

E-Mail ALPERSRU K/03

Subj: DEMOBILIZATION OF RESERVISTS

- Ref: (a) [Personnel and Pay Procedures Manual, PSCINST M1000.2\(series\)](#)
(b) [SDA II User Manual, PSCINST M5231.2](#)
(c) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
(d) [E-Mail ALPERSRU V/02](#)
(e) [Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 \(series\)](#)

Introduction This E-mail ALPERSRU describes PERSRU responsibilities in conjunction with demobilizing reservists who were recalled to active duty under Title 10, U.S. Code.

Discussion The rapid drawdown of Title 10 reservists has created significant workload implications for PERSRUs and PSC.

On 30 June 2003, over 1,000 Coast Guard and Coast Guard Reserve members separated. All 30 June 2003 cases will be processed for payment not later than 14 July 2003. However, this high volume of separations has created some delays in payment of final separation payments. PSC (SES) has been working extended work hours to handle the increased volume of separations.

The key to timely final separation payments is following the timelines and procedures in [chapter 11 of reference \(a\)](#) and [chapter 8 of reference \(b\)](#). These procedures are reiterated below.

Verify Demobilization Date PSC is seeing numerous cases where demobilization dates originally input by PERSRUs are later being changed. This causes considerable system processing problems. To prevent pay interruptions, it is essential that, prior to inputting key demobilization transactions (i.e., the Statement of Intent and the RELAD Endorsement on Orders), PERSRUs verify a reservist's true demobilization date.

Continued on next page

E-Mail ALPERSRU K/03

Subj: DEMOBILIZATION OF RESERVISTS, Continued

**Process
Overview**

Pages 11-46 and 11-47 of reference (a) delineate the demobilization process.

The key PERSRU responsibilities are:

- The PERSRU servicing the reservist's mobilization unit is responsible for:
 - (a) Inputting a Statement of Intent in Direct Access.
 - (b) Ensuring all medals, awards, and competencies earned by the reservist while mobilized are recorded in Direct Access.
 - (c) If appropriate, forwarding the reservist's PERSRU PDR, and electronic SDA-II record (via D100 transaction per chapter 5, reference (b)), to the PERSRU servicing the reservist's regularly assigned unit.
- The PERSRU servicing the reservist's regularly assigned unit is responsible for:
 - (a) Issuing the reservist a Certificate of Release or Discharge From Active Duty (DD Form 214).
 - (b) Inputting an L68C transaction to record the reservist's release from active duty (RELAD).
 - (c) Ensuring the reservist's mailing/e-mail/bank information is updated in Direct Access.
 - (d) Inputting new SGLI/Family SGLI transactions into Direct Access if the reservist does not desire maximum coverage levels after demobilization.

Continued on next page

E-Mail ALPERSRU K/03

Subj: DEMOBILIZATION OF RESERVISTS, Continued

Disposal of Leave Upon Demobilization

Reservists on Title 10 orders have a special leave benefit, as described in section 10.A.1.a.(2), reference (c). Leave accrued while serving under Title 10 orders is not subject to the normal 60-day career maximum on sale of leave.

When a reservist is demobilized, and not immediately ordered to further active duty, the reservist must either use or sell leave accrued to his/her account. Any leave sold by the reservist is exempt from the normal 60-day career maximum.

Per Figures 10-2 and 10-3, reference (c), if a reservist is demobilized, then immediately ordered to further active duty, the reservist has the option to sell leave or carry unused accrued leave forward to the consecutive active duty tour. It is normally more advantageous for the reservist to sell all accrued leave rather than carry it forward. That is because, if a reservist elects to carry contingency leave forward to a non-contingency period, the contingency leave will be the first leave used, and will most likely be unavailable for later sale as an exception to the normal 60-day maximum on sale of leave.

Submission Of SOI for Reservist Being Released From Active Duty

The Statement of Intent is the key transaction for shutting down a reservist's pay and paying lump sum leave. To ensure that a reservist is properly paid, it is critical that the Statement of Intent be submitted prior to the month that the reservist separates from active duty. If at all possible, the Statement of Intent should be submitted at least 45 days prior to separation.

The responsibility for inputting the Statement of Intent rests with the PERSRU servicing the reservist's mobilization unit.

The Statement of Intent is prepared and approved in Direct Access as prescribed in reference (d).

Continued on next page

E-Mail ALPERSRU K/03

Subj: DEMOBILIZATION OF RESERVISTS, Continued

Submission of SOI for reservist being released from active duty
(cont'd)

In exceptional cases where notification of a reservist's RELAD is received late, and is within 20 days of the RELAD date, an E-mail SOI shall ALSO be submitted to PSC (SES) per Exhibit 3-B-1, page 3-B-9, reference (a).

Common problems seen with SOI submissions are:

- SOI not being submitted prior to the month the reservist separates.
- SOI showing the incorrect separation date.
- SOI not properly showing disposition of leave and use of terminal leave.

Note: Do not submit the SOI after the RELAD (8C) transaction (see below) has been submitted. The SOI must process in JUMPS prior to the RELAD transaction.

Submission of Release from Active Duty (RELAD) transaction

Not later than the date of RELAD, or the date a reservist departs on terminal leave, whichever is earlier, a 'Release from Active Duty Orders' transaction shall be prepared and approved in SDA II per section 8-B, reference (b). This transaction shall be prepared by the PERSRU that services the reservist's regularly assigned unit.

Common problems seen with the RELAD transaction are the following:

- Incorrect effective date. The 'Effective Departure Date' should be the date the reservist is departing his/her unit. If the reservist is taking no terminal leave, then this date must be the last day of active duty.
 - Incorrect OPFAC. The 'Reporting Unit OPFAC' should be the OPFAC of the unit to which the reservist will be assigned as a drilling reservist, or 87400 if the reservist is being assigned to the IRR after RELAD.
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Continued on next page

E-Mail ALPERSRU K/03

Subj: DEMOBILIZATION OF RESERVISTS, Continued

Submission of Release from Active Duty (RELAD) transaction (cont'd)

- Incorrect RELAD date. The 'Date Released from Active Duty' (Element Code 60) must be the date of RELAD.
- Incorrect separation reason. The 'Reason' should be '62' (due to fulfillment of active service obligation).
- Incorrect disposition of leave. The reservist's leave balance upon RELAD needs to be fully accounted for in Element Codes 90 and 93 (lump sum leave sold) and in the Terminal Leave fields.

Reservists who are immediately recalled for further active duty of less than 140 days

If a reservist is released from Title 10 orders, then immediately called to active duty under a different set of orders (e.g., ADSW-RC, ADT, or ADSW-AC), and the new period of recall is less than 140 days:

- If the reservist's Expected Active Duty Termination Date expires during the month the Title 10 orders are terminated, prepare a Statement of Intent in Direct Access to reflect retention for recall (Retention Code D). The period of retention should be one month.
- Effective the date of RELAD, prepare a 'Release From Active Duty Orders' transaction in SDAII per section 8-B, reference (b).
- Prepare a Depart/Report ADT (R990) transaction per page 2-B-33, reference (b), to record the new period of active duty. Per section 3.C.10, reference (c), during the new period of active duty, the reservist is entitled to BAH-II. The reservist continues to earn leave while on the additional active duty period.
- Upon completion of the active duty period, a Stop Basic Pay, BAH Type II and BAS Entitlement (R991) and a Process Lump Sum Leave Payment for Reserves (R975) transaction shall be prepared IAW pages 2-B-26 and 2-B-44, reference (b).

Continued on next page

E-Mail ALPERSRU K/03

Subj: DEMOBILIZATION OF RESERVISTS, Continued

**Reservists
who are
immediately
recalled for
further active
duty of 140
days or greater**

If a reservist is released from Title 10 orders, but immediately recalled to active duty under a different set of orders (e.g., ADSW-RC, ADT, or ADSW-AC), and the new orders are for 140 days or greater:

- If the reservist's Expected Active Duty Termination Date expires during the month the Title 10 orders are terminated, prepare a Statement of Intent in Direct Access to reflect retention for recall (Retention Code D). The period of retention should be one month.
- Do not submit a 'Release From Active Duty Orders' transaction in SDAII.
- Prepare a Report Additional Active Duty Authorized (P192) transaction per page 2-B-5, reference (b).
- Prepare a Change BAH (P606) transaction per page 2-A-115, reference (b). If the reservist will not be assigned government quarters, the reservist will be entitled to BAH. In accordance with section 3.C.10, Figure 3-6, and Figure 3-10, reference (c), the BAH zip code shall be the duty station at which the active duty will be performed.
- Prepare a Start/Resume Pay and Allowance (P607) transaction per page 2-A-148, reference (b), for CONUS COLA. The CONUS COLA zip code shall be the zip code of the duty station at which the active duty will be performed.

Continued on next page

E-Mail ALPERSRU K/03

Subj: DEMOBILIZATION OF RESERVISTS, Continued

Enlisted Reservists who integrate into the U.S. Coast Guard

If an enlisted reservist is released from Title 10 orders, then immediately integrates in the Regular Coast Guard:

- If the reservist's Expected Active Duty Termination Date expires during the month the Title 10 orders are terminated, prepare a Statement of Intent in Direct Access to reflect retention for recall (Retention Code D). The period of retention should be one month.
- Do not submit a 'Release From Active Duty Orders' transaction in SDAII.
- Prepare a Discharge Transaction (P203) per section 8-C, reference (b). The 'Discharge Status Code' should be '29' (Recommended for reenlistment, discharge to change components). Leave shall be accounted for in Element Codes 35 through 40 on the P203 transaction. As discussed in the *Disposal of Leave* section above, it is normally advantageous for the reservist to sell accrued leave since such leave is exempt from the normal 60-day maximum on sale of leave.
- Prepare accession transactions into the Regular Coast Guard as prescribed in section 7-B, reference (b).

Issuance of DD Form 214

All reservists called to active duty orders under Title 10, U.S. Code, must be issued a DD-214 in accordance with reference (e). A DD-214 shall be issued regardless of the duration of the active duty period.

Normally, the DD-214 is issued upon demobilization from Title 10 orders. However, if a reservist is being immediately ordered to further active duty upon demobilization, the DD Form 214 shall not be issued until the end of that additional active duty, i.e., until the reservist is separated.

Continued on next page

E-Mail ALPERSRU K/03

Subj: DEMOBILIZATION OF RESERVISTS, Continued

**Issuance of
DD Form 214
(cont'd)**

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

- That the reservist was recalled under Title 10, U.S. Code, and participated in a contingency operation and the title(s) of the operations the reservist participated in.
- The reservist's duty location(s) while on active duty.
- The dates, if any, of service in a designated imminent danger pay area.
- All medals/awards received by the reservist while on active duty.
- Total cumulative career active duty service for retirement.

Questions

Questions regarding the content of this e-Mail ALPERSRU may be directed to PSC Customer Service at (866) 772-8724/(785) 339-2200, or by e-mail to HRSIC-CST@hric.uscg.mil.

Released by

Internet release authorized.

/s/
M. P. SULLIVAN
Deputy Director