

U.S. Department  
of Transportation

United States  
Coast Guard



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United States Coast Guard

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COMDTINST M3061.1  
JUN 7 1996

COMMANDANT INSTRUCTION M3061.1

Subj: COAST GUARD MANPOWER MOBILIZATION AND SUPPORT PLAN

Ref: (a) DOD Directive 1235.10, Activation, Mobilization, and  
Demobilization of the Reserve Components  
(b) Navy Capabilities and Mobilization Plan (NCMP),  
OPNAVINST S3061.1D dated 02 April 1993  
(c) Personnel Manual, COMDTINST M1000.6A

1. Purpose. To establish policies and procedures for augmenting Coast Guard active duty forces with the Coast Guard Ready Reserves, Standby Reserves and Retirees in support of significant defense and non-defense contingency response operations.
2. Action. Area commanders, commanders of maintenance and logistics commands, district commanders, and commanding officers of receiving commands and reserve units shall ensure that these policies and procedures are administered in accordance with this manual.
3. Directives Affected. The Logistics Support and Mobilization Plan (LSMP), COMDTINST M4081.1B, is cancelled.
4. Discussion.
  - a. References (a) and (b) require the Coast Guard to establish policies and procedures to recall Coast Guard reservists and retirees in support of military operations

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during a national emergency, in time of war or as authorized by the President, as governed by Title 10, United States Code, Sections 12301, 12302, and 12304.

- b. The procedures outlined in this manual also apply to Title 14, United States Code, Section 712, authorizing the Secretary of Transportation to recall Coast Guard Reservists in response to a national domestic emergency.
  - c. This manual guides the transition from reserve or retired status to active duty as well as establishing procedures for releasing reservists from active duty at the conclusion of a contingency response operation.
5. Requests for Changes. Units and individuals may recommend changes by writing via the chain of command to Commandant (G-O-2), U.S. Coast Guard Headquarters, 2100 Second Street, SW, Washington, DC 20593.

/s/ KENT H. WILLIAMS  
Chief of Staff

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CHAPTER 1. INTRODUCTION TO THE MANPOWER MOBILIZATION AND  
SUPPORT PLAN

- A. Discussion. This Manpower Mobilization and Support Plan (MMSP) supports other Coast Guard planning guidance for developing personnel options during contingency response operations.
1. Goals. The goals of the MMSP are to:
    - a. Describe the methods and policies for augmenting Active Duty Forces during a contingency response.
    - b. Outline assessment methods to assist decision makers and planners in optimizing personnel usage during a contingency response.
    - c. Describe the processes by which an inactive reserve member accomplishes the transition to active duty in response to a contingency and to facilitate the member's return to civilian status upon the completion of that period of active duty.
    - d. Provide an understanding of the personnel actions necessary to support contingency response operations by Coast Guard Forces operating under either the Department of Transportation or the Department of Defense.
  2. Customers. The MMSP was written for use by Coast Guard operational commanders, logisticians, contingency planners; the reserve community, those new to reserve utilization issues and recall processes; and Department of Defense planners.
- B. Background. The following assumptions were used in the preparation of this manual:
1. Department of Transportation. The Coast Guard will remain in the Department of Transportation during all contingencies. It may assist the Department of Defense in certain contingencies with specific units and personnel.
  2. Mission Requirements. Throughout a contingency, the Coast Guard will continue to meet normal mission requirements and respond to requests for assistance from the Department of Defense and other federal agencies.
  3. Full Mobilization. General war and the resulting full mobilization are highly unlikely. However, since general war still remains an option of national policy, the mechanics of full mobilization are outlined in this manual.

4. Training. Current training programs and methods are adequate to prepare personnel for most contingencies within today's political climate where activation of Coast Guard reservists will occur in support of military operations or in response to domestic emergencies. These training programs are updated regularly based on lessons learned from operations and exercises. Should these training routines prove inadequate, a contingency specific training program will be developed.

C. Overview of the U.S. Coast Guard.

1. Introduction. A comprehensive description of the Coast Guard's capabilities, missions, personnel, assets, and history can be found in the Coast Guard Capabilities Manual (CAPMAN), COMDTINST M3000.3A. The CAPMAN is an excellent reference to assist non-Coast Guard planners in understanding Coast Guard capabilities across the broad spectrum of contingency response.
2. The Coast Guard -- A Distinct Instrument of National Security. The Coast Guard is the Nation's primary maritime operating agency. The Coast Guard saves life and property at sea, protects the marine environment, enforces federal laws and treaties, and conducts military operations.
3. The U.S. Coast Guard's Four Primary Missions. The Coast Guard's four main mission areas are maritime law enforcement, maritime safety, environmental protection, and national defense.
4. The Coast Guard's National Defense Role. The Coast Guard has a unique relationship with the U.S. Navy. By statute, the entire Coast Guard may become a specialized Service in the Department of the Navy when directed by the President or upon a formal declaration of war by Congress. The President may transfer as much or as little of the Coast Guard as is required by the contingency. The Coast Guard also may assist the Navy, without transferring forces, by placing units under the operational control of a naval commander. The unique abilities the Coast Guard contributes to national defense comes from the expertise gained in working and training together daily. This manual addresses responsibilities and utilization of various categories of personnel when mobilized in response to various contingencies.
5. Multi-Mission Capabilities.
  - a. Assigned finite resources and an imposing array of duties, the Coast Guard needs each unit to contribute to the fulfillment of as many of those

responsibilities as possible. Therefore, most Coast Guard units are organized, trained, and equipped to perform in more than one of the Coast Guard's four roles. Within the Coast Guard, this ability is referred to as being "multi-mission capable."

- b. Being multi-mission capable means forces cannot be neatly classified by function. The multi-mission capability of all Coast Guard units means that, depending on the task they are currently conducting, their "classification" varies from moment to moment. The Coast Guard, as a multi-missioned Armed Service, possesses unique capabilities which can be employed in a variety of operations. Because of its relationship with the Navy, the Coast Guard frequently trains and operates with naval units and can be easily integrated into their structure.
6. Coast Guard Support Role. While most Coast Guard units are armed, they usually are equipped with defensive weapons only, and are incapable of operating independently in a high threat environment. With these limitations, Coast Guard units will normally be employed in a combat support role.

## CHAPTER 2. COAST GUARD PERSONNEL RESOURCES

- A. Team Coast Guard. The Coast Guard has fundamentally changed its military personnel management, support structure and business processes to create a single military force called "Team Coast Guard." Team Coast Guard merges the Service's Active Duty and Reserve components into a single force of full-time and part-time military personnel. The team Coast Guard concept integrates all personnel resources, military and civilian, to support contingency responses.
- B. Active Duty. By law, the Coast Guard is, at all times, a military Service and a branch of the Armed Forces of the United States. Active duty personnel are subject to the Uniform Code of Military Justice, carry the Armed Forces of the United States Identification Card, and are governed by many of the same laws, customs, and traditions as the Department of Defense services, especially the Navy.
1. Officers. Officers enter the Service from three sources: the U.S. Coast Guard Academy, Officer Candidate school, and the Direct Commission officer program. The Academy is the largest single source, providing 60% of all commissioned officers.
  2. Enlisted Personnel. Enlisted personnel join the service after graduation from the Coast Guard's recruit training program at Cape May, NJ. To learn rate specific skills after this basic training, personnel attend Coast Guard or Navy training courses (Class A schools), or participate in striker (on-the-job training) programs at their first unit. Twenty-three specialties are offered to Active Duty enlisted personnel. Advanced training (Class C schools) is available after personnel gain experience in their rating. Figuring prominently in this process is Training Center Petaluma and the Reserve Training Center at Yorktown, VA, which are home to most of the Coast Guard's advanced schools for Active Duty enlisted and officer personnel. All Coast Guard aviation rates attend A-school at Aviation Technical Training Command at Elizabeth City, NC.
- C. Reservists. The Coast Guard Reserve provides trained military personnel and units subject to involuntary recall for defense and non-defense contingencies. The only Coast Guard units that enter Active Duty as predominately Reserve-staffed units are the Port Security Units (PSUs) and the Composite Naval Coastal Warfare Units (CNCWUs). All other reservists report to augment existing Active Duty units. Reservists qualify in Coast Guard mission areas through augmentation training. Such training is tailored to meet call-up requirements and represents 65 percent of total Reserve training time. Reservists performing augmentation training work side-by-side with Active Duty personnel on drill weekends and during longer periods of annual training.

1. Ready Reserve. The Ready Reserve consists of those reserve units and individual members who are eligible for immediate Active Duty in the event of war or national emergency.
  - a. Selected Reserve (SELRES). Selected Reservists have the highest priority for reserve recall and training. Paid training is conducted throughout the year -- normally 1 weekend per month plus 2 weeks Active Duty for Training per year. It consists of augmentation training involving direct, practical participation by reservists in the missions and tasks of the Coast Guard.
  - b. Individual Ready Reserve (IRR). Individual Ready Reservists make-up the remainder of the Ready Reserve and have the second highest priority for recall and training. The IRR is largely comprised of people who previously served on Active Duty or in the SELRES, and need to complete their service obligation. While members of the IRR are not required to participate in regular training, many choose to continue drilling for retirement points. The IRR provides the Coast Guard with a second pool of trained, easily accessible personnel for national defense requirement. Or other contingency operations.
2. Standby Reserve. The Standby Reserve consists of reservists who are in neither the Ready Reserve nor the Retired Reserve, and who are eligible for recall only in time of war or national emergency declared by Congress. When recalled, these members may be ordered to Active Duty if the Secretary of Transportation determines that the Ready Reserve Force is insufficient to meet call-up requirements. The Standby Reserve includes:
  - a. Standby Reserve (Active Status). This category of reservists may earn retirement points, compete for promotion, but may not receive pay.
  - b. Standby Reserve (Inactive Status). This category is also known as the Inactive Status List (ISL). Its members may not earn retirement points, compete for promotion, or receive pay. (10 USC 10152).
3. Retired Reserve. The Retired Reserve consists of reservists who meet satisfactory service requirements, age criteria, and who request transfer to retired status.
  - a. Retired members may not perform training duty or earn retirement points.
  - b. Retired members may only be involuntarily ordered to Active Duty in the event of war or national emergency

if the Secretary of Transportation finds that the Ready Reserve Force is insufficient to meet reserve call-up requirements.

c. The three categories of the Retired Reserve are:

- (1) RET-1, retired with pay. Members are assigned to this category when:
  - (a) they have completed at least 20 years satisfactory service
  - (b) have requested retirement, and
  - (c) are age 60 or more.
- (2) RET-2, retired without pay, awaiting age 60. Members are assigned to RET-2 when:
  - (a) they have completed at least 20 years satisfactory service,
  - (b) have requested retirement, and
  - (c) have not yet reached age 60.
- (3) RET-3, retired without entitlement to pay. Members assigned to RET-3 may no longer train or earn retirement points, and have no entitlement to retired pay at anytime in the future. Members are assigned to RET-3 when:
  - (a) they must be removed from an active status (usually due to officer twice failing promotion),
  - (b) members have served 8 satisfactory years,
  - (c) members are age 37 or older, and
  - (d) members request such assignment.

D. Civilians.

1. Positions. The Coast Guard's civilian employees fill a variety of staff and support Jobs ashore from executive through management, professional, and labor categories. They provide continuity, expertise, and corporate memory in the offices where the military incumbents seldom stay more than 2-4 years.
2. Recall Effect. Some Coast Guard civilians are also Selected Reservists. Active Duty commands should screen all civilian employees to identify those who are SELRES;

and can be recalled to Active Duty. It is expected that, at the time of a recall, the individual situation will be reviewed on a case-by-case basis. If it is found that the civilian position should have been protected, a deferment or change of status for the now activated civilian will be pursued at that time.

- E. Auxiliary. The U.S. Coast Guard Auxiliary was created by Congress in 1939 to assist the Coast Guard in promoting safety on the water. It is a non-military volunteer organization. The Auxiliary performs a Coast Guard civil function as defined by the Commandant, who determines the specific manner in which the Auxiliary may perform civil missions and prescribes the training and qualifications necessary to perform these activities. Auxiliary membership is open to men and women who are 17 years or older, U.S. citizens, civilian or military who own at least 25% interest in a boat, aircraft, or marine radio station or have a special skill valuable to the organization. Auxiliarists are authorized to wear a uniform similar to the Coast Guard officers' uniform. Distinctive emblems, buttons, insignias, and ribbons are employed to identify the wearer as a member of the Auxiliary.
1. Organization. Although under the authority of the Commandant, the Auxiliary is internally autonomous, operating on four organizational levels -- Flotilla, division, district, and national.
  2. Peacetime Missions. Auxiliarists participate in the following areas:
    - a. Vessel Examination. The Courtesy Marine Examination (CME) is a free service Auxiliary volunteers provide to recreational boaters.
    - b. Public Education. Boating safety courses taught by the Auxiliary.
    - c. Operations. Auxiliary operations, nonmilitary, cover a variety of CG support missions (search and rescue, safety patrols, regatta patrols, and chart-updating patrols).
  3. Operations During National Emergency or War. The Coast Guard is authorized to use the Auxiliary to support its missions, so long as those duties do not involve the exercise of police powers, and are within the capabilities of and are appropriate to a trained civilian volunteer.

## CHAPTER 3. CONTINGENCY RESPONSE AND PERSONNEL ASSESSMENT

### A. Introduction.

1. Coast Guard Response. The Coast Guard responds to emergency situations every day. Some are greater in scope than others, and an appropriate response may require additional personnel to augment Active Duty Forces. This chapter provides guidelines for determining potential reserve requirements for a response operation.
2. Checklist. A Contingency Mobilization Checklist is provided in Appendix A. It is a listing of potential actions to be considered during an emergency situation. It is provided to assist decision makers and planners in responding to contingencies.

### B. What is a Contingency? A contingency is a natural or man-made emergency that threatens the safety of lives, property, or the environment; threatens a national security interest; or may negatively impact the Nation's well-being. Some contingencies will result in increased Coast Guard responsibilities and/or operational workload which may exceed the service resources normally available to an operational commander. Contingencies vary by type, probability of occurrence, predictability, duration, and effect. They may be classified as, but are not limited to:

1. Domestic emergencies of such magnitude that the Federal Response Plan may be invoked.
2. Environmental emergencies addressed by the National Contingency Plan.
3. Defense-related contingencies.

### C. Coast Guard Involvement. The Coast Guard becomes involved in a contingency if it touches any of the Coast Guard's mission areas. Additionally, there may be situations where the contingency does not occur in the Coast Guard's immediate area of responsibility. Yet, due to its unique abilities in other geographic locations, the Coast Guard may be requested to provide assistance. The magnitude of Coast Guard's involvement, and the degree to which it impacts other operations, are the primary factors considered in making a decision to recall reservists.

### D. Event Analysis. Any contingency must be analyzed and assumptions developed in order to determine an appropriate Coast Guard response. Some areas of analysis are:

1. Duration and Personnel Endurance. How long is the contingency expected to last? How long can the available personnel maintain the higher pace of operations without relief?

2. Personnel Numbers and Skills Required.
  - a. Most Coast Guard contingency plans project personnel and force element requirements for a potential contingency response. Available personnel and their qualifications should be measured against a plan's projected personnel and force requirements to identify potential shortfalls.
  - b. Strategies to cover the shortfalls should be developed. Some options include:
    - (1) Shifting Active Duty personnel from other geographic areas to respond to the contingency. This solves personnel shortages at the contingency site, but may cause personnel shortages at the other units. Can the supporting unit absorb reduced staffing and still meet its own operational requirements?
    - (2) Modifying work hours and streamlining processes. For the short-term, can changing work hours solve the issue?
    - (3) Requesting Auxiliarists. Is the nature of the contingency such that Auxiliarists can assist in command posts or as part of a safety patrol? How long would the Auxiliarists have to be on station? For how many days?
    - (4) Activating reservists. Reservists could assist by reporting directly to the contingency site, or reporting to their own Inactive Duty For Training (IDT) sites to back-fill where their Active Duty counterparts have been shifted to the contingency. Involuntary authorities could be invoked to ensure that enough personnel with the appropriate skills remain as long as necessary.
3. Options Other than Emergency Authorities. During the early stages of a contingency, before all the information can be gathered or while all the documentation for involuntary recall authority is being assembled, there still may be requirements for interim assistance and augmentation by reservists. The following short-term options may assist the operational commander until more suitable solutions can be identified and implemented.

- a. Inactive Duty For Training (IDT). Reservists performing their monthly drills may be employed during an emergency to augment Active Duty forces. See Chapter 5 for details.
  - b. Active Duty for Training (ADT). This option depends on the remaining ADT funding, the number of Selected Reservists who have not yet completed their required ADT for the fiscal year, and if the situation appears to be a good training opportunity.
4. Usage Options.
- a. Augment Active Duty Forces. Activated reservists can work side-by-side with their Active Duty counterparts, filling boatcrews, command center watches, and other duties.
  - b. Backfill. Using this option, a reservist can be activated and assigned to the command where they complete their IDT drills and ADT. Once activated, a reservist can perform routine duties, while their Active Duty counterpart is reassigned to the contingency site. The unit commanding officer may also reassign the reservist to the contingency site.
5. Financial Considerations. What funding sources are available to pay for the additional use of assets and for the additional personnel? Can existing accounts be used (such as the reservists' ADT/IDT assignments) or must new accounts be established?
6. Voluntary versus Involuntary Recall.
- a. Time expediency.
    - (1) Obtaining the authority to invoke an involuntary recall may be time consuming since the decision must be made at the department level or higher.
    - (2) The nature of most contingencies require personnel on scene as quickly as possible. Initially, response by volunteering reservists may be the quickest method to get personnel on scene.
    - (3) Voluntary methods allow for Individual Ready Reserve (IRR) personnel to be recalled. (IRR members often have experienced similar contingencies in the past, are accustomed to

working under pressure, and may have flexibility at their civilian workplace.)

- b. Rare skills required. If response to a contingency requires a specific set of rare skills, the qualified reservist may only be available through an involuntary recall.
  - c. Active Component Strength Levels. In emergency situations, the number of involuntarily recalled reservists used to support contingencies does not count against the active component's strength levels. Use of volunteers may or may not count against active strength levels.
  - d. Reservists' Civillian Employment Protection. Under the Uniform Services Employment and Re-employment Rights Act (38 USC 43), employers are required to provide employees, who are reservists, time away from their jobs to perform military duty. Reservist-employees must be re-employed after they complete their military duty. Employers must treat reservist-employees as though they had never left employment, including any scheduled pay raises, promotions, or credit for longevity or vacation. Employers may not discriminate against or take retribution against employees for exercising their military duty. The law makes no distinction between involuntary or voluntary orders, except that an employer only has to hold a job open for 60 months if the employee accepts voluntary orders.
7. Recall Authorities. The various levels of mobilization are based on circumstances, authorized by different sections of federal law, and involve different categories of personnel. Appendix A of this manual is a summary of the statutory mobilization authorities.

CHAPTER 4. ADVANCE PREPARATIONS FOR RESERVE/RETIREE CALL-UP

- A. Introduction. This chapter outlines procedures to ensure that mechanisms exist to contact reservists and retirees in a timely manner, and that reservists and retirees will be prepared to respond to defense contingencies or domestic emergencies.
- B. General Requirements. District commanders will ensure that the following actions are completed.
1. Logistics Support. Coast Guard contingency response plans are required to address transportation, berthing, messing, and logistic support of Active Duty and Reserve members arriving to respond to the contingency. Deficiencies shall be brought to the attention of the gaining command.
  2. Record Keeping. Accurate reserve personnel and medical record data bases regarding qualifications, addresses, and telephone numbers must be maintained and updated regularly.
    - a. It is especially important that this data be maintained at the servicing Integrated Support Command for reservists not assigned to a drilling status at an Active Duty command (IRR, Standby Reserve).
    - b. The Annual Screening Questionnaire Program is the primary method to capture and update reserve data. This screening process verifies that Ready Reserve members are immediately available for Active Duty during call-up for war, national or domestic emergency, and possess the military qualifications required to respond to contingencies. These qualifications include the professional and physical fitness standards required by all members of the Coast Guard.
  3. Call-Up Procedures. Adequate call-up procedures must be in place to contact all Selected Reservists within a 24-hour period.
  4. Call-Up Exercises. Any command assigned Selected Reservists shall conduct at least one call-up exercise each fiscal year. A call-up exercise entails contacting each reservist within a specified time limit. The district commander will determine the criteria by which the success of the exercise will be measured.

5. Medical Standards.

- a. Each Selected Reservist shall meet the medical standards established by Coast Guard policies.
- b. Individual reservists and/or members of reserve units that potentially deploy OCONUS must be current with regard to the medical requirements, particularly immunizations and physical exams. Required routine immunizations include Typhoid, Yellow Fever, TetDip, Polio and Measles vaccines. Members' physical exams should not be allowed to be within 90 days of lapsing to cover any potential activation.

6. National Agency Checks (NACs). A current NAC must be maintained for Selected Reserves (SELRES).

7. Individual Responsibilities. Selected Reservists must understand their responsibilities when recalled to Active Duty in order to properly respond to any type of contingency.

C. Training.

1. General Training.

- a. Selected Reservists must receive training or be briefed on recall issues on a regular basis. The following topics must be covered:
  - (1) types of contingencies to which they might respond (domestic emergency, military support operation, national emergency, or war),
  - (2) types and ramifications of recalls to which they are subject (voluntary/involuntary),
  - (3) mechanics of getting their orders for these contingencies (mailed, overnight/Express delivery, copy faxed and receive original at duty site),
  - (4) transportation,
  - (5) personal financial planning, including BAQ validations, Serviceman's Group Life Insurance, preparation and periodic review of important legal documents such as wills and powers of attorney,
  - (6) family matters, including making special arrangements for single parents and military couples to have care for their dependents should they be mobilized,

- (7) legal rights and benefits of recalled personnel,
  - (8) uniform and equipment requirements, and
  - (9) procedures upon notification of "full mobilization", and how full mobilization differs from the other conditions under which they may be recalled.
- b. Training with regard to FULL MOBILIZATION should include the following topics:
- (1) Mobilization Actions. Should reservists hear that the United States or its territories has suffered an enemy attack, or full mobilization is ordered by the President or other authority, they should proceed immediately to their reporting site. Full mobilization differs from the other types of mobilization in that they do not wait for additional instructions before heading to their mobilization site. Under Partial, Selective, or DOT mobilizations, they wait for specific orders before they report to their duty sites.
  - (2) Reporting Site. In most cases, the reporting site will be their Inactive Duty For Training (IDT) site. Depending on the situation, reporting personnel may be reassigned to a different duty station after going on Active Duty at their IDT site. Logistics specialists at the district and MLC will make the arrangements at that time.
  - (3) Expected Response Times. As soon as possible, but usually within 24-hours.
  - (4) Required Items. Reservist must bring appropriate uniforms, any government equipment in their possession, their military ID card, a driver's license, two pair of eyeglasses (if required) and sufficient personal funds. They should also bring documentation to record changes to BAQ/dependent status for DEERS as well as registration and proof of insurance for personal vehicles if traveling by POV.
  - (5) Unaccompanied Duty. Stress that being recalled ("Active Duty for other than training") is unaccompanied duty, therefore reservists can not bring dependents or household goods.

2. Billet-Specific Training.
    - a. Selected Reservists (SELRES) receive training for contingencies through augmentation of Active Duty commands. Some SELRES will be pre-assigned to Coast Guard Contingency Reserve units and special specific skill billets. The majority of reservists will be assigned for contingency support once call-up authorizations are approved.
    - b. Members will be assigned to specific contingency force elements and billets when orders are cut for a specific event. The scope of each specific contingency determines what command level will make the reserve assignments.
  3. Exercises. Reservists shall participate in exercises (e.g., table top exercises (TTX), full scale exercises (FSX), etc.) as required by their Active Duty command.
- D. Screening. Reservists are screened continuously to ensure that they are qualified to serve on Active Duty. Members of the IRR, Standby Reserve, and Retirees most likely will not be screened prior to activation. Therefore, in a situation where more personnel are required than the Selected Reserve can provide, the following issues must be addressed.
1. Reporting Site.
    - a. When determining an assembly or reporting site for these groups, consideration should be given to the best site, with regard to the location of the contingency, where all segments of the screening and in-processing onto Active Duty can be expeditiously completed.
    - b. Screening includes physical examinations, immunizations, national agency checks, and documentation verifications. Failing any one of these segments will result in the reservist/retiree being returned to his/her civilian life, records being updated, and categories amended.
    - c. In-processing onto Active Duty includes issuance of military ID cards, uniforms, and equipment. After in-processing, members will proceed to their assigned contingency billet.
  2. Documentation Validation.
    - a. Match identification documentation to ensure that the person reporting for call-up is actually the one recalled.

- b. Verify that the listed skills and qualifications are correct.
3. Physical Examinations.
- a. Background.
    - (1) Among reservists and retirees, Selected Reservists are the only group required to maintain an "approved, current" physical examination. Therefore, should additional, recallable personnel be required, those personnel will have to undergo appropriate physical examinations and immunizations.
    - (2) The definition of an "approved, current" physical examination includes a physical examination conducted in accordance with the Coast Guard Medical Manual, COMDTINST M6000.1 series, and approved by the appropriate Medical Administration, usually MLC (k). Reservists may not go on Active Duty without a current physical.
    - (3) Coast Guard physical examinations may differ from DOD physical examinations as follows:
      - (a) Current testing requirements for Human Immune deficiency Virus (HIV) differs between the Coast Guard and DOD.
      - (b) Height/weight standards differ.
      - (c) Use of some forms may differ.
    - (4) Coast Guard reservists who cannot complete physicals at Coast Guard facilities are often requested to:
      - (a) go to contract doctors and dentists, or
      - (b) complete what they can at DOD facilities, and then go to a contract doctor/lab to complete the other sections.
  - b. Physical Examination Type Determination. At the time of the contingency, Commandant (G-WK) should determine if special physical examination standards are going to be used for activating personnel outside the Selected Reserve. Types of physicals that could be considered are those that meet:
    - (1) current, non-contingent (peacetime) standards,

(2) DOD-standards, or

(3) new, contingency-related standards.

c. Site Determination. Based on the G-WK determination, the MLCs will select potential appropriate physical examination sites.

CHAPTER 5. RESERVIST/RETIREE RECALL

- A. Background. The number of reservists recalled to active duty is based on the size and scope of the response required. In all cases, the Force Optimization and Training Branch at each Integrated Support Command (ISC) is responsible for coordinating requests for reserve support, including requests for reservists located outside the district's area of responsibility. Normally at the time of recall, the number of required reservists will have been determined as well as the funding sources. Figure 5-3, on page 5-17, illustrates the process for initiating both a voluntary and involuntary recall of reservists.
- B. Initiating a Voluntary Recall.
1. Availability. When a contingency response requires additional personnel with specific skills, individuals in the Selected Reserve possessing those skills may be polled to ascertain their availability to volunteer for the response. Members of the IRR may also be polled for availability under a voluntary recall. It is possible that enough volunteers may be available to respond so that an involuntary recall would not be necessary.
  2. Authority.
    - a. At anytime, an authority designated by the Secretary may order a reservist to active duty, with the consent of the member. This authority is granted under 10 USC 12301(d).
    - b. District commanders are delegated the authority to recall reservists under their command to active duty, with their consent, for emergency active duty under the following conditions:
      - (1) A maximum of 300 officer days and 3000 enlisted days may be used by any one district for any one emergency. Under this specific authority, a maximum of 10 officers and 100 enlisted may be on active duty at any one time, and individual reservists may not serve for more than 30 days.
      - (2) Affected districts must request outside district support from Areas. MLCs will act on the request after Area approval. Reservists voluntarily recalled from other districts count against the limits of the affected district.
      - (3) Voluntary authority will normally not be used simultaneously with involuntary authority for the same emergency. Once involuntary authority has been granted for a specific emergency,

reservists should be ordered to Active Duty under the involuntary authority. However, members recalled involuntarily may stay on Active Duty as volunteers after their 30 day limit, if this would eliminate the need to involuntarily recall other reservists. In such cases, the 30 day limit on voluntary recall is waived.

(4) Emergency Active Duty performed by reservists under this authority does not count against active component strength.

(5) Additional voluntary personnel and/or days may be authorized by Commandant (G-CCS).

3. Time Considerations. Finding volunteers is a coordinated process that may be time consuming depending on the needed skill. It is often faster to use a voluntary recall for "generic" skills, but may take more time if specific and rare skills are required.

4. Orders.

a. Written orders for voluntary emergency Active Duty must be issued in all cases. When reservists are used on a voluntary basis for emergency augmentation outside their home district, the gaining (affected) district will provide the accounting data to be used by the reservist's home district in processing the reservist's orders. If emergency conditions necessitate the issuance of oral orders, written orders shall follow as soon as practicable.

b. When reservists are already serving on Active Duty, any extensions beyond the normal expiration date/time of their orders require the issuance of new orders and voluntary acceptance by the reservist.

C. Initiating an Involuntary Recall. An involuntary recall may be invoked if there is an inadequate number of volunteers. If that is the case, a district commander, with input from the various units with selected reservists assigned, may request appropriately skilled reservists for involuntary recall.

1. Authority.

a. During a serious natural or man-made disaster, accident or catastrophe, (referred to hereafter as a "domestic emergency"), the Secretary of Transportation may order members of the Ready Reserve to Active Duty, without their consent for emergency augmentation of Regular Coast Guard Forces. This

authority is limited by 14 USC 712 to not more than 30 days in any one 4-month period and for not more than 60 days in any 2-year period for each member ordered to Active Duty under this section.

- b. Authority for the recall of reservists will be granted in term. Of personnel and days. (See message example 1; page 5-18)

Example: If an authorization were granted for 50 reservists for not more than 100 days, a maximum of 5000 staff days could be used. Under this example, no individual reservist could be on duty for more than 30 days, not more than 50 reservists could be on duty at any one time, and reservists could only be on duty during the 100 day window specified in the recall authority.

- c. Affected districts may request outside district support through Area. If approved, the MLC will act on the request. Reservists recalled from other districts count against the limits of the affected district.
- d. Emergency Active Duty performed by reservists under this authority does not count against active component strength.
- e. Retirees may be recalled to Active Duty when there is a documented shortage of specific skills within the Ready Reserve or Active Duty Forces. The Coast Guard Personnel Manual (COMDTINST M1000.6 series) outlines procedures for voluntarily recalling regular retirees. Regular retirees may be involuntarily recalled during full mobilization and declaration of war or national emergency by Congress. Regular retirees have been categorized as follows. Category 1 is more likely to be recalled than Category 3.
  - (1) Category 1 -- Member has been retired less than 5 years, is not yet 60 years old, and meets Active Duty physical standards.
  - (2) Category 2 -- Member has been retired more than 5 years, is not yet 60 years old, and meets Active Duty physical standards.
  - (3) Category 3 -- Member does not meet Active Duty physical standards, and/or is 60 years old or older.

2. Procedure.

- a. Upon the occurrence or the firm prediction of a domestic emergency, and the determination by the appropriate commander that a recall of Ready Reservists will enhance the response operation, the following action will be taken:
- (1) Requests for the augmentation of Area and MLC units should go directly to the Area Commander. A copy of the requests must go to the commander of the district in which the unit is geographically located. (See message example 2; page 5-19). Requests for augmentation of Coast Guard Headquarters and Headquarters' units should go through the normal chain of command.
  - (2) Requests for the augmentation of district units should go through the chain of command to the district commander. District commanders will coordinate all requests for reserve personnel within their district and then submit a combined request by message to their respective area commander with info copy to their MLC (p). (See message example 1; page 5-19).
  - (3) Requests for augmentation of MLC units should go through the chain of command to the MLC commander. The MLC commander will coordinate all requests for reserve personnel and submit a combined request by message to the area commander.
  - (4) The area commander will submit consolidated message to Commandant (G-CCS); info copy to MLC (p), requesting authority to call reservists to emergency Active Duty. (See message example 3; page 5-20)
  - (5) Message requests should contain:
    - (a) The number of reservists, officer and enlisted, required (specify ranks, designators, rates, and ratings, if critical),
    - (b) The tasks to be assigned and their locations,
    - (c) The required reporting date (normally to be within 48 hours of the initial receipt of call-up orders),
    - (d) If dictated by the situation, a request for authority to accelerate time of reporting.

- 6) After obtaining approval for invoking a recall, Commandant (G-CCS) will advise the appropriate area commander. (See message example 4; page 5-21). When emergencies cross district boundaries, area commanders will apportion reservists and days between the districts as necessary to support all Coast Guard commands within the geographic boundaries of the district (including Headquarters, area, and MLC commands).
  - (7) The affected district commander will coordinate the issuance of orders with the appropriate ISC. If reserve personnel from outside the affected district are required, the district commander may request outside district support via area commander. The area commander will then coordinate the identification of additional personnel to the affected district. In all cases of cross-district sourcing of personnel, the reservist's home district will cut his/her orders, using accounting data provided by the affected district.
3. Hardship Considerations. Waivers for involuntary call-up may be granted for hardship situations as described below.
- a. Impact on mobilization: Continuous screening within the Selected Reserve should identify the majority of those members not able to maintain their status as Selected Reservists. However, an involuntary recall, with its shift from part-time to full-time duty will likely result in some recalled reservists requesting relief from those duties. In previous limited mobilizations, this number has been less than 1% of the force employed.
  - b. Actions of reservist: Upon activation or mobilization, all members shall report for Active Duty as ordered. Once on Active Duty, a member with a hardship situation may request relief via their chain of command. The reservist shall remain on Active Duty until the request is acted upon.
  - c. Forms of Hardship Relief: Relief can take one of four forms listed below. The final decision on the form of relief, if granted, rests with the Integrated Support Command (Force optimization and Training Branch). If a deferment is granted, it shall describe the reason for deferment, the time period of deferment and a reporting date and site at the completion of the time period.

- (1) Humanitarian Assignments: In principle, these apply to reservists, but generally would not be used due to the temporary nature of reserve recalls. They could be used in general war situations where the recall could be expected to continue for a number of years. Humanitarian assignments are outlined in the Personnel Manual, (COMDTINST M1000.6 series).
- (2) Hardship Discharges: A member with a hardship may request release, separation or discharge on humanitarian or other grounds under the same criteria applicable to Active Duty members. Special conditions apply during war or national emergency. Units should refer to the Personnel Manual (COMDTINST M1000.6 series) for additional guidance.
- (3) Member Deferments:
  - (a) Reservists with temporary hardships may request a member deferment. Examples of appropriate deferments are:
    - 1. A temporary medical condition that makes the member unqualified for duty.
    - 2. A temporary family situation or community hardship such as:
      - (aa) storm damage to home or business, or
      - (bb) the member is in a critical civilian position that supports the emergency response, or
      - (cc) a 4 month period after adoption by or childbirth of a single parent or military couple with the other member deployed.
  - (b) Deferments shall not be authorized for non-critical civilian employment, civilian occupation or financial hardship, or for the purpose of exempting members from Active Duty. Chapter 3 of this manual and DOD Directive 1325.7 addresses dependent care plans for single parents and military couples. Most child care situations should be covered by these plans and would not justify a family deferment.
- d. Role of Unit Commanding Officer: In recalls of limited scope and/or expected short duration, unit commanding officers may have considerable flexibility

in selecting who will be recalled to Active Duty. Consideration should be given to personnel with temporary conditions not covered above that would cause a serious long-term impact on the reservist if recalled. For example, the recall of a student could impact their educational advancement for an entire year. These considerations will be balanced against the needs of the Service.

- D. General Considerations for Recall. In addition to matching skill sets to force requirements, the following must be considered:
1. Years of Service. Special care must be taken to recognize the total years of service that potentially recalled members will have at the time that an operation is completed. According to 10 USC 12686, if at the time the contingency is completed, the member is within 2 years of becoming eligible for retired pay, the member must be allowed to stay on Active Duty, if the member so desires.
  2. Age of the Reservist. Reservists (and retirees under the conditions of full mobilization) may be recalled until they reach age 60. When selecting a member for activation, a member's age should be noted to insure that the member will not reach age 60 before the end of the expected duration of the contingency.
  3. Priority for Recall. Selected Reservists have the highest priority for involuntary recall, followed in decreasing priority by IRR personnel, Standby Reservists (not excused prior to mobilization by reason of critical civilian occupation or personal/community hardship), and non-disability retirees.
  4. Ombudsman Program. The morale and mission performance of Coast Guard personnel are closely related to the health and well-being of their families. The Ombudsman serves the commanding officer as a valuable agent to maintain personal contact with family members and to say "the command cares about your welfare." Commandant Instruction 1750.5 (series) provides guidance on the Ombudsman program. The "Team Coast Guard" point-of-contact should be the Work-Life Staff supervisor at the ISC responsible for the reserve support.
    - a. Designation. The Ombudsman is a spouse volunteer designated by the commanding officer/officer-in-charge to serve as a liaison between the command and families.

- b. Responsibilities. The duties of the Ombudsman are to: (1) provide information on behalf of the command to family members, (2) advise the command of common concerns among unit families, (3) refer dependents to appropriate sources for assistance in resolving family related questions, and (4) immediately report suspected or substantiated cases of family violence.
- E. Notification Procedures. This section describes notification procedures for ordering designated reservists to Active Duty.
- 1. Actions Other than Full Mobilization.
    - a. Notification. Notification will be completed by using the methods developed as required by Chapter 4 of this manual, usually via the chain of command using the telephone. At the time of notification, the reservist will be provided information on the nature of the recall, duration of the duty, and the reporting site and time. This information should include enough detail to allow the reservist to properly prepare for the assignment. In most cases, the actual notification of orders should not be a surprise to the reservist because of the preliminary actions that were made during the assessment and activation phase.
    - b. Orders. Depending on the amount of time available between notification and required reporting time, recalled members will receive hard copy orders by first class or express mail. In extreme cases, a copy of the orders may be faxed to the member, and the member can pickup the original orders at the reporting site.
  - 2. Actions Under Full Mobilization.
    - a. Selected Reservists.
      - (1) Conditions requiring full mobilization are expected to be so exigent that no time would exist to use the alert call-up system before Selected Reservists are required at the duty sites. Therefore, upon declaration of full mobilization by competent authority, Selected Reservists will report to their assigned drill sites as soon as possible, but at least within 24-hours. After reporting to their IDT sites, these members may be reassigned to other locations.

- (2) No hard copy orders will be issued until feasible, usually after the member arrives for duty. Legal authorities governing involuntary activations protect the employment of reservists recalled under emergency situations, even though the employer has not received an advance copy of the orders.
  - b. Other reservists/retirees. Individual members of this group should not report to any Coast Guard unit until they are notified, and their presence specifically requested. If they are contacted, they will be directed to report to a screening or mobilization site. Hard copy orders will be issued to these members.
  - c. Expected delays to IDT. It is possible that Selected Reservists will be out of town when orders for full mobilization are issued. If that is the case, the Selected Reservist should contact the Coast Guard command at their IDT site as soon as possible, advising the command of the member's location, and estimated date and time of arrival at that location.
3. Non-physically fit for duty. The following actions should follow this observation or determination.
- a. Temporary Condition. If the condition is considered temporary, the Selected Reservist will be placed into the IRR until the condition is resolved. If, after the condition is resolved, the reservist is still needed in the contingency response operation, the member will be activated at that time.
  - b. Permanent Condition. If the condition is found to be permanent, the Selected Reservist will be discharged consistent with applicable Coast Guard policies.
4. Recall Procedures for Reservists on AT/SADT/TEMAC.
- a. Short-term. The following policy applies to Selected Reservists enroute to or performing short-term (less than 140 days) AT, SADT, TEMAC at the time an involuntary recall is ordered:
  - b. On Active Duty.
    - (1) The authority issuing the AT, SADT, or TEMAC may assess the skills and qualifications of all those Selected Reservists currently on Active Duty. The authority will compare those qualifications to the force elements and skills required for response to the particular contingency.

- (2) If the skills of the Selected Reservist already on Active Duty are required for the response, that member will be reassigned to the contingency operation.
- (3) If the skills of the Selected Reservist are not required for the particular contingency operation, the member will remain on their AT, SADT, or TEMAC assignment.

c. Enroute to AT/SADT/TEMAC assignment.

- (1) If the Selected Reservist is enroute to the original assignment, the member will contact the authority who issued the orders to ask for confirmation that the AT, SADT, or TEMAC orders are still valid.
- (2) The issuing authority will compare the contingency's required force elements to the skills of the reservist in question.
  - (a) If the reservist's skills are required, then the original orders will be cancelled, new orders will be issued, and the reservist will report to the contingency site.
  - (b) If the reservist's skills are not required for the contingency, the reservist will complete the original orders.

5. Long-Term Active Duty. Reservists on SADT, TEMAC or Extended Active Duty (EAD) in excess of 139 days already have been removed from the Selective Reserve for the duration of their orders.
6. IADT. Members completing their Initial Active Duty for Training will complete their training and be reassigned upon graduation to an appropriate billet, or returned home to wait for further instructions.
7. IRR on SADT or TEMAC. At the time of an involuntary recall, IRR personnel serving on SADT or TEMAC orders of any length shall continue to perform duty as assigned until such time as their recall is necessary. Once authority for recall of IRR personnel is received, district commanders may cancel the remainder of a member's orders and reassign as necessary under the appropriate involuntary authorities.

- F. Active Duty Orders. Reserve orders and Pay Voucher (CG-4436), shall be used when ordering reservists to voluntary or involuntary emergency Active Duty under this section. Personnel and travel expenses incident to involuntary Active Duty under 14 USC 712 or voluntary Active Duty under 10 USC 12301(d) shall be charged as shown in Figure 5-1. Districts must initially fund travel/per diem expenses with local funds.

EMERGENCY ACTIVE DUTY CHARGES	
OFFICER P&A	- 2/P/Y01/299/10/0/10/Note(a)/117G/Local Document Number
ENLISTED P&A	- 2/P/Y01/299/10/0/10/Note(a)/117H/Local Document Number
OFFICER TRAVEL	- 2/*/Y01/1**/30/0/##/Note(a)/2150/Local Document Number
ENLISTED TRAVEL	- 2/*/Y01/1**/30/0/##/Note(a)/2151/Local Document Number
Y	- Use last digit of Fiscal Year
*	- Use local Region
**	- Use local ATU
##	- Use local Program Element
Note (a) Use Cost Center. Obtain from HQ AFC 30 Manager. .	

EMERGENCY ACTIVE DUTY CHARGES

1. Separation Physical Assessments and Endorsements. By the time activation begins, planners will have identified the number of reservists needed, the conditions under which they will serve and estimated the duration of the response. With this in mind, the following items must be completed with regard to separation physicals.
  - a. Situation Review. Commandant G-(WK) and MLC(k) will review the assumptions for the contingency and determine the potential for exposure to communicable, physical, and chemical hazards. Each reservist's orders will state the need for a separation physical based on this review using one of the following endorsements:
    - (1) "It is not expected on this date that a separation physical will be required prior to the completion of these orders."
    - (2) "A separation physical may be required prior to completion of these orders."
    - (3) "A separation physical will be required prior to completion of these orders."

- b. Additional Endorsements. As the operation nears completion and more is known about its extent and specifics, the original separation physical endorsements may require amendment.
  - (1) Endorsement (F.1.a.(1)) above may be amended during the activation period, depending on the course of events, but additional endorsements are not required.
  - (2) Endorsement (F.1.a.(2)) above must be amended to state that a separation physical "will be required. Or "is not expected on this date" before the orders are completed.
  - (3) Endorsement (F.1.a.(3)) above cannot be changed during the course of the operation. The member will undergo a separation physical prior to release from Active Duty.
  
- G. Use of Reservists Serving in a Training/Drill Status.
  - 1. Satisfaction of Annual Training (AT) Requirement.
    - a. When emergency Active Duty is performed on a voluntary basis under this section, and the emergency Active Duty continues for a period of 10 or more days, participating reservists may, at the discretion of their Integrated Support Command (FOT), be considered to have satisfied a part or all of their AT requirement for the anniversary year in which the duty is performed.
    - b. When emergency Active Duty is performed on an involuntary basis under 14 U.S.C. 712(c)(1), the Active Duty satisfies, on a day-for-day basis, all or part of the AT requirement for the anniversary year in which the duty is performed.
  - 2. Use of Reservist During Inactive Duty Training.
    - a. The use of reservists during periods of inactive duty training may become necessary in cases of natural disasters or domestic emergencies where the scope of the problem exceeds the capability of the resources readily available to the district commander in the discharge of the Coast Guard's statutory missions relating to the safety of life and property. To assist the operating forces during these emergencies, Ready Reserve personnel may be employed for the performance of inactive duty for emergency augmentation.

- b. When a district or area commander determines that the number of Active Duty personnel is insufficient to handle an emergency, Ready Reserve personnel may be employed and retained on duty subject to the limitations specified in paragraphs (c.) and (d.) below, only until the emergency has been resolved, or until they can be replaced by redeployment of Active Duty personnel.
  - c. There is no limitation on the number of ready reservists that may be utilized during inactive duty training (IDT) periods to perform duty in connection with natural disasters or domestic emergencies.
  - d. Inactive duty training shall continue to be charged and accounted for per chapter 15, Comptroller Manual, Volume II (Disbursing), COMDTINST M7220.29 (series).
3. Use of Reservists During Regularly Scheduled Drill Periods. Reservists attending regularly scheduled drills may be used in cases of natural disasters or domestic emergencies, when authorized by the district commander, without their consent during the scheduled time-frame of the drill.
4. Use of Reservists During Extended Drill Periods. Reservists may be used during inactive duty training outside of regularly scheduled drill periods, with their consent, in the case of natural disasters or domestic emergencies, and when authorized by the district commander.
- a. When authorized by the district commander, regularly scheduled drills may be extended in the case of natural disasters or domestic emergencies. Drills on the second day of a drill weekend, may be extended to commence as early as 0001 and to terminate as late as 2400. However, the employment of reservists on IDT outside the hours of previously scheduled drill periods requires their consent.
  - b. When authorized by the district commander, previously scheduled inactive duty drills can be rescheduled and extended for natural disasters or domestic emergencies. Drills may be scheduled to commence as early as 0001 and to terminate as late as 2400. Reservists must consent to perform duty for drills rescheduled or extended under the authority of this sub-paragraph.

H. Reporting Requirements.

1. Initial Report.

- a. In cases involving the voluntary use of reservists on emergency Active Duty, district commanders shall submit

Domestic Emergency Report (RCS-P-5110) to Commandant (G-WTR), Commandant (G-CCS) and info copy to MLC (p). This is a message report which includes the following information:

- (1) a brief description of the emergency,
- (2) the estimated numbers of officers and enlisted personnel ordered to emergency Active Duty,
- (3) the estimated duration of the emergency Active Duty, and
- (4) the estimated total costs of pay and allowances, including contractual subsistence and lodging or per diem where appropriate, and travel, including costs necessary to the reservists' return home upon completion of duty.

2. Interim Reports. When reservists are recalled for involuntary or voluntary emergency Active Duty, district commanders shall submit Interim Domestic Emergency Reports (RCM-1001-1) to Commandant (G-WTR) and info copy to MLC (p). These reports should be sent each Monday morning, and should cover the activities of the preceding week. Reports may be in message or letter format (letters may be faxed or e-mailed, with hard copy to follow), and should include the following information:

RANK/ RATE	NAME	DATE DUTY BEGINS	DATE DUTY ENDS	TOUR LENGTH IN DAYS THIS RPT	DAYS OF DUTY	V O L	I N V O L	SATISFY ANNUAL TRAINING REQ.	EXCESS OF ANNUAL TRAINING REQ.	PAY & ALLOW IN \$
<p>NOTE: Report number of workdays performed in this reporting period only. If a reservist's duty involves two reporting periods, each report should list the reservist and report the number of days of duty completed within the period of report.</p>										

Report

3. Final Report.
  - a. Upon completion of duty in connection with a domestic emergency, a final letter report, Final Report on Reservists Called to Temporary AD for a Specific Domestic Emergency (RCN-1001-3), shall be submitted to

Commandant (G-WTR), with copies to Commandant (G-CCS) and MLC (p). The report will cover the entire period of district involvement in the emergency and will provide the following information in the indicated format:

- (1) Paragraph 1. Description of the emergency.
- (2) Paragraph 2. An evaluation of the assistance rendered by the reservists employed, i.e., quality of assistance, adequate numbers, appropriate rates/ratings, etc.
- (3) Paragraph 3. Fifteen-day summaries (from Interim Reports) of the following:
  - (a) number of personnel utilized (voluntary/involuntary)
  - (b) number of workdays utilized (voluntary/involuntary)
  - (c) cost of officer and enlisted pay and allowances not considered as satisfying annual training requirements
  - (d) cost of officer and enlisted pay and allowances which satisfy annual training requirements
  - (e) cost of travel not considered as satisfying annual training requirements
  - (f) cost of travel which satisfies annual training requirements.
- (4) Paragraph 4. In all cases involving the use of reservists for water pollution incidents, including oil spills, provide total costs of the following (if not included in paragraph 3):
  - (a) pay and allowances including quarters supplied by the contractor or the Service, or per diem, where appropriate, and
  - (b) travel, including costs necessary in connection with reservists' return home upon completion of duty.

RESERVE RECALL  
QUICK REFERENCE SHEET

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Commanding officers of Area, MLC, District, or Headquarters units identify the need for surge support by reservists, and communicate this need through the chain of command (see message examples 1 and 2). All requests must copy the commander of the district in which the unit is geographically located. Headquarters' units submit requests via their chain of command.

The Area Commander coordinates requests for all units within the geographic boundaries of a district, or between several districts if an emergency crosses district boundaries, and sends message to COMDT (G-CCS) requesting reserve support (see message example 3).

COMDT (G-WT) prepares action memo to SECDOT for COMDT (G-C) signature (see message example 5). Flag Plot prepares during non-working hours.

Upon SECDOT's approval, COMDT (G-WT) drafts message to the Area Commander for COMDT (G-CCS) release (see message example 4.) Flag Plot prepares during non-working hours.

Area Commander apportions recall authority among district commander(s) to meet needs of all units within geographic boundaries of district.

District commander(s) via ISCs determine if personnel needs can be met with district reservists, or if cross-district sourcing of reserve personnel is necessary.

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If reservists from only the affected district are used:

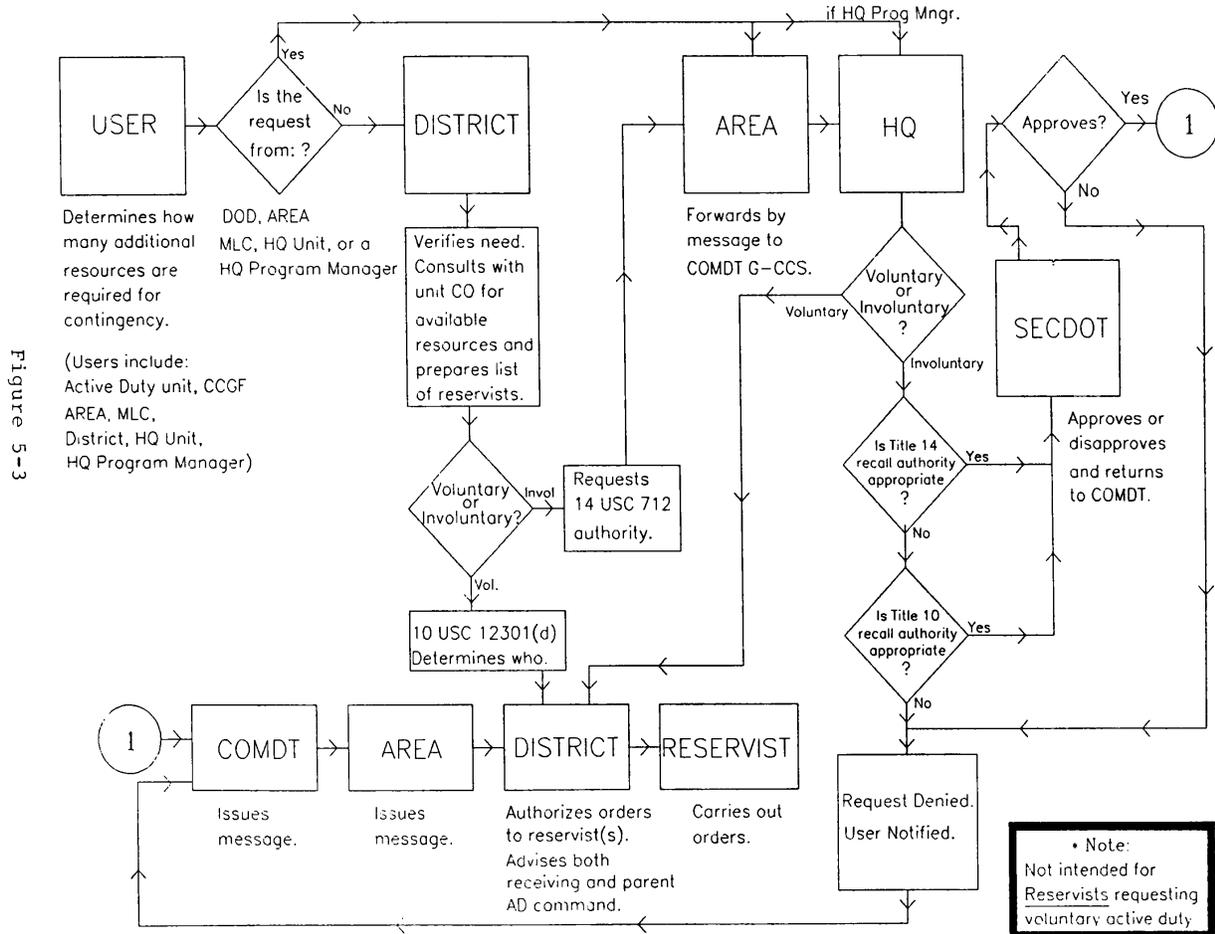
The district supporting ISC issues the appropriate orders.

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If cross-district sourcing of reservists is necessary:

The district requiring additional reservists may coordinate the identification of additional personnel with the Area Commander. Reservist's home district via ISCs cuts orders, using accounting data provided by gaining district

## Reserve Voluntary and Involuntary Recall Process\*



Reserve Voluntary and Involuntary Recall Process\*

**EXAMPLE 1**

Message from District to Area  
(Hurricane affecting only CCGDSEVEN)

O 100001 AUG 99  
FM CCGDSEVEN MIAMI FL//D//  
TO COMLANTAREA COGARD PORTSMOUTH VA//A//  
INFO COMDT COGARD WASHINGTON DC//G-CCS/G-WT/G-O//  
COMCOGARD MLCLANT NORFOLK VA//M//  
BT  
UNCLAS //N01130//  
SUBJ: REQUEST FOR INVOLUNTARY RECALL OF READY RESERVISTS

A. COAST GUARD MANPOWER MOBILIZATION AND SUPPORT PLAN, COMDTINST  
M3061.1

B. TITLE 14 USC 712

1. PER REF A AND B REQ AUTH TO INVOLUNTARILY CALL RESERVISTS TO  
ACDU, AS NEEDED, IN OUR ONGOING RESPONSE TO THE HURRICANE ZACK  
RELIEF EFFORT.

2. IMMEDIATE NEEDS INCLUDE:

A. MSO MIAMI  
15 PS1-PS3 PORT OPS  
2 SK1 LOGISTICS SUPPORT  
2 YN2 ADMIN SUPPORT

B. GROUP MIAMI BEACH  
10 BM3-BM1 SMALL BOAT OPS  
10 PS3-PS1 PORT OPS

C. GROUP KEY WEST  
2 MK1 ENGINEERING SUPPORT  
3 EM1 ENGINEERING SUPPORT

3. THIS ACTION WILL SIGNIFICANTLY ENHANCE OUR ABILITY TO MEET  
MISSION REQUIREMENTS WHILE RECOVERING FROM THE EFFECTS OF  
HURRICANE ZACK. WHILE WE DO NOT ANTICIPATE NEEDING MORE  
RESERVISTS AT THIS TIME, THE SITUATION WILL BECOME MORE CLEARLY  
DEFINED ON A DAILY BASIS.

4. EXISTING ACTIVE COMPONENT FORCES HAVE BEEN REDEPLOYED IN  
SUPPORT OF RELIEF EFFORTS.

5. REQ REPORT DATE FRIDAY, 8 AUG 99.

BT  
NNNN

**EXAMPLE 2**

Message from MLC to Area  
(Hurricane affecting only CCGDSEVEN)

O 100001 AUG 99  
FM COMCOGARD MLCLANT NORFOLK VA//M//  
TO COMLANAREA COGARD PORTSMOUTH VA//A//  
INFO COMDT COGARD WASHINGTON DC//G-CCS/G-WT/G-O//  
CCGDSEVEN MIAMI FL//D//  
BT  
UNCLAS //N01130//  
SUBJ: REQUEST FOR INVOLUNTARY RECALL OF READY RESERVISTS

A. COAST GUARD MANPOWER MOBILIZATION AND SUPPORT PLAN,  
COMDTINST M3061.1

B. TITLE 14 USC 712

1. PER REF A AND B REQ AUTH TO INVOLUNTARILY CALL RESERVISTS TO  
ACDU, AS NEEDED, IN OUR ONGOING RESPONSE TO THE HURRICANE ZACK  
RELIEF EFFORT.

2. IMMEDIATE NEEDS INCLUDE:

A. NAVENG SUPRT UNT MIAMI  
3 EM1 ENGINEERING SUPPORT  
2 SK1 LOGISTICS SUPPORT  
2 YN2 ADMIN SUPPORT

B. BASE MIAMI BEACH  
2 MK1 ENGINEERING SUPPORT

C. CIV ENG UNT MIAMI  
3 DC3 DAMAGE ASSESSMENT  
5 SN GENERAL DETAIL

3. THIS ACTION WILL SIGNIFICANTLY ENHANCE OUR ABILITY TO MEET  
MISSION REQUIREMENTS WHILE RECOVERING FROM THE EFFECTS OF  
HURRICANE ZACK. WHILE WE DO NOT ANTICIPATE NEEDING MORE  
RESERVISTS AT THIS TIME, THE SITUATION WILL BECOME MORE CLEARLY  
DEFINED ON A DAILY BASIS.

4. EXISTING ACTIVE COMPONENT FORCES HAVE BEEN REDEPLOYED IN  
SUPPORT OF RELIEF EFFORTS.

5. REQ REPORT DATE FRIDAY, 8 AUG 99.

BT  
NNNN

**EXAMPLE 3**

Message from Area to COMDT (G-CCS)  
(Hurricane affecting only CCGDSEVEN)

O 200001 AUG 99  
FM COMLANTAREA COGARD PORTSMOUTH VA//A//  
TO COMDT COGARD WASHINGTON DC//G-CCS//G-WT/G-O//  
INFO CCGDSEVEN MIAMI FL//D//  
CCGDFIVE PORTSMOUTH VA//D//  
COMCOGARD MLCLANT NORFOLK VA//M//  
BT  
UNCLAS //N01130//

SUBJ: REQUEST FOR INVOLUNTARY RECALL OF READY RESERVISTS

A. COAST GUARD MANPOWER MOBILIZATION AND SUPPORT PLAN,  
COMDTINST M3061.0

B. TITLE 14 USC 712

1. PER REF A AND B REQ AUTH TO INVOLUNTARILY CALL A MAXIMUM OF 100 RESERVISTS TO ACDU, AS NEEDED, IN OUR ONGOING RESPONSE TO THE HURRICANE ZACK RELIEF EFFORT.

2. IMMEDIATE NEEDS INCLUDE:

- A. MSO MIAMI
  - 15 PS1-PS3 PORT OPS
  - 2 SK1 LOGISTICS SUPPORT
  - 2 YN2 ADMIN SUPPORT
- B. GROUP MIAMI BEACH
  - 10 BM3-BM1 SMALL BOAT OPS
  - 10 PS3-PS1 PORT OPS
- C. GROUP KEY WEST
  - 2 BM3-BM1 SMALL BOAT OPS
  - 3 PS3-PS1 PORT OPS
- D. NAVENG SUPRT UNT MIAMI
  - 3 EM1 ENGINEERING SUPPORT
  - 2 SKI LOGISTICS SUPPORT
  - 2 YN2 ADMIN SUPPORT
- E. BASE MIAMI BEACH
  - 2 MK1 ENGINEERING SUPPORT
- F. CIV ENG UNT MIAMI
  - 3 DC3 DAMAGE ASSESSMENT
  - 5 SN GENERAL DETAIL

3. THIS ACTION WILL SIGNIFICANTLY ENHANCE OUR ABILITY TO MEET MISSION REQUIREMENTS WHILE RECOVERING FROM THE EFFECTS OF HURRICANE ZACK. WHILE WE DO NOT ANTICIPATE NEEDING MORE RESERVISTS AT THIS TIME, THE SITUATION WILL BECOME MORE CLEARLY DEFINED ON A DAILY BASIS.

4. EXISTING D7 AND D5 ACTIVE DUTY FORCES HAVE BEEN REDEPLOYED IN SUPPORT OF THE RELIEF EFFORT.

5. REQ REPORT DATE FRIDAY, 8 AUG 99.

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**EXAMPLE 4**

Message from COMDT (G-CCS) to Area  
(Hurricane affecting only CCGDSEVEN)

O 230001 AUG 99  
FM COMDT COGARD WASHINGTON DC//G-CCS/G-WT/G-O//  
TO COMLANTAREA COGARD PORTSMOUTH VA//A//  
INFO CCGDSEVEN MIAMI FL/D/  
    CCGDFIVE PORTSMOUTH VA//D//  
    COMCOGARD MLCLANT NORFOLK VA//M//

BT

UNCLAS //N01130//

SUBJ: INVOLUNTARY RECALL OF READY RESERVISTS

A. COMLANTAREA 200001 AUG 99

B. COAST GUARD MANPOWER MOBILIZATION AND SUPPORT PLAN,  
COMDTINST M3061.1

1. AS REQUESTED BY REF A, CCGDSEVEN IS AUTHORIZED TO  
INVOLUNTARILY RECALL UP TO 100 READY RESERVISTS DURING THE NEXT  
60 DAYS UNDER PROVISIONS OF 14 USC 712 TO SUPPORT OPERATIONS  
RESULTING FROM HURRICANE ZACK. THE PERIOD OF ACTIVATION FOR ANY  
RESERVIST SHALL NOT EXCEED 30 DAYS.

2. ACCOUNTING DATA AND GUIDANCE IN CHAPTER 2-D OF REF B APPLIES.

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CHAPTER 6. RELEASE FROM ACTIVE DUTY

- A. Introduction. This chapter outlines general policies, procedures, and considerations for releasing reservists from Active Duty.
- B. Planning. Plans to ensure that the release process is properly conducted must be finalized prior to the end of the contingency. These plans should be prepared by those responsible for personnel and logistics, and will be reviewed and approved by the operational commander.
- C. Issues.
  - 1. Release Site.
    - a. DOD guidance requires that reserve units and individuals ordered to Active Duty shall be released from Active Duty at the same site they were initially ordered to report. Exceptions to this guidance may be granted by the Secretary on a case-by-case basis if another site proves less time consuming and more efficient.
    - b. Considerations in selecting a release site should include physical examination facilities, administrative support, and access to airports, highways, and other travel hubs.
  - 2. Considerations for Release from Active Duty.
    - a. Detachment Date.
      - (1) For the most part, recalled reservists will be released from Active Duty on the departure date indicated on the orders that called them to Active Duty. Sufficient time must be given to PERSRUs and PPC to complete required paperwork to amend any orders prior to a departure.
      - (2) When reservists or retirees are called to Active Duty to respond to national emergency or war under the authority of 10 USC 12301(a), the time period of the recall is defined as "the duration plus 6 months". At sometime, near the end of the event, proper authority will determine appropriate departure dates for the involved reservists or retirees.
    - b. Notification. Personnel and their families should be kept apprised of the expected termination dates and locations of release sites to the extent that operational security allows.

- c. Units. Personnel activated with a unit should be deactivated with their unit, unless other circumstances exist to keep some individual members on Active Duty.
  - d. Pending Personnel Actions. Individuals under investigation or pending disciplinary actions under the Uniform Code of Military Justice, or those pending administrative or medical actions, will be retained on Active Duty until resolved. In such cases, any time limit originally established for the period of Active Duty shall not apply.
3. Separation Physicals. Prior to release from Active Duty it must be verified that each member meets the physical and administrative requirements established in the Coast Guard Personnel Manual (COMDTINST M1000.6) and Medical Manual (COMDTINST M6000.11). Separation physicals will be completed as determined during the recall phase or as circumstances might dictate prior to release from Active Duty. Separating members may request a medical and/or dental examination.
4. Administrative Items.
- a. Leave. Personnel (who have been on Active Duty for more than 29 days) with accrued leave shall be given the option of receiving payment for such leave, taking pre-separation leave, or a combination of both. Reservists wanting to take accrued leave before release from Active Duty may be voluntarily retained on Active Duty past their normal release date for up to the number of days for which leave has accrued.
  - b. Enlistment Expiration. Reservists whose enlistments normally would have expired while they were involuntarily recalled to Active Duty, except that their enlistment was involuntarily extended, shall be expeditiously discharged or released from Active Duty as appropriate, unless they are qualified for and request reenlistment. Those members requesting to reenlist shall be immediately reenlisted to prevent a break in service.
  - c. Change in Status. Upon deactivation, members desiring transfer to another category for which they are qualified, (e.g., from the Selective Reserve to the IRR or to an appropriate retirement category) will be transferred.
  - d. Members within 2 years of retirement. In accordance with 10 USC 12606, reservists ordered to Active Duty (other than for training) who, on the date that they

would otherwise be released from Active Duty, are within 2 years of becoming eligible for retired pay or retainer pay based on completion of 20 years of active military service (other than Active Duty for training) shall not be involuntarily released from Active Duty and shall be absorbed into the Coast Guard's authorized active strengths, unless the release is approved by the Secretary.

- e. DD 214s -- Certificates of Release or Discharge. Reservists involuntarily ordered to Active Duty shall be issued, upon release or discharge, a completed "Certificate of Release or Discharge from Active Duty (DD Form 214) in accordance with DOD Directive 1336.1 and the Personnel Manual. (COMDTINST M1000.6.)
- f. ID cards. Demobilized reservists and retirees will be issued appropriate Military ID Cards in accordance with Coast Guard policy.

- 5. Transportation. Travel arrangements are required to move units and/or reservists to demobilization sites, and to get the individuals home. Instructions will be provided to each member regarding the proper procedures for a filing travel claims after they reach home.

D. Post-Release Support.

- 1. Ombudsman. The Ombudsman designated for the operation will continue to be the point-of-contact to answer any questions or to troubleshoot any issues that released personnel may encounter.
- 2. Civilian Employment Protection. The Ombudsman should understand the protections guaranteed by law on involuntarily recalled personnel and should be prepared to assist with any difficulties the reservist may experience.

## APPENDIX A. MOBILIZATION AUTHORITIES

- A. Authorities for Recall and Mobilization. The following laws pertain to recall/mobilization of reservists and retirees. The laws are paraphrased rather than quoted. Table A-1 provides a quick reference guide for recall authorities for various types of contingencies.
1. Selective Mobilization. These authorities may be used to support domestic emergencies.
    - a. Involuntary Active Duty for Domestic Emergencies. Authority for this type of recall is established under 14 USC 712. A domestic emergency is defined as a serious natural or man-made disaster, accident, or catastrophe. Secretary of Transportation may, subject to the approval of the President and without the consent of the member, order to Active Duty members of the Coast Guard Ready Reserve for not more than 30 days in any 4 month period, and not more than 60 days in 24 months. This authority applies to Coast Guard only.
    - b. Voluntary Active Duty for Emergency Augmentation of Active Forces. Authority for this type of recall is established under 10 USC 12301(d). An authority designated by The Secretary of Transportation may order any reservist to Active Duty with the consent of the member. District commanders are delegated the authority to recall reservists to Active Duty (other than for training) with their consent. No more than 10 officers and 100 enlisted members may be on Active Duty for more than 30 days.
  2. Partial Mobilization. Authority for this type of recall is established under 10 USC 12302 (formerly 10 USC 673). Following a declaration of national emergency by the President, up to 1 million members of the Ready Reserve may be recalled without their consent for not more than 24 months. (Coast Guard portion will be determined by JCS at the time of the emergency).
  3. Full Mobilization. Authority for this type of recall is established under 10 USC 12301 (formerly 10 USC 672). Members of the Ready Reserve may be called to Active Duty without their consent in time of war or national emergency declared by Congress for the duration of the emergency or war and for a period of up to 6 months thereafter.
  4. (PSRC) Involuntary Active Duty for Military Operations. Authority for this type of recall is established under 10 USC 12304 (formerly 10 USC 673b). It empowers the President, without a declaration of national emergency to

authorize the Secretary of Defense and the Secretary of Transportation to order to Active Duty, up to 200,000 members of the Selected Reserve. The Coast Guard's apportionment is coordinated with services by the Joint Chiefs of Staff (JCS) according to contingency requirements. Period of Active Duty can be no longer than 270 days. The type of recall is commonly referred to as "PRESIDENTIAL SELECTIVE RESERVE CALL-UP (PSRC)." It is prohibited to mobilize reservists to respond to domestic emergencies under PSRC authority.

B. Authority for Involuntary Recall of Different Categories of Personnel.

1. Ready Reserve. 10 USC 12301 and 12302 -- may be called under full or partial mobilization conditions as described above. Ready Reservists may also be ordered for duty in domestic emergencies by the Secretary of Transportation under 14 USC 712.
2. Selected Reserve. Subject to all Ready Reserve call-up actions, plus 10 USC 12304 Presidential Selected Reserve Call-Up.
3. Standby Reserve. 10 USC 12306 (formerly 10 USC 674) -- (subject to conditions in 10 USC 12301, war or national emergency declared by Congress) only after the Secretary determines that there are not enough qualified members in the Ready Reserve in the required category who are readily available.
4. Retired Reserve. 10 USC 12307 (formerly 10 USC 675) -- (subject to conditions in 10 USC 12301, war or national emergency declared by Congress) only after the Secretary determines that there are not enough qualified members in the Ready Reserve in the required category who are readily available.
5. Retired Regular.
  - a. Officers. 14 USC 331 -- The Secretary may order "in time of war or national emergency" (declared by either the President or Congress).
  - b. Enlisted. 14 USC 359 -- The Commandant may order "in time of war or national emergency" (declared by either the President or Congress).

## Probable Recall Authorities

Contingencies	Authority							
	10 USC 12301(a)	10 USC 12301(b)	10 USC 12301(d)	10 USC 12302	10 USC 12303	14 USC 712		
<b>Defense Ops</b>	X	X	X	X		X		10 USC 12301(a) formerly
<b>Examples:</b>								
PSU/HDC – Global	X							10 USC 672(a)
PSU/HDC – Regional			X	X		X		
PSU Predeployment		X	X			X		10 USC 12301(b) formerly
Outloads			X			X		10 USC 672(b)
<b>Domestic Emergency</b>			X	X			X	
<b>Examples:</b>								10 USC 12301(d) formerly
Spills			X				X	10 USC 672(d)
Floods/Hurricane			X				X	
Riots			X	X			X	
								10 USC 12302 formerly
<b>Planned Surges</b>			X					10 USC 673
<b>Examples:</b>								
Summerstock			X					
Olympics			X					10 USC 12303 formerly
								10 USC 673a
<b>Manpower Shortages</b>			X					
<b>Examples:</b>								10 USC 12304 formerly
Special Projects			X					10 USC 673b
Special Skills			X					
Sea Partners			X					
Surge Ops			X					

Note 1: IDT, ADT, SADT, Appropriate Duty & TEMAC may be utilized during initial response to a contingency and when requirements are for short periods of time.

Note 2: Authority to order to Active Duty for members with remaining military service obligation who are not satisfactorily participating as a member of the Ready Reserve.

APPENDIX B. CONTINGENCY RECALL CHECKLIST

- A. This checklist lists events and possible actions that may occur in response to a contingency. It starts with the analysis of an event, and ends with recalled personnel returning to their civilian status.
- B. This checklist is only a guide. Not every action or event contained in this checklist will apply to every contingency. The information is provided for background information and support.
- C. The recall and release of reserve and retiree personnel involve processes governed by several programs and, therefore, numerous manuals and references. The following checklist should be used when a situation requires the recall or release of reservists and retirees. Column headings include:
  - 1. Action/Process: This column describes an event, process, or issue to be considered in choosing an option.
  - 2. Lead: This column describes the organization that might take the lead in completing the task, process, or decision making.
  - 3. Guidance: This column identifies source of guidance or policy governing the actions to be taken.

ACTION/PROCESS	LEAD	GUIDANCE
1. CONTINGENCY SITUATION EXISTS -----		Various
2. IS THE COAST GUARD INVOLVED???? -----		CG Missions/AORs
3. USCG Monitors Developments Initiates planning for participation and/or response IAW missions. Some areas of concern: --- Current assumptions --- Possible duration --- Current "financial" and FTZ situation --- Authority(ies) available with regard to this event --- Need to CHOP to the Dept of the Navy? -----	Crisis Action Teams at various levels	9700/9800 OPLANS VARIOUS SOPs COMDTINST 1601.2A
4. USCG assesses personnel requirements to complete the mission. Initial numbers and skill sets determined.  --- Can current force levels and current on hand skill sets adequately respond to the contingency? --- What other events are stressing the CG personnel levels? --- Would shifting current on-hand resources be an option? --- Personnel endurance? How long can the current personnel keep up intense pace? --- Can the other issues or responsibilities be tabled until this situation is resolved?	Crisis Action Team (w/ input up from operational commanders)	9700/9800 OPLANS Cont. Preparedness Plng Man Vol II, COMDTINST M3010.12B COMDTINST 1601.2A
NOTE: See "Commander's Mobilization Estimate" format, Appendix C, Joint Pub 4-05. -----		
5. USCG response requires additional personnel to augment current on-hand personnel.  Action Level Depends on amt of forces required. Dist Cdr has own limited authority. -----	COMDT, District	9700/9800 OPLANS Cont. Preparedness Plng Man Vol II, COMDTINST M3010.12B
6. USCG requests authority, to recall reservists, recommending/defining --- scope or operation --- type of authority needed --- numbers of personnel --- duration of service --- \$\$ needed/prospective sources -----	COMDT/ District	MMSP Chap 5
7. Given authority to recall reservists Accounting Data determined -----	Determined by situation	10USC1230x (DOD) 14USC712 (DOT) MMSP Chap 5
8. District authorized to recall reservists	COMDT/Area/ Dist Cdrs	MMSP Chap 5
9. Response personnel requirements reviewed, and #'s distributed to appropriate locations -----	Areas/Dis- trict/ Op'l Cdr	9700/9800 OPLANS

10. Initial SEPARATION PHYSICAL ASSESSMENT made. This assessment should address
- What kind of physical hazards will those responding be exposed to?  
 --- Where will these members be operating?  
 OCONUS?  
 Results or assessment should be noted on members' orders.  
 Completing this initial assessment at this time allows Medical planners to determine needs, establish sites, ISSAs, etc. by the time the contingency is winding down.
- 
- 11a. Determine initial time requirements (dates of service). Districts w/ operational cdrs' input 9700/9800 OPLANS COMDTINST M3010.12B District SOPs MMSP Chap 5
- 11b. Determine required skill sets (force elements)
12. Identify properly qualified Reservists. District/ Owing A/D Command Recall Lists MMSP Chap 5
- 
13. Initiate notification procedures, looking for volunteers. District or owing A/D Command MMSP Chap 5 Dist/Unit SOPs
- 
14. Relay numbers or volunteers up the chain to be assessed ALL MMSP Chap 5 Dist/Unit SOPs
- 
15. Assess initial numbers VARIOUS
- 15a. If appropriate numbers available, continue at 21.
- 15b. If appropriate numbers not available:  
 (1) Solicit volunteers from IRR list, (many IRR members have maintained their quals and may still have a current physical), or  
 (2) Request authority via the chain of command to use appropriate Involuntary Call-Up procedure Case by case Case by case 10USC12301(a,b) 10USC12302+4 14USC712
- 
16. Involuntary SELRES Call-Up those with required skill. ALL MMSP Chap 5 Dist/Unit SOPs
- 
17. Those not able to respond immediately (physical problems, family, work etc) placed in appropriate IRR/deferment category (Review Hardship Considerations.) Dist, receiving unit MMSP Chap 5 VARIOUS
- 
18. Assess #'s of those responding.
- 
19. Cut orders for all as Involuntary. Cannot mix Voluntary orders with Involuntary orders for the same contingency. District MMSP Chap 5
- 
- 20a. If enough continue at 21.

20b.	If not enough, review and poll IRR. Go to 40.		MMSP Chapter 5
20c.	If Full Mobilization, review skills in Retirees/Standby Reserve pools, etc. Order appropriate members to evaluation (screening) location. They must bring along all service related and family documents in their possession. Go to 41.		
-----			
21.	Orders cut and issued to members to report to location required by contingency (CG-4436 Reserve Orders & Pay Voucher).	MLC District	Per Manual M7220.29 Compt Man M7300.4 (4-D-2, Part II, Vol I) MMSP Chap 5 District SOP
	Travel particulars and methods of getting orders to members will be determined at that time. (Mailed directly to member, or copy faxed to member, and member picks up original at the site of orders.)		
-----			
22.	Ombudsman Designated.	MLC/Dist/Unit	MLC/Dist SOP MMSP Chap 5
23.	SELRES report as orders indicate.	Member	MMSP Chap 5
NOTE:	Members deploying OCONUS will be processed onto active duty prior to deployment, before they arrive at their mobilization site. OCONUS or afloat assignments may require additional medical requirements: Currency date: if physical date is due to expire within 90 days or deployment, a physical will be completed prior to departure.		
24.	Member recalled.  --- Pay "turned on", --- Physical, Quals, & Clearance verified on DRMIS (or other data base), --- DEERS corrected/verified, ID card issued.		PERSMAN PMIS/JUMPS SDA...
-----			
25.	All assigned initial billet and location.		District/CCGF OPLANS.
-----			
26.	Berthing/messing located for arriving members	District MLC	MLC District, and Local OPLANS, SOPs, ACP
-----			
27.	Recalled reservists perform duties.		SOPs MSMs, OPLANS, M3010.12B
-----			
28.	Contingency ends.		Declared by Comp Auth, or dates
-----			
29.	Reservists' terms of duty: Just right. RELAD occurs as date on orders indicate. This is the case in most cases XMT: FULL MOBILIZATION Too long. Orders should be terminated early. Too short. Orders should be extended		MMSP Chap 6
30.	Separation Physical	District MLC, G-WK	MMSP Chap 6

-----			
31.	Medical Condition found.	Various	MED.MAN M6000.1, 3-F Phys. Disability Eval System, (PDES) M1850.2
-----			
32.	Exit delayed for ADMIN/UCMJ		PERSMAN MMSP Chapter 6
-----			
33.	Terms of active duty end.		
-----			
34.	Stop pay.	PERSRU	PERSMAN PMIS/JUMPS MAN, M1080.7
-----			
35.	Member assigned to appropriate category of Reserve/Retiree status.	District/ PERSRU	PERSMAN PMIS/JUMPS MAN, M1080.7
-----			
36.	Exchange Active Duty ID card for appropriate Reserve or Retired ID card.	PERSRU	PERSMAN
-----			
37.	Travel arrangements made for member to return to home.		SOPS
-----			
38.	Member files travel claim.		Travel reimbursement Guides
-----			
39a.	Resume previous life.		VARIOUS
39b.	Designate Ombudsman to assist that member should significant difficulties occur.		MMSP Chapter 6
-----			
40.	Service related disability or illness discovered after RELAD.		MMSP Chapter 6
-----			
<u>RECALLED PERSONNEL OTHER THAN SELRES.</u>			
NOTE: All SELRES should have already been "pre-loaded" into the various computer data bases and can be activated at the flick of a switch. This is not the case with the remaining categories of recallable personnel.			
a.	Determine appropriate screening and activation site for this contingency.	MLC, Dist	MMSP Chapter 5
-----			
b.	Issue orders to screening site Verify:		
(1)	--- Age/Member cannot be older than 60. But how close to 60 can that member be? Determination of cut off date should be made, considering expected duration of the contingency, skills member offers, etc.		Various
-----			
(2)	--- Physical standards met Complete new physical examination for recall.	G-WK, MLC	MEDMAN, M6000.1
NOTE: Pre-required physicals are only performed for the SELRES.			

(3) --- Verify quals

Enl Quals Manual  
M1414.9  
MMSP Chap 5

-----  
(4) --- Initiate/Complete clearance

PERSMAN & SEC Man  
MMSP Chap 5

-----  
c. If member fails the screening, return member home, note record and enter member into proper category on Reserve or Retiree rolls.

District/PERS

MMSP Chap 5

-----  
d. Member successfully completes screening. Complete DEERS enrollment using family documents. Start pay, issue Green ID card.

-----  
e. Issue orders (CG-5131, Standard Travel Orders for Military Personnel) to release site and/or receiving command.

f. Go to 25.

APPENDIX C. DEFINITIONS

1. ACTIVATION. The ordering of units and individual members of the Reserve components to active duty under legislative authority granted to the President that does not require the declaration of either a national emergency or war by the Congress. The activation of Reserve component units and members is authorized under 10 U.S.C. 12304 and 12301 to support a contingency operation or other operational mission.
2. ACTIVE DUTY. Full-time duty in the active Military Service of the United States. It includes duty on the active list, full-time training duty, annual training duty attendance while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned.
3. ACTIVE DUTY FOR TRAINING (ADT). A tour of active duty for Reserve training under orders which provide for automatic reversion to inactive duty status when the specified period of active duty is completed. It includes annual training, either through on-the-job training or formal training. Formal training is oriented along academic lines and includes such activities as annual training schools, special officer courses at war and staff colleges.
4. ANNUAL TRAINING (AT). The specified period of ADT, normally 2 weeks, required annually of all members of the Selected Reserve. It may be performed during one consecutive period or in increments of 1 or more days, depending upon mission requirements. This training must meet all requirements for ADT and be mobilization related.
5. APPROPRIATE DUTY. A special period of IDT (differing from single and multiple drills), under orders, of not less than 3 hours duration, normally performed on 1 calendar day. However, one period of appropriate duty may be performed incrementally within 1 calendar week, in which case the total period of duty shall not exceed 8 hours. One period of appropriate duty is equivalent to a single drill for pay and point purposes.
6. CONTINGENCY OPERATION. A military operation that is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostility against an enemy of the United States or against an opposing military force; or an operation that results in the call or order to, or retention on, active duty of members of the Uniformed Services under 10 U.S.C. Sections 12301, 12302, 12304, 12305, 14 U.S.C. Section 712 or any other provision of law during a war or during a national emergency declared by the President or Congress. The purpose of this designation by the Secretary of Defense, or by the use of certain authorities,

is to trigger the implementation of various special pays and allowances for members of the Uniformed Services.

7. DEMOBILIZATION. The process necessary to release from active duty units and members of the Reserve Components who were ordered to active duty under 10 U.S.C. Sections 12301, 12302, 12304 AND 12305.
8. INACTIVE DUTY FOR TRAINING (IDT). Any authorized training performed by a reservist not on active duty or ADT. IDT consists of single drills, multiple drills, periods of appropriate duty, or work and study performed in connection with correspondence courses of an Armed Force.
9. INITIAL ACTIVE DUTY FOR TRAINING (IADT). Initial active duty for training is the initial ADT period for non-prior service enlistees performed during a period of not less than 12 weeks which produces a trained member in a military specialty. Depending on the enlistment program, this may be either one continuous period or split into two separate periods.
10. MOBILIZATION. The process by which all or a portion of the Armed Forces are brought to a state of readiness for war or a national emergency. It involves the order to active duty of units and members of the Reserve components under a declaration of national emergency by either the President or the Congress or when the Congress declares war. It includes the order to active duty of all or part of the Reserve components, as well as assembling and organizing personnel, supplies and material. Mobilization of the Armed Forces includes but is not limited to the following categories:
  - a. Selective Mobilization. Expansion of the Active Armed Forces resulting from action by Congress and/or the President to order to active duty Reserve component units, IRR, and the resources needed for their support, to meet the requirements of a domestic emergency (e.g., postal strike, flood, or earthquake). It does not involve a threat to the national security.
  - b. Partial Mobilization. Mobilization by the President of not more than 1 million Ready Reservists for not longer than 24 months, under 10 U.S.C. 12302, and the resources needed for their support to meet the requirements of a war or other national emergency involving an external threat to the national security.
  - c. Full Mobilization. Under 10 U.S.C. 12301, mobilization in time-Of war or national emergency declared by Congress of all Reserve component! units in the existing force structure; all individual, standby, and retired reservists; retired Active Force military personnel, and the resources needed for their support. Full mobilization is directed by Congress in those situations

requiring the expansion of the Active Force to meet the requirements of a war or other national emergency involving an external threat to national security. Units, individual Reservists, and retirees may be ordered to active duty for the period of the emergency plus 6 months thereafter.

- d. Total Mobilization. Expansion of the Active Armed Forces resulting from action by Congress and the President to organize and/or generate additional units or personnel, beyond the existing force structure, and the resources needed for their support to meet the total requirement of a war or other national emergency involving an external threat to the national security.
11. OPERATIONAL MISSION. Any military activity assignable to the Active components of the Armed Forces that does not include training, domestic disaster relief or other domestic emergency relief activities.
  12. PRESIDENTIAL SELECTED RESERVE CALL-UP (PSRC). The term used to describe the President's exercise of his authority under 10 U.S.C., Section 12304.
  13. READY RESERVE. Consists of the Selected Reserve, the IRR, and the ING. Members of the Ready Reserve, organized in units or as individuals, are liable for involuntary order to Active Duty to augment the Active forces.
    - a. Individual Ready Reserve (IRR). A manpower pool principally consisting of individuals who have had training and have previously served in the Active Forces or in the Selected Reserve. It consists both of those who have not completed their Military Service obligation (MSO) and those who have fulfilled their MSO. IRR members are liable for involuntary active duty for training and fulfillment of mobilization requirements in accordance with 10 U.S.C. 12301 and 12302, 12304 and 12305. In addition, the IRR also includes some personnel who are participating in officer training programs or in the Armed Forces Health Scholarship Program. All IRR members are in an inactive status.
    - b. Inactive National Guard (ING). Consists of personnel of the Army National Guard Ready Reserve who are in an inactive status. The term is not applicable to the Air National Guard. ING members are assigned to National Guard units but do not participate in training activities. On partial or full mobilization (but not a call-up under 10 U.S.C. Section 12304), they mobilize with their unit of assignment. To remain members of the ING, such personnel must muster once a year with their assigned units.

c. Selected Reserve. Those units and individuals within the Ready Reserve designated by their respective Services and approved by the Chairman of the Joint Chiefs of Staff as so essential to initial wartime requirements that they have priority over all other Reserve elements. They are required to participate in inactive duty training periods and/or annual training. The Selected Reserve also includes Reserve members awaiting or performing IADT. The Selected Reserve consists of subcategories defined as follows:

- (1) Selected Reserve Units. A unit is any group or detachment of two or more individuals organized to perform a particular function, whether or not such a group is part of a larger group, and which is organized, equipped, and trained to serve, upon activation or mobilization, on active duty as an operational or augmentation unit. Operational units train and normally serve as cohesive units. Augmentation units train together, but lose their unit identity when activated or mobilized, normally to augment and be subsumed by an Active unit or activity. Selected Reserve units include Selected Reserve members participating in Reserve unit training activities and Active component members assigned to Selected Reserve units. A Selected Reserve unit is not limited to a minimum size. Any unit may be ordered to active duty, if needed, regardless of size.
- (2) Individual Mobilization Augmentees (IMAs). Trained individuals of the Selected Reserve who are preassigned to an Active component DoD Agency, Selective Service System or Federal Emergency Management Agency organization billet that must be filled to meet contingency, premobilization, mobilization, sustainment or demobilization manpower requirements. IMAs may also be assigned to support the national defense strategy or national security object for critical military mission requirements or for special skills and/or qualifications needed to maintain selected military capabilities. IMAs participate in mandatory training activities on a part-time basis in preparation for activation or mobilization.
- (3) Active Guard and Reserve (AGR) personnel. Reserve and National Guard members on full-time Federal active duty under 10 U.S.C. 10211 or 12301(d). Includes Army Guard/Reserve, Navy Training and Administration of Reserve, Air Force Statutory Tour, and Marine Corps Full-Time Support personnel. Also includes National Guard members on full-time state duty. As authorized by the Secretaries of the

military Departments, AGR personnel are usually assigned to valid positions in Reserve units and mobilize with the units they support. They serve full-time for organizing, administering, recruiting, instructing, or training the National Guard and Reserve components and help to prepare Reserve units for wartime missions.

14. RESERVE COMPONENTS. Refers to the Army National Guard of the United States, Army Reserve, Naval Reserve, Marine Corps Reserve, Air National Guard of the United States, Air Force Reserve, and Coast Guard Reserve.
15. SPECIAL ACTIVE DUTY FOR TRAINING (SADT). A form of ADT that may be used to accomplish needed mobilization-related training that cannot be accommodated within normal annual training programs. SADT may also be used to provide supplementary manpower for tasks that directly support the Reserve Training Program.
16. TEMPORARY ACTIVE DUTY (TEMAC). Full-time duty on a voluntary basis, under 10 U.S.C. 12301 for other than training or Reserve Program projects. TEMAC procedures are controlled by CG PPBES and coordination staff and are outlined in COMDTINST 1330 series. Those procedures must be followed closely, particularly when the TEMAC involves reservists from other military services.
17. UNIFORMED SERVICES. These are the Army, Navy, Air Force, Marine Corps, Coast Guard, Commissioned Corps of the U.S. Public Health Service, and the Commissioned Corps of the National oceanic and Atmospheric Administration.

APPENDIX D. REFERENCES

<u>TYPE</u>	<u>NUMBER</u>	<u>TITLE</u>
PPCINST	M1000.2	PERSONNEL AND PAY PROCEDURES MANUAL
COMDTINST	M1000.6A	PERSONNEL MANUAL
DODD	1200.7	SCREENING THE READY RESERVE
DODD	1235.10	ACTIVATION, MOBILIZATION AND DEMOBILIZATION OF THE RESERVE COMPONENTS
DODD	1352.1	MGMT AND MOB OF REGULAR AND RETIRED MILITARY MEMBERS
COMDTPUB	1573.1B	WHAT IS A DRILL
COMDTINST	1601.2A	CRISIS ACTION TEAMS
COMDTINST	1750.4	OMBUDSMAN-THE COMMAND FAMILY REPRESENTATIVE
COMDTINST	M1850.2	PHYSICAL EVALUATION SYSTEM
COMDTINST	M3000.3A	CAPABILITIES MANUAL
COMDTINST	M3010.11B	CONTINGENCY PREPAREDNESS PLANNING MANUAL VOLUME I - PLANNING DOCTRINE
COMDTINST	M3010.12B	CONTINGENCY PREPAREDNESS PLANNING MANUAL VOLUME II - PERSONNEL AND EQUIPMENT REQUIREMENTS
COMDTINST	M3010.13B	CONTINGENCY PREPAREDNESS PLANNING MANUAL VOLUME III - EXERCISE POLICY
CNOINST	S3061.1D	NAVY CAPABILITIES AND MOBILIZATION PLAN
PPCINST	M5230.1	SDQ USER/QUERY MANUAL
COMDTINST	5310.2	POLICY FOR PLANS TO INTEGRATE RESERVE ACTIVE FORCES
COMDTINST	5400.20	OPERATING PROCEDURES FOR WORK-LIFE STAFFS
COMDTINST	M6000.1	MEDICAL MANUAL
COMDTINST	M7220.29	PAY MANUAL
COMDTINST	M7300.4	COMPROLLER MANUAL