

## E-Mail ALSPO L/05

### Subj: Reserve Title 14 Mobilization/Demobilization Issues

- Ref (a) [ALCOAST 449/05; Coast Guard Reserve Partial Mobilization Entitlements Policy](#)  
(b) [Personnel and Pay Procedures Manual, PSCINST M1000.2\(series\)](#)  
(c) [Coast Guard Pay Manual, COMDTINST M7220.29\(series\)](#)

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**Introduction** This E-Mail ALSPO clarifies guidance published in references (a) and (b) for processing Reserve mobilizations and demobilizations under Title 14 U.S.C.

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**Leave Accrual / Lump Sum Payment** Due to a formatting error, the entitlements chart on page 11-2 of reference (b) indicates that a member on Title 14 orders is not entitled to leave or lump sum leave payment. The statement “*No entitlement (since the orders are for less than 31 days)*” is only meant to apply to the entitlement to sell leave in excess of 60 days during a career.

The rules for lump sum sale are prescribed in Chapter 10-A of reference (c):

1. A Reserve member who performs active duty under orders of any sort for less than 30 consecutive days is not entitled to leave accrual/sale.
2. A Reserve member who performs active duty under orders of any sort (including Title 14) for exactly 30 consecutive days is entitled to leave accrual, but if that leave is sold it counts against the member's career 60 day limitation.
3. A Reserve member who performs active duty under orders of any sort (Title 14 followed by ADSW-AC, for example) for more than 30 but less than 366 consecutive days is entitled to leave accrual, and if that leave is sold it is not subject to the 60 day career limitation.

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**Demobilization Procedure** When a member, who was mobilized under Title 14 or any other short-term active duty order, is released from active duty the SPO shall enter the release date (last day of active duty, including travel time) in **Actual Duty End Dt** field on the *Record Arrive/Depart Info* tab of the member's orders in DA.

Actual Report and Depart Dates		View All
Actual Duty Begin Dt:	09/01/2005	Actual Duty End Dt: 09/28/2005
Est Duty Begin Dt:	09/01/2005	Est Duty End Dt: 09/30/2005

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**Demobilization Procedure**  
(cont'd)

The **Actual Duty End Dt** field was completed with the estimated end date (usually 30 days from the start date) when the orders were issued and must be changed to reflect the actual depart date if the member is released early.

The SPO must also modify the **Duty to Home** row in the *Travel Report and Depart Dates* section on the *Record Arrive/Depart Info* tab to match the **Actual Duty End Dt** field.

Begin Date	End Date	Description		
09/01/2005	09/02/2005	Home to Duty	+	-
09/27/2005	09/28/2005	Duty to Home	+	-

Do not submit a Statement of Intent (SOI) or Release From Active Duty Transaction (RELAD) for reservists completing short-term (139 days or less) active duty orders. These transactions are only necessary when the member's orders were originally issued for 140 or more days.

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**Issuance of DD Form 214**

A DD Form 214 shall be issued to all members upon completion of a period of mobilization. However, if a member is being immediately ordered to further active duty upon demobilization, the DD Form 214 shall not be issued until the end of that additional active duty, i.e., when the member is separated.

**Separation Program Designator Code:**

- Use MBK (completion of required active service) for those reservists demobilized upon completion of their orders.
- Use LBK for those reservists demobilized prior to the expiration of their prescribed orders.

**Block 18 (Remarks)** of the DD Form 214 shall be annotated to include the following information:

1. That the member was recalled under Title 14.
  2. Participated in a contingency operation.
  3. The title (s) of operations the member participated in (e.g. "Hurricane Katrina").
  4. The member's duty location (s) while on active duty.
  5. The dates, if any, of service in a designated imminent danger pay area.
  6. Any medals/awards received by the member while on active duty.
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**Questions** Questions regarding the content of this E-Mail ALSPO may be directed to PSC Customer Care at:



(866) 772-8724/(785) 339-2200



<http://www.uscg.mil/hq/psc/customerservice.htm> or by e-mail

to [PSCCustomerCare@hrcic.uscg.mil](mailto:PSCCustomerCare@hrcic.uscg.mil)

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**Released by** Internet release authorized.

/s/

M. P. SULLIVAN

Executive Director

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