

Regular to Reserve Application Process via Direct Access

1. Log into Direct Access (DA)
2. From “Tasks” select “Create e-Resume” (not PSC e-Resume).
3. On the Position Source tab select “Reserve Opportunity” from the drop down menu.
4. Ensure you clear any information in the “Job Family” field.
5. On the “Job Code” field enter 000096, click the search button.
6. The Regular to Reserve Panel should appear, select and add to your “Job Basket”.
7. Apply for Job in your “Job Basket”, command endorsement is not required.
8. Ensure contact detail information in “Personal Information” is current before submitting. We will be using this information to contact you if you’ve separated from the service before a reserve commission is approved.
9. Forward a copy of your separation authorization to: arl-pf-cgpsc-rpm-boardspanels@uscg.mil with REGULAR TO RESERVE in the subject line of the e-mail. Failure to submit your separation authorization will result in your name being removed from consideration.