

All information contained in this brochure has been sourced from the following manuals:

- Reserve Policy Manual, M1001.28 (series)
- Personnel Manual, M1000.6 (series)
- Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)

For additional info/guidance, review the manual and/or General Message Board for the latest ALCOAST.

Active Duty for Training - Annual Training (ADT-AT)

ADT-AT is the minimum period of active duty a reservist must perform each fiscal year to satisfy the training/participation requirements designed with their assignments. ADT-AT is to provide individual and/or unit readiness training. ADT-AT shall be 12-15 days.

The AT requirement can be met through the performance of:

- Initial Active Duty Training (IADT).
- Active Duty for Training-Annual Training (ADT-AT).
- Active Duty Other than for Training (ADOT) as long as the duty is rating, specialty or position related.
- Long term AD if nine months or less remain in fiscal year.

The determination concerning whether the duty will meet the AT requirement must be documented on the active duty orders.

Consecutive & Non-consecutive Active Duty

ADT-AT is typically performed on consecutive calendar days. Duty may be performed non-consecutively when a SELRES lives close to the duty location. At the convenience of the unit and SELRES.

Non-consecutive ADT-AT:

- Must be completed within 90 days.
- Leave is not authorized.
- SELRES will normally be paid only for a single round trip per set of orders for non-consecutive ADT-AT if travel allowances are authorized.
- Documentation to support the completion of non-consecutive active duty must be submitted after each period of duty.
- All pay must be submitted within 48 hours to avoid delayed payment to SELRES.

Note:

- **Orders must state multiple travel is authorized for SELRES to be paid for multiple trips.**
- **Non-consecutive ADT is authorized, However, non-consecutive orders are no longer supported in DA. A new request for orders must be submitted for each non-consecutive duty period.**

Requesting Active Duty Orders

Direct Access (DA) provides SELRES and the unit the ability to request Reserve orders. ADT-AT request shall be submitted 45 days prior to the duty date. Utilize the Reserve orders module:

<https://ep.direct-access.us/psp/UCGP1PP/?cmd=login>

Order Request Procedure:

Step 1

Log into DA and use the following path: **Self Service > Tasks > Reserve Orders.**

Step 2

Select the View Drill/Duty link and review your completed/pending drills and active duty periods to ensure the new request will not conflict with duty you have already scheduled.

Step 3

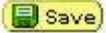
Select the View/Complete Order information link to start a new request .

Step 4

Complete the new Order Request and Route for approval.

Note: Select the save icon after routing for approval. Otherwise the request will not be submitted to the approving official.

Best Practice:

- Know your approving official's Employee ID (EMPLID) before your start.
- Select the save icon after completing each tab. 
- Send a confirmation email to the approving official to ensure they received the order request.

Visit the DA Online Guide for step-by-step instructions on requesting reserve orders: http://www.uscg.mil/ppc/ps/self_service/members/request_for_reserve_orders.htm

Section 2.C.1 of the PPPM provides an elaborate breakdown of the ADT process. Be sure and familiarize yourself with the process by visiting: <http://www.uscg.mil/ppc/3pm.asp>