consecutive days in duration.	PAYMAN Section 3.G
Family Supplemental Subsistence Allowance (FSSA)	FSSA is payable when the household income is less than 130% of the federal poverty level and the member is normally eligible for food stamps.	FSSA is payable when the household income is less than 130% of the federal poverty level and the member is normally eligible for food stamps.	PAYMAN Section 3-N

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Pay Entitlements When Mobilized, Continued

Summary (cont'd)

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Enlisted Uniform Issue	If recalled from the IRR or Retired Reserve, an enlisted member may be entitled to an issuance of uniforms depending on time elapsed since retirement or transfer to IRR. Rules vary consult with G-WTR for guidance.	No entitlement	ALCOAST 418/01
Enlisted Clothing Maintenance Allowance	BMA if receiving RBMA prior to mobilization. SMA if receiving RSMA prior to mobilization.	Continues to receive RBMA or RSMA while on active duty. For orders greater than 30 days, the entitlement is BMA or SMA	PAYMAN Figure 3-26
Civilian Clothing Monetary Allowance	STADCMA-CIV Use PSC-5150	STADCMA-CIV (period is 30 days in duration) Use PSC-5150	PAYMAN Figure 3-23 Rules 10 & 11
Officer Uniform Allowance	Additional Officer Uniform Allowance is payable if the active duty period is more than 90 days duration, and the officer has not served on another period of active duty of more than 90 days within the past 2 years.	Not payable (since active duty orders are for less than 91 days).	PAYMAN Section 3.K.3
Hardship Duty Pay for Location (HDP-L)	If mobilized to a designated Hardship Duty Location for over 30 consecutive days.	If mobilized to a designated Hardship Duty Location for over 30 consecutive days.	PAYMAN Figure 4-3
Career Sea Pay (CSEAPAY)	If assigned to a sea pay eligible vessel (or qualifying mobile unit), eligible for CSEAPAY at the Level I rate or the Level-3 rate if operating in-theater.	If assigned to a sea pay eligible vessel (or qualifying mobile unit), eligible for CSEAPAY at the Level I rate or the Level-3 rate if operating in-theater.	PAYMAN Figure 4-6
Diving Duty Pay	When assigned by orders to diving duty.	When assigned by orders to diving duty.	PAYMAN Figure 4-7
Imminent Danger Pay	When on official duty in a designated imminent danger pay area.	When on official duty in a designated imminent danger pay area.	PAYMAN Figure 4-9
Board Certified Pay for Physician Assistants	Officers designated as physician assistants.	Officers designated as physician assistants.	PAYMAN Section 4-J

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Pay Entitlements When Mobilized, Continued

Summary (cont'd)

Pay Entitlement	Title 10 Orders	Title 14 Orders		Reference
Combat Tax Exclusion	If in an active duty status in a designated combat zone.			PAYMAN Section 8-G
Combat SGLI Allowance	Must be serving in Operations Enduring Freedom or Iraqi Freedom Theaters or be serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom			PPPM Chap 8-B
Special Duty Assignment Pay (SDAP) Enlisted	If ordered to duties which qualify for SDAP. Orders must state entitlement to SDAP.	If ordered to duties which qualify for SDAP. Orders must state entitlement to SDAP.		PAYMAN Section 4-I COMDTINST 1430.1 (series)
Hazardous Duty Incentive Pay (HDIP)	When under flight orders as a non-crew member or technical observer and if minimum flight requirements are met. (Note: Duty must be performed on a military aircraft. Duty as an air marshal on a commercial aircraft is <u>not</u> payable.)	When under flight orders as a non-crew member or technical observer and if minimum flight requirements are met. (Note: Duty must be performed on a military aircraft. Duty as an air marshal on a commercial aircraft is <u>not</u> payable.)		PAYMAN Section 5-B
Flight Deck Hazardous Duty Incentive Pay (FDHDIP)	When assigned to duty involving participation in flight operations on the flight deck of a ship and if appropriate orders are issued and minimum evolution requirements are met.	When assigned to duty involving participation in flight operations on the flight deck of a ship and if appropriate orders are issued and minimum evolution requirements are met.		PAYMAN Section 5-C
Leave	When on active duty for 30 or more consecutive days, members accrue 2.5 days of leave per month.	If member	Then	PAYMAN Article 7.A.11 ALCOAST 449/05 ALCOAST 462/06
		Is RELAD before completing 30 days AD	No leave is accrued.	
		Is RELAD on the 30 th day of AD	2.5 days leave is accrued.	
Lump Sum Leave Payment Exempt from limit 60-Day Career Maximum	Upon demobilization, remaining leave balances may be sold, even if the member previously sold 60 days of annual leave during his/her career.	Lump sum payment IS subject to the 60-day career maximum if orders are for 30 days. If more than 30 days, then lump sum payment is not subject to the 60 day career max.		PAYMAN (10-A-1.a.(2) for members on Title 10). (10-A-1.a.(2)

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Pay Entitlements When Mobilized, Continued

Summary (cont'd)

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Servicemembers' Group Life Insurance (SGLI)	When ordered to active duty for more than 30 days - <u>automatically</u> insures Member SGLI for \$400,000 and Spouse SGLI for \$100,000. If the member does not desire maximum SGLI / Spouse SGLI coverage, <u>must execute a new</u> election for reduced or no coverage. Also entitled to Child SGLI coverage, \$10,000 per child at no cost. Note: SGLI Coverage <u>does not</u> revert back to original SELRES designation upon demobilization.	Continues prior level of SGLI / Family SGLI coverage while on active duty for 30 days or less. If orders are for 31 or more days – See Title 10 Orders column.	PAYMAN Section 6-A ALCOAST 462/06
Savings Deposit Program	When assigned to a qualifying combat area is entitled to deposit up to \$10,000 in a Savings Deposit Program earning 10% interest per year, compounded quarterly.	Not applicable.	PAYMAN Section 6-F
Advance Pay / BAH / OHA	When recalled to active duty is <u>not</u> entitled to advance pay or advance BAH / OHA.	Not applicable.	PAYMAN Section 9-D-3
Hazardous Duty Incentive pay for Visit, Board Search and Seizure Boarding Teams (HDIP-VBSS)	When assigned to a designated boarding team billet within a designated combat theatre of operations and a minimum of three boardings are made during a calendar months.	When assigned to a designated boarding team billet within a designated combat theatre of operations and a minimum of three boardings are made during a calendar months.	ALCOAST 353/04
FLPP Interpreter	Same allowances as Active duty component.	Same allowances as Active duty component.	ALCOAST 585/05
FLPP Linguist			ALCOAST 275/06

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Pay Entitlements When Mobilized, Continued

Summary (cont'd)

Pay Entitlement	Title 10 Orders	Title 14 Orders	Reference
Thrift Savings Plan (TSP)	If called to active duty for a period of more than 30 days, a member of the Ready Reserve may make a new/revised TSP election within 60 days of being called to active duty. Current TSP election will remain in effect.	Not applicable for orders of 30 days or less. Same as Title 10 for orders of more than 30 days. Current TSP election will remain in effect.	PAYMAN Section 6-G ALCOAST 462/06 TSP Web site http://www.tsp.gov/
TRICARE Dental Program	Reservists enrolled in TRICARE Dental for themselves and/or their families prior to mobilization are automatically converted to the lower active duty rate(s) while in a mobilized status. Reservists not enrolled in TRICARE Dental prior to mobilization may enroll their family while on active duty. Upon demobilization: (1) the family will be automatically converted to the higher reserve rate; and (2) the Reservist has the opportunity to enroll in TRICARE Dental for him/herself.	Member continues prior level of TRICARE Dental Program coverage if orders are 30 or less days.	PAYMAN Section 6-C ALCOAST 462/06 United Concordia Web Site @ http://www.ucci.com/ or United Concordia Customer Service @ 1-800-866-8499

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**Chapter 11
RESERVE MOBILIZATION**

Title 10 Reserve Mobilization Pay and Allowance Matrix											
Entitlement	Paid To	Eligibility &/or Rate Based Upon							Home Locale	Nature of Orders	Note(s)
		Pay Grade	Longevity	Status	Dep	Unit Type	Duty Locale				
Basic Pay	X	X	X								Key Longevity Date is Pay Base Date (LES Block 5)
Basic Allowance for Subsistence	X	X			X						
Basic Allowance for Housing	X	X		X				X			Not pd if OHA paid. Special Mbr to Mbr. www.dtic.mil/perdiem/
INCONUS Cost of Living Allowance	X	X	X	X				X			Special mbr to mbr rules. www.dtic.mil/perdiem/
Overseas Housing Allowance	X	X	X	X				X			ONLY if Residence OUTCONUS www.dtic.mil/perdiem/
OUTCONUS Cost of Living Allowance	X	X	X	X				X			ONLY if Residence OUTCONUS www.dtic.mil/perdiem/
Family Separation Allowance	X		X	X	X			X			Away from depts TDY or afloat for > 30 Days. \$250 per month
Family Supplemental Subsistence Allow	X		X								Income qualifies for food stamps. www.dmdc.osd.mil/fssa/
Enlisted Clothing Maintenance Allow	X	X									
Enlisted Clothing Issue to IRR/Retired	X	X							X		Recalled IRR & retired mbrs are auth issuance on CG-3019(A)
Additional Officer Uniform Allowance	X	X									\$200 each acdu > 90 DAYS. Not payable > once within 2 years
Hardship Duty Pay for Location	X							X			\$50-\$150. www.uscg.mil/hq/g-w/g-wp/g-wpm/g-wpm-2/

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RESERVE MOBILIZATION**

Entitlement	Paid To		Eligibility &/or Rate Based Upon							Nature of Orders	Note(s)
	All	Some	Pay Grade	Longevity	Dep Status	Unit Type	Duty Locale	Home Locale			
Career Sea Pay	X		X	X		X					\$20-\$610. Payable at Level 1 rate only as temp assignment unless operating in-theater, then Level 3 rate
Diving Duty Pay	X		X							X	\$150-\$240. www.uscg.mil/hq/g-w/g-wp/g-wprm/g-wprm-2
Imminent Danger Pay	X						X				\$225. Assigned (including TDY) to 1 of 45 quality areas.
Hazardous Duty Incentive Pay for Visit, Board, Search and Seizure Boarding Teams (HDIP-VBSS)	X					X				X	\$150.00. Minimum of 3 operational boarding in combat theatre.
Board Certified Pay	X			X						X	\$166-416 per month. For PYAs certified by (G-WKH)
Physician Asssts	X										Assigned (including TDY) to 1 of 6 qualifying areas.
Combat Tax Exclusion	X						X				
Special Duty Assignment Pay	X		X				X			X	\$75-\$375.
Non-Crew HDIP Flight Pay	X		X			X				X	\$150-\$250. non-crew mbr or tech observer military aircraft
Flight Deck Hazardous Duty Pay	X					X				X	\$150. On ship launching, recovering, refueling aircraft.
Leave Accrual & Lump Sum Leave	X										Earn 2.5 days per month. Can sell leave > 60 days in career.
Servicemembers' Group Life Insurance	X				X						\$400K/\$100K/\$10K automatic coverage unless decline.
Thrift Savings Plan											60 days to enroll or change election if called to acdu > 30 days Current TSP election will remain in effect – member has option to change
TRICARE Dental Program	X									X	See enrollment rules at www.ucci.com
Savings Deposit Program	X						X				\$10,000@10% interest. Only 6 qual'g areas. Must withdraw.
FLPP Intepreter	X					X					Linguist - \$150.00, Interpreter - \$100.00, Interim - \$50.00. See ALCOAST 585/05 & 275/06
FLPP Linguist							X				

Travel Entitlements When Mobilized

Introduction Members mobilized on active duty are entitled to temporary duty (TDY) travel entitlements. When not provided with government/ contracted berthing and messing, the member is entitled to lodging plus per diem (meals and incidental expenses, M&IE). Mobilized members are not entitled to permanent change of station (PCS) entitlements.

Note: It is Coast Guard policy that mobilized members shall be provided Government or contracted berthing and messing to the maximum extent possible.

References

- (a) [JFTR](#)
- (b) Lodging Plus Per Diem rates online at <https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html>
- (c) [ALCOAST 544/02](#)

Important Rules, Which Prohibit the Payment of Per Diem

Payment of per diem is not authorized when the member:

1. Commutes between his/her home and his/her duty station, even if the residence lies outside the local reasonable commuting distance.
2. Is on leave.

Travel Advances on Blanket orders (13 document type)

Advances drawn for periods of TDY under blanket orders will only be liquidated against the member's final claim (either at the end of TDY or the end of the Fiscal Year, which ever occurs first). Members should only take one advance during a TDY/Recall period and only annotate the advance (in block 10) on the final TDY claim. This method will eliminate the need for multiple advances during the TDY period, while ensuring adequate funds are available to execute orders. The final claim will serve to liquidate the advance.

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Travel Entitlements When Mobilized, Continued

Summary The table below summarizes the travel entitlements of mobilized members:

Travel Entitlement	Summary of Entitlement	Entitlement Rate	Reference
Mileage	Authorized reimbursement for one round trip from residence to/from TDY site <u>unless</u> the residence and TDY site are in the same city/town corporate limits.	Current local mileage rate not to exceed the cost of Government-procured transportation.	JFTR U7150
Local Mileage	The Order Issuing Official <u>may</u> authorize local mileage for travel between lodging, duty site and dining facility.	Current local mileage rate.	JFTR U3510
Lodging, Meals, And Incidental Expenses (M&IE)	<p>Only authorized if:</p> <p>(1) <u>not</u> provided government quarters; <u>and</u></p> <p>(2) <u>not</u> assigned to a career sea pay eligible vessel; <u>and</u></p> <p>(3) member does not commute between home and duty station.</p> <p>Notes:</p> <p>(1) If government quarters are not available, by regulation, government messing is considered not available.</p> <p>(2) If mobilized on TDY orders to another location, and required to procure and maintain quarters at both locations, the member may be entitled to dual lodging. The orders must specifically authorize dual lodging and state the location and period of time.</p> <p>(3) M&IE is payable for whole days except for the departure and return day, which are payable at 75% of the appropriate M&IE rate.</p>	See reference (a) for current lodging, meal, and incidental (M&IE) rates for the location.	JFTR U7150

Continued on next page

Travel Entitlements When Mobilized, Continued

Summary (cont'd)

Travel Entitlement	Summary of Entitlement	Entitlement Rate	Reference
On Base & Proportional Per Diem	At an INCONUS military installation with quarters and messing (all 3 meals) -- Government Base M&IE. At a location with berthing but only one or two meals are available -- Proportional Per Diem. Note: Travel claims for proportional per diem must be submitted manually to PSC (tvl). They cannot be processed through the T-PAX system.	See reference (a) for current lodging, meal, and incidental (M&IE) rates for the location.	JFTR U4125

Continued on next page

Travel Entitlements When Mobilized, Continued

**Special Rules
When Lodging
Is Obtained On
a Monthly
Basis**

Mobilized members, who obtain lodging on a monthly basis and take short periods of leave, may be reimbursed the monthly lodging charge. However, per reference (b), they are not entitled to meals and incidental expenses (M&IE) on leave days. The monthly lodging reimbursement (including utilities and maintenance) may not exceed the daily lodging per diem for the total days of per diem.

Examples:

- The monthly lodging cost is \$1,200 in a \$50 lodging area. Takes 5 days of leave. The monthly lodging reimbursement will be calculated by dividing the remaining days (25 days) into the monthly lodging cost of \$1,200 to arrive at \$48 per day. Since \$48 is below the maximum daily limit (of \$50), the member would be reimbursed the full monthly \$1,200 lodging cost.
- The monthly lodging cost is \$1,200 in a \$50 lodging area. Takes 10 days of leave. The monthly lodging reimbursement will be calculated by dividing the remaining days (20 days) into the monthly lodging cost of \$1,200 to arrive at \$60 per day. Since \$60 exceeds the maximum daily limit (of \$50), the member would only be reimbursed \$1,000 (\$50 times 20 entitled days).

In both of the above examples, the member is NOT entitled to M&IE on leave days. Leave must be indicated on the travel claim even if monthly calculation for lodging is used.

Other Entitlements When Mobilized

Introduction Mobilized members have other entitlements and benefits in addition to pay and travel.

- References**
- (a) [JFTR](#)
 - (b) DOD Instruction 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals available online at:
http://www.dtic.mil/whs/directives/corres/pdf/i100013_120597/i100013p.pdf
 - (c) Coast Guard Medical Manual, COMDTINST M6000.1B (series)
 - (d) PAYMAN
 - (e) RPM
 - (f) ALCOAST 307/02
 - (g) ALCOAST 153/03

Summary The table below summarizes other entitlements:

Entitlement	Summary	Reference
Transportation	Members recalled under 10 U.S.C. 12302 are entitled special temporary household goods storage, including privately owned vehicles (POVs). Authority must be requested from Commandant (G-1222). Members without dependents that are authorized special storage of household goods (but no POV) lose entitlement to BAH-I.	Ref. (a), U4470-B and U5466-A.2
Identification Card (ID Card)	Members recalled to active duty for more than 30 days are entitled to an active duty ID card. Members and their eligible dependents are afforded full commissary, exchange, and MWR privileges.	Ref. (b)
Civilian Reemployment	Detailed in the following web sites: <ul style="list-style-type: none"> • http://www.uscg.mil/hq/reserve/recall/recall.htm • http://www.esgr.org/ 	
Educational Assistance	On or after September 11, 2001, a member of a reserve component is entitled to educational assistance under this chapter if the member served on active duty in support of a contingency operation for 90 consecutive days or more.	10 USC 1607

Continued on next page

Other Entitlements When Mobilized, Continued

Summary (cont'd)

Entitlement	Summary	Reference
Legal Readiness	<p>Members who are a substantial distance from home might consider executing a Power of Attorney to give another individual the right to act on the member's behalf. A Special Deployment Power of Attorney is recommended over a General Power of Attorney.</p> <p>Members should ensure they have an up to date will for distribution of assets and care of dependents in the event of death.</p> <p>Members may want to set up a Living Will or Advanced Health Care Directive to advise the medical profession on the level of life support to be provided in the event the member is terminally ill. These documents can also identify individuals who may make health care decisions for a member, and provide direction to medical professionals about a member's willingness to donate organs.</p>	<p>Consult local Legal Assistance Office, or see the HQ Reserve Web site @ http://www.uscg.mil/hq/reserve/Recall/Recall.htm</p>
Medical / Dental	<p>Members recalled for more than 30 days to support a contingency operation are authorized medical and dental benefits while on active duty.</p> <p>Dependents of members on active duty for 31-179 days are entitled to:</p> <ul style="list-style-type: none"> (a) TRICARE Standard; (b) TRICARE Extra; (c) Space-available treatment in military medical treatment and (d) Are eligible to apply for enrollment in TRICARE Prime as well. <p>Demobilized members are entitled to transitional health-care benefits based on their total active military service:</p> <ul style="list-style-type: none"> • Members with less than six years of service (and dependents) are eligible for 60 days of medical coverage under the TRICARE Transitional Health Care Demonstration Project. • Members with more than six years active duty are entitled to 120 days of coverage for themselves and their dependents. <p>Visit this web site for more TRICARE information specific to reserve mobilization: http://www.tricare.osd.mil/reserve/</p> <p>Members who incur a disability while on active duty shall follow procedures outlined in reference (e).</p> <p>See page 11-54, TRICARE Benefits section for additional entitlements to mobilized Reservists.</p>	<p>Ref (c), 12-Q</p> <p>Ref (d)</p> <p>Ref (g), 7-E</p> <p>Ref (e)</p> <p>Ref (f)</p> <p>TRICARE Website, http://www.tricare.osd.mil/</p> <p>DOD News Release, No. 1084-04</p> <p>PPPM, Chap 11, TRICARE Benefits</p>

Mobilization Checklist

Introduction This checklist provides a listing of tasks to be completed by the member's unit or units (both the regularly assigned unit and the unit the member is reporting to) required when a Reservist is mobilized on active duty.

Unit Checklist

Step	Action	Date
1	Send letter to member's employer concerning mobilization status (see sample on page 11-26).	
2	Counsel member to ensure legal documents are up to date (will, power of attorney, and legal support documents). See previous page.	
3	Ensure member has enough obligated service.	
4	Ensure member's dependents have a telephone number for reaching the member during mobilization, as well as the process for contacting the Red Cross in an emergency situation.	
5	Ensure member and his/her dependent/s are issued active duty ID card/s. If the member's mailing address is changing, update address in DEERS through local DEERS site or by calling the DEERS support office (Phone: 1-800-538-9552 except in CA, HI, and AK; for CA 1-800-334-4162; for HI and AK 1-800-527-5602).	
6	Advise member to update mailing/e-mail address and direct deposit information in Direct Access if they are changing. If member does not have access to the CG intranet, supply address and direct deposit information to SPO for data entry into Direct Access.	
7	Advise member that changes in marital or dependency status while in a mobilization status need to be immediately reported to the SPO to avoid potential overpayments/underpayments.	
8	Upon reporting to the mobilization site, ensure member's orders are endorsed to show date member reported, the mobilization unit's subsistence status, the quarters the member will occupy during mobilization, and the member's current dependent status. Ensure endorsed orders are forwarded to SPO.	
9	If the member is assigned outside his/her state of legal residence, and that state does not tax military pay while assigned outside the state (i.e., applies to residents of AZ, CA, CT, ID, MN, MO, MT, NJ, NY, OH, OR, PA, VT, PR), advise the member that he/she may submit a state tax withholding form to claim exemption from state tax withholding.	
10	Ensure member completes travel claim. Administratively review & approve the travel claim and forward to PSC (tv).	

Continued on next page

Chapter 11
RESERVE MOBILIZATION

Mobilization Checklist, Continued

Unit Checklist (cont'd)

Step	Action	Date
11	Conduct appropriate security briefing. (i.e. Vehicle/Access Passes and Information/Clearances)	
12	Ensure member has physical exam if he/she has not had a physical within the past 5 years (within past 12 months if over age 50).	
13	Ensure member verifies dependency information on the Direct Access generated BAH/Dependency Data form. Members can update this information by submitting a Dependency Worksheet (CG PSC-2020) to their SPO.	
14	Ensure member verifies beneficiaries on the Designation of Beneficiaries form (CG PSC-2020D) . Submit a new form to the SPO if updates are needed.	
15	Ensure member verifies their Emergency Data in Direct Access. SPOs and/or the member can make changes to the emergency data as needed via Direct Access.	
16	Counsel member concerning SGLI benefits during mobilization (as detailed on page 11-14). If member has spouse, have member complete Form SGLV-8286A (Spouse SGLI Election). Ensure member reviews Form SGLV-8286 (Member SGLI Election) to verify that beneficiaries are correct; have member complete new SGLV-8286 if maximum Member SGLI coverage is not desired. Forward updated/new Forms SGLV-8286 and SGLV-8286A to SPO.	
17	Counsel member concerning available Work Life Resources (Employee Assistance Program, Relocation Assistance Program, Transition Assistance Program, Special Needs Program).	
18	Counsel member concerning financial responsibilities. Advise member that if he/she has child support garnishments being deducted from his/her civilian pay, the member needs to make arrangements for payment of such obligations while in a mobilization status; delinquent child support payments will be subject to involuntary collection from the member's military pay under the Treasury Offset Program.	
19	Member affirms that he/she is not in receipt of a claim for disability compensation, pension or retired pay from the DVA. If so, the member is responsible for waiving the amount of compensation he/she has received on days in which they received military pay.	
20	Counsel member on availability of the Tricare Reserve Select Program (ALCOAST 189/05)	
21	Counsel member on Educational Assistance (if served on active duty in support of a contingency operation for 90 consecutive days or more).	
22	Counsel member on the Reserve Income Replacement Program. Member must complete 18 continuous months of service; or complete 24 months of active duty during the previous 60 months; or is involuntarily mobilized for service on active duty for a period of 180 days or more within 6 months or less following the member's separation from a previous period of involuntary active duty for a period of 180 days or more. Eligible members must complete DD Form 2919 and forward it to PSC (MAS) via their command and SPO. See http://www.defenselink.mil/ra/ for more information.	

Continued on next page

Mobilization Checklist, Continued

SAMPLE LETTER

TO BE SENT TO EMPLOYER OF MOBILIZED RESERVIST

Dear Sir or Madam:

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

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

I am enclosing some information from the Employer Support of the Guard and Reserve (ESGR) that might answer questions that you have concerning your rights and the employee's rights under the law, and provide some resources to answer others. I'd also like you to feel comfortable in contacting me personally, at **Phone Number / E-mail address**, should you still have questions or concerns.

Once again, my personal thanks for the part your organization is playing in helping to keep America strong.

Sincerely,
Commanding Officer

SPO Mobilization Procedures

Introduction The following checklists provide listings of the transactions to be completed by the servicing SPO when a Reservist is mobilized.

Title 10 Checklist Utilize this checklist when processing Title 10 mobilizations.

Checklist for Title 10 Mobilizations		
Required / Optional	Transaction / Input	Reference
Required	Reserve Orders in Direct Access.	Direct Access Guide, Reserve Orders
Required if primary residence is INCONUS	Change BAH. Be sure the transaction shows: Postal Code = zip code of primary place of residence as prescribed on page 11-10 of this chapter.	Direct Access Guide, BAH
Required if principal residence is INCONUS	Start CONUS COLA. Be sure the transaction shows: Postal Code = zip code of member's principal place of residence as prescribed on page 11-10 of this chapter.	Direct Access Guide, COLA
Required if member is enlisted	Start Subsistence Allowance. Be sure the transaction starts the appropriate subsistence prescribed on page 11-9 of this chapter.	Direct Access Guide, BAS
Optional	FSA-T or FSA-S. Submit <u>only</u> if a member with dependents meets requirements prescribed on page 11-11 of this chapter.	Direct Access Guide, FSA
Optional	Start OHA. Submit <u>only</u> if ordered to active duty from OUTCONUS residence. Be sure the transaction starts OHA based on the location of the primary residence.	Direct Access Guide, OHA
Optional	Start OUTCONUS COLA. Submit <u>only</u> if ordered to active duty from OUTCONUS residence.	Direct Access Guide, COLA

Continued on next page

SPO Mobilization Procedures, Continued

Title 10 Checklist (cont'd)

Checklist for Title 10 Mobilizations		
Required / Optional	Transaction / Input	Reference
Optional	Enlisted Uniform Issue for Members Recalled From IRR or Retired Reserve. Fax Form CG-3019 or CG-3019A, with a copy of the mobilization orders, to COMDT (G-WTR) at 202-267-4243.	ALCOAST 418/01
Optional	Additional Reserve Officer Uniform Allowance. Submit <u>only</u> if the officer meets requirements prescribed on page 11-12 of this chapter.	Direct Access Guide, Officer Uniform Allowance
Optional	<p>Start Hardship Duty Pay – Location. Start Career Sea Pay. Start Diving Duty Pay. Start Imminent Danger Pay. Start Combat Tax Exclusion/Combat SGLI Allowance Start Special Duty Assignment Pay. Start Non-crew Flight Pay. Start Flight Deck Hazardous Duty Incentive Pay. Start Hazardous Duty Incentive Pay for Visit, Board, Search and Seizure Boarding Teams. Foreign Language Proficiency Pay</p> <p>Submit <u>only</u> if member meets the requirements prescribed on pages 11-11 and 11-12 of this chapter.</p>	Direct Access Guide, Employee Entitlements PAYMAN
Optional	Start FSSA (Family Subsistence Supplement Allowance) Submit application to PSC (mas).	PPPM, 7-B-8
Optional	Board Certified Pay for Physician Assistants. If meets the requirements prescribed on page 11-12 of this chapter, fax copy of orders to PSC (mas) at 785-339-3760.	PAYMAN , 4.J.2
Optional	Thrift Savings Plan. Fax Form TSP-U-1 and TSP-U-1-C (if appropriate) to PSC (mas) at 785-339-3760.	PPPM, 8-C
Optional	TRICARE Dental Program. Enrollment changes are made directly through United Concordia, the TRICARE dental contractor.	PPPM, 5-B-4

Continued on next page

SPO Mobilization Procedures, Continued

Title 10 Checklist (cont'd)

Checklist for Title 10 Mobilizations		
Required / Optional	Transaction / Input	Reference
Optional	Servicemembers' Group Life Insurance. Members will be insured for the maximum \$400,000 SGLI coverage during mobilization status unless an election for lesser coverage is submitted. Required for Retired Recall.	PPPM, 5-A-7 Direct Access Guide, SGLI
Optional	Spouse SGLI. Spouses will be insured for the maximum \$100,000 Spouse SGLI coverage during mobilization status unless an election for lesser coverage is submitted. Required for Retired Recall if has Spouse.	PPPM, 5-A-14 Direct Access Guide, SGLI
Optional	Direct Deposit Account Change. If the member is unable to enter transaction in Direct Access then the SPO will complete it. Required for Retire Recall.	Direct Access Guide, Direct Deposit Change
Optional	Mailing Address Change. If the member is unable to enter the transaction in Direct Access then the SPO will complete it. Required for Retire Recall.	Direct Access Guide, Mailing Address Change
Optional Retired Recall Required	State Tax Change, if the member is assigned to duty outside his/her state of legal residence and requests that state tax withholding be stopped because his/her state does not tax military pay while stationed outside the state.	Direct Access Guide, State Tax Change
Optional	Change in Dependency/Emergency Data if there is a change in dependents or beneficiaries. Required for Retire Recall	Direct Access Guide, Dependency/Emergency Data
Required at beginning of mobilization	Reserve Orders in Direct Access.	Direct Access Guide, Reserve Orders

SPO Mobilization Procedures, Continued

Title 14 Checklist Utilize this checklist when processing Title 14 mobilizations.

Checklist For Title 14 Mobilizations		
Required / Optional	Transaction / Input	Reference
Optional	<p>If member is ordered to active duty from an OUTCONUS residence and entitled to OUTCONUS COLA, two transactions shall be submitted:</p> <ul style="list-style-type: none"> • Start OUTCONUS COLA transaction at beginning of active duty period. • Stop OUTCONUS COLA transaction at end of active duty period. 	Direct Access Guide, OUTCONUS COLA
Optional	<p>If member meets the requirements prescribed on Pages 11-11 and 11-12 of this chapter, the below pay entitlements shall be started at the beginning of the active duty period, and stopped at the end of the active duty period.</p> <ul style="list-style-type: none"> • Career Sea • Diving Duty Pay • Imminent Danger Pay • Combat Tax Exclusion/Combat SGLI Allowance • Special Duty Assignment Pay • Non-crew Flight Pay • Flight Deck Hazardous Duty Incentive Pay • Hazardous Duty Incentive Pay for Visit, Board, Search and Seizure Boarding Teams • Foreign Language Proficiency Pay 	Direct Access Guide, Special and Incentive Pays
Optional	Start FSSA (Family Subsistence Supplement Allowance) Submit application to PSC (mas).	PPPM, 7-B-8
Optional	Board Certified Pay for Physician Assistants. If member meets the requirements prescribed on page 11-12 of this chapter, fax copy of orders to PSC (mas) at 785-339-3760.	PAYMAN , 4.J.2
Optional	Change in Dependency/Emergency Data if the member has a change in dependents or beneficiaries.	Direct Access Guide, Dependency/Emergency Data

Recall of Retired Members

Introduction During a mobilization, reserve retirees may be called to active duty. This includes both retired with pay (RET-1) and retired awaiting pay at age 60 (RET-2). The process/procedures for mobilizing recalled reserve retirees are described below

Process This is the process for recalling a reserve retiree.

Stage	Who does it	What Happens
1	CG Personnel Command (rpm) / (opm) / (epm)	Issues recall from retirement orders. Coordinates travel needs with the recalled member.
2	Member	Reports for mobilization duty. Prepares travel claim.
3	Unit	Reports member aboard for mobilization. Arranges for member to be issued active duty ID card and Dependent Application. If reaches 60 prior to end of orders submit Age Waiver Request to COMDT (G-WTR-1) as soon as possible.
4	SPO	Access member's recall orders, via the Airport Terminal or Track Global Assignments menu, and completes the Depart/Report members tab. This will generate transactions to record the recall from retirement. If retired awaiting pay at age 60 (RET-2), prepares transactions to transfer the member out of RET-2 status.
5	PSC (ras)	If retired with pay (RET-1), stops retired pay.
6	Member	Enters mailing address, emergency contact and direct deposit information in Direct Access. (If access to the CG intranet is unavailable, requests that SPO input.)
7	PSC (tvl)	Processes travel claims and requests for travel advances.
8	Unit	Ensures member is physically qualified for demobilization.
9	Member	Notifies Unit and SPO of desires concerning disposition of accrued leave (at least 50 days prior to demobilization unless exigent circumstances exist).
10	SPO	Inputs Statement of Intent in Direct Access (at least 45 days prior to demobilization unless exigent circumstances exist).
11	SPO	Prepares Certificate of Release or Discharge from Active Duty (DD-214) and mails to unit.

Continued on next page

Recall of Retired Members, Continued

Process (cont'd)

Stage	Who does it	What Happens
12	Unit	Delivers demobilization documents (DD-214 and instructions to file travel claim). Notifies SPO if uncollected CG Mutual Assistance loan(s) need to be collected from final active duty pay.
13	SPO	Prepares Direct Access transactions to record release from active duty (RELAD). E-mails PSC-RAS and PSC-CustomerCare@uscg.mil notifying completion of recall, including effective date of last day of active service. If retired awaiting pay at age 60 (RET-2), prepare transactions to transfer back to RET-2 status.
14	PSC (ses)	Processes final active duty payment. Collects CG Mutual Assistance debts if requested.
15	PSC (ras)	If retired with pay (RET-1) or reached 60 th birthday during mobilization, starts/restarts retired pay.

Recall of Retired Members, Continued

Mobilization Checklist The unit shall follow the mobilization checklist on page 11-24 of this chapter.

SPO Procedures The SPO shall prepare the following transactions to record recall of a retired reserve under Title 10:

Checklist For Title 10 Mobilization Of Recalled Retiree		
Required/ Optional	Transaction / Input	Reference
Required	<p>Direct Access Recruit Workforce Transaction:</p> <p>Complete the following transactions in Direct Access the instructions in the Directed Access reference for processing a "Rehire" transaction.</p> <ul style="list-style-type: none"> • Applicant Data Transaction • Identification Data Transaction • Applicant Contract Data Transaction • Complete PCS Departing/Reporting only if there was delay enroute. <p>Note: The PCS Departing/Reporting transaction is input and processed by the assignment officer. SPOs will need to modify the transaction only if authorized delay was required to report to PCS unit.</p>	Direct Access Guide, Accessions
Required	<p>Send an E-Mail to PSC-CustomerCare@uscg.mil and PSC-RAS providing:</p> <ul style="list-style-type: none"> • Name, Rank, and SSN of recalled retiree • Effective date and period of recall • TONO under which the recall is being effected • Reference the letter/message from CGPC (rpm)/(opm)/(epm) which authorizes the recall. 	PPPM, Sections 3-A-4 and 3-A-5
<p>The SPO shall also prepare the transactions prescribed on pages 11-27 thru 11-30 of this chapter, with the following exceptions:</p> <p>(1) The Reserve Orders transaction on page 11-27 shall <u>not</u> be prepared.</p> <p>(2) The first six transactions on page 11-27 are <u>required</u> transactions for a recalled retiree.</p>		

Travel Claims During Mobilization Status

Introduction	Members submit travel claims to be reimbursed for travel, lodging, meals, and incidental expenses.
Reference	(a) The Travel Claim Quick Reference Guide, available on-line at http://www.uscg.mil/hq/PSC/Travel/qrg.pdf , provides assistance in preparing travel claims.
Methods for Submitting Travel Claims	Travel claims may be submitted by 2 methods: <ul style="list-style-type: none">• Travel Preparation and Examination System (T-PAX) – the preferred method.• Hardcopy DD Form 1351-2.
Supporting Documentation	<p>Travel claims shall be supported by the documentation listed below:</p> <ul style="list-style-type: none">• Original itemized receipt for lodging expenses• Original receipts for transportation expenses (airline, rental car, etc.)• Any original receipts for reimbursable expenses required by the Joint Federal Travel Regulations (JFTR) – Volume 1 – generally, any expense that is \$75.00 or more. <p>On T-PAX claims, this documentation shall be provided to the approving official; for manually submitted claims, this documentation shall be sent to PSC (tv1) with DD Form 1351-2.</p>
Recording of Leave Taken	<p>Members shall indicate all leave days used on the TDY travel claim. The leave shall be indicated as follows:</p> <ul style="list-style-type: none">• In T-PAX, on the Itinerary and Exceptions-To-Daily-Expense screens. See sample on pages 11-35 thru 11-37.• On DD Form 1351-2, in Block 29 (Remarks) on page 2. <p>Note: (1) Do <u>not</u> start or end a T-PAX claim in a leave status. (2) Mobilized Reservists are entitled to Per Diem for lodging while on leave.</p>

Continued on next page

**Chapter 11
RESERVE MOBILIZATION**

Travel Claims During Mobilization Status, Continued

Sample T-PAX Travel Claim – Leave Taken

TRAVEL VOUCHER OR SUBVOUCHER				UTS FILE NO. 27472				
Read privacy act statement, penalty statement and instructions on back before completing form. Use typewriter ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed continue in Remarks.								
1. PAYMENT REQUIRED BY (X one) <input checked="" type="checkbox"/> Electronic Funds Transfer (EFT) <input type="checkbox"/> Payment By Check Split Disbursement: Amt to Govt. Tvl Charge Card \$				2. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input checked="" type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA		FOR D.O. USE ONLY		
4. NAME (Last, First, Middle Initial) (print or type) PERFORMANCE, STELLA R				5. GRADE E6	6. SSN 987-65-4321	3. D.O. VOUCHER NUMBER	SUBVOUCHER NUMBER	
7. ADDRESS a. NUMBER AND STREET 12 ELM STREET		b. CITY TOPEKA		c. STATE KS	d. ZIP CODE 66609	c. PAID BY		
8. DAYTIME TELEPHONE NUMBER & AREA CODE 785-339-2250		9. TRAVEL ORDER NUMBER 130300003374000		10. PREVIOUS GOVERNMENT PAYMENT /ADVANCES (Do not include ATM Advances)				
11. ORGANIZATION AND STATION 5347400 - CG HUMAN RESOURCES SERVICE & INFORMATION CTR								
12. DEPENDENTS (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED				13. DEPENDENTS ADDRESS ON RECEIPT of ORDERS (include Zip Code)				
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP	c. Date of Birth or Marriage	14. Have Household Goods Been Shipped? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)				
15. ITINERARY								
a. DATE 02	b. PLACE (home, office, base, activity, city and state, city and country, etc.)	c. MEANS/MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES			
11/1	DEP SAINT LOUIS ; MISSOURI	PA						
11/1	ARR TOPEKA ; KANSAS;		TD		270			
11/10	DEP TOPEKA ; KANSAS	CA		63.00				
11/10	ARR LAWRENCE ; KANSAS;		LV		0			
11/13	DEP LAWRENCE ; KANSAS	CA		0.00				
11/13	ARR TOPEKA ; KANSAS;		TD		0			
11/30	DEP TOPEKA ; KANSAS	GA		63.00				
11/30	ARR TOPEKA ; KANSAS;		MC		0			
	DEP							
	ARR							
	DEP							
	ARR							
	DEP							
	ARR							
	DEP							
	ARR							
						e. SUMMARY OF PAYMENT		
						(1) Per diem		
						(2) Actual Expenses Allowance		
						(3) Mileage		
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				DURATION OF TDY TRAVEL				
				(4) Dependent Travel				
				(5) DLA				
				(6) Reimbursable Expenses				
				(7) Total				
				(8) Less Advance				
				(9) Amount Owed				
				(10) Amount Due				
18. REIMBURSABLE EXPENSES				19. GOVERNMENT/DEDUCTIBLE MEALS				
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED					
11/1/02	AUTO MILEAGE	360 MI	360 MI	12 HOURS OR LESS				
11/1/02	TOLLS	2.20	2.20	MORE THAN 12 HOURS BUT 24 HOURS OR LESS				
11/1/02	LAUNDRY SERVICES	60.00	60.00	X MORE THAN 24 HOURS				
11/1/02	PARKING	30.00	30.00					
11/1/02	LODGING TAX-CONUS/US TERR	240.00	240.00					
11/1/02	LODGING/TONO-2-TONO TRANSI	63.00	63.00	a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS	
11/1/02	PER DIEM (25%) TONO-TO-TON	7.50	7.50					
(SEE DAILY EXPENSES)								
20 a. CLAIMANT SIGNATURE STELLA R PERFORMANCE				b. DATE 01/06/2003		21 a. APPROVING OFFICER SIGNATURE NOT YET APPROVED		b. DATE
22. ACCOUNTING CLASSIFICATION 2 3 301 132300 EC 51282 2151								
23. COLLECTION DATA								
24. COMPUTED BY		25. AUDITED BY		26. Travel Order Posted by		27. RECEIVED (Payee Signature and Date or Check No.)	28. AMOUNT PAID	

UTS GENERATED FORM 1351-2, AUG 1997 (EG)

Continued on next page

Travel Claims During Mobilization Status, Continued

Sample T-PAX Travel Claim – Leave Taken

PRIVACY ACT STATEMENT																																																													
AUTHORITY: 5 USC 5701, 37 USC 404-427, and EO 9397.																																																													
PRINCIPAL PURPOSE(S): Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims.																																																													
ROUTINE USE(S): To substantiate claims for reimbursement for official travel.																																																													
DISCLOSURE: Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.																																																													
PENALTY STATEMENT																																																													
There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Section 287 and 1001 and Title 31, Section 3729).																																																													
INSTRUCTIONS																																																													
<p>ITEM 1 - PAYMENT Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your pre-designated account. For example: \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your pre-designated account. Should you elect to send more dollars than you are entitled, all of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.</p> <p>USCG TRAVEL PAYMENT STATUS AND DEBT/OVERPAYMENT COLLECTION - When Industrial Site accounting used - contact the accounting office that funded travel. - For all others - contact the CG Finance Center at 1-800-564-5504 and follow the prompts. For personal assistance and instructions for repayments or rescheduling of travel debts call (757) 523-6940. A Due Process debt notification letter w/instructions will be sent to you. - If no payment status is indicated call HRSIC Travel at 1-888-USCG-TVL.</p> <p>REQUIRED ATTACHMENTS FOR TRAVEL VOUCHER AUDIT SUBMISSIONS Claims will be audited based on a random sampling plan or because the net entitlement of the travel equaled or exceeded \$2,500.00. Assemble your claim as follows: 1. (Top) Travel Voucher, Continuation Page, and Daily Expense Record, DOD or UTS record. 2. Original of all travel orders and amendments, as applicable. 3. Dependent and/or other family member travel authorizations or claim documentation. 4. Required Receipts: Hotel/motel receipts and any item of expense claimed in the amount of \$75.00 or more. (Ticketless Travel records require a method of purchase statement). When directed, submit the above in an envelope addressed to HRSIC (TVL) marked "Audit".</p>	<p>ITEM 15. ITINERARY - SYMBOLS 15c. MEANS/MODE OF TRAVEL (Use two letters)</p> <table style="width: 100%; border: none;"> <tr> <td>GTR/TKT</td> <td>- T</td> <td>Automobile</td> <td>- A</td> </tr> <tr> <td>Government Transportation</td> <td>- G</td> <td>Motorcycle</td> <td>- M</td> </tr> <tr> <td>Commercial Transportation (Own Expense)</td> <td>- C</td> <td>Bus</td> <td>- B</td> </tr> <tr> <td>Privately Owned</td> <td>- P</td> <td>Plane</td> <td>- P</td> </tr> <tr> <td>Convenience (POC)</td> <td>- P</td> <td>Rail</td> <td>- R</td> </tr> <tr> <td>Alaska Ferry System</td> <td>- AF</td> <td>Vessel</td> <td>- V</td> </tr> <tr> <td>Change Status</td> <td>- CS</td> <td></td> <td></td> </tr> </table> <p>15d. REASON FOR STOP</p> <table style="width: 100%; border: none;"> <tr> <td>Authorized Delay</td> <td>- AD</td> <td>Change of Home Port</td> <td>- HP</td> </tr> <tr> <td>Awaiting Transportation</td> <td>- AT</td> <td>Leave En Route</td> <td>- LV</td> </tr> <tr> <td>Continuous OS Travel</td> <td>- CT</td> <td>Mission Complete</td> <td>- MC</td> </tr> <tr> <td>Designated Location</td> <td>- DL</td> <td>Pick Up Passengers</td> <td>- PP</td> </tr> <tr> <td>Drop Off Passengers</td> <td>- DP</td> <td>Pick Up Vehicle</td> <td>- PV</td> </tr> <tr> <td>Drop Off Vehicle</td> <td>- DV</td> <td>Sick Leave</td> <td>- SL</td> </tr> <tr> <td>Enroute Stop Over</td> <td>- ES</td> <td>Temporary Duty</td> <td>- TD</td> </tr> <tr> <td>House Hunting</td> <td>- HH</td> <td>Voluntary Return</td> <td>- VR</td> </tr> </table> <p>15e. LODGING COST UTS requires the entry of the per-day (daily) cost of Lodging. Place and claim INCONUS lodging taxes in the reimbursable expense section.</p> <p>ITEM 19 - DEDUCTIBLE MEALS Use the UTS "Exception" button to enter deductible meals. Meals consumed by a member when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition and deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.</p>	GTR/TKT	- T	Automobile	- A	Government Transportation	- G	Motorcycle	- M	Commercial Transportation (Own Expense)	- C	Bus	- B	Privately Owned	- P	Plane	- P	Convenience (POC)	- P	Rail	- R	Alaska Ferry System	- AF	Vessel	- V	Change Status	- CS			Authorized Delay	- AD	Change of Home Port	- HP	Awaiting Transportation	- AT	Leave En Route	- LV	Continuous OS Travel	- CT	Mission Complete	- MC	Designated Location	- DL	Pick Up Passengers	- PP	Drop Off Passengers	- DP	Pick Up Vehicle	- PV	Drop Off Vehicle	- DV	Sick Leave	- SL	Enroute Stop Over	- ES	Temporary Duty	- TD	House Hunting	- HH	Voluntary Return	- VR
GTR/TKT	- T	Automobile	- A																																																										
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House Hunting	- HH	Voluntary Return	- VR																																																										
29. REMARKS																																																													
EMPLOYEES: INDICATE DATES ON WHICH LEAVE TAKEN FOR MORE THAN ONE-HALF OF PRESCRIBED DAILY WORKING HOURS																																																													
UNIFORMED MEMBERS: INDICATE DATES ON WHICH LEAVE WAS TAKEN																																																													
Receipts Required:																																																													
HOTEL RECEIPT(S) FOR TOPEKA ; KANSAS																																																													

UTS GENERATED FORM 1351-2 (BACK), AUG 1997

Continued on next page

Chapter 11
RESERVE MOBILIZATION

Travel Claims During Mobilization Status, Continued

Sample T-PAX Travel Claim – Leave Taken

TRAVEL VOUCHER OR SUBVOUCHER												
(Daily Expenses)												
						PAGE	3	OF	3	PAGES		
4. NAME (Last, First, Middle Initial)												
PERFORMANCE, STELLAR												
Date	Day Type	Daily Lodging	Computed Meal Types			Claimed Meal Types			Actual Expenses Claimed			
			Br	Lu	Dn	Br	Lu	Dn	Br	Lu	Dn	Inc
11/01/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/02/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/03/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/04/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/05/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/06/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/07/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/08/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/09/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/10/2002	LV	0.00	CM	CM	CM	PDS	PDS	PDS				
11/11/2002	LV	0.00	CM	CM	CM	PDS	PDS	PDS				
11/12/2002	LV	0.00	CM	CM	CM	PDS	PDS	PDS				
11/13/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/14/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/15/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/16/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/17/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/18/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/19/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/20/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/21/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/22/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/23/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/24/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/25/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/26/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/27/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/28/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/29/2002	LDP	63.00	CM	CM	CM	CM	CM	CM				
11/30/2002	LDP	0.00	CM	CM	CM	CM	CM	CM				

Day Types
 LDP = Lodging Plus, OB = OnBoard Ship, FD = Field Duty, SD = Sea Duty, LV = Leave, AE = Actual Expense, AELP = Actual Expense/Meals LDP
 GRP = Group Travel, FLT = Flat Per Diem, RED = Reduced Per Diem, AF = Alaskan Ferry, NP = No Per Diem, SAE = 300 % AE, SAELP = 300 % AELP

Continued on next page

Travel Claims During Mobilization Status, Continued

Liquidation of Advance Funds

Advances are to be claimed for the same travel period as they are received.

Advance funds are recorded on the travel claim in the block entitled "Previous Government Payments/Advances" (Block 9 in T-PAX; block 10 for manual claims).

ONLY electronic deposit advances (PSC processed), or advances made in the form of traveler's checks are to be reported on the travel claim. **DO NOT** report prior settlement payments or cash advances from credit cards.

If an advance of funds has been requested/processed through T-PAX for a specific TONO, it is already posted. **DO NOT** place this advance on a T-PAX settlement as the T-PAX system automatically applies this to the settlement and deducts from total reimbursable entitlement(s).

Special Procedures For Long-Term Mobilization Status

For members on long-term mobilization orders, who are entitled to per diem, it is beneficial to file a travel claim every 30 days. For a travel claim to be properly processed each 30 days, it is necessary that the orders be designated as Document Type 13 (Blanket TDY Orders) and not Document Type 11 (Standard TDY Orders) and submitted as a new claim each time.

The first travel claim under blanket orders should be filled out normally, except the traveler should request the additional Reserve Continued Lodging and the 25% per diem for the last day of the claim in block 18 (reimbursable expenses). See sample on page 11-40.

Continued on next page

Travel Claims During Mobilization Status, Continued

**Special
Procedures For
Long-Term
Mobilization
Status**

Subsequent claims under blanket orders should be completed as follows:

- On the first line of block 15b, enter: “Continuation of Recall” with the location of the TDY site.
- In block 18, claim reimbursement for the additional 25% per diem for the first and last day of the claim.

Example: Claim was from 4/04/01 through 05/04/01. Reservist would claim reimbursement for the additional 25% per diem for 04/04/01 and 05/04/01.

For the last claim filed under the blanket orders, on the first line of block 15b, enter: “Continuation of Recall”. In block 18, request reimbursement for the additional 25% per diem for the first day of this claim. See sample on page 11-41.

Continued on next page

**Chapter 11
RESERVE MOBILIZATION**

Travel Claims During Mobilization Status, Continued

**Sample Travel Claim – (Claim 1) Long Term Mobilization
Status with split TONOs**

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check Split Disbursement: Amt to Govt Tvl Charge Card \$		2. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA		3. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER			
4. NAME (Last, First, Middle Initial) (Print or type) SMITH, JOHN D		5. GRADE E7	6. SSN 123456789	b. SUBVOUCHER NUMBER			
7. ADDRESS. a. NUMBER AND STREET 444 SE QUINCY ST		b. CITY TOPEKA	c. STATE KS	d. ZIP CODE 66683	c. PAID BY		
8. DAYTIME TELEPHONE NUMBER & AREA CODE 785-555-1234		9. TRAVEL ORDER NUMBER 1302XXXXXXXXX000		10. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES NON ELECTRONIC ADVANCE \$ AMOUNT PLACED HERE			
11. ORGANIZATION AND STATION CG HRSIC				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)			
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain in Remarks)			
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE	d. COMPUTATIONS			
15. ITINERARY							
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES		
1/01	DEP TOPEKA, KS (SHAWNEE)	CP					
1/01	ARR MANHATTAN, NY (COUNTY)		TD	120.00	70		
1/09	DEP BOSTON, MA (COUNTY)	CA					
1/09	ARR MANHATTAN, NY (COUNTY)		MC				
1/14	DEP BOSTON, MA (COUNTY)	CA					
1/14	ARR MANHATTAN, NY (COUNTY)		TD	120.00			
1/31	DEP CONTINUATION OF RECALL	CP					
1/31	ARR CONTINUATION OF RECALL		MC				
ARR							
ARR							
ARR							
ARR							
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				17. DURATION OF TDY TRAVEL			
18. REIMBURSABLE EXPENSES				19. GOVERNMENT/DEDUCTIBLE MEALS			
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	12 HOURS OR LESS		(1) Per Diem	
1/09/02	25% PERDIEM	11.25	11.25	MORE THAN 12 HOURS BUT 24 HOURS OR LESS		(2) Actual Expense Allowance	
1/14/02	25% PERDIEM	11.25	11.25	MORE THAN 24 HOURS		(3) Mileage	
1/31/02	25% PERDIEM	11.25	11.25			(4) Dependent Travel	
1/31/02	LODGING TAX	396.00	396.00			(5) DLA	
1/09-13	DUAL LODGING	600.00	600.00			(6) Reimbursable Expenses	
1/01/02	AIRFARE	375.00	375.00			(7) Total	
1/01/02	AIRFARE SVC FEE	35.00	35.00			(8) Less Advance	
1/31/02	LAUNDRY (\$2/DAY)	62.00	62.00			(9) Amount Owed	
1/31/02	TONO-TONO LODGING	120.00	120.00			(10) Amount Due	
20. a. CLAIMANT SIGNATURE		b. DATE	c. SUPERVISOR SIGNATURE		d. DATE		
21. a. APPROVING OFFICER SIGNATURE					b. DATE		
22. ACCOUNTING CLASSIFICATION This example is a manual claim of Beginning Recall, Mbr TAD is sent TAD under separate tono, dual lodging, and how to show continuation of recall. Mileage is for the trip to airport.							
23. COLLECTION DATA							
24. COMPUTED BY	25. AUDITED BY	26. TRAVEL ORDER POSTED BY	27. RECEIVED (Payee Signature and Date or Check No.)			28. AMOUNT PAID	

DD FORM 1351-2, MAR 2000

PREVIOUS EDITIONS OF DD FORM 1351-2 AND 1351-1 MAY BE USED UNTIL SUPPLY IS EXHAUSTED

Exception to SF 1012 approved by GSA/IRMS 12-91.

Continued on next page

**Chapter 11
RESERVE MOBILIZATION**

Travel Claims During Mobilization Status, Continued

**Sample Travel Claim – (Claim 2) Long Term Mobilization
Status with split TONOs**

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT		2. TYPE OF PAYMENT (X as applicable)		3. FOR D.O. USE ONLY			
<input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check Split Disbursement: Amt to Govt Tvl Charge Card \$ _____		<input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA		a. D.O. VOUCHER NUMBER			
4. NAME (Last, First, Middle Initial) (Print or type)		5. GRADE		6. SSN		b. SUBVOUCHER NUMBER	
SMITH, JOHN D		E7		123456789			
7. ADDRESS. a. NUMBER AND STREET			b. CITY	c. STATE	d. ZIP CODE		c. PAID BY
444 SE QUINCY ST			TOPEKA	KS	66683		
8. DAYTIME TELEPHONE NUMBER & AREA CODE		9. TRAVEL ORDER NUMBER		10. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES			
785-555-1234		1102XXXXXXXXX000		NON ELECTRONIC ADVANCE \$ AMOUNT PLACED HERE			
11. ORGANIZATION AND STATION				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)			
CG HRSIC							
12. DEPENDENT(S) (X and complete as applicable)				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED?			
<input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE				<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain in Remarks)			
				d. COMPUTATIONS			
15. ITINERARY							
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS/MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES		
1/10	DEP MANHATTAN, NY (COUNTY)	CA					
1/10	ARR BOSTON, MA (COUNTY) - TAD		TD	159.00			
1/13	DEP WITHIN TAD UNDER SEP TONO	CA					
1/13	ARR MANHATTAN, NY (COUNTY) -		MC				
	DEP CONT UNDER SEP TONO						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
16. POC TRAVEL (X one)				17. DURATION OF TDY TRAVEL			
<input checked="" type="checkbox"/> OWN/OPERATE		<input type="checkbox"/> PASSENGER		12 HOURS OR LESS		(4) Dependent Travel	
18. REIMBURSABLE EXPENSES				MORE THAN 12 HOURS BUT 24 HOURS OR LESS		(5) DLA	
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	MORE THAN 24 HOURS		(6) Reimbursable Expenses	
1/10/02	25% PERDIEM	12.50	12.50	X		(7) Total	
1/13/02	25% PERDIEM	12.50	12.50			(8) Less Advance	
1/13/02	LODGING TAX	69.96	69.96			(9) Amount Owed	
1/13/02	TONO-TONO LODGING	159.00	159.00			(10) Amount Due	
1/13/02	RENTAL CAR	227.59	227.59	19. GOVERNMENT/DEDUCTIBLE MEALS			
1/13/02	RENTAL FUEL	27.00	27.00	a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS
20.a. CLAIMANT SIGNATURE		b. DATE	c. SUPERVISOR SIGNATURE		d. DATE		
21.a. APPROVING OFFICER SIGNATURE				b. DATE			
22. ACCOUNTING CLASSIFICATION							
This is an example of a manual claim for the second TAD taken while in a TAD status under a separate Tono.							
23. COLLECTION DATA							
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)	
						28. AMOUNT PAID	

DD FORM 1351-2, MAR 2000

PREVIOUS EDITIONS OF DD FORM 1351-2 AND 1351-1 MAY BE USED UNTIL SUPPLY IS EXHAUSTED

Exception to SF 1012 approved by GSA/IRMS 12-91.

Continued on next page

Travel Claims During Mobilization Status, Continued

**Special
Procedures for
Overlapping
TDY Periods**

Mobilized members on temporary duty (TDY) may be issued a second set of TDY orders to another location. This results in overlapping TDY periods involving multiple TONO(s) and requires special procedures. Members with overlapping travel TONO's need to submit multiple travel claims.

Example:

A member has TDY orders for period 1/1/02 to 2/28/02 in New York City. The member has commercial lodging and messing.

The member is sent TDY to Boston from 1/10/02 to 1/13/02. The member is required to procure commercial lodging in Boston and maintain the lodging in New York City.

Upon completion of the Boston TDY period, the member returns to New York to complete the original TDY period.

This member will need to submit *3 separate travel claims* as detailed on the next page.

Continued on next page

Travel Claims During Mobilization Status, Continued

**Special
Procedures for
Overlapping
TDY (cont'd)**

First Claim. The first claim will be submitted to cover the period 1/1/02 to 1/9/02. The claim should be submitted as Mission Complete (MC). The member needs to claim the additional 25 percent of M&IE for 1/9/02 as a Reimbursable item (under the Reimbursable Expenses Column in T-PAX, or in Block 18 of DD Form 1351).

Second Claim. The second claim will cover the TDY period to Boston and return trip to New York City. With the exception of the Reimbursable Expenses Block in T-PAX, or Block 18 of DD Form 1351-2, this claim will be submitted as any other claim. In the Reimbursable Expenses Block in T-PAX, or Block 18 of DD Form 1351-2, the member needs to claim the additional 25 percent M&IE for the first and last days of travel, in this case 1/10/02 and 1/13/02.

Third Claim. The third claim will be submitted for the period of TDY upon return to New York. The member will need to claim the additional 25 percent per diem for 1/14/02 in the Reimbursable Expenses Block in T-PAX, or Block 18 of DD Form 1351-2. In addition, if the member is required to procure or maintain quarters at both locations, the member could be entitled to dual lodging. In this case, the member needs to claim the lodging costs for maintaining the New York quarters during the Boston TDY period as dual lodging in the Reimbursable Expenses Block in T-PAX, or Block 18 of DD Form 1351-2. The member's TDY orders to New York will have to be amended to authorize dual lodging. The amendment to authorize dual lodging must be location and date specific.

Monthly Verification Procedures

Introduction Mobilized members are required to review and validate their monthly Leave and Earnings Statement (LES). Units are required to validate a roster of mobilized members each month.

Validation of LES's Members have the responsibility to review their LES each month and report any discrepancies via the chain of command. The member must report any instance where:

- The LES shows a pay entitlement to which the member is not entitled (under pages 11-9 through 11-15 of this chapter).
- The member continues to be paid pay and allowances after being released from active duty.

Members who are overpaid pay and allowances will be required to repay such overpayments, plus interest. Any overpayments will be collected in lump sum from a member's final separation pay, and from future ADT or IDT earnings to which the member is entitled after release from active duty.

Unit Verification of Mobilized Reservists Units shall maintain a monthly roster of recalled members to ensure those members are timely removed from a mobilization status and not overpaid.

Continuance on Active Duty

Introduction A mobilized member's orders may be extended by the ISC (pf). Alternatively, a member may complete the initial mobilization assignment and be issued new long-term or short-term AD orders (ADT, ADSW, Title 14, EAD, etc.).

Procedure If a member's orders are extended, or the member is to be issued new orders immediately following completion of the recall orders, the ISC (pf) shall notify the member and the servicing SPO.

The Servicing SPO shall record the extension in Direct Access as follows:

If	Submit	Reference
Reservist is extended under Involuntary Title 10 orders	Modify the member's current Reserve Orders in Direct Access to reflect the new expected Order End Date. Note: This process is used only if amending the end date of the original orders and there is no change in the member's status.	Direct Access Guide, Reserve Orders
Reservist is extended under Voluntary Title 10 orders (ADSW-AC)	Modify the member's current Reserve Orders in Direct Access to reflect the new expected Order End Date. Note: This process is used only if amending the end date of the original orders and there is no change in the member's status. If the status changes, e.g. Title 10 to EAD a new set of orders must be created.	Direct Access Guide, Reserve Orders ALPERSRU P/03
Reservist is released from Title 10 orders and <u>immediately</u> placed, under a different set of orders, on further active duty for a period of more than 180 days ADOT or 139 days ADT	Process a new set of Reserve Orders in Direct Access to record the new reserve period. The new orders must have an effective date of the day after release from Title 10 orders. Change BAH transaction. If the member will not be assigned government quarters, be sure the transaction shows a BAH Postal Code of the member's duty station locale (<u>not</u> the postal code of the member's principal place of residence). Change INCONUS COLA transaction. Be sure the transaction shows a Postal Code of the member's duty station locale (<u>not</u> the postal code of the member's principal place of residence).	Direct Access Guide, Report Additional Active Duty Authorized Direct Access Guide, Reserve Orders ALPERSRU P/03 Direct Access Guide, BAH Direct Access Guide, COLA

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Continuance on Active Duty, Continued

If	Submit	Reference
<p>Reservist is released from Title 10 orders and <u>immediately</u> placed on active duty under a different set of orders for a period of less than 181 days ADOT or less than 140 days ADT</p>	<p>Process a new set of Reserve Orders in Direct Access to record the new reserve period.</p> <p>The new orders must have an effective date of the day after release from Title 10 orders</p> <p>Note: Back-to-Back Reserve Orders:</p> <p>Short-term AD orders are normally issued with the "Partial Entitlements" option marked on the first tab of the reserve orders. However, if the member is just finishing up a long-term AD order, or the combined period of the two sets of orders will be greater than 181 days, the "Full Entitlements" option must be used on the new orders. IAW 3.C.10.a CG PAYMAN, these members are entitled to BAH.</p> <p>1. If the new orders are for duty at the same department ID the system will close out the old orders and generate an Amend Active Duty Termination Date transaction, based on the end date of the new orders, this will continue the member's pay and allowances. Unlike a <i>standalone</i> short-term order you will need to RELAD the member at the end of the duty period unless another set of orders or an extension is authorized.</p> <p>2. If the new orders are for a different department ID, you'll need to RELAD the member from the old orders (the system will prompt you when you try to endorse the new orders), before you can complete the Actual Duty End and Begin Dates on the new orders. In this situation, you'll need to go to the Employee Entitlements section (after the RELAD is approved) to restart BAH and other entitlements as applicable for the new duty station.</p>	<p>Direct Access Guide, Report Additional Active Duty Authorized</p>

The Demobilization Process

Introduction The demobilization process depends on communication between several participants. This process is broken down into stages identifying what needs to be completed and who is responsible.

Reference: (a) [ALCOAST 349/04](#)

Release Site Per, Chapter 6.C.1(a) of [CG Manpower Mobilization Support Plan](#), COMDTINST M3061.1, recalled Reservists shall be RELAD at the same site at which they were initially ordered to report. Exceptions may be granted on a 'case-by-case' basis. ISC (pf)s shall be the approving level for these exceptions as requested by units.

Process This table describes the process.

Note: If member will be continuing on AD (e. g. Immediately begins a new set of orders following completion of mobilization orders), the demobilization process does not begin until the new orders are completed. See [Continuance on Active Duty.](#))

When	Who does it	What Happens
Member is identified for demobilization	Mobilization Unit (Unit member is serving at while on Active Duty)	Coordinates demobilization and transfer to unit from which the member was initially ordered to report (RELAD Unit) with ISC (pf) and SPO. <ul style="list-style-type: none"> • Ensures member is physically qualified for demobilization. • Notifies SPO if the member has uncollected CG Mutual Assistance loan(s) that need to be collected from final active duty pay. Coordinates repayment plan with CGMA headquarters if lump-sum deduction from member's final pay is not appropriate.
	Member	Completes Career Intentions Worksheet (CG PSC-2045) to denote desires concerning disposition of accrued leave. Forwards to Mobilization Unit Servicing SPO.
	Mobilization Unit (or servicing SPO if unit has limited administrative capabilities)	Records in Direct Access any medals/awards/competencies earned by the member while in a mobilization status.

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Chapter 11
RESERVE MOBILIZATION

The Demobilization Process, Continued

Process (cont'd)

When	Who Does it	What Happens
Upon receipt of Career Intentions Worksheet from member	Member's Regularly Assigned SPO	Inputs Statement of Intent in Direct Access at least 45 days prior to Demobilization or member's scheduled departure date on terminal leave. Note: Use Career Intentions Reason -- 'SELRES Deactivation'.
Member transfers to RELAD Unit		Forwards SPO PDR back to the SPO of the member's regularly assigned unit RELAD Unit.
At least 30 days prior to demobilization	Member	Updates mailing/e-mail address (and bank account information if changing) in Direct Access. (If access to the internet is unavailable, unit or SPO will input mailing address/direct deposit information.)
At least 15 days prior to demobilization	Member's Regularly Assigned SPO	Prepares, Personnel Data Information File (PDIF) and Certificate of Release or Discharge from Active Duty (DD-214) and mails to unit for delivery to member. Complete a special "MEMO" evaluation prior to departure if member is a mobilized Reservist TDY from parent unit and it has been more than 92 days since member's last review and member has been mobilized for more than 92 days and is returning to permanent command.
Upon Receipt from SPO	Member, with assistance of Unit	Verifies information on PDIF (competencies, awards, etc.), and DD-214, notifies SPO of any discrepancies.
Date of release from active duty	RELAD Unit	Delivers the Certificate of Release or Discharge From Active Duty (DD-214) and instructions for filing the final travel claim to the member. Mails member's medical record back to member's regularly assigned unit.
Date of release from active duty or Date of departure on terminal leave	Member's Regularly Assigned SPO	Transmits separation transactions as prescribed on pages 11-52 and 11-53.
Date of release from active duty	PSC (ses)	If SPO submits SOI as prescribed in this section, then JUMPS will automatically pay the member their final active duty pay on the payday following their demobilization date. If not, then PSC (ses) will have to manually calculate and process the final active duty payment.

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Unit Demobilization Checklist

Introduction This checklist provides a job aid to assist the unit in completing the necessary tasks required for separating a mobilized Reservist from active duty. It should be used along with the Checklist for Separations and the Checklist for RELAD in section 3-B of this manual.

Checklist Action when releasing a Reservist from active duty:

Step	Action	Date
1	Ensure member is physically qualified for release from active duty. A physical examination is required if one has not been done within the past 12 months. If one has been done within 12 months, a Health Screening Assessment (DD Form 2697) is required. Ensure all medical problems are documented in the member's health record, and that a line of duty determination is made if there is a medical problem. Ensure compliance with the Post-Deployment Health Assessment Program IAW ALCOAST 245/03	
2	Ensure member has notified SPO of desires concerning disposition of accrued leave via completion of a Career Intentions Worksheet (CG PSC-2045) at least 45 days prior to separation or departure on terminal leave (whichever occurs first).	
3	Verify that member (and dependents) have the appropriate (reserve versus active duty) military ID card.	
4	Counsel member concerning transitional health-care benefits – see page 11-23 of this chapter. Ensure transitional health-care benefits are recorded in the DEERS database.	
5	Counsel member concerning civilian reemployment rights – see page 11-22 of this chapter.	
6	Counsel member that, if SGLI and/or Family SGLI coverage were automatically increased to the maximum upon mobilization, and the member does not desire continued maximum coverage after demobilization, the member must submit a new SGLV-8286 / 8286A to elect reduced Member / Spouse SGLI coverage. Forward completed SGLV form(s) to SPO for Direct Access data entry.	
7	Ensure that any medals/awards, competencies and school completions earned by the member are recorded in Direct Access.	
8	Complete a special "MEMO" evaluation prior to departure if member is a mobilized Reservist TDY from parent unit and it has been more than 92 days since member's last review and member has been mobilized for more than 92 days and is returning to permanent command.	
9	If the member's mailing address is changing, update address in DEERS through local DEERS site or by calling the DEERS support office (Phone: 1-800-538-9552 except in CA, HI, and AK; for CA 1-800-334-4162; for HI and AK 1-800-527-5602)	
10	Advise member to update mailing address and direct deposit information in Direct Access if they are changing. If member does not have access to the system, supply address and direct deposit information to SPO for data entry.	
11	Ensure member has instructions for filing final travel claim.	
12	Ensure member does not have pending UCMJ action.	
13	Conduct appropriate security debriefing. (i.e. Vehicle / Access Passes)	
14	Ensure that SPO is notified if member has uncollected CG Mutual Assistance loan(s) that need to be collected from final active duty pay.	
15	Ensure supporting CDA/ESO provide all Reservists being RELAD with copy of CG Education Quick Reference Guide (http://www.uscg.mil/d7/d7r/rp/EducationGuide.doc)	
16	Deliver DD-214 to member.	
17	Counsel member on time-critical requirements of continuance in the Tricare Reserve Select Program (ALCOAST 189/05).	

Medical Readiness

Introduction There are two situations that may arise near the conclusion of a member's mobilization status:
A member may be physically fit for military duty, but require further medical evaluation or treatment prior to release from active duty.
A member may be found not physically qualified for separation or retention and not physically qualified for military duty.

Reference (a) [RPM](#)
(b) [ALCOAST 245/03](#)

Post-Deployment Health Assessment Per reference (b), all Reservists called to active duty for 30 days or longer in support of any CG operation will have [Post-Deployment Health Assessment \(PDHA\)](#) accomplished at the time of redeployment/RELAD. Directed requirements contained in the PDHA program include:

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

Process A member on active duty orders of 31 days or more who incurs or aggravates an injury, illness or disease in the line of duty shall not be released from active duty without his or her consent. He or she shall be extended on active duty pending resolution of a medical condition or pending completion of the physical evaluation board process.
Members who consent to be retained on active duty shall be continued under their original Title 10 orders. If the member's Title 10 orders are due to expire, the SPO shall extend such orders by adjusting the Reserve Orders, Order End Date in Direct Access.
Members who do not consent to be retained on active duty shall be issued a Notice of Eligibility (NOE) for medical benefits upon release from active duty, and if eligible, shall be entitled to incapacitation pay as outlined in the Reserve Policy Manual.

SPO Demobilization Procedures

Introduction The below checklist is provided as a job aid to assist the SPO in completing the necessary transactions to release a member from active duty. It should be used along with the Checklist for Separations and the Checklist for RELAD in [section 3-B](#) of this manual.

Checklist Transactions required to release a mobilized member (including a recalled retiree) are listed below.

Note: Only the DD-214 (step 5) is required for a member who was mobilized under [14 U.S.C. 712](#).

Note: If member will be continuing on AD (e. g. Immediately begins a new set of orders following completion of mobilization orders), the demobilization process does not begin until the new orders are completed. See [Continuance on Active Duty](#)).

Personnel released from active duty following call-up, partial mobilization, or full mobilization: Personnel ordered to active duty in time of national emergency declared by either the President or Congress, or in time of war declared by Congress, shall be issued a DD-214 upon release from active duty, regardless of the length of active service.

Step	Action/Transaction	Reference	Date
1	<p>Statement of Intent (SOI) transaction shall be submitted in Direct Access 45 days prior to demobilization or member's departure on terminal leave. Use Career Intentions Reason—'SELRES Deactivation'</p> <p>Be sure that the SOI disposes of all leave earned during mobilization and shows any leave being sold.</p> <p>Note: Leave sold by a member that was mobilized under 10 U.S.C.12302 is not subject to the 60 day career maximum.</p> <p>If notification of demobilization is received late, and is within 20 days of the member's release date, <i>in addition to submitting an electronic SOI</i>, an E-Mail SOI will ALSO need to be submitted as prescribed in Exhibit 3-B-1, PPPM.</p> <p>If member's intentions change within 15 days of the sep/DEMOB date notify PSC (ses) via email.</p>	<p>Direct Access Guide, SOI</p> <p>ALPERSRU P/03 and AD/02</p> <p>ALCOAST 349/04</p> <p>ALCOAST 449/05</p>	
2	<p><u>Family Separation Allowance</u> stop transaction (if applicable).</p>	<p>PAYMAN, figure 3-22</p> <p>Direct Access Guide, Entitlements</p>	

Continued on next page

SPO Demobilization Procedures, Continued

Step	Action/Transaction	Reference	Date
3	<p>Direct Access Separation transaction</p> <p><i>Reminder:</i> Members with a remaining SELRES drill obligation may not be assigned to the IRR or ISL.</p>	<p>Direct Access Guide, Reserve RELAD</p> <p>ALPERSRU W/02</p> <p>PAYMAN, 2.K.3</p>	
4	Complete a special "MEMO" evaluation if applicable.	ALCOAST 077/04	
5	<p><u>Certification of Release or Discharge From Active Duty (DD Form 214)</u>. A DD-214 shall be issued to all members upon completion of a period of mobilization. (However, if a member is being <u>immediately</u> ordered to further active duty upon demobilization, the DD-214 shall <u>not</u> be issued until the end of that additional active duty, i.e., when the member is <u>separated</u>.)</p> <p>Block 18 (Remarks) of the DD Form 214 shall be annotated to include the following information: That the member was recalled under Title 10 and participated in a contingency operation and the title (s) of operations the member participated in (e.g. "Operation Enduring Freedom") The member's duty location (s) while on active duty The dates, if any, of service in a designated imminent danger pay area All medals/awards received by the member while on active duty Total cumulative career active duty service for retirement</p> <p>Note: If the member has 18 or more years of active duty, contact CGPC (rpm) prior to separating the member.</p>	DD 214 Manual	
6	<u>Member Competencies</u> . Input any competencies, awards or school completions earned by the member in Direct Access.	PPPM Chap 4-C Direct Access Competencies Guide	
7	<u>SGLI and Family Member SGLI Elections</u> : The member may wish to decrease or elect no SGLI coverage upon RELAD, ensure new elections are entered in Direct Access.	SGLV Form 8286 and/or 8286A Direct Access SGLI/SGLV Guide	

TRICARE Benefits

Introduction The National Defense Authorization Act for fiscal 2005, signed by the President, 28 October 2004, improves significantly the overall health benefits available to guardsmen, Reservists and their families and makes permanent several of the TRICARE benefits authorized “temporarily” under previous defense legislations while extending secretarial authorization for others.

- Reference**
- (a) TRICARE Website, <http://www.tricare.osd.mil/WWW.TRICARE.OSD.MIL/FACTSHEETS/VIEWFACTSHEET.CFM?ID=328>
 - (b) DOD News Release, [No. 1084-04](#)
 - (c) ALCOAST, [189/05](#) TRICARE Reserve Select Program
 - (d) Reserve Family Member Benefits Handbook, <http://www.defenselink.mil/ra/documents/family/benefitshandbook.pdf>
 - (e) TRS Website, <http://www.tricare.osd.mil/reserve/reserveselect/index.cfm>
 - (f) ALCOAST, [251/06](#) TRICARE Early Identification Program (E-ID)

TRICARE Benefit	Procedures
<p>(1) Pre-mobilization coverage (E-ID).</p> <p>Coverage begins the later of:</p> <ul style="list-style-type: none"> (a) date mobilization orders are issued; or (b) 90 days before active duty commences. 	<p>Reservist provides copy of orders to DEERS/RAPIDS site. DEERS/RAPIDS site issues member ID card and records TRICARE benefit.</p> <ul style="list-style-type: none"> • See reference (f).
<p>(2) Post-mobilization coverage (free of charge).</p> <p>Coverage for 180 days from the date the Reservist is released from active duty. [P.L. 108-375, Sec 706]</p>	<p>Reservist reports to DEERS/ RAPIDS site upon demobilization. DEERS/ RAPIDS site records that member served on a contingency operation; such recording extends member’s TRICARE eligibility for 180 days.</p>
<p>(3) TRICARE RESERVE SELECT (TRS), (Optional post-mobilization coverage (premium-based)).</p> <p>Coverage available after the 180-day post mobilization benefit expires. Coverage is available to any Reservist who was mobilized since 9/11/01 and served on active duty for at least 90 days (less if the member was disabled). Prior to demobilization, Reservist must sign an agreement to continue to serve in the SELRES for one or more years following demobilization. Coverage period is the lesser of: (a) one year for each period of 90 days continuous active duty served; or (b) number of whole years Reservist agrees to continue to serve in the SELRES. [P.L. 108-375, Sec 701]</p>	<ul style="list-style-type: none"> • Reservist enters into a service agreement before leaving active duty. • Those electing to participate must complete DD Form 2895 (Agreement to Serve in the Selected Reserve for TRICARE Select Reserve). • Retain copy in the member’s SPO PDR. • Send the original DD Form 2895 to the servicing ISC. • ISC DEERS/RAPIDS sites transmit the DD Form 2895 data to DMDC using the WEB application NLT 30 days prior to expiration of the members TAMP period. • Reservist submits initial premium payment NLT 30 before the first day of the month in which the TRS is to start.