

# Command Guide for Identified HYT Candidates

The purpose of this checklist is to provide guidance to commands when reviewing the records of their members that were identified as High Year Tenure (HYT) candidates. CG PSC-epm-1 has identified members for HYT on the basis of their current time in service (TIS), calculated using their Active Duty Base Date (ADBBD).

The below questions should be addressed locally with the member's SPO and Medical Office to ensure no further administrative issues exist. This form is for local use only and should **ONLY** be sent to CG PSC-epm-1 if there are known issues. Items that come up during review **will not** exempt a member from HYT until an official determination is made by CG PSC-epm-1. Please do not limit your research to only the questions below. If other items are discovered during your review, and are not addressed elsewhere, please contact CG PSC-epm-1.

\*All inquiries and documentation relating to HYT should be sent to CG PSC-epm-1 at: ARL-PF-CGPSC-EPM-1-HYT@uscg.mil

## HYT Professional Growth Points (PGPs)

**E-9:** 30 years time in service

**E-8:** 26 years time in service

**E-7:** 24 years time in service

**E-6:** 20 years time in service

**E-5:** 16 years time in service

**E-3 and E-4:** 10 years time in service (including members with prior service)

**E-1 and E-2:** Cannot extend or re-enlist beyond completion of current contract

Member Name	Rank/Rate	Current Unit
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ADBBD	EMPLID	
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Please review each question with the appropriate SPO/Command/Medical personnel. **Email CG PSC-epm-1 at the HYT portal address if "Yes" is checked to any of the below questions.**

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|---|-----------|---------------|
| 1) Is the member going through a Medical Board or is one anticipated?   | Yes<br>No | Initials/Date |
| 2) After review, do you believe that this member's ADBBD is incorrect? (ex: Prior Service, Break in Service, Reserve or National Guard, etc.)   | Yes<br>No | Initials/Date |
| 2a) Does this member currently have a pending request for a Statement of Credible Service (SOCS) with PPC in which there could be a potential change to the TIS that would exclude the member as a HYT candidate? | Yes<br>No | Initials/Date |
| 3) Are there pending administrative discharge proceedings, or a pending investigation for a civil and/or UCMJ violation?  | Yes<br>No | Initials/Date |
| 4) Has the member been reduced in rank since 31 December 2012 for any reason? (ex: NJP, Reserve Integration, etc.)  | Yes<br>No | Initials/Date |

Additional  
Comments:

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