



Individual Ready Reserve Member Guide



PSC Reserve Personnel Management Division U. S. Coast Guard Stop 7200
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General Information

Purpose for this Guide

PSC-rpm understands that you may have questions as you transition from the Active Component (AC) to the Reserve Component (RC), or complete a change in Reserve Component Category (RCC).

As a member of the Individual Ready Reserve (IRR) it is important that you understand the requirements that apply to you and know where to turn for additional assistance and guidance.

This guide was prepared to:

- Assist members in their transition to the Individual Ready Reserve (IRR);
- Communicate the annual participation requirements that apply to all members of the IRR and the consequences of not meeting these satisfactory participation standards;
- Provide additional useful information for IRR members; and
- Clarify the process for requesting assignment back to the Selected Reserve (SELRES).

We welcome your feedback to improve this guide.

Who to Contact

Commander, Personnel Service Center, serves as the Commanding Officer for members of the IRR; members are assigned to, and administratively supported by, the Reserve Personnel Management Division (PSC-rpm).

Our mailing address is:
Commander (RPM-3)
Personnel Service Center
U.S. Coast Guard Stop 7200
4200 Wilson Boulevard, Suite 1100
Arlington, VA 20598-7200

Please visit our web page at: <http://www.uscg.mil/rpm/rpm3>.

The Servicing Personnel Office (SPO) can be reached via email at: ARL-DG-CGPSCIRR@uscg.mil.

Inquiries may also be submitted to ARL-PF-CGPSC-RPM-3-QUERY@uscg.mil.

PSC-rpm-3 Branch Chief: (202) 493-1761
PSC-rpm-3 Asst. Branch Chief/SPO Supervisor: (202) 493-1710
PSC-rpm SPO: (202) 493-1771/1772/1729
PSC-rpm-3 Medical: (202) 493-1766

IRR Satisfactory Participation Requirements

Where can I find information about the requirements?

IRR satisfactory participation requirements are outlined in Chapter 4.A.6 of the Reserve Policy Manual, COMDTINST M1001.28 (series).

What are the requirements?

Essentially, IRR members must:

- Answer official correspondence, which may be sent to you via mail (i.e., United States Postal Service), FEDEX or similar delivery service, or email.
- Respond to Annual Screening Questionnaires (ASQ). More information is provided in the “ASQ section.”
- Promptly advise PSC-rpm-3 (or your assigned SPO if you have been approved to “drill for points”) of any changes in residence or address, phone numbers, marital status, dependency status, civilian education or employment, and any physical condition that impacts your immediate availability for active military service.
- Maintain Coast Guard physical fitness and weight/body fat standards.
- Officers and retirement eligible personnel ***MUST*** accrue a minimum of 50 retirement points each anniversary year to be retained in an active status (SELRES, ASL, IRR).

How can I complete the requirements?

Most requirements are self-explanatory such as answering official correspondence and contacting your SPO when you have updated personal information. If you have a Direct Access account you may update your address, phone numbers, emergency contact data, etc. through the “Employee > Tasks” function.

There are several ways to update your Annual Screening Questionnaire (ASQ), which are discussed in the “ASQ Section” of this guide.

Information regarding Coast Guard weight and body fat standards is contained in the Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series). IRR members should maintain these standards and are encouraged to visit their local CG command in April and October of each year to have an official weigh-in recorded. The information from the weigh-in may be sent to PSC-rpm-3 SPO for entry into Direct Access.

A member who incurs an injury or illness, which impacts his/her readiness and availability for mobilization, should update his/her ASQ and contact PSC-rpm-3 medical as soon as possible for further guidance. We may ask you to provide medical documentation to support your current medical status so that we can update appropriate Coast Guard systems. All members of PSC-rpm-3 staff have been trained in Health Information Portability and Accountability Act (HIPAA) requirements and we will ensure your medical documentation is managed properly and with discretion.

Annual Screening Requirements

Where can I find information about the requirement?

Federal law, 10 U.S.C. 10149, requires that all ready reservists (Selected Reserve and Individual Ready Reserve) be screened annually to ensure their availability for mobilization. This requirement has been incorporated into the Reserve Policy Manual, COMDTINST M1001.28 (series).

In addition, the Coast Guard Policy on the Possession of Firearms and/or Ammunition by Coast Guard Military Personnel, COMDTINST 10100.1 (series), requires annual screening of personnel for compliance with the requirements imposed by the Lautenberg Amendment to the Gun Control Act of 1968 regarding possession of firearms and/or ammunition by Coast Guard members who have been convicted of a misdemeanor crime of domestic violence.

What is the requirement?

There are two elements to the annual screening process:

- Completion of the Annual Screening Questionnaire (ASQ) and,
- Completion of DD Form 2760 (Qualification to Possess Firearms or Ammunition).

How can I complete the requirements?

Currently, there are three ways members can complete the annual screening requirement:

- Complete CG-3799R and return it to PSC-rpm-3 for entry into Direct Access;
- Complete the ASQ in Direct Access using the path: Home > Self-Service > Employee > Tasks > Annual Screening Questionnaire;
- Complete the “Annual Screening Questionnaire” on-line survey on PSC-rpm-3’s web page at: www.uscg.mil/rpm/rpm3/asq

The ASQ should be updated at least annually and any time that your mobilization status changes.

Additional directions for completing the ASQ can be accessed through the Pay & Personnel Center web page at: www.uscg.mil/ppc/ps.

The DD Form 2760 should be completed and returned to PSC-rpm-3 for filing in your Personnel Data Record (PDR). An electronic copy will be provided to the Personnel Service Center, Personnel Services Division, Military Records Branch (PSC-psd-mr) for inclusion in your Electronically Imaged Personnel Data Record.

Anniversary Year

What is an “anniversary year?”

Your anniversary year is an important date to know and understand as it relates directly to your eligibility for completing satisfactory federal service for a Reserve (non-regular) retirement.

In addition, certain requirements must be completed within your anniversary year. These requirements include but are not limited to:

- Accruing at least 50 retirement points to earn a qualifying year of satisfactory service for non-regular retirement; and,
- Accruing at least 50 retirement points to meet IRR satisfactory participation requirements.

For most IRR members, the only anniversary year requirement is to accrue a minimum of 50 retirement points.

Your anniversary year is established by the date you entered into active service or into active status in a reserve component and is indicated on your Retirement Points Statement.

Where can I find more information about “anniversary years?”

Chapter 8.C of the Reserve Policy Manual, COMDTINST M1001.28 (series), provides additional information about the anniversary year.

You should receive an annual Retirement Points Statement from the Coast Guard Pay & Personnel Center (PPC) approximately three months following the end of your anniversary year. This Retirement Points Statement should be reviewed to ensure it accurately captures all retirement points earned for the previous anniversary year.

Retirement Points Statements are also available for viewing in Direct Access using the path: Home > Self-Service > Employee > View > View Reserve Points.

Retirement & Earning Retirement Point Credit

Can I earn a retirement in the IRR? What are retirement points?

Yes. A qualifying year of satisfactory service for non-regular retired pay is a full anniversary year during which a regular or reserve member is credited with a minimum of 50 retirement points. An accumulation of 20 such years is one requirement necessary to qualify for non-regular (Reserve) retired pay.

Retirement points can be earned by performing Inactive Duty Training (IDT) including Readiness Management Periods (RMP) and Funeral Honors Duty (FHD), with or without pay, active duty (with or without pay) and completing approved correspondence courses. In addition, reserve members in an active status (SELRES, IRR, ASL) receive 15 membership points for each anniversary year.

IRR members may request to perform IDT for retirement point credit, which is commonly referred to as “drilling for points.” Please see the “Drilling for Points” section of this guide for additional guidance.

In addition, qualified IRR members may volunteer for active duty solicitations, which are advertised through the Volunteer Bulletin Board. Additional information about volunteer opportunities may be found on the Reserve web page at: www.uscg.mil/reserve or www.uscg.mil/announcements/volsol.asp.

Finally, additional information about completing authorized correspondence courses may be found in the “Completing Correspondence Courses for Retirement Point Credit” section of this guide.

Where can I find information about retirement points and Reserve retirement eligibility?

Chapter 8.C of the Reserve Policy Manual, COMDTINST M1001.28 (series), provides additional information about Reserve retirement eligibility, earning retirement points, and computing retired pay.

“Drilling for Points Only” Process

Can I “drill for points” only while in the IRR?

Yes. Chapter 1.C of the Reserve Policy Manual, COMDTINST M1001.28 (series) allows for IRR members to perform non-paid IDT (for retirement point credit only) at units with Coast Guard positions on the Personnel Allowance List (PAL). This practice is commonly referred to as “drilling for points only (DFPO).”

How can I request to drill for points?

ALCGRSV 055/11 – Assignment of Individual Ready Reserve (IRR) Members and Process for Performing IDT for Retirement Point Credit – outlines the current process that members must follow.

PSC –rpm is the approving authority for all “drill for points only” requests.

Approval of these requests is based primarily on service need (e.g., a member provides a special skill set to the command) but also considers the member’s needs (e.g., completing satisfactory participation requirements, earning a qualifying year for retirement, completion of advancement requirements, etc.).

Normally, reserve enlisted members and Chief Warrant Officers with more than 30 years of total service will not be approved to drill for points only. Similarly, reserve Commissioned Officers with 30 years or more total commissioned service will not be authorized to drill for points only as these officers must be in a Reserve Component Category (RCC) of Retired Reserve of Standby Reserve, Inactive Status List (ISL).

A memo template for requesting to “drill for points only” is available on the RPM-3 web page at: <http://www.uscg.mil/rpm/rpm3/irr>.

How can I find additional information about this process?

Additional guidance can be found on the RPM-3 web page at <http://www.uscg.mil/rpm/rpm3/irr>.

Completing Correspondence Courses for Retirement Point Credit

Can I earn retirement point credit by completing correspondence courses?

Yes. Retirement point credit can be earned for satisfactory completion of correspondence courses that have been evaluated for retirement point credit in accordance with Coast Guard procedures.

How many points can I earn each anniversary year?

Currently, the maximum, combined, total points allowed for Inactive Duty Training (IDT), Readiness Management Periods (RMP), Funeral Honors Duty (FHD), membership, and correspondence courses is 130.

Therefore, if you receive 15 membership points for your anniversary year, and perform no IDT, RMP or FHD, you can receive a maximum of 115 points for correspondence courses.

What is the process for completing authorized correspondence courses and obtaining retirement point credit?

A list of authorized correspondence courses is contained on the Reserve web page at: www.uscg.mil/reserve/retirement.asp. This list is maintained by CG-1311 and is updated periodically.

Once you have completed an approved correspondence course, you need to submit your course completion certificate to the RPM-3 SPO at: ARL-DG-CGPSCIRR@uscg.mil. The SPO YNs will enter the correspondence completion into Direct Access, which will update your training history and provide you with the appropriate number of retirement points assigned to the course.

Where can I find more information about this process?

Chapter 8.C of the Reserve Policy Manual, COMDTINST M1001.28 (series), provides additional information about completing correspondence courses for retirement point credit.

Additional information is available on the Reserve home page at: www.uscg.mil/reserve/retirement.asp and in ALCOAST 556/09.

Reserve Component Category (RCC) Changes

Can I request to change my Reserve Component Category (RCC) status?

Yes. If you want to change your status, you must submit a Change in Reserve Component Category (RCC) form, which is available on the PSC-rpm web page at: http://www.uscg.mil/psc/rpm/rpm1/docs/RCC_Form.pdf.

Once you have completed the form, please send it (along with any required documentation) to PSC-rpm-1 at: ARL-PF-CGPSC-RPM-QUERY@USCG.MIL. PSC-rpm-1 and rpm-3 will work together to review your request and process it in a timely manner.

Please keep in mind that if you want to enter the Selected Reserve (SELRES), you will need to have an updated PHA and dental exam if you have not had one in the previous 12 months. PSC-rpm-3 staff can assist you with authorizing a Readiness Management Period (RMP) to obtain a PHA and dental exam from a Coast Guard medical provider. Also, members in the IRR must compete for a SELRES billet in accordance with current Assignment Year (AY) guidance (see Returning to the SELRES – Assignment Guidance section of this guide).

What are the different Reserve Component Categories?

The Ready Reserve consists of members in the Selected Reserve (SELRES) and Individual Ready Reserve (IRR). Individuals in the Ready Reserve are liable for immediate recall to active duty as outlined in Chapter 1.A of the Reserve Policy Manual. SELRES members are assigned to Coast Guard units and regularly perform Inactive Duty Training (IDT) and at least 12 days of Active Duty for Training (ADT-AT) in a paid status. The IRR consists primarily of individuals who must fulfill their Military Service Obligation (MSO) and those who have fulfilled their MSO and voluntarily remain in the IRR. Unless they have been authorized to “drill for points only” with a Coast Guard unit, IRR members are assigned to PSC-rpm. IRR members may voluntarily participate in Reserve training programs but are not required to meet the same IDT and ADT training requirements of those in the SELRES.

The Standby Reserve consists of reservists who are in neither the Ready Reserve nor the Retired Reserve, who are liable for involuntary recall to active duty only as provided in 10 USC 12301 and 12306. The Standby Reserve includes the Active Status List (ASL) and the Inactive Status List (ISL).

The Retired Reserve consists of reservists who have met satisfactory participation requirements for non-regular retirement and who are receiving retired pay (RET-1) or are waiting to receive retired pay (RET-2).

Where can I find additional information about Reserve Component Categories?

Chapters 1.C and 5.B of the Reserve Policy Manual contain information about Reserve Component Categories and transfers between categories. Chapter 4 outlines participation standards applicable to Reserve Component Categories.

Requesting Retirement

Can I request retirement while I'm in the IRR?

Yes. Any reservist who has accumulated 20 or more years of satisfactory service for non-regular retired pay (i.e., a full year which a regular or reserve member is credited with a minimum of 50 retirement points) is eligible to request retirement.

The Pay and Personnel Center (PPC-ras) will notify members in writing within one year of completing satisfactory federal service for retirement purposes, of eligibility for retired pay at age 60. The written notification is commonly called the 20-year letter.

Members believing that they have accumulated 20 years of satisfactory service and have not received their 20-year letters should first review their most recent retirement point statements for accuracy before pursuing any other action via the chain of command.

What is the process for requesting retirement?

If you have received your 20-year letter and you want to request retired status, you must submit a Reserve Retirement Transfer Request (CG-2055A) to PSC-rpm-1 at: ARL-PF-CGPSC-RPM-QUERY@USCG.MIL.

PSC-rpm-1 will review your request and forward it to PPC for processing.

All RET-2 (retired awaiting pay) requests will be processed for the 1st of the month. RET-1 (retired with pay) requests will be processed for the date of the member's 60th birthday.

Where can I find information about Reserve retirement eligibility and processing?

Chapter 8.C of the Reserve Policy Manual, COMDTINST M1001.28 (series), provides information about Reserve retirement eligibility, earning retirement points, and computing retired pay. In addition, the PPC Retiree & Annuitant Services Branch (PPC-ras) web page is devoted to servicing retired Coast Guard members. PPC-ras's web page may be accessed at: <http://www.uscg.mil/hr/psc/ras>.

Expiration of Enlistment (EOE)

Can I reenlist or extend my enlistment while in the Individual Ready Reserve (IRR)?

Yes; provided that you meet the requirements outlined in the Enlisted Accessions, Evaluations, and Advancements Manual, COMDTINST M1002 (series).

What is the process for reenlisting or extending while a member of the IRR?

Approximately six months before your expiration of enlistment, you should receive a memo from PSC-rpm-3 reminding you that your enlistment soon will expire. With the memo you will receive a Career Intentions Worksheet (CG-2045) that you will need to complete to convey your career intentions to us (e.g., discharge, reenlist, extend, etc.). The memo will contain instructions on where to send the completed documents.

If you do not receive this memo from PSC-rpm-3 within three months of your expiration of enlistment, you should complete a Career Intentions Worksheet (CG-2045) and send it to the PSC-rpm-3 Servicing Personnel Office (SPO) via email at: ARL-DG-CGPSCIRR@uscg.mil.

We will work with you to complete your reenlistment or extension contracts prior to your expiration of enlistment date.

What if I want to be discharged at my expiration of enlistment?

If you do not desire to reenlist or extend your enlistment, please indicate your desire to be discharged when you complete your Career Intentions Worksheet (CG-2045).

IRR members who fail to respond to PSC-rpm-3's expiration of enlistment counseling memos, or notify us through other means of their desire to reenlist or extend, will be discharged at their expiration of enlistment.

Will I receive a DD-214 when I'm discharged?

No. DD-214s are issued to reservists only when they have completed at least 90 days of active duty service, or have performed active duty in support of a contingency operation, or are separated for cause or disability.

You will receive a discharge certificate that reflects your characterization of service.

Where can I find additional information about expiration of enlistment issues?

Additional information about reenlistments and extension can be found in the Enlisted Accessions, Evaluations, and Advancements Manual, COMDTINST M100.2 (series). The Military Separations Manual, COMDTINST M1000.4, provides additional information about separation and discharge processes.

Returning to the Selected Reserve (SELRES) – Assignment Process

Can I request to return to the Selected Reserve (SELRES) from the IRR?

Yes. You can request transfer to the SELRES to be assigned to a Coast Guard unit.

What is the process for requesting a SELRES assignment as an IRR member?

There are several things that you will need to do in order to transfer from the IRR to the SELRES.

First, you should submit a Request to Change Reserve Component Category (RCC) form as outlined in the “Reserve Component Category” section of this guide indicating that you request to transfer to the SELRES. Please be sure to complete the “desired placement” information indicating where you would like to be assigned. Please keep in mind that Reserve assignments are made based on service needs and you are not guaranteed assignment to a specific geographic location or unit.

Typically assignments are made in the spring and members report to their new assignments on 1 OCT. Please check with the latest guidance available in the annual assignment year kick-off message (available in CGMS or the RPM-2 webpage) for the latest information, timelines and deadlines.

Enlisted members typically will be directed to contact the In-Service Transfer Team (ISTT) at the Coast Guard Recruiting Command for additional processing. The ISTT will work with PSC-rpm-3 to ensure that you meet all SELRES requirements and with the Enlisted Assignment Officers (AOs) in PSC-rpm-2 to coordinate your assignment to a Coast Guard unit.

Officers typically will be directed to the appropriate AO for additional guidance and direction for the assignment process.

Where can I find additional information about the Reserve assignment process?

General assignment policy is contained in Chapter 5 of the Reserve Policy Manual, COMDTINST M1001.28 (series). Additional information, including relevant message traffic, assignment guides, and shopping lists can be found on PSC-rpm-2’s web page at: <http://www.uscg.mil/psc/rpm/rpm2/assignments.asp#guides>.