U.S. Department of Homeland Security

United States Coast Guard

Reserve Policy Manual

COMDTINST M1001.28B
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U.S. Department of Homeland Security
United States Coast Guard

Commandant
United States Coast Guard

2703 Martin Luther King Jr Ave SE
Stop 7907
Washington, DC 20593-7907
Staff Symbol: CG-131
Phone: (202) 475-5443
Fax: (202) 372-8473

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COMMANDANT INSTRUCTION M1001.28B

Subj: RESERVE POLICY MANUAL

Ref:
(a) Title 10, United States Code
(b) Uniform Reserve, Training, and Retirement Categories, DoDI 1215.06
(c) Reserve Components Common Personnel Data System (RCCPDS), DoDI 7730.54
(d) Administration and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING), DoDI 1235.13
(e) Screening the Ready Reserve, DoDD 1200.7
(f) Reserve Component (RC) Member Participation Policy, DoDI 1215.13
(g) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)
(h) Title 14, United States Code
(i) Coast Guard Recruiting Manual, COMDTINST M1100.2 (series)
(j) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)
(k) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
(l) Title 37, United States Code
(m) Service Credit for Non-Regular Retirement, DoDI 1215.07
(n) The Joint Federal Travel Regulations (JFTR), Volume 1
(o) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
(p) Coast Guard Medical Manual, COMDTINST M6000.1 (series)
(q) Active Duty for Operational Support (ADOS), COMDTINST 1330.1 (series)
(r) Recall of Enlisted Reservists to Extended Active Duty, COMDTINST 1141.3 (series)
(s) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)Enlisted Accession, Evaluations, and Advancements, COMDTINST M1000.2 (series)
(t) Performance, Training and Education Manual, COMDTINST M1500.10 (series)Uniform Regulations, COMDTINST M1020.6 (series)
(u) Family Care Plans, DoDI 1342.19
(v) Military Separations, COMDTINST M1000.4 (series)
(w) Administrative Separation Board Manual, COMDTINST M1910.2 (series)

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(x) Pregnancy in the Coast Guard, COMDTINST 1000.9 (series)
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(z) Reserve Component Incapacitation System Management, DoDI 1241.2
(aa) Administrative Investigations Manual, COMDTINST M5830.1 (series)

1. PURPOSE. This Manual describes policies and procedures for the administration of military personnel of the Coast Guard Reserve based upon, and supplemental to, laws and regulations of higher authority.

2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Manual. Internet release is authorized.

3. DIRECTIVE(S) AFFECTED. The Reserve Policy Manual, COMDTINST M1001.28A, is cancelled.

4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.

5. MAJOR CHANGES. Major changes to this Manual include the format to adhere to current manual and instruction guidelines and updated guidance on Reserve policies based on statutory and applicable Department of Defense policies issued subsequent to the previous version of this Manual.

6. IMPACT ASSESMENT. None.

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

   a. The development of this Manual and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management and are categorically excluded under current U.S.C.G. categorical exclusion (CE) # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Manual contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard CE #33 is appropriate.

   b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates. Due to the administrative and procedural nature of this Manual, and the environmental guidance provided within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Manual.

8. DISTRIBUTION. No paper distribution will be made of this Manual. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: http://www.uscg.mil/directives/ and CGPortal: https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx.

9. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been evaluated for potential records management impacts. The development of this Manual has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not create significant or substantial change to existing records management requirements.

10. FORMS/REPORTS. The forms referenced in this Manual are available in U.S.C.G. Electronic Forms on the Standard Workstation or on the Internet: http://www.uscg.mil/forms/; CG Portal https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx and Intranet at http://cgweb.comdt.uscg.mil/CGForms.

11. REQUESTS FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: Commandant (CG-1311), 2703 Martin Luther King Jr. Ave SE STOP 7907, Washington, DC 20593-7907.

S. E. DAY /s/
Rear Admiral, U.S. Coast Guard
Director of Reserve and Military Personnel

RECORD OF CHANGES			
CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	BY WHOM ENTERED

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ON THE COVER: A Coast Guard Port Security Unit 311 boat crew conducts tactical boat crew training during a pre-deployment exercise in the Port of Los Angeles, Calif., July 19, 2012. The Transportable Port Security Boat is a new 32-foot platform offering ballistic protection and more versatility for deployment.

CHAPTER 1. **UNITED STATES COAST GUARD RESERVE**

A. Reserve Program Overview. The Coast Guard Reserve is a fundamental component of the Coast Guard where mobilization readiness is the primary mission.

1. A reservist is a member of the Coast Guard Reserve force; they are otherwise civilians and may have careers outside the military. The Reserve Component (RC) is comprised of newly accessed officers, enlisted, and prior active duty members who have joined the RC voluntarily, or affiliate to complete their remaining military service obligation.
2. The Commandant's Reserve Policy Statement identifies the missions supported by the Coast Guard Reserve and is available on the Coast Guard Reserve website, http://www.uscg.mil/reserve/.
3. The Coast Guard and Coast Guard Reserve draw status and mission authority from Titles 10 and 14 of the United States Code (U.S.C.). The purpose of the Coast Guard Reserve is outlined in reference (a), 10 U.S.C. §10102. The Commandant will identify the specific RC authority relied upon, based on the nature, scope and expected duration of the emergency, when members of the RC are required for mobilization.
4. Reserve Program Administrators (RPA) are reserve officers on active duty who organize, administer, recruit, instruct, or train members of the RC, in accordance with reference (a), 10 U.S.C. §10211. RPAs are included in the Full-Time Support (FTS) numbers provided for the RC and do not count against the Coast Guard AC end-strength.
5. The Reserve Force Readiness System (RFRS) is resourced by FTS military or civilian personnel funded by the Reserve Training (RT) appropriation who are the subject matter experts for processes and procedures regarding members of the RC. See Full-Time Support (FTS) to the Coast Guard Reserve Component, COMDTINST 5320.3 (series) and Reserve Force Readiness System (RFRS) Staff Responsibilities, COMDTINST 5320.4 (series) for more information. FTS shall effectively develop, train, instruct, and administer the RC on a daily basis in the execution of operational missions and readiness, in accordance with reference (a), 10 U.S.C. §12501.

B. Reserve Component Categories (RCC). Members of a RC not counted in Active Component (AC) end-strengths shall be placed in a RCC and a Training/Pay Category (TRAPAY CAT) based on their obligations, in accordance with reference (b), Uniform Reserve, Training, and Retirement Categories, DoDI 1215.06 and reference (c), Reserve Components Common Personnel Data System (RCCPDS), DoDI 7730.54. There are three RCCs: the Ready Reserve (R), the Standby Reserve (S), and the Retired Reserve (V), as illustrated in Figure 1-1.

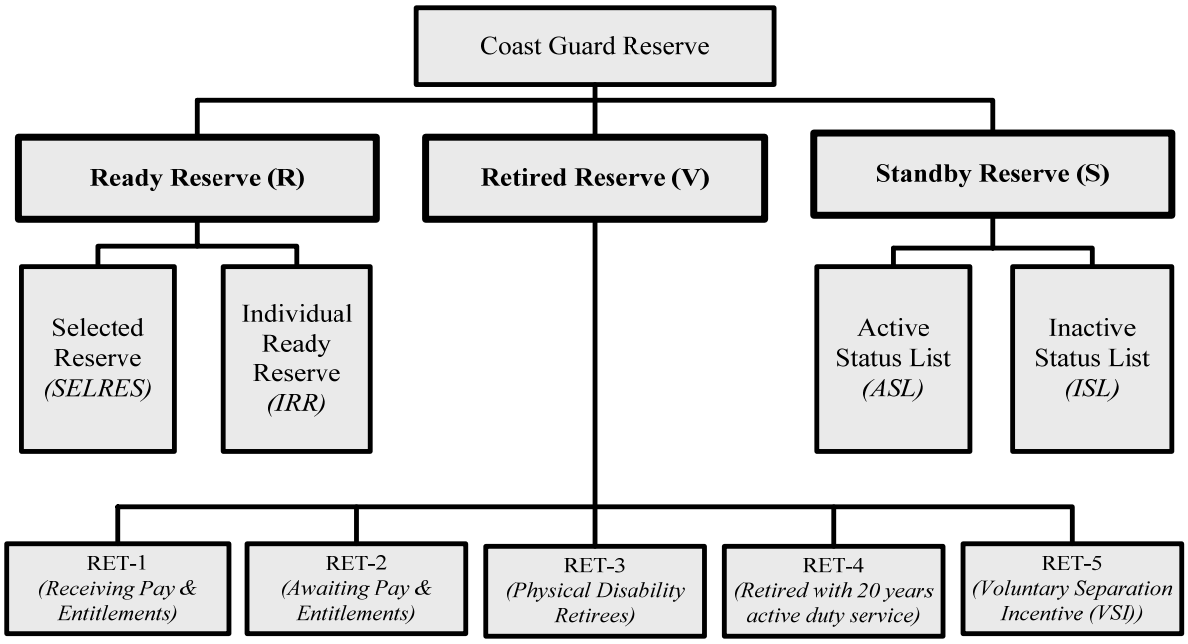

Figure 1-1

1. The Ready Reserve (R). The Ready Reserve consists of reservists who are subject to immediate recall to active duty. All members of the Ready Reserve are considered to be in an active status. The Ready Reserve consists of the following:

   a. The Selected Reserve (SELRES). The SELRES consists of members within the Ready Reserve designated as essential to contingency requirements and have priority over all other Reserve elements.

      (1) These members are assigned to a position on the Personnel Allowance List (PAL) at Coast Guard or selected Joint Service units. SELRES members are required to train for mobilization by participating in Inactive Duty Training (IDT) and Active Duty for Training (ADT) periods for the purpose of annual training, in accordance with reference (a), 10 U.S.C. §10147. Coast Guard SELRES members are generally authorized 48 paid IDT drills and 12 paid ADT days per fiscal year. See Chapter 2, Section B of this Manual for policy regarding inactive duty types. Additional drills or training duty may be authorized by the Office of Reserve Affairs, Commandant (CG-131) based on the needs of the Service and availability of RT appropriation funding.

      (2) All members appointed, enlisted, or transferred into the SELRES must agree to serve for a specified period, and in no case shall that service be for a period of less than two years. That service must be agreed to by execution of an enlistment/commission contract outlining SELRES obligation or Administrative Remarks, Form CG-3307, entry.

b. The Individual Ready Reserve (IRR). The IRR consists of members who are trained and have previously served in the active forces or in the SELRES. The IRR consists of members of the RC who must fulfill their military service obligation and those who have fulfilled their military service obligation and voluntarily remain in the IRR, in accordance with reference (a), 10 U.S.C. §651.

(1) IRR members are not required to meet all of the same IDT and ADT requirements as SELRES; however, they must meet certain requirements. See Chapter 4, Section B of this Manual for policy regarding participation standards.

(2) All commissioned officers in the IRR must attain 50 retirement points per anniversary year to remain in an active status, in accordance with reference (a), 10 U.S.C. §12642. Additionally, all IRR members with 20 or more years of qualifying federal service towards retirement are required to attain 50 reserve retirement points per anniversary year to remain in an active status, in accordance with reference (d), Administration and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING), DoDI 1235.13. These members who fail to earn the minimum 50 points per anniversary year will be transferred to the Standby Reserve, Inactive Status List (ISL), the Retired Reserve, if qualified, or discharged. See Chapter 8 of this Manual for policy regarding separation of officers.

(3) IRR members are administratively assigned to Commander, Coast Guard Personnel Service Center, Reserve Personnel Management Division (CG PSC-RPM). CG PSC is the designated Commander for administrative purposes.

(4) IRR members in TRAPAY CAT H may be assigned to a unit and participate in reserve training programs without pay (i.e., IDT or ADT) for retirement points only, with endorsement from a prospective host command and approval by Commander (CG PSC-RPM). Dependent on availability of funds, they may also apply to perform Active Duty funded through the applicable military appropriation. Readiness Management Periods (RMPs) with or without pay may also be authorized in accordance with Chapter 2, Section B of this Manual.

2. The Standby Reserve (S). Standby Reserve members are an additional mobilization resource who are liable for involuntary recall to active duty, only as provided in reference (a), 10 U.S.C. §12301 and §12306. Membership in the Standby Reserve shall be limited to those individuals having mobilization potential, in accordance with Management of the Standby Reserve, DoDI 1235.09. CG PSC is the designated Commander for administrative purposes. The Standby Reserve consists of the following categories:

a. Active Status List (ASL). This list consists of reservists who may be ordered to active duty in time of war or national emergency if it is determined there are not enough qualified members of the Ready Reserve available to meet service requirements, in accordance with reference (a), 10 U.S.C. §12301(a). ASL members may participate in reserve training activities without pay, may earn retirement points, and are eligible for promotion and advancement. The ASL members include:

(1) Members who have been transferred from the Ready Reserve (SELRES or IRR) because of temporary hardship, disability, or other valid reasons, and who intend to return to the Ready Reserve (SELRES or IRR). Members with remaining military

service obligation may temporarily be placed in the ASL for no longer than two years, but shall be transferred back to the Ready Reserve (SELRES or IRR) at the earliest possible date. At the end of the two years, the member may be transferred back to their original status, considered for separation, or be granted a waiver for an additional two year ASL status period by Commander (CG PSC-RPM);

(2) Key employees who have been reassigned from the Ready Reserve (SELRES or IRR), to ensure the continuity of the Federal Government and to prevent conflicts between emergency manpower needs of civilian activities and the military during mobilization, in accordance with reference (e), Screening the Ready Reserve, DoDD 1200.7 and reference (f), Reserve Component (RC) Member Participation Policy, DoDI 1215.13;

(3) Theology students for the duration of their civilian ministerial studies at accredited theological or divinity schools, in accordance with reference (a), 10 U.S.C. §12317;

(4) May include commissioned officers retained in an active status after completing 18 or more, but less than 20 years of service, in accordance with reference (a), 10 U.S.C. §12646; and

(5) Members retained for reasons other than those specified in subparagraphs (1) through (4) above, due to service needs. These members may be retained on the ASL for no more than two years; the member may be transferred back to their original status, considered for separation, or be granted a waiver for an additional two year ASL status period.

b. Inactive Status List (ISL). This list consists of reservists who may be ordered to active duty in time of war or national emergency if it is determined there are not enough qualified reservists in an active status available to meet service requirements, in accordance with reference (a), 10 U.S.C. §12301(a). Members on the ISL may not train for pay or retirement points, are ineligible for promotion or advancement, and do not accrue credit for qualifying years of federal service for retirement, in accordance with reference (a), 10 U.S.C. §12734 and §12735. The ISL includes:

(1) Volunteers, not required by law or regulation to remain in an active status, who possess requisite skills the Coast Guard may require in a mobilization;

(2) Members who were on or eligible to be placed on the ASL, but were instead placed on the ISL in order to prevent an inequity with regard to their pay, promotion or retirement points;

(3) Members with at least 20 years of computed service in accordance with reference (a), 10 U.S.C. §12732, who have been determined to have a disability rated at less than 30 percent, and who have elected assignment to the ISL instead of separated for that disability, in accordance with reference (a), 10 U.S.C. §1209;

(4) Members who fail to comply with weight or body fat standards by the end of the probationary period shall be retained in the ISL for up to one year. If the reservist does not come into compliance during the year assigned to the ISL, they will be processed for separation in accordance with reference (g), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series); and

(5) Members who have reached 60 years of age or completed 30 total years of service without an approved retirement request or granted waiver.

3. The Retired Reserve (V). The Retired Reserve consists of reservists who have met qualifying service requirements for retirement within the five categories below. The Retired Reserve categories are identified below.

   a. RET-1 (Retirement with Pay). Reserve members who have completed the requisite qualifying years of creditable service, and applied for and are receiving non-regular retired pay at, or after age 60, in accordance with reference (a), 10 U.S.C. Chapter 1223 and members eligible for early retirement in accordance with Chapter 8, Section E of this Manual.

   b. RET-2 (Retirement Awaiting Pay). Reserve members who have completed the requisite qualifying years of service for non-regular retired pay and are not yet 60 years of age or have not applied for non-regular retirement pay, in accordance with reference (a), 10 U.S.C. Chapter 1223.

   c. RET-3 (Physical Disability). Reserve members who are retired for physical disability, in accordance with reference (a), 10 U.S.C. Chapter 61. These members have completed the requisite years of service creditable for retired pay or are 30 percent or more disabled and otherwise qualified.

   d. RET-4 (Retired with 20 Years Active Duty Service). Reserve members who have completed 20 or more years of active duty service and retired, in accordance with reference (a), 10 U.S.C. §6323, §6327, §6330 and reference (h), 14 U.S.C. §705.

   e. RET-5 (Voluntary Separation Incentive (VSI)). Reserve members whose retirement pay is based on retirement for reasons other than age, service requirements, or physical disabilities, as authorized in accordance with reference (c), Reserve Components Common Personnel Data System (RCCPDS), DoDI 7730.54 and reference (a), 10 U.S.C. §1175.

4. Retired Reserve Recall and Promotion. Members of the Retired Reserve are ineligible for promotion and are subject to be involuntarily ordered to active duty only if it is determined there are not enough qualified reservists in an active status available to meet service requirements, in accordance with reference (a), 10 U.S.C. §12301(a) and §12307. They may be recalled to active duty, subject to their own consent, at the discretion of the Secretary of Homeland Security, in accordance with reference (a), 10 U.S.C. §12301(d). The Coast Guard Pay and Personnel Center, Retiree & Annuitant Service Branch (CG PPC-RAS) is the point of contact regarding all administrative matters for Retired Reserve members. Commander (CG PSC-RPM) may issue active duty recall orders to members of the Retired Reserve or may authorize them to perform training duty or earn retirement points. Retired reservists performing active duty remain in a Retired Reserve status.

C. Training/Pay Categories (TRAPAY CATS). TRAPAY CATS are maintained in this Manual for Joint Uniform Military Pay System (JUMPS) historical purposes. RCCs and sub-categories are further divided into TRAPAY CATS, which identify training requirements and pay eligibility. These categories further separate reservists based on participation requirements and types of paid and/or non-paid duty performed. See Appendix A, Training/Pay Categories (TRAPAY CATS).

D. Authorized Types of Duty. There are multiple types of duty authorized for members in the different TRAPAY CATS, as illustrated in Table 1-1. More detailed information and definitions on TRAPAY CATS can be found in Appendix A.

	TRAPAY CATS												
	SELRES						**IRR**				**Standby Reserve**		
Types of Duty Authorized	A	B	C	D	F	M	E	H	J	P	G	N	I
IDT With Pay	**X**	**X**	**X**	**X**									
IDT Without Pay	**X**	**X**	**X**	**X**				**X**			**X**	**X**	
RMP With Pay	**X**	**X**	**X**	**X**			**X**	**X**	**X**	**X**			
RMP Without Pay	**X**	**X**	**X**	**X**			**X**	**X**	**X**	**X**	**X**	**X**	
Funeral Honors Duty (FHD) With Pay	**X**	**X**		**X**			**X**	**X**					
IADT With Pay					**X**				**X**				
ADT-AT With Pay	**X**	**X**		**X**			**X**						
ADT-AT Without Pay	**X**	**X**		**X**			**X**	**X**			**X**	**X**	
Active Duty for Training-Other Training Duty (ADT-OTD) With Pay	**X**	**X**		**X**			**X**						
ADT-OTD Without Pay	**X**	**X**		**X**			**X**	**X**			**X**	**X**	
ADOS-(AC or RC) With or Without Pay	**X**			**X**			**X**	**X**					
Involuntary Recall With Pay						**X**	**X**	**X**					
Med Hold and ADHC With Pay	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	

Table 1-1

E. Reserve Accession Classifications. In addition to being classified by RCC, reservists are divided into reserve accession classifications, as illustrated in Figure 1-2 and Table 1-2, which identify their accession source and military service obligation. Accession classifications appear as two-character alpha codes; the first character indicates membership in the Reserve and the second character describes the accession source as described in Figure 1-2:

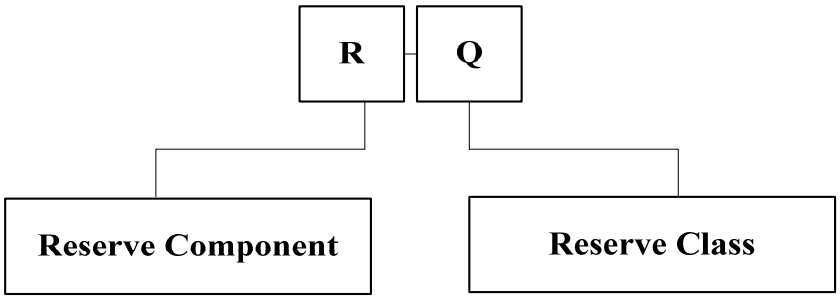

Figure 1-2

RESERVE COMPONENT (R):	Reserve Class
Non-prior military service between ages 27 and 40 with some post-secondary education.	A
A reserve officer not on EAD within eight-year military service obligation.	I
A prior-service Coast Guard enlisted member, Released from Active Duty (RELAD) with portion of eight-year military service obligation remaining.	J
An enlisted reservist who performs a split-phase IADT (basic training during 1st phase and "A" school during 2nd phase); incurs eight-year military service obligation with SELRES obligation during first six years.	K
A reservist with remaining military service obligation, not in another class (mostly prior-enlisted from other services).	N
An enlisted reservist who attends Recruit Training and Class "A" school during one IADT phase; incurs eight-year military service obligation with SELRES obligation during first six years.	P
Prior-service enlisted with no remaining military service obligation.	Q
A reserve direct petty officer, with no prior military service; incurs eight-year military service obligation with SELRES obligation during first 6 years.	X

Table 1-2

F. Enlisted Accession Programs. Specific requirements and procedures for reserve enlisted accessions are outlined in reference (i), Coast Guard Recruiting Manual, COMDTINST M1100.2 (series). The following are brief descriptions of training and service obligations for the different enlisted accession programs:

1. RA. This program is designed to recruit and train personnel between the ages of 27 and 40 with no prior military service who have at least 60 semester hours, or 90 quarter hours, of post-secondary education. Initial Active Duty for Training (IADT) for RA reservists includes Direct Entry Petty Officer Training (DEPOT) and completion of Class "A" school for a total of 12 weeks or more of training. Class "A" school dates must not be more than six months from date of enlistment. When a break between DEPOT and Class "A" school convening exceeds 30 days, RA reservists are required to report to their first unit to complete IDT. The remaining two years of their eight-year military service obligation may be served in the IRR.
2. RJ. This program is for prior-service Coast Guard enlisted members in pay grades E-3 and above, who are released from active duty with remaining military service obligation. They are transferred to TRAPAY CAT A to begin drilling at their assigned units and additional IADT is not required. RJ reservists may attend Class "A" school if funding and quotas are available. The remaining two years of their eight-year military service obligation may be served in the IRR.
3. RK. This program is designed to recruit and train college students or students entering their last year of high school who have no prior military service, by implementing a split-phase IADT period. See Chapter 3, Section C of this Manual for policy regarding active duty types.
   a. Phase I consists of recruit training which may begin anytime but is normally scheduled in the summer. After basic training is completed, RK reservists are transferred from TRAPAY CAT F to B, and begin their inter-phase period. Members are required to drill at their assigned unit an average of four drills per month over the duration of the inter-phase period.
   b. Following the inter-phase period, reservists are placed back in TRAPAY CAT F to attend Class "A" School for Phase II of IADT, which is normally performed during the summer after recruit training. Upon completion of Class "A" school, RK reservists are transferred to TRAPAY CAT A and return to their drilling units.
   c. If the RK reservist is re-phased and unable to complete the school due to a prior documented educational commitment, they are rescheduled for Phase II the following summer. RK reservists incur a six-year SELRES obligation upon recruitment, inclusive of IADT. The remaining two years of their eight-year military service obligation may be served in the IRR.
4. RN. This program is for prior-service, other than Coast Guard enlisted members, E-3 and above, with remaining military service obligation. RN reservists must attend DEPOT before drilling at a unit; however, Commander (CG PSC-RPM) may provide authorization for RN reservists to drill before indoctrination training on a case-by-case basis to take advantage of unique or seldom-scheduled unit training opportunities. RN reservists may attend Class "A" school if funding and quotas are available.
5. RP. This program is designed to recruit and train personnel with no prior military service who are available for approximately six consecutive months to complete IADT. IADT for RP reservists includes recruit training and completion of Class "A" school. After IADT, RP reservists are transferred from TRAPAY CAT F to A and report to their units to begin drilling. RP reservists incur a six-year SELRES obligation upon recruitment, inclusive of IADT. The remaining two years of their eight-year military service obligation may be served in the IRR.

6. RQ. This program is for prior service enlisted members in pay grades E-3 and above with no remaining military service obligation. RQ reservists with prior Coast Guard service must attend DEPOT or perform indoctrination training before being transferred to TRAPAY CAT A to begin drilling if they have not actively participated in the Coast Guard for more than five years. RQ reservists with other prior service must attend DEPOT to perform indoctrination training prior to commencing IDT drills.

7. RX. This program is designed to recruit and train non-prior service applicants who possess skills acquired in the civilian sector that qualify them for enlistment in pay grades E-4 and above. In accordance with reference (i), Coast Guard Recruiting Manual, COMDTINST M1100.2 (series), RX reservists must complete the DEPOT program before reporting to a unit to begin drilling. RX reservists must complete rating performance qualifications, pass the rating related advancement test and Enlisted Professional Military Education (EPME) requirements for the pay-grade at accession within two years of graduation from DEPOT. RX reservists incur a six-year SELRES obligation upon recruitment, inclusive of IADT. The remaining two years of their eight-year military service obligation may be served in the IRR.

G. Officer Programs. Specific requirements and procedures for reserve officer accession programs are outlined in reference (i), Coast Guard Recruiting Manual, COMDTINST M1100.2 (series) and reference (j), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series).

1. Officer Candidate School (OCS) and Direct Commission Officer (DCO) Programs. Most selectees for the Coast Guard OCS and DCO programs are given commissions in the Coast Guard Reserve and are required to serve an initial three-year Extended Active Duty (EAD) contract. Following that contract, the officer will either request an extension of active duty through the officer extension board process or is Released from Active Duty (RELAD) to serve five more years in the Ready Reserve (SELRES or IRR) which completes the initial eight-year military service obligation, in accordance with reference (a), 10 U.S.C. §651. Coast Guard officers (officers who graduated from the Coast Guard Academy or who integrated into the Coast Guard) may join the Ready Reserve (SELRES or IRR) by resigning their regular commission and applying for the Regular-to-Reserve commissioning program, in accordance with reference (a), 10 U.S.C. §12206.

2. Selected Reserve Direct Commission (SRDC) Program. SRDC selectees must agree to serve a minimum of four years in the SELRES and remaining military service obligation may be performed in the IRR if they are unable to drill. Waivers to perform EAD, long-term ADOS, or assignment to the IRR within the first three years must be approved by Commander (CG PSC-RPM). Non-prior service candidates incur an eight-year military service obligation from the date of initial obligation, in accordance with reference (a), 10 U.S.C. §651. Additional information regarding eligibility and application requirements is outlined in reference (i), Coast Guard Recruiting Manual, COMDTINST M1100.2 (series).

   a. Most SRDC selectees must complete a three-week Reserve Officer Candidate Indoctrination (ROCI) course at the Coast Guard Leadership Development Center before commissioning.

   b. Those entering SRDC receive an Officer Candidate Under Instruction (OCUI) designation in accordance with Chapter 1, Section B of reference (j), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series).

CHAPTER 2. **INACTIVE DUTY**

A. Inactive Duty Overview. Inactive duty is authorized training or other duty performed by reservists not on active duty. The primary purpose of inactive duty is to provide individual mobilization and unit readiness training in accordance with reference (b), Uniform Reserve, Training, and Retirement Categories, DoDI 1215.06.

1. Inactive duty is a period of duty, under orders, scheduled and approved for the performance of:
   a. Qualification training that must focus on developing the skills, knowledge, and competencies required to mobilize missions effectively;
   b. Augmentation (on-the-job) or formal training in support of Coast Guard readiness (mission support may be a key element in developing training programs, but training for mobilization must be the paramount consideration);
   c. Readiness administration and maintenance (e.g., Reserve Service Wide Examination (RSWE) participation, Periodic Health Assessment (PHA), dental exams); and
   d. Official participation in Funeral Honors Duty (FHD).
2. Inactive Duty shall not be performed in designated Imminent Danger Areas.
3. Reservists are not authorized to perform any form of inactive duty on the same day as any type of active duty or while in a travel status as part of that duty (e.g., a reservist may not perform IDT on a Sunday and then report for ADT on the same Sunday evening).
4. Eligible survivors of reservists may be entitled to a death gratuity in accordance with reference (a), 10 U.S.C. §1475 should the reservist die while performing IDT, in transit to or from their IDT duty station, or staying overnight between successive days of inactive duty.

B. Inactive Duty Types. There are four types of inactive duty performed with pay or without pay as illustrated in Figure 2-1.

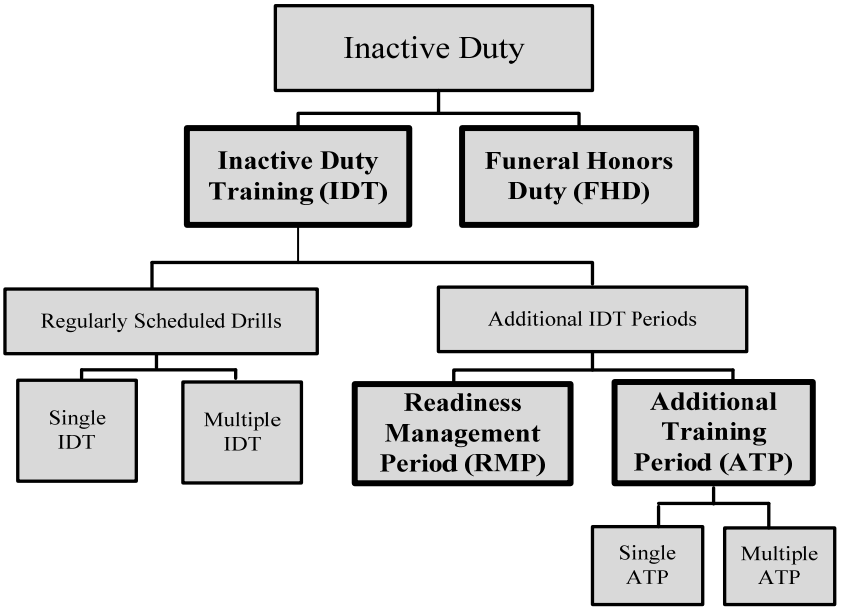

Figure 2-1

1. Inactive Duty Training (IDT) Drill. Time periods (four hours minimum for pay; two hours minimum for retirement points only) scheduled for the performance of formal training, unit training or augmentation training, in accordance with reference (b), Uniform Reserve, Training, and Retirement Categories, DoDI 1215.06.

   a. IDT drills are generally spread throughout the year (four drills per month), but they may be batched subject to command approval and funds availability. Except as specifically provided by Commandant (CG-131), the authorized number of paid IDT periods for a member of the SELRES is 48 or 60 drills per fiscal year, as defined by the type of unit. Unless otherwise specified (e.g., continuing resolution) members may batch up to their quarterly IDT allowance, at command discretion.

      (1) When drills are batched, loss in Servicemember's Group Life Insurance (SGLI) coverage may occur with gaps greater than 90 days between drills. See reference (k), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series) for more information.

      (2) IDT drills are scheduled and approved by the command. The member's active duty supervisor or direct chain of command must be included in the approval process.

         (a) Non-paid drills may be authorized; the nature of duty to be performed must be equivalent to that for authorized paid drills. There is a limit to the number of retirement points a reservist may earn in an anniversary year through the performance of inactive duty. See Chapter 8, Section H of this Manual for policy regarding qualifying years of service.

         (b) Scheduled or unscheduled IDT drills performed by a reservist without prior command authorization will not be approved.

      (3) Reservists serving on active duty for a period of 30 days or more may not make up drills for that period of active duty.

   b. Travel time to and from a regularly scheduled drill or training site, or time at the duty location that is allocated for meal breaks, rest and relaxation, or sleeping does not count toward the four hour minimum training period requirement.

   c. IDT drills are not authorized to be performed outside the United States and its territories and possessions.

   d. Drill types:

      (1) A single drill:

         (a) Equals one period of IDT;

         (b) Shall be performed in one calendar day;

         (c) May be scheduled by the command for participation in a change of command, parade or other suitable ceremony (except for FHD) as a substitute for not more than one regularly scheduled IDT drill during any one fiscal year;

         (d) Shall be paid at a rate of $1/30^{th}$ of the monthly basic pay of the pay grade held on the date that the drill is performed, in accordance with reference (l), 37 U.S.C. §206;

(e) Shall be four or more hours in duration for paid IDT, or not less than two hours for retirement points only; and

(f) Will earn one retirement point.

(2) A multiple drill:

(a) Equals two periods of IDT;

(b) Shall not exceed two IDT periods in any calendar day;

(c) Shall be performed in one calendar day;

(d) Shall be paid at a rate that is equivalent to two single IDT drills;

(e) May accommodate different program codes for reporting purpose of duty;

(f) Shall be eight or more hours in duration for paid IDT, or not less than four hours for retirement points only; and

(g) Shall earn two retirement points.

2. Additional Training Period (ATP). Periods of additional inactive duty authorized to provide SELRES sufficient time in addition to scheduled IDT and ADT to qualify for competencies. An ATP represents a course of training to meet gaps in training requirements for mobilization. Commandant (CG-131) will determine the annual fiscal year allocation of ATPs based on the availability of funds and communicate the allocation to the field. ATPs will be scheduled and approved in the same manner as IDT, after authorization and allocation by Commandant (CG-131).

a. A single ATP drill type:

(1) Equals one period of ATP;

(2) Shall be performed in one calendar day;

(3) Shall be paid at a rate of $1/30^{th}$ of the monthly basic pay of the pay grade held on the date that the drill is performed, in accordance with reference (l), 37 U.S.C. §206;

(4) Shall earn one retirement point;

(5) May be combined with an IDT drill;

(6) Shall be four or more hours in duration;

(7) Travel time to and from the ATP location or training site, or time at the duty location that is allocated for meal breaks, rest and relaxation, or sleeping does not count toward the four hour minimum training requirement;

b. A multiple ATP drill type:

(1) Equals two periods of ATP;

(2) Shall be performed in one calendar day;

(3) Shall earn two retirement points; and

(4) Travel time to and from the ATP location or training site, or time at the duty location that is allocated for meal breaks, rest and relaxation, or sleeping does not count toward the eight hour minimum training requirement.

3. Readiness Management Period (RMP). Periods of additional inactive duty authorized in excess of scheduled IDT drills for Ready Reserve (SELRES or IRR) members to accomplish training preparation or unit administration and maintenance functions. RMPs may be performed for pay or without pay.

a. RMPs with pay are authorized for the following with indicated approval authority:

(1) PHAs (command);

(2) Dental readiness examinations (command);

(3) RSWE (command);

(4) Unit all hands for unit training, administration and maintenance functions such as Basic Allowance for Housing (BAH) validation, weigh-ins, emergency data and SGLI verification, and hurricane preparedness, (command);

(5) Medical appointments required for participation in the Occupational Medical Surveillance and Evaluation Program (OMSEP). No more than two RMPs may be approved for a member when entering the program. In subsequent years, no more than one RMP may be authorized for the annual screening (District RFRS staff);

(6) RMPs with pay may be authorized for command directed medical screenings necessary for the purpose of evaluating suitability for continued retention in the Coast Guard (e.g. Physical Disability Evaluation System (PDES) evaluations, Formal Physical Evaluation Board (FPEB), Fit For Full Duty (FFD) determinations, physical examinations for the purpose of evaluating an injury or illness reported during Post-Deployment Health Reassessment (PDHRA) screening etc), (Commander (CG PSC-RPM));

(7) Medical appointments in conjunction with a Notice of Eligibility (NOE) for the purpose of obtaining command directed monthly physician reports. Members who receive incapacitation pay in accordance with Chapter 6 of this Manual are not eligible for an RMP for the same day (Commander (CG PSC-RPM)); and

(8) Screenings directed by a Command Drug and Alcohol Representative (CDAR), (command).

b. RMPs without pay are authorized for the following with indicated approval authority:

(1) Items listed in paragraphs 3.a.(1) thru (4) above (command);

(2) Members completing all the required online mandated training while not on inactive or active duty are authorized one unpaid RMP (command);

(3) Nutritionist visits related to the weight program as outlined in the Coast Health Promotion Manual, COMDTINST M6200.1 (series). Up to four unpaid RMPs per fiscal year are authorized for members placed on the mandatory weight program to seek the services of a qualified nutritionist (command);

(4) PHA for IRR members who have been authorized to perform IDT for retirement points only (i.e., drill for points) by Commander (CG PSC-RPM), (command);

(5) Dental readiness examinations for IRR members who have been authorized to perform IDT for retirement points only (i.e., drill for points) by Commander (CG PSC-RPM), (command);

(6) PHA for the purpose of determining fitness for transfer back to the SELRES from the Standby Reserve (ASL or ISL) or IRR (Commander (CG PSC-RPM));

(7) Dental readiness examinations for the purpose of determining fitness for transfer back to the SELRES from the Standby Reserve (ASL or ISL) or IRR (Commander (CG PSC-RPM));

(8) Participation in the RSWE by members assigned to the IRR and ASL (Commander (CG PSC-RPM) or commands for IRR members authorized to drill for points);

(9) Military seminars, symposia, transition or retirement seminars, and similar assemblies (meetings), provided the meeting is designated by the unit commander as being of such military value that the instruction received would enhance professional development, position qualifications or rating qualification and is at least four hours duration in accordance with reference (m), Service Credit for Non-Regular Retirement, DoDI 1215.07 (District RFRS staff);

(10) Performing administrative functions of reservists IDT positions (District RFRS staff);

(11) Medical appointments in conjunction with a NOE for medical treatment related to an injury, illness, or disease incurred or aggravated in the line of duty. Members who receive incapacitation pay in accordance with Chapter 6 of this Manual are not eligible for an RMP for the same day (Commander (CG PSC-RPM)); and

(12) Other cogent medical (e.g. retirement), dental and mental health evaluations (Commander (CG PSC-RPM)).

c. <u>RMPs are not authorized for</u>:

(1) Individual members monitoring unit level readiness compliance;

(2) Training for qualifications to meet currency recertification requirements;

(3) To attend ceremonies (e.g., change of command, chiefs call to initiation, retirement) unless the member is part of the official party (i.e., honoree, presiding official, master of ceremonies, etc.); or

(4) Unit augmentation.

d. <u>RMP requirements</u>:

(1) Only one RMP shall be performed in a calendar day;

(2) Reservists are not required to complete authorized IDT periods prior to utilizing RMPs;

(3) Is equivalent to a single IDT drill for pay and one retirement point;

(4) Must be a minimum of three hours in duration per period, but not exceed 24 hours in one calendar day, not inclusive of travel to and from regular drilling site. If scheduled duties do not meet the minimum three hour duration, the unit must assign other appropriate tasks (e.g., Mandated Training (MT), annual screening questionnaire, emergency data validation, weigh-in, etc,.) to fulfill the requirement;

(5) Will not be performed on the same day as any other active or inactive duty type;

(6) Except as authorized by this Chapter, RMPs will not be used for medical care and treatment authorized by the reserve incapacitation system. See Chapter 6, Section D of this Manual for policy regarding reserve incapacitation management; and

(7) All RMPs must be approved before the duty is performed.

e. RMP Authorization:

(1) Commandant (CG-131) will determine the annual fiscal year allocation of RMPs based on the availability of funds and communicate the allocation to the field. As a form of inactive duty, the total number of RMPs credited for retirement is limited by the inactive duty point caps. See Chapter 8, Section H of this Manual for policy regarding qualifying years of service. The number of RMPs performed in a fiscal year by any member shall not exceed 36 in accordance with reference (b), Uniform Reserve, Training, and Retirement Categories, DoDI 1215.06.

(2) RMPs performed not in accordance with this policy are subject to cancellation and recoupment of any payment made.

(3) Units shall contact their RFRS staff for guidance in cases where the use of an RMP does not fall clearly within these guidelines.

(4) Reservists requesting RMP travel shall request a Travel Order Number (TONO) from their District RFRS staff through their chain of command. Travel entitlements related to RMPs are outlined in reference (n), The Joint Federal Travel Regulations (JFTR). RMP travel is not authorized for PHA, dental, or RSWE.

4. Funeral Honors Duty (FHD). The rendering of military funeral honors is ceremoniously paying respect and the final demonstration of the country's gratitude to those who, in times of war and peace, have faithfully defended our nation. FHD:

a. Includes preparation for and the actual performance of FHD at the funeral of a veteran, in accordance with reference (a), 10 U.S.C. §1491;

b. Shall not be utilized in conjunction with multiple IDT or ATP, or Active Duty. However, if a single IDT drill, ATP, or RMP is scheduled for the same day as FHD, the IDT, ATP, or RMP must be completed prior to or commence after the FHD is performed; and

c. May be performed by members of the Ready Reserve (SELRES or IRR) with the consent of the member, in accordance with reference (a), 10 U.S.C. §12503. Reservists who perform authorized FHD will earn one retirement point not subject to the annual inactive duty points cap, and commensurate pay ($50.00 stipend), if the duty is of two hours or more in duration, in accordance with reference (o), Coast Guard Pay Manual, COMDTINST M7220.29 (series). Travel allowances may be paid if the FHD location is more than 50 miles from the reservist's residence.

C. Inactive Duty Orders.

1. Inactive duty orders must be generated in advance of reservists reporting for duty. Normally, orders should be issued at least one month before the scheduled duty period or periods to allow the reservist time to provide notification to civilian employers and make necessary

arrangements for family matters. Laws pertaining to a reservist's employment and reemployment rights, medical and pay entitlements resulting from injury while traveling to and from duty, and Uniform Code of Military Justice (UCMJ) authority all require official orders. Orders are also required for meal and berthing authorizations, if applicable.

2. Commands must schedule and issue orders in advance of duty dates. Verbal orders may be issued in time-critical or emergency situations, but orders in writing must follow as soon as possible, in accordance with U2210 of reference (n), The Joint Federal Travel Regulations (JFTR). A signed screen print from the Direct Access "Schedule Drills" module can be used to generate inactive duty orders. If another method is used in addition to the screen print in Direct Access, the orders must include, at a minimum:

   a. Identification of the reservist(s) by name;

   b. Dates, beginning and ending times for each date, and type (single IDT drill/multiple IDT drill/ATP/RMP/FHD) of each period of duty;

   c. Purpose of duty, in accordance with Coast Guard Servicing Personnel Office Manual, PPCINST M5231.3 (series);

   d. Location of where each period of duty is to be performed; and

   e. Meals authorized, specified as Subsistence-In-Kind (SIK) or Basic Allowance for Subsistence (BAS) and rules that apply, in accordance with reference (o), Coast Guard Pay Manual, COMDTINST M7220.29 (series).

D. Inactive Duty Without Pay. Inactive duty is normally performed in a paid status. Inactive duty may be authorized without pay for enhanced training of members or readiness management and shall not exceed the total annual inactive duty point caps referenced in Chapter 8, Section I of this Manual. Inactive duty without pay is not to be used as a form of discipline or punishment. The nature of duty to be performed during non-paid drills must be equivalent to that for authorized paid drills. Inactive duty must not be used to make up unexcused absences from drills that had been scheduled for pay and is subject to the anniversary year inactive duty point cap for an individual reservist.

E. Absences.

1. Reservists who are unable to perform scheduled inactive duty must inform their supervisors immediately. If IDT berthing was requested, local RFRS staff must be notified immediately. Schedule conflicts may be worked out between the command and the reservist. If a notification of a scheduled drill conflict occurs within 48 hours of the start of the scheduled drill, the drill may be rescheduled only for:

   a. Illness or injury of the reservist;

   b. Serious or unusual hardship due to unforeseen emergency;

   c. Accident or illness of a family member requiring presence or other action by the reservist;

   d. Death or imminent death of a member of the immediate family; or

   e. At command discretion.

2. If a reservist is absent from a scheduled drill for any other reason than listed above, the absence must be recorded as unexcused and may not be rescheduled (e.g., if a reservist is authorized 48 paid drills in a fiscal year and is reported as having an unexcused absence for a multiple IDT drill, then the number of authorized paid drills for the year is reduced to 46). Commands may grant an excused absence based on a reservist's prompt notification and submission of adequate justification.

F. Travel While on Inactive Duty. Members are not authorized to receive reimbursement for travel between their place of residence and their normal drill site when under inactive duty orders.

1. Commands must establish normal drill sites that are validated by the District RFRS staff. If the normal drill site is different than the unit's location, the District RFRS staff must be notified by the member's command and noted along with the member's PAL assignment. This is necessary to provide a legal means of determining eligibility for medical and other entitlements when members travel from their homes to the normal drill site, and for determining entitlements associated with travel between the normal drill site and the unit.

2. Reservists who are ordered to locations other than their normal drill site must be placed on Temporary Duty (TDY) orders and receive entitlements in accordance with U4000 of reference (n), The Joint Federal Travel Regulations (JFTR). TDY orders are normally issued and funded by the member's assigned unit, with the exception of duty such as RMPs performed for RSWE participation or medical readiness, which may be issued and funded by the District RFRS staff's reserve appropriations manager. TDY orders shall specify the member's normal drill site. When the member travels directly from home to the TDY station, reimbursement is limited to the lesser entitlement from either the member's home or the normal drill site to the point at which TDY inactive duty is performed.

G. Berthing While on Inactive Duty. Berthing is not an entitlement. Depending on availability of funds, berthing may be provided to members performing IDT, ATP or RMP drills.

1. Whenever possible, transient government quarters must be used. When transient government quarters are not available or are inadequate, lodging-in-kind near drill sites, including commercial berthing, as designated by the District RFRS staff, may be provided in accordance with reference (l), 37 U.S.C. §474(i).

2. Reservists who must travel more than 50 miles from their residences to perform inactive duty shall have the same priority for confirming reservations at Coast Guard and Department of Defense (DoD) transient quarters as AC members who are traveling under orders away from their Permanent Duty Station (PDS), in accordance with reference (a), 10 U.S.C. §12604. Reservists are not entitled to per diem, but when occupying transient government quarters while performing inactive duty may be reimbursed the lodging service charge in accordance with U7610 of reference (n), The Joint Federal Travel Regulations (JFTR). Members are not reimbursed for commercially procured lodging during IDT periods performed at the drill site and must utilize lodging-in-kind designated by the District RFRS staff or the member's command.

   a. The installation commander may set the policy for advance confirmed reservations, but that policy must apply equally to AC and RC members.

b. Commands with reservists assigned who are eligible to use transient government quarters as outlined above must provide their names to the appropriate housing manager to verify eligibility, and reservists must provide a copy of their orders upon check-in.

3. When using lodging-in-kind, two members must be assigned to each room, except as noted below:

   a. Junior enlisted (E6 and below) members should not share rooms with members E-7 and above;

   b. Junior officers (O4 and below) should not share rooms with senior officers (O5 and above);

   c. Officers should not be berthed with enlisted members;

   d. Separate berthing must be made available for males and females; and

   e. Coast Guard Investigative Service (CGIS) agents may only be berthed with other CGIS agents.

4. Commands and District RFRS staffs must adhere to the following for authorizing reimbursement for berthing at transient government quarters or for providing lodging-in-kind to reservists on inactive duty orders, except when circumstances due to operational requirements dictate otherwise:

   a. Members who must travel more than 50 miles to perform multiple drills, ATPs or RMPs on consecutive days are authorized berthing between the days of duty;

   b. Members who are required to leave home before 0545 to report for duty are authorized berthing the night prior to the scheduled duty period or periods; or

   c. Members who cannot depart from duty to arrive home before 2100 may be authorized berthing on the night of the last day of duty.

H. Meals While Performing Inactive Duty. Reserve officers performing inactive duty with pay are not authorized BAS or SIK. Enlisted members performing inactive duty with pay shall normally be authorized meals, except when provided SIK, in accordance with subparagraph (c) below. Inactive duty members shall not concurrently receive BAS and SIK.

1. Reservists who are authorized BAS may purchase their inactive duty meals on a Pay-As-You-Go (PAYGO) basis at appropriated fund dining facilities, Non-Appropriated Funds Activity (NAFA), or commercial sources.

2. SIK by appropriated fund dining facilities (Coast Guard or other Uniformed Service), NAFA, or by contracted commercial sources is not authorized for reservists performing inactive duty with pay, except under the following circumstances:

   a. Enlisted reservists performing inactive duty with pay on a career sea pay-eligible vessel with an appropriated fund dining facility aboard shall receive SIK.

   b. Enlisted reservists may receive SIK when a unit has an approved waiver to this policy. Waiver authority is delegated to the District RFRS staff. Waivers must only be granted when unusual and compelling circumstances exist at a unit where no appropriated fund dining facilities for PAYGO, NAFA, or commercial food service alternatives are reasonably available, or where unit training will be degraded without SIK.

c. Enlisted reservists performing inactive duty without pay may be provided SIK if the inactive duty site has an appropriated fund dining facility. SIK for without pay members from contracted commercial sources is not authorized unless the unit has an approved waiver.

CHAPTER 3. **ACTIVE DUTY**

A. Active Duty Overview. In accordance with reference (a), 10 U.S.C. §101, active duty means "full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and 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."

1. Coast Guard reservists who also work for the Coast Guard as civilian employees shall not perform active duty for the same chain of command that evaluates them as a civilian employee or contractor of the Coast Guard. See Chapter 5 of this Manual for policy regarding SELRES assignments.
2. Combining partial days of work for payment is not authorized (e.g., a reservist cannot be paid for one day of active duty by performing four hours of duty on two consecutive days).
3. Eligible survivors of reservists who die while performing ADT, or while in transit to or from their ADT duty station, may be entitled to death gratuity in accordance with reference (a), 10 U.S.C. §1475.
4. A complete physical examination is required within 12 months for retirement, involuntary separation, or release from any active duty (RELAD) of 30 days or longer into the Ready Reserves (SELRES or IRR), in accordance with reference (p), Coast Guard Medical Manual, COMDTINST M6000.1 (series).
5. Reservists assigned on active duty for 181 days or more who have family members with specialized medical/physical/educational needs are required to enroll in the Special Needs Program, in accordance with Special Needs Program, COMDTINST 1754.7 (series).

B. Sanctuary. A member of a RC who is on active duty and is within two years of becoming eligible for retired pay or retainer pay under a purely military retirement system, may not be involuntarily released from that duty before they become eligible for that pay, unless the release is approved by the Secretary, in accordance with reference (a), 10 U.S.C. §12686(a).

1. The requirements to manage members approaching 16 and 18 years of total combined active duty are as follows:
   a. A reservist shall not perform any type of active duty (except ADT-AT) if it will result in the member accumulating 16 years or more of combined active service without prior approval from Commander (CG PSC-RPM). A request for a reservist to be retained beyond 16 years total combined active duty service shall follow Commander (CG PSC-RPM) published guidelines. Approval of this request is not a commitment to authorize the reservist to enter into sanctuary. Approval shall be based on mission requirements, funding, justifications, and Full Time Equivalent (FTE) position availability and all factors must be satisfactorily addressed and endorsed by the chain of command.
   b. A reservist shall not perform any type of active duty (except ADT-AT) if it will result in the member accumulating 18 years or more of total combined active duty service without prior approval from Commander (CG PSC-RPM). A request for retention beyond 18 years of total combined active service is a statutory obligation that shall be strictly adhered to as long as all requirements have been met. Requests shall be based on mission requirements,

funding, justifications, and FTE position availability and all factors must be satisfactorily addressed and endorsed by the chain of command through the 20th year of active service.

2. The requesting command shall forward a request to retain a reservist beyond 16 or 18 years active service no later than 90 days prior to the desired commencement of orders. The request shall be endorsed by the first Flag or Senior Executive Service (SES) member in the chain of command of the unit requesting the employment of the reservist. The Flag or SES shall base their endorsement primarily on specific mission requirements of the position being filled and the capability of the member desired to perform those functions.
3. A copy of a request to retain a reservist beyond 18 years active service shall be forwarded to Commandants (CG-833) and (CG-131).
4. All reservists with greater than 15 years of total active duty shall request a Statement of Creditable Service (SOCS) from Commanding Officer (CG PPC). A SOCS is a required part of all 16 and 18 year waiver requests.
5. A request shall be denied if there is Flag or SES level disapproval, no funding or FTE is identified, or if there are significant concerns with regard to the member's record.
6. Final appeal authority shall reside with Commandant (CG-13) in consultation with Commandant (CG-83) regarding funds availability. The review shall consist solely on policy, workforce requirements, and the practicality of the reservist as a mobilization asset.
7. Under certain rare circumstances, a reservist retained beyond 20 years will be considered for active duty assignment actions by Commander (CG PSC-OPM) or Commander (CG PSC-EPM).

C. Mission Authority and Statutory Basis. The Coast Guard draws status and mission authority from Titles 10 and 14 of the U.S.C., and so does the Coast Guard Reserve:

1. Reference (a), 10 U.S.C. §10101. Identifies the Coast Guard Reserve as one of the seven Reserve components of the Armed Forces.

2. Reference (a), 10 U.S.C. §10102. States the "purpose of each Reserve component is to provide trained units and qualified persons available for active duty in the armed forces, in time of war or national emergency, and at such other times as the national security may require, to fill the needs of the armed forces whenever more units and persons are needed than are in the regular components."

3. Reference (h), 14 U.S.C. §53. Describes the Director of the Coast Guard Reserve as the principal advisor to the Commandant on Coast Guard Reserve matters and may have such additional functions as the Commandant may direct.

4. Reference (h), 14 U.S.C. §701. Provides the basic operating authority for the Coast Guard Reserve, under the direction of the Commandant.

5. Reference (h), 14 U.S.C. §704. Specifically confers upon any member of the Coast Guard Reserve serving on active duty or inactive-duty training "the same authority, rights and privileges in the performance of that duty as a member of the Regular Coast Guard of corresponding grade or rating."

D. Reserve Component Utilization Authorities. There are four utilization categories of duty, as illustrated in Table 3-1.

Utilization Categories	Legal Authority	Purpose of Duty	Type of Duty	
Training	10 U.S.C. §671	Initial Active Duty for Training (IADT).	Active Duty	Involuntary
	10 U.S.C. §12301(b)	Active Duty for Training – Annual Training (ADT-AT)	Active Duty	Involuntary
	10 U.S.C. §10147	Annual Training (AT)/Drill Requirement	Active/Inactive Duty	Involuntary
	10 U.S.C. §12301(d)	Active Duty for Training-Other Training Duty (ADT-OTD)	Active Duty	Voluntary
Support	10 U.S.C. §12301(d)	Active Duty for Operational Support (ADOS)	Active Duty	Voluntary
	10 U.S.C. §12311	Extended Active Duty (EAD)	Active Duty	Voluntary
	10 U.S.C. §10211	Reserve Program Administrator (RPA)	Active Duty	Voluntary
Mobilization	10 U.S.C. §12301(a)	Full Mobilization	Active Duty	Involuntary
	10 U.S.C. §12302	Partial Mobilization	Active Duty	Involuntary
	10 U.S.C. §12304	Presidential Recall	Active Duty	Involuntary
	14 U.S.C. §712	Domestic Response	Active Duty	Involuntary
Other	10 U.S.C. §12503	Funeral Honors	Inactive Duty	Voluntary
	10 U.S.C. §12301(h)	Medical Hold	Active Duty	Voluntary
	10 U.S.C. §12322	Active Duty for Health Care (ADHC)	Active Duty	Voluntary
	10 U.S.C. §802(d)	Disciplinary	Active Duty	Involuntary
	10 U.S.C. §10148	Unsat Participation (Up to 45 Days)	Active Duty	Involuntary
	10 U.S.C. §12301(g)	Captive Status	Active Duty	Involuntary
	10 U.S.C. §12303	Unsat Participation (Up to 24 Months)	Active Duty	Involuntary

Table 3-1

1. Training. Periods scheduled for reservists to train for mobilization through structured individual and/or unit training, or to provide formal courses of instruction (resident or exportable). Mission support may be a key element in developing training programs, but training for mobilization must be the paramount consideration.

   a. Initial Active Duty for Training (IADT). Active duty for basic military training and technical skill or rate training (e.g., basic training, DEPOT, A-School). Reservists must complete basic training requirements on initial entry into the military service. A minimum of 84 days of training (to include inactive and active duty orders) shall be completed before reservists are deployable outside the United States and its territories and possessions, in accordance with reference (a), 10 U.S.C. §671.

      (1) The length of IADT varies depending on the member's accession program. See Chapter 1, Section E of this Manual for policy regarding reserve accession classification and reference (i), Coast Guard Recruiting Manual, COMDTINST M1100.2 (series).

      (2) The initial period of IADT required may be divided into two successive annual periods (split IADT) to permit the enlistment of a reserve member without interrupting any full-time education in which the member is engaged, in accordance with reference (h), 14 U.S.C. §713.

      (3) Service members only perform IADT once in a career. Prior service members attending ROCI or DEPOT shall attend accession training on Active Duty for Training – Annual Training (ADT-AT) or Active Duty for Training-Other Training Duty (ADT-OTD) orders.

      (4) Reservists shall earn the IADT competency. This competency is assigned to the member in Direct Access by the local unit and is permanent with no currency required once attained. IADT competency requirements are:

         (a) Member must complete accession training (i.e. DEPOT, Basic Training or ROCI);

         (b) Member must be rated;

         (c) Successfully complete ICS 100, 200, 700, and 800;

         (d) Complete e-course (610189) Reserve Mobilization/Demobilization, located in the Coast Guard Learning Portal, https://elearning.uscg.mil/; and

         (e) Must complete 84 calendar days of training, in accordance with reference (a), 10 U.S.C. §671.

   b. Active Duty for Training – Annual Training (ADT-AT). Minimum period of active duty, exclusive of travel time, reservists must perform each fiscal year to satisfy the training and participation requirements associated with their assignments. ADT-AT shall not be less than 12 days, for all SELRES in accordance with DoDI 1215.06. ADT in the form of on-the-job training may support AC operational missions and requirements.

c. Active Duty for Training-Other Training Duty (ADT-OTD). Authorized training in addition to IADT or ADT-AT, to include On-the-Job Training (OJT), for members or units. ADT-OTD:

(1) Provides for specialized skill training, refresher and proficiency training or professional development to attend formal courses of instruction;

(2) Must have a clear end-result such as certification, re-certification, qualification, completion of performance qualifications, or graduation from a formal course of instruction. The training must be related to the member's position, specialty or rating; and

(3) Is not authorized for general unit augmentation without any clear training benefit to the member.

2. Support. Active Duty Other than for Training (ADOT) is a category of active duty used for a variety of purposes and authorities (both operational and administrative) to provide Reserve support to either AC or RC missions.

a. Active Duty for Operational Support (ADOS). Periods scheduled to provide the necessary skilled manpower resources to temporarily support existing or emerging requirements, in accordance with reference (a), 10 U.S.C. §12301(d). ADOS-AC may be used in support of designated contingency operations as defined in reference (a), 10 U.S.C. §101(a) (13) or traditional operations.

(1) ADOS without pay may be authorized by the District RFRS staff on a selective basis for military seminars, symposia, and similar assemblies (hereafter referred to as “meetings”), either separately or in connection with professional meetings, as a means of conducting Reserve instruction. ADOS without pay is only authorized under this provision when:

(a) The instruction received at the meeting would enhance the reservist’s professional development, mobilization or rating qualification or duties;

(b) The meeting lasts a minimum of 4 hours;

(c) Attendance at the meeting is approved by the chain of command; and

(d) Participation at the meeting is not paid or reimbursed by an organization other than the Coast Guard.

(2) ADOS may be performed for periods of up to 12 months. See reference (q), Active Duty for Operational Support (ADOS), COMDTINST 1330.1 (series) for more information.

b. Extended Active Duty (EAD). Periods of authorized active duty for reservists to fill a vacant PAL position and serve in the AC, in accordance with reference (a), 10 U.S.C. §12301(d) and §12311. Reservists serving on EAD count towards the Coast Guard AC end-strength. Officers shall compete for promotion or advancement in the AC system, and enlisted shall compete for promotion or advancement in the RC system, in accordance with reference (r), Recall of Enlisted Reservists to Extended Active Duty, COMDTINST 1141.3 (series). EAD is used to provide reserve support for a contracted period to fill personnel shortages in specific pay grades, ratings or specialties.

(1) EAD contracts are issued by Commander Personnel Service Center, Enlisted Personnel Management Division (CG PSC-EPM) to enlisted and Commander Personnel Service Center, Officer Personnel Management Division (CG PSC-OPM) to officers for a minimum of 12 months and a maximum of five years.

(2) EAD is funded through the Allotment Fund Code (AFC)-01 military pay account.

c. Reserve Program Administrator (RPA) Duty. In accordance with reference (a), 10 U.S.C. §10211, RPA duties are performed by certain reserve officers, to effectively develop, train, instruct, organize, and administer the RC. RPAs are included in the FTS numbers provided for the RC and do not count against Coast Guard AC end-strength. Permanent and provisional RPAs assigned to FTS billets are funded under AFC-01 military pay through the AFC-90 refund process. See reference (j), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series) for more information.

3. Mobilization. Involuntary active duty is used in support of military operations when the President or the Congress determines RC forces are required to augment the AC.

a. Full Mobilization. Members in all RCCs are subject to involuntary activation under this duty type, in accordance with reference (a), 10 U.S.C. §12301(a). The purpose of full mobilization is for response in time of war or national emergency declared by Congress and authorized by the Secretary concerned. Activation is authorized for the duration of the war or emergency and for six months thereafter.

b. Partial Mobilization. All members of the Ready Reserve (SELRES or IRR) are subject to involuntary activation under this duty type, in accordance with reference (a), 10 U.S.C. §12302. The purpose of a partial mobilization is for response in time of national emergency declared by the President and authorized by the Secretary concerned. Orders are authorized by law for no more than 24 consecutive months.

c. Presidential Recall. All members of the Ready Reserve (SELRES or IRR) are subject to involuntary activation under this duty type, in accordance with reference (a), 10 U.S.C. §12304. Orders are authorized by law for no more than 365 consecutive days.

d. Domestic Response. All members of the Coast Guard Ready Reserve (SELRES or IRR) are subject to involuntary activation under this duty type, in accordance with reference (h), 14 U.S.C. §712. The purpose for these orders are for the emergency augmentation of the Coast Guard during, or to aid in prevention of, an imminent serious natural or manmade disaster, accident, catastrophe, act of terrorism, or transportation security incident as authorized by the Secretary of Homeland Security. Orders are authorized by law for not more than 60 days in any four month period and not more than 120 days in any two-year period.

4. Other.

   a. Medical Hold (Med Hold). Reservists may be voluntarily ordered to or continued on active duty while being treated for or recovering from an injury, illness, or disease incurred or aggravated in the Line of Duty (LOD) while on orders of 31 days or more, in accordance with reference (a), 10 U.S.C. §12301(h) and Chapter 6, Section G of this Manual.

   b. Active Duty for Health Care (ADHC). Reservists may be voluntarily ordered to or continued on active duty while being treated for or recovering from an injury, illness, or disease incurred or aggravated in the LOD while on orders of 30 days or less (e.g., IDT or ADT-AT), in accordance with reference (a), 10 U.S.C. §12322. ADHC orders provide active duty benefits and entitlements and are issued for 30 days or more in accordance with Chapter 6 of this Manual.

   c. Disciplinary Duty. Members of the Coast Guard Reserve may be involuntarily ordered to active duty with respect to an offense committed against the UCMJ while on active duty or inactive duty training in accordance with reference (a), 10 U.S.C. §802 and §803 for the purpose of investigation under Article 32, trial by court-martial convened under Articles 22-24, or non-judicial punishment under Article 15. A member may be ordered to active duty only by an officer exercising general court-martial jurisdiction, but may not be sentenced to confinement or be required to serve a punishment of any restriction unless approved by the Secretary of Homeland Security or the Commandant. Orders are authorized for the duration of the Article 32 investigation, pretrial processes, trial procedures, and approved punishment. Funding for these orders is coordinated through Commandants (CG-833) and (CG-131).

   d. Failure to Satisfactorily Perform Prescribed Training. Members of the Ready Reserve (SELRES or IRR) who fail to satisfactorily perform scheduled training (IDT and ADT, in accordance with reference (a), 10 U.S.C. §10147) may be involuntarily activated for up to 45 days to perform the required training in accordance with reference (a), 10 U.S.C. §10148 and Chapter 4, Section C of this Manual.

   e. Captive Status. A member of a RC may be ordered to active duty without their consent if the Secretary concerned determines the member is in a captive status, in accordance with reference (a), 10 U.S.C. §12301(g).

   f. Unsatisfactory Participation (up to 24 months). Members of the Ready Reserve (SELRES or IRR), who are not participating satisfactorily, may be ordered to involuntary active duty in accordance with reference (a), 10 U.S.C. §12303 and Chapter 4, Section C of this Manual.

E. Active Duty Orders. Active duty orders shall be generated in writing, in advance of reservists reporting for duty. Orders should be issued at least 30 days before the scheduled duty to allow reservists time to provide notification to civilian employers and family members. Laws pertaining to a reservist's employment and reemployment rights, medical and pay entitlements resulting from injury while traveling to and from duty, and UCMJ authority all require official orders. Orders are also required for travel, per diem allowances and advances, if applicable.

1. Requests for voluntary active duty orders must be submitted by the unit or the member utilizing the Reserve Orders module in Direct Access. Verbal orders may be issued in time-critical or emergency situations, but orders in writing must follow as soon as possible, in accordance with U2210 of reference (n), The Joint Federal Travel Regulations (JFTR).
2. Orders shall not be retroactively amended to change entitlements for duty already performed unless all facts and circumstances clearly demonstrate some provision previously determined and definitely intended was omitted through error. Retroactive amendments of travel entitlements require documentation concerning original intent, facts and circumstances, in accordance with U2205 of reference (n), The Joint Federal Travel Regulations (JFTR).
3. Reservists participating in a National Military Association (NMA) or other organization in a personal capacity assume responsibility for all expenses including travel, are not authorized official orders, and are not entitled to military compensation including but not limited to pay, retirement points, reimbursement for travel expenses, or the use of government vehicles, unless they meet active duty orders requirements. Commands may authorize an absence or reschedule training to permit reservists participation in NMA activities in a personal capacity.
4. Normally, active duty orders are performed on consecutive calendar days. However, duty may be performed non-consecutively in one or more day increments over a set time period (e.g., 14 days to be completed between 2 February and 30 March).
   a. Non-consecutive active duty is generally only used when the reservist lives close to the duty location (to minimize travel costs) and when the command determines the nature of the training or duty allows its accomplishment in small increments.
   b. The span of non-consecutive orders must be limited to 90 days.
   c. Leave is not authorized and cannot be reported at the completion of non-consecutive active duty. It is performed according to a schedule arranged between the command and reservist; days of duty must be specified in writing (but not necessarily on the orders) before each day of duty starts (this protects the reservist and the command in the case of injury or other service-related concerns). If travel allowances are authorized, they must be in accordance with Section H of this Chapter.
   d. Documentation to support the completion of non-consecutive active duty must be promptly submitted to the SPO and RFRS staff after each period of duty.

F. Active Duty Without Pay. Reservists on active duty without pay are not authorized military compensation, but are still under official orders and subject to the UCMJ. Active duty without pay may be authorized under the following conditions:

1. Active duty without pay is always voluntary duty;
2. Active duty without pay accrues retirement points the same as active duty with pay;
3. Per diem is not normally authorized for reservists who are performing active duty without pay; however, units may separately authorize per diem for reservists performing active duty without pay while they are in a travel status; and
4. Members of the Standby Reserve (ASL or ISL) who voluntarily perform active duty `are not entitled to pay or allowances of any type.

G. Short-Term and Long-Term Active Duty.

1. Short-Term Active Duty. Short-term active duty is performed consecutively for 139 days or less, if for ADT-OTD; 180 days or less if for ADOS.

   a. Travel time allowed for authorized mode of transportation must be included in determining the number of days of duty, in accordance with reference (s), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).

   b. Members who perform short-term active duty are entitled to receive basic pay, BAH and a Basic Allowance for Subsistence (BAS). Members on short-term active duty may also be entitled to certain special pays and allowances, in accordance with reference (o), Coast Guard Pay Manual, COMDTINST M7220.29 (series).

   c. Permanent Change of Station (PCS) entitlements do not apply when consecutive ADT-OTD is 139 days or less and consecutive ADOS is 180 days or less.

   d. SELRES assignments while on short-term active duty shall be in accordance with reference (q), Active Duty for Operational Support (ADOS), COMDTINST 1330.1 (series).

2. Long-Term Active Duty. Long-term active duty is consecutive active duty for 140 days or more, if ADT-OTD; 181 days or more, if ADOT.

   a. Travel time allowed for authorized mode of transportation must be included in determining the number of days of duty, in accordance with reference (s), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).

   b. Members who perform long-term active duty are entitled to receive basic pay, BAH if not assigned government quarters, BAS, and may also be entitled to other special pays and allowances, in accordance with reference (o), Coast Guard Pay Manual, COMDTINST M7220.29 (series).

   c. PCS entitlements normally apply to long-term active duty, in accordance with U5012 of reference (n), The Joint Federal Travel Regulations (JFTR).

   d. Reservists attending Class “A” School convening with a scheduled duration of 140 days or more may receive PCS entitlements in accordance with U5201 of reference (n), The Joint Federal Travel Regulations (JFTR). Scheduled durations do not include intervening holiday periods such as the 16-day holiday period between Christmas and New Years Day, in accordance with reference (s), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).

H. Travel While on Active Duty Orders. Travel and per diem allowances are authorized for any reservist on active duty who must travel from outside of the local commuting area to the assigned duty station, in accordance with U7600 of reference (n), The Joint Federal Travel Regulations (JFTR).

1. There is no travel allowance entitlement for travel between the home and duty station when:

   a. Both are in the corporate limits of the same city or town;

   b. The member chooses to commute daily between home and the place of active duty even though they would otherwise be entitled to travel and per diem allowances; or

c. The order-issuing official determines both home and duty station is within a Reasonable Commuting Distance (RCD) of each other and the nature of duty involved permits commuting.

2. Reservists commuting under active duty orders are authorized the applicable automobile or motorcycle mileage rate for one round trip between the home and duty station. If additional travel away from the duty station is required during a portion of the active duty period, separately prepared TDY orders must be issued.

3. If travel allowance entitlement is authorized, reservists will normally be paid only one round trip per set of orders. In order for a reservist to be paid for multiple trips to the duty site, the additional travel must be authorized by the District RFRS staff and the orders must specify the nature of the orders is for "convenience of the government; multiple travel is authorized."

4. Detailed instructions regarding transportation, travel and per diem allowances are outlined in U7600 of reference (n), The Joint Federal Travel Regulations (JFTR) and the Coast Guard Supplement to the Joint Federal Travel Regulations (CGS-JFTR), COMDTINST M4600.17 (series). Members should consult their Servicing Personnel Office (SPOs) or District RFRS staff for specific advice on travel entitlements.

I. Active Duty Order Issuing Authority. Issuing authority for the different types of active duty varies depending on the type of orders.

1. Issuing authority is as follows (approval authority for extensions of orders also applies):

a. IADT orders for basic training (“Boot Camp”) and non-prior service ROCI are authorized and issued by Coast Guard Recruiting Command (CGRC);

b. IADT orders for Class “A” school training are authorized by Commander (CG PSC-RPM);

c. District RFRS staff shall authorize ADT-AT orders for 15 days or less that satisfy a member’s annual training requirement; ADT-AT or ADT-OTD orders for any length of time required for attending formal schools for rating or qualifications; ADT-OTD up to 30 days for reservists serving in their first fiscal year in the SELRES; and ADT-OTD for up to 45 days for training directly related to initial qualification as coxswain, boat crewman, boat engineer, boarding officer or boarding team member are authorized and issued by the District RFRS staff;

d. ADT-OTD orders for 16-30 days for any reason other than listed above shall be authorized by the Areas’ RFRS staffs;

e. ADT-OTD orders exceeding 30 days for any reason other than listed in this section shall be authorized by Commandant (CG-131);

f. Mobilization or support duty in support of contingency operations shall be authorized in accordance with reference (q), Active Duty for Operational Support (ADOS), COMDTINST 1330.1 (series), after the Commandant has delegated Presidential or Congressional authority to the appropriate operational commander or commanders;

g. Mobilization duty in response to a domestic emergency, in accordance with reference (h), 14 U.S.C. §712, shall be authorized by Commander (CG PSC-PSD-SSB) and are approved by the District RFRS staff after the Commandant has delegated the Secretarial authority to the appropriate operational commander or commanders;

h. ADOS-AC orders of 181 days or more shall be authorized by the long-term ADOS designated cap manager and all orders shall be approved by Commander (CG PSC-RPM) in accordance with reference (q), Active Duty for Operational Support (ADOS), COMDTINST 1330.1 (series);

i. ADOS-AC orders of 180 days or less shall be authorized by the funding command and all orders shall be approved via the local RFRS staff in accordance with reference (q), Active Duty for Operational Support (ADOS), COMDTINST 1330.1 (series);

j. ADOS-RC orders for any duration are normally authorized by Commandant (CG-131) or designated authority in accordance with reference (q), Active Duty for Operational Support (ADOS), COMDTINST 1330.1 (series);

k. EAD orders shall be authorized by Commander (CG PSC-EPM) for enlisted members and Commander (CG PSC-OPM) for officers. Requests for EAD shall be submitted to Commander (CG PSC-EPM), in accordance with reference (r), Recall of Enlisted Reservists to Extended Active Duty, COMDTINST 1141.3 (series) or via Commander (CG PSC-OPM), in accordance with reference (j), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series);

l. Orders for RPAs shall be authorized by Commander (CG PSC-OPM), in accordance with reference (j), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series); and

m. Active duty orders for medical purposes (ADHC and Med Hold) shall be authorized and approved by Commander (CG PSC-RPM). See Chapter 6, Section G of this Manual for policy regarding authorization to receive health care.

2. Reservists shall not be issued orders to perform active duty unless they are in a Fit for Duty (FFD) status. See Chapter 6, Section D of this Manual for policy regarding medical care entitlements. Consult Commander (CG PSC-RPM) for exceptions or waivers.

3. Reservists transferred from the SELRES to the Standby Reserve (ASL or ISL) due to unsatisfactory performance shall not perform any type of active duty unless Commander (CG PSC-RPM) authorizes orders.

4. Reservists shall not be denied orders to perform active duty, solely due to the lack of current PHA, physical or dental examinations, as a means of compelling compliance with participation standards. See Chapter 4, Section B of this Manual for policy regarding participation standards. Upon executing the prescribed orders, individual medical readiness requirements must be met.

5. Reservists not in compliance with the weight and body fat standards shall not be issued voluntary or involuntary active duty orders, except for ADT-AT, in accordance with reference (g), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series).

6. Reservists who have submitted a Reserve Retirement Transfer Request, Form CG-2055A, or Change in Reserve Component Category, Form CG-1001, may not be approved to perform ADT-AT or ADT-OTD unless service requirements warrant.

J. Reservists With Over 16 Years of Cumulative Active Duty Service. Reservists shall not perform any type of active duty (except ADT-AT) if it will result in the member accumulating between 16 and 20 years of cumulative active duty, unless authorized prior to the commencement of orders by Commander (CG PSC-RPM). Reservists on active duty (except ADT-AT) who accumulate 18 years of cumulative active duty may not be involuntarily released from that duty, until they have accrued 20 years of active duty and become entitled to a regular retirement, in accordance with reference (a), 10 U.S.C. §12686. Reservists with over 15 years of total cumulative active duty service are tracked by Commander (CG PSC-RPM) and are evaluated for continued active duty.

1. Members that would accumulate between 16 and 18 years of active duty service, as validated by a SOCS, may be granted a waiver by Commander (CG PSC-RPM). The waiver is only for the requested order duration and do not constitute a blanket approval. Before any extensions or new active duty orders are authorized, a new waiver is required, in accordance with reference (q), Active Duty for Operational Support (ADOS), COMDTINST 1330.1 (series).

2. Waivers for active duty beyond 18 years (sanctuary), as validated by a SOCS, are in accordance with reference (q), Active Duty for Operational Support (ADOS), COMDTINST 1330.1 (series).

K. Cancellation or Early Termination of Orders. Voluntary active duty orders may be canceled before they are executed. The command shall notify the member and the order issuing authority immediately upon cancelation of pending orders.

1. Once a reservist commences active duty, that duty is no longer considered voluntary for purposes of termination.

2. A reservist who needs to leave active duty before the planned termination date due to unavoidable conflict must obtain command approval. The command shall notify the District RFRS staff (short-term orders) or Commander (CG PSC) and Commander (CG PSC-PSD-SSB) (long-term orders) in the event an amendment, cancellation or termination of orders is required.

3. Conditions of early termination of EAD or RPA contracts are detailed in reference (j), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series) or reference (t), Enlisted Accession, Evaluations, and Advancements, COMDTINST M1000.2 (series).

4. With sufficient notice, the order issuing authority may terminate active duty orders at any time. Consult the District RFRS staff or Commander (CG PSC) and Commander (CG PSC-PSD-SSB) before notifying the reservist of the intent to terminate orders.

   a. Reasons for termination of orders without the member's consent by the order issuing authority include, but are not limited to:

      (1) The needs of the Service;

      (2) Earlier than anticipated completion of mission requirements;

      (3) Documented failure of the reservist to adequately perform the requirements of the duty for which they were activated (e.g., failure to qualify/maintain qualifications);

      (4) Documented failure to meet required standards or other non-disciplinary conduct problems (e.g., alcohol-related incidents, drug screening failure, failure to meet weight standards, etc.); or

(5) Misconduct leading to disciplinary action.

b. Termination of orders other than EAD, by the order issuing authority, requires the following steps:

(1) Notify the reservist, in writing, of the intent to terminate active duty orders 60 days in advance, if possible, but no less than 45 days from the intended RELAD date; and

(2) Provide written justification for early termination of orders 30 days in advance, if possible, of the intended RELAD date to the District RFRS staff and Commander (CG PSC-RPM).

L. Resident Training. Resident training is formal training that requires the student to travel to a specific location for training execution. Reservists may attend on ADT, IADT or IDT orders, but normally ADT orders are used. Resident training should target skills that cannot easily or quickly be obtained through OJT, correspondence courses, or other methods of instruction. Reasons for using resident training include the ability to use training materials, facilities and equipment, and assigned dedicated resident training staffs that are not available at the unit, to obtain skills not available by other means, and to establish communications networks with others who are working towards the same goals. Resident training for reservists includes:

1. Basic training and indoctrination;
2. Coast Guard Class “A” schools, consisting of minimum essential training designed to provide the basic technical knowledge and skills required for entry level job performance. Class “A” school attendance requires a two-year SELRES obligated service period in accordance with reference (u), Performance, Training and Education Manual, COMDTINST M1500.10 (series);
3. Coast Guard Class “C” schools, consisting of short-term training designed to provide advanced/specialized knowledge and skills required by a specific position or related to specific jobs, missions, types of equipment or advanced rates;
4. DoD resident training, including Reserve Senior Service Schools, Reserve War & Staff College courses; and
5. Other training provided by external organizations such as state enforcement, other federal agencies, private contractors or non-profit agencies.

M. Resident Training Availability. Resident training is dependent on the availability of Reserve training (AFC-90) funds. Factors affecting a reservist's ability to obtain a quota include:

1. The cost to attend the training (pay and allowances plus travel) and the availability of Reserve training (AFC-90) funds;
2. The member's eligibility for the class. Each class has specific eligibility requirements and some classes maintain prerequisites;
3. Command approval of the training request;
4. Some classes are in high demand and a program manager must prioritize requests to determine who receives available quotas. Units that have recently sent reservists to a particular class fall to a lower priority and quotas may go to another unit that has a greater need to obtain the training;

5. Members who have a training requirement documented in their Individual Training Plan (ITP) and Individual Development Plan (IDP); and
6. Schools longer than two weeks require additional time commitment from reservists and require approval by the District RFRS staff to ensure availability of funds.

N. Course Description and Schedules. Course descriptions and schedules are available on the Training Quota Management Center (TQC) website, http://www.uscg.mil/hq/tqc/. The unit training officer is the initial point of contact for obtaining the most up-to-date training opportunities and course schedules.

1. Requests for new recruits requiring "A" school attendance must be submitted by CGRC and approved prior to the applicant's recruit training or DEPOT ship date.
2. Requests to change a member's scheduled class "A" school convening date must be forwarded to Commander (CG PSC-RPM) via the unit and District RFRS staff.
3. "A" school requests for non-rates without a guaranteed school or rated members with approval to pursue lateral changes in rating must be forwarded to Commander (CG PSC-RPM) by e-mail via the unit and the District RFRS staff.
4. The Electronic Training Request (ETR) module of Direct Access must be used for submitting Class "C" school requests. For other types of courses, unit training officers can advise units or members concerning specific procedures.
5. TQC will notify units and members of their selection for Class "C" school training approximately eight weeks before the class starts by issuing "no cost" orders to the member in the unit's Direct Access airport terminal.
6. Units shall notify members of their selection and submit requests for orders in Direct Access to their District RFRS staff as soon as they receive the orders from TQC.
7. Unit training officers should contact TQC if the unit has not been notified of quota allocation after the eight-week point has passed.

CHAPTER 4. **PARTICIPATION STANDARDS**

A. Participation Standards Overview. The RC requires a workforce that is fully trained, properly equipped, and ready to mobilize on short notice. As a result, reservists must balance operational, administrative, and personal readiness. All Coast Guard members shall be available for unrestricted worldwide mobilization, subject to reference (a), 10 U.S.C. §671.

B. Participation Standards. Satisfactory participation is defined as the fulfillment of contractual and training requirements. Satisfactory participation must be considered a factor of performance and must be reflected in performance evaluations.

1. SELRES Obligations.

   a. Complete IADT for a period of not less than 84 days in accordance with reference (a), 10 U.S.C. §671, unless the requirement is already fulfilled by prior military service;

   b. Report in accordance with orders;

   c. Attend 90% of scheduled authorized IDT drills with pay per fiscal year; see Chapter 2, Section B of this Manual. Excused absences are not calculated in meeting a member's fiscal year IDT drill requirement;

   d. Satisfy the annual training requirement of not less than 12 days, exclusive of travel time, in accordance with reference (b), Uniform Reserve, Training, and Retirement Categories, DoDI 1215.06;

   e. Complete training required by enlistment contract or commissioning program;

   f. Answer official correspondence;

   g. Complete the annual screening questionnaire, in accordance with reference (a), 10 U.S.C. §10149;

   h. Promptly update Direct Access and notify their cognizant Servicing Personnel Office (SPO) via the chain of command of changes to residence, phone number(s), e-mail address(es), mailing address, marital status, number of dependents, civilian education or employment, or a physical condition or other factors that would immediately affect availability for inactive or active duty;

   i. Maintain individual medical readiness, in accordance with reference (p), Coast Guard Medical Manual, COMDTINST M6000.1 (series);

   j. Maintain compliance with weight and body fat standards, in accordance with reference (g), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series);

   k. To be retained in an active status (SELRES, IRR, and ASL), a reserve commissioned officer must accrue a minimum of 50 retirement points in an anniversary year to remain in an active status, in accordance with reference (a), 10 U.S.C. §12642;

   l. All members in the Ready Reserve (SELRES or IRR) and ASL who are qualified for a non-regular retirement, except for having reached 60 years of age or are eligible for early retirement, are required to attain 50 points each anniversary year to remain in an active

status. See Chapter 8, Section H of this Manual for policy regarding qualifying years of service for retirement;

m. Maintain the required seabag items, in accordance with reference (v), Uniform Regulations, COMDTINST M1020.6 (series);

n. Annually verify their BAH, dependency, beneficiaries, SGLI and emergency contacts in accordance with reference (k), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series);

o. Members that are single parents, dual-member couples with dependents, or primarily responsible for dependent family members shall annually validate they have adequate, proper dependent care arrangements and maintain an accurate Family Care Plan in accordance with reference (w), Family Care Plans, DoDI 1342.19, and reference (k), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series); and

p. Complete required Mandated Training (MT) courses located in the Coast Guard Learning Portal, https://elearning.uscg.mil/.

2. Annual Training Requirements. SELRES members are required to complete a minimum of 12 days ADT-AT per fiscal year, exclusive of travel, and attend 90% of scheduled authorized IDT drills with pay per fiscal year.

a. Active Duty for Training – Annual Training (ADT-AT). The ADT-AT requirement is generally met by the completion of IADT, ADT-AT, and by ADOT, as long as the duty is rating, specialty, or position related training. The duty may be performed through OJT or formal school completion. District RFRS staff will make the final determination whether the requested training meets the prescribed requirement. The determination concerning whether such duty will meet the AT requirement shall be documented on the reservist's orders. Reservists who enter the SELRES after completing 30 days or more of active duty are not obligated to complete the 12 days AT requirement within the same fiscal year. However, they are not prohibited from performing ADT-AT or any other type of active duty if funds are available and with the District RFRS staff approval.

b. Inactive Duty for Training (IDT) Drills. IDT drills shall be performed in accordance with Chapter 2, Section B of this Manual. Resumption of IDT drills after a period of ADOT should be as follows:

(1) Members who have been on any form of active duty for 31 days or more and who are RELAD to the SELRES must resume IDT drills upon RELAD, except as provided in paragraph 3 below. Reservists serving on active duty for a full calendar month may not make up drills for that month. Exceptions are based on urgent training requirements and availability of funds as approved by Commandant (CG-131).

(2) Members who remain assigned to a SELRES position while serving on short-term active duty orders of 180 days or less, are required to resume IDT drills upon RELAD. See Chapter 3, Section G of this Manual for policy regarding short-term and long-term active duty.

(3) Members who have served more than three months of involuntary active duty under Title 10 may participate in, but are not required to resume IDT drills in the first 60 calendar days after RELAD. Such reservists must resume IDT drills within 90 days of

their RELAD. The only exception to this policy is Yellow Ribbon post-deployment events which are required in accordance with DoD Yellow Ribbon Reintegration Program (YRRP), DoDI 1342.28.

3. Waiver of Active Duty for Training – Annual Training (ADT-AT). Commanding officers and officers-in-charge are authorized to waive the AT requirements for sufficient cause. The waiver only excuses completion of the AT for participation standards. It does not waive, replace, or count for points required for a qualifying year of service for retirement.

   a. Sufficient cause includes:

      (1) Reservists who have requested transfer to the Retired Reserve and are within one year of retirement;

      (2) Reservists experiencing temporary physical disability of less than six months documented by a Medical Officer (i.e., Uniformed Services Physician, Physician Assistant, Nurse Practitioner); or

      (3) A well-documented temporary family or personal hardship.

   b. Requests for waiver of the ADT-AT requirement shall be submitted in writing from the member to their commanding officer or officer-in-charge. The commanding officer or officer-in-charge must consider the member's proficiency and ability to rapidly become an effective resource to the Coast Guard. A waiver of the ADT-AT requirement should not be considered a negative factor when evaluating a reservist's performance.

      (1) ADT-AT waivers for a member shall not be granted two years in a row without the approval of the District RFRS staff.

      (2) If the request is approved, the commanding officer or officer-in-charge must then provide a copy of the request and approval to the District RFRS staff.

      (3) Enlisted members are to be counseled that they must still meet the requirements for the Reserve Good Conduct Medal, in accordance with the Medals and Awards Manual, COMDTINST M1650.25 (series).

      (4) Reservists who have an approved ADT-AT waiver must still meet the 50 point minimum for a qualifying year of service for retirement during their anniversary year.

   c. Civilian employment conflict is not considered sufficient cause for waiver of the ADT-AT requirement. Employers are required to provide reservists with military leaves of absence for the periods necessary to perform military duty in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), Chapter 43 of 38 U.S.C. Employers have the right to receive advanced notice of their employees' upcoming military duty, which is why early scheduling and issuance of orders for required IDT drills and ADT-AT is important.

4. Travel or Change of Residence. Travel or change of residence does not relieve reservists of their statutory and contractual military service obligation, participation standards, or exempt them from mobilization.

a. Within the United States. Reservists who permanently change their residence or reside beyond a RCD of their assigned unit may request to be assigned a position closer to their new residence, in accordance with Chapter 5 of this Manual.

b. Outside the United States and its Territories and Possessions. Members must comply with reference (s), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series) and Military Civil and Dependent Affairs, COMDTINST M1700.1 (series) for travel outside the United States and its territories and possessions.

(1) Permission to leave the United States for travel is not required, unless the reservist is on active duty orders. However, SELRES and drilling IRR members who plan to travel outside the United States for periods of 31 days or more are required to notify their units in writing. The notification shall include:

(a) Type of travel;

(b) Dates;

(c) Countries to be visited;

(d) Force Protection Condition/Terrorist Threat/Criminal Level;

(e) Department of State Travel Warning/Restrictions;

(f) Country/Theater clearance message required;

(g) Antiterrorism/ Force Protection Level I training completed; and

(h) Emergency Contact Information.

(2) Reservists with a statutory or contractual obligation shall include the following statement in the notification, "I understand travel outside the United States does not relieve me of the obligation to maintain satisfactory participation in accordance with the Reserve Policy Manual, COMDTINST M1001.28 (series)."

(3) Reservists are not authorized to perform IDT or ADT-AT outside the United States and its territories and possessions. The Coast Guard does not have Reserve positions assigned outside the United States and its territories and possessions.

5. IRR Satisfactory Participation. IRR members are obligated to:

a. Answer official correspondence;

b. Complete the Annual Screening Questionnaire in accordance with reference (a), 10 U.S.C. §10149;

c. Promptly advise Commander (CG PSC-RPM) (or the SPO, via the chain of command, for drilling IRR members assigned to a unit), of changes of residence, phone number(s), email address(es), mailing address or other contact information, marital status, number of dependents, civilian education or employment, and any physical condition or other factor that would affect the member's immediate availability for active duty military service;

d. Meet the minimum training requirements for individual military service obligation or contractual agreement;

e. Maintain physical fitness and weight standards, in accordance with reference (g), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series);

f. Maintain the required seabag items, in accordance with reference (v), Uniform Regulations, COMDTINST M1020.6 (series);

g. Officers in the IRR must attain 50 points per anniversary year to remain in an active status, in accordance with reference (a), 10 U.S.C. §12642; and

h. Enlisted IRR members with 20 or more years of qualifying federal service towards a non-regular retirement are required to attain 50 reserve retirement points per anniversary year to remain in an active status, in accordance with reference (d), Administration and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING), DoDI 1235.13.

6. Standby Reserve (ASL or ISL) Satisfactory Participation. Standby Reserve members are obligated to:

a. Answer all official correspondence;

b. Promptly advise Commander (CG PSC-RPM) of changes of address, personnel identification data, physical condition, dependency status, military qualifications, civilian occupational skills, availability for service and other information as required;

c. Maintain initial uniform issue for a period of four years; and

d. Commissioned officers in the ASL must attain 50 points per anniversary year to remain in an active status, in accordance with reference (a), 10 U.S.C. §12642.

C. Unsatisfactory Participation. Unsatisfactory participation is the failure to comply with any contractual obligations or program requirements. Participation is also considered unsatisfactory when members of the SELRES acquire nine or more unexcused absences from scheduled inactive duty training periods within a 12-month period, in accordance with reference (f), Reserve Component (RC) Member Participation Policy, DoDI 1215.13.

1. Counseling and Disciplinary Action. Commands shall monitor member participation and evaluate performance of prescribed training requirements to determine compliance. Every effort must be made to correct performance deficiencies by timely counseling members who are not meeting minimum participation standards. Commands shall document all counseling as prescribed in enclosure (6) of reference (k), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series). Counseling for unexcused absences shall start with the first absence.

a. The record of counseling shall include:

(1) Absences (number of occurrences, dates, and reasons);

(2) Performance and quality of work;

(3) A statement that counseling has been provided, with the member's acknowledgement. When efforts to counsel the member in person are unsuccessful, the remarks shall be mailed to the member's most recent mailing address listed in Direct Access; use certified mail, return receipt requested. Attach proof of mailing and proof of receipt to the remarks and file with the member's Personnel Data Record (PDR);

(4) Dates of next scheduled drill(s) with requirement for member to report; and

(5) Proposed command action should member fail to report.

b. Commands shall document all administrative or disciplinary actions, in accordance with the Military Justice Manual, COMDTINST M5810.1 (series), Discipline and Conduct, COMDTINST M1600.2 (series), and reference (x), Military Separations, COMDTINST M1000.4 (series). Documentation shall include:

(1) Reason for disciplinary action (number of occurrences, dates, and reasons);

(2) Enlisted advancement progress, proficiency, conduct, UCMJ action(s), performance, and quality of work;

(3) Statement of counseling provided;

(4) Member statement, or notation that member does not desire to make a statement; and

(5) Action taken.

2. Compliance Measures.

a. Reservists Who Have Not Fulfilled Their Statutory Military Service Obligation. Reservists whose participation has been unsatisfactory may be processed as follows:

(1) Members of the Ready Reserve (SELRES or IRR) who are not participating satisfactorily, have not fulfilled their statutory reserve obligation, and have not served on active duty for a total of 24 months, may be involuntarily ordered to active duty, in accordance with reference (a), 10 U.S.C. §12303. Such individuals may be required to serve on active duty until their total service on active duty equals 24 months. If the enlistment or other period of military service would expire before the full required duration of the orders, the enlistment or period of military service may be extended until the full requirement is completed. To achieve fair treatment among members who are being considered for active duty under this section, appropriate consideration must be given to family responsibilities and employment necessary to maintain the national health, safety, or interest. Requests for active duty, in accordance with reference (a), 10 U.S.C. §12303, are submitted via Commander (CG PSC-RPM) to Commandant (CG-131) for approval and funding;

(2) Members of the Ready Reserve (SELRES or IRR), who fail in any year to perform satisfactorily the training duty prescribed, may be ordered to active duty for training, without their consent, for not more than 45 days, in accordance with reference (a), 10 U.S.C. §10148. Orders under this Section shall be submitted to the District RFRS staff or Commander (CG PSC-RPM) for members of the IRR. Upon completion of active duty, the member may be returned to their SELRES assignment or transferred to the IRR;

(3) Reservists whose orders to involuntary active duty result in extreme community or personal hardship, shall report for duty but may, at their request, be transferred to the Standby Reserve (ASL or ISL), the Retired Reserve, or may be discharged in accordance with reference (x), Military Separations, COMDTINST M1000.4 (series). Any request for a delay or transfer for hardship shall be well documented. Reservists involuntarily ordered to active duty may request and be authorized a delay in reporting;

(4) If a reservist fails to participate satisfactorily before completing the initial six year obligation incurred to qualify for education benefits (Post 9/11 GI Bill, Reserve Educational Assistance Program or Montgomery GI Bill for the SELRES (MGIB-SR)), and has received educational benefits, such entitlements shall be suspended. The Coast Guard may involuntarily order the member to active duty for up to two-years or for the period of obligated service remaining, whichever is less, and recoup funds from the member in accordance with Montgomery GI Bill–Selected Reserve Educational Assistance Program, COMDTINST 1001.30 (series) and Montgomery GI Bill–Selected Reserve (MGIB-SR), DoDI 1322.17;

(5) Commissioned officers whose participation has been unsatisfactory must be reviewed for discharge by a board of officers convened by Commander (CG PSC-RPM), in accordance with reference (a), 10 U.S.C. §12681 and 12683, or when a discharge under other than honorable conditions is recommended, in accordance with reference (y), Administrative Separation Board Manual, COMDTINST M1910.2 (series);

(6) When SELRES members are ordered to active duty or transferred to the IRR because of unsatisfactory participation, copies of their orders shall be furnished through personal contact by a member of the command or by written transmittal. In either case, a written receipt must be obtained. When such efforts are unsuccessful, those orders shall be mailed to the member's most recent mailing address in Direct Access; use certified mail, return receipt requested. Attach that receipt to a copy of the orders for proof of mailing and file with that member's personnel file. Reservists ordered to active duty who fail to report shall be separated for misconduct, in accordance with reference (x), Military Separations, COMDTINST M1000.4 (series);

(7) Transferred to or retained in the IRR for the balance of their military service obligation, if they have no remaining SELRES obligation, when the member still possesses the potential for useful military service; and

(8) Enlisted members may be discharged for unsatisfactory participation, in accordance with reference (x), Military Separations, COMDTINST M1000.4 (series). Unless the member requests a hearing before an Administrative Separation Board, the discharge process shall not require convening a board when:

(a) Member has been recommended for discharge under honorable conditions by the appropriate commanding officer or officer-in-charge; and

(b) Member does not possess the potential for useful military service if mobilized.

b. Reservists Who Have Fulfilled Their Statutory Military Service Obligation. Reservists whose participation has been unsatisfactory may be processed as follows:

(1) A member of the Ready Reserve (SELRES or IRR) who fails in any year to perform satisfactorily the training duty prescribed may be ordered without their consent to active duty for not more than 45 days. If the failure occurs during the last year of required membership in the Ready Reserve (SELRES or IRR), membership is extended until the reservist performs the additional active duty for training, but not for more than six months in accordance with reference (a), 10 U.S.C. §10148. Requests for active duty, in accordance with reference (a), 10 U.S.C. §10148, are submitted through the District

RFRS staff or Commander (CG PSC-RPM) (for members of the IRR) to Commandant (CG-131) for approval and funding;

(a) Upon completion of active duty, the member may be returned to their SELRES assignment or transferred to the IRR, ISL, Retired Reserve, or discharged if at the end of their enlistment; and

(b) Reservists ordered to active duty who fail to report shall be separated for misconduct, in accordance with reference (x), Military Separations, COMDTINST M1000.4 (series).

(2) Transferred to the IRR or the ISL for the balance of their current enlistment if they still possess the potential for useful service if mobilized;

(3) Discharged, in accordance with reference (y), Administrative Separation Board Manual, COMDTINST M1910.2 (series), if the member has no further potential for useful military service;

(4) Reservists whose orders to involuntary active duty that may result in extreme community or personal hardship, shall report for duty but may, at their request, be transferred to the Standby Reserve (ASL or ISL), the Retired Reserve, or may be discharged, in accordance with reference (x), Military Separations, COMDTINST M1000.4 (series). Any request for a delay or transfer for hardship shall be well documented. Reservists involuntarily ordered to active duty may request and be authorized a delay in reporting;

(5) Commissioned officers whose participation has been unsatisfactory must be reviewed for discharge by a board of officers convened by Commander (CG PSC-RPM), in accordance with reference (a), 10 U.S.C. §12681 and §12683, or when a discharge under other than honorable conditions is recommended, in accordance with reference (y), Administrative Separation Board Manual, COMDTINST M1910.2 (series); and

(6) When SELRES members are ordered to active duty or transferred to the IRR because of unsatisfactory participation, copies of their orders shall be furnished through personal contact by a member of the command or by written transmittal. In either case, a written receipt must be obtained. When such efforts are unsuccessful, those orders shall be mailed to the member's most recent mailing address in Direct Access; use certified mail, return receipt requested. Attach that receipt to a copy of the orders for proof of mailing and file with that member's personnel file.

3. Failure to Undergo Physical and Dental Examination. Members who fail to maintain required Individual Medical Readiness, Periodic Health Assessment, or dental examinations shall be notified by their command to schedule an examination within 30 days. If the member does not submit the required documentation proving completion, the command shall counsel and document, in accordance with this Chapter, and prescribed in enclosure (6) of reference (k), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).

4. Annual Screening Questionnaire. All members of the Ready Reserve (SELRES or IRR) shall be regularly screened to ensure their availability and fitness for duty, in accordance with reference (a), 10 U.S.C. §10149. The annual screening questionnaire shall be completed annually at a minimum and as often as the reservist's information or recall availability changes. Reservists serving on EAD contracts and long-term ADOS orders (181 days or more) not in

support of designated contingency operations as defined in reference (a), 10 U.S.C. §101(a)(13), are exempt from completing the annual screening questionnaire; however, they shall complete the annual screening questionnaire once they are released from active duty.

a. The annual screening questionnaire is used as a tool to manage a Ready Reserve force composed of members who:

   (1) Possess the military qualifications required in the various ranks, ratings, and specialties;

   (2) Are available immediately for active duty during a mobilization or as otherwise required by law; and

   (3) Meet military service standards of mental, moral, professional, and physical fitness.

b. SELRES members shall complete the annual screening questionnaire annually between 1 August and 31 October.

c. IRR members shall complete the annual screening questionnaire annually in accordance with directions provided by Commander (CG PSC-RPM).

d. Reservists who are pregnant or post-partum shall indicate unavailability for involuntary mobilization in the annual screening questionnaire, in accordance with reference (z), Pregnancy in the Coast Guard, COMDTINST 1000.9 (series).

e. SELRES who are temporarily transferred to the Standby Reserve (ASL and ISL) are not required to complete the annual screening questionnaire.

f. Ready Reservists (SELRES and IRR) who fail to complete the annual screening questionnaire shall be designated an “unsatisfactory participant” and the command shall document such counseling in accordance with this Chapter.

5. Failure to Earn Minimum Required Retirement Points. Officers in the Ready Reserve (SELRES or IRR) and the ASL who fail to earn a minimum of 50 points per anniversary year for a qualifying year toward non-regular retirement, will be processed by Commander (CG PSC-RPM) for transfer to the ISL, Retired Reserve, or discharged. Waiver requests for removal from active status shall be forwarded to Commander (CG PSC-RPM) via the chain of command. See Chapter 8, Section G of this Manual for policy regarding qualifying years of service for retirement.

CHAPTER 5. **ASSIGNMENTS AND TRANSFERS**

A. SELRES Assignments Overview. Reserve enlisted and officer assignments are centralized at Commander (CG PSC-RPM), optimizing assignment decisions across missions, programs and geographic regions to meet service needs. Commander (CG PSC-RPM) assigns reservists to SELRES positions.

1. Reservists transfer to or affiliate with the SELRES to fill vacant Reserve positions on the PAL. Reservists are accessed through recruiting or are RELAD into the SELRES to fill vacant positions or to fill positions expected to become vacant in the near future.

2. Whenever possible, reservists are assigned to units with suitable vacant positions closest to their permanent home address. Assignment officers (AOs) authorize assignments by issuing no-cost PCS orders through Direct Access. The Direct Access assignments module (PCS eResume) is the primary method for reservists to communicate their assignment preferences.

3. The primary pool of candidates for any given assignment year includes but is not limited to: members who are tour complete, members who will change their RCC to the SELRES, RELADs, members who are two or more grades higher or lower than required for their current position, members who are multiple encumbered in the same position, members whose rating does not match their assigned position, or members who do not have a position assigned.

   a. Commander (CG PSC-RPM) shall track additions and deletions to the candidate pool created by promotion boards, screening panels, separations, position reprogramming, and other actions. Other factors such as unit requirements, individual member desires, and career management will further shape the candidate pool.

   b. To the maximum extent possible, Commander (CG PSC-RPM) must adhere to tour completion dates when considering reassignments. Members generally will not rotate prior to completion of their tours; however, early rotations or extensions are sometimes necessary to meet service needs.

   c. Reservists planning to RELAD from long-term ADOS or EAD will be transferred to the IRR unless a PCS eResume is submitted and the reservists apply for assignment in the current SELRES assignment year cycle. Meeting Commander (CG PSC-RPM)'s annual assignment timeline is critical to successful transition from long term active duty. The PCS eResume should specify the end date of active duty, along with SELRES position desires.

   d. Any reservist whose pay grade or rate is not an exact match to the pay grade or rate of the position may be considered for reassignment during the next assignment year.

4. Commands are a vital part of the assignment process. Commands shall ensure visibility of and adherence to all assignment year message traffic for reservists. Commands shall ensure SPOs execute all orders in a timely manner, in accordance with reference (k), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).

5. Reservists shall complete a minimum of three years of their military service obligation in the RC before they are eligible to affiliate with the AC.

B. Assignment Considerations. AOs must be able to compare the needs, wants, constraints, and conditions involved in any individual assignment. They will take into consideration all factors,

issues and inputs; e.g., needs of the Service, command concerns, and reservists desires and career development.

1. Reservists who become pregnant shall not be involuntarily reassigned from their SELRES positions during pregnancy. Waiver requests for assignment restrictions due to pregnancy shall be submitted in accordance with reference (z), Pregnancy in the Coast Guard, COMDTINST 1000.9 (series), and reference (p), Coast Guard Medical Manual, COMDTINST M6000.1 (series).
2. With the exceptions of the Port Security Units (PSUs) or commands comprised predominantly of reservists, a unit must have at least one active duty position on its PAL of equal or greater pay grade of the same specialty or rating in order to have the capacity to provide training to reservists of that rating (e.g., a boat station without an active duty HS billet assigned would not have the capacity to train an HS reservist for mobilization).
3. The AO must balance issues related to demand, supply, and the anticipated force rotation. When assigning reservists, AOs must consider:
   a. Needs of the Service;
   b. Competencies of the position and the unit's ability to train to rating; Reservists will be assigned to positions that align with key competencies. Units must have the ability to support competency training requirements so there is a quality of match with rating or specialty;
   c. AOs must attempt to meet all of the following quality of match criteria if possible, but at a minimum, must meet the requirements of the first subparagraph below:
      (1) Any reservist who is selected for promotion or whose name appears on an enlisted advancement eligibility list must be considered for possible reassignment by the next annual assignment cycle if it creates a pay grade mismatch. (e.g., recently advanced BMC filling a BM1 billet).
      (2) Immediate reassignment to another unit is required if a reservist is advanced, promoted or appointed to a pay grade senior to that of their commanding officer or officer-in-charge with the exception of the Senior Enlisted Reserve Advisor (SERA). Exceptions shall be considered on a case-by-case basis by Commander (CG PSC-RPM).
      (3) An enlisted reservist who is approved to pursue lateral change in rating shall be assigned training rating indicators and shall be assigned to a position in the new rating. See Chapter 7, Section H of this Manual for policy regarding individual lateral change for enlisted members.
4. Reservists who also work for the Coast Guard as civilian employees or contractors shall not be assigned to SELRES positions under the same reporting chain as their civilian positions.

C. Reasonable Commuting Distance (RCD). RCD is defined as the maximum distance an obligated member of an RC may be required to travel involuntarily between residence and IDT drill site, in accordance with reference (f), Reserve Component (RC) Member Participation Policy, DoDI 1215.13.

1. Reservists shall be assigned to a vacant position within RCD, if one is available. If there are no positions available within RCD, the reservist may be assigned to a vacant position outside of the RCD, with the member's consent. RCD is:
   a. 100-mile radius from the permanent duty station (PDS) or a distance that may be traveled by automobile under average conditions of traffic, weather and roads in three hours. This applies only to those units that normally schedule four IDT sessions on two consecutive days and where government meals and quarters are provided at the unit IDT site; or
   b. 50-mile radius from the PDS or a distance that may be traveled by automobile under average conditions of traffic, weather and roads in a one and one half hour period, where government meals and quarters are not provided.
2. As a reservist is promoted or advanced in rank or grade, the opportunities for assignments within RCD become reduced. Due to the limited number of SELRES O-4 to O-6, CWO, and E-7 to E-9 positions, a reservist may have to consent to an assignment beyond RCD of their residence if they want to continue to serve in a SELRES status at these senior grades.

D. Assignment after Release from Active Duty (RELAD). SELRES assignments after RELAD are based on the type of orders the member fulfills. Reservists seeking SELRES assignments must meet the assignment year timelines published by Commander (CG PSC-RPM). AOs may authorize the multiple encumbrance of a position on a case-by-case basis for a limited time to allow members to compete in the next assignment cycle.

1. Mobilization. Reservists mobilized to serve on involuntary active duty remain in their assigned SELRES positions and therefore do not require assignment to new positions upon demobilization.
2. Support (Long-term). Members accepting long-term ADOS or EAD are removed from their SELRES position in accordance with reference (q), Active Duty for Operational Support (ADOS), COMDTINST 1330.1 (series). Members should submit a PSC eResume and contact their AO before the end of their long-term ADOS or EAD. Reservists seeking SELRES assignments must meet the assignment year timelines published by Commander (CG PSC-RPM).
3. Support (Short-term). While on short-term ADOS orders, SELRES remain in the assigned position and do not require a new position assignment upon RELAD.
4. In-Service transfer to the RC. Coast Guard enlisted members leaving the AC or EAD contracts are strongly encouraged to seek SELRES affiliation upon RELAD. The CGRC In-Service Transfer Team (ISTT) facilitates the transfer of AC enlisted members to the RC.

E. Deployable Specialized Forces (DSFs) Assignments. DSFs are a part of the Service's Maritime Trident of Forces, which have specialized training and deployment requirements.

1. AOs may assign reservists, who live within RCD to these units, without the member's consent if not enough qualified volunteers are identified.
2. Some positions may require a prerequisite screening process.
3. A reservist within RCD of a DSF unit may be assigned to that unit at least once during the member's career.

4. Junior enlisted reservists who have been assigned to a DSF unit for more than five years may request reassignment through the normal assignment process.

F. Senior Officer (O-5/O-6) Assignments. Standard tour length for SELRES senior officers is normally three years. Commander (CG PSC-RPM) will hold annual assignment panels for senior officers.

1. Requests for early rotation require a command endorsement.
2. Tour length extension requests require a command endorsement and may be granted if they are in the best interest of the Service. If approved, extensions may be granted for a maximum of one year.
3. O-5s are not normally assigned to O-4 positions.

G. Junior Officer Assignments (O-1 to O-4). The standard tour length for SELRES junior officers is normally three years. If a reservist who is not tour-complete requests a reassignment, Commander (CG PSC-RPM) may reassign that member to meet service needs.

1. Requests for early rotation require a command endorsement.
2. Tour length extension requests require a command endorsement and may be granted if they are in the best interest of the Service. Junior officers should consider career impact before requesting extensions. If approved, extensions may be granted for a maximum of one year.
3. O-4s who have been selected for promotion to O-5 may be assigned to O-5 positions by the next commander assignment panel convening.

H. Chief Warrant Officers (CWOs) (W-2 to W-4).

1. Assignment of Newly Appointed CWOs. Candidates selected by the Reserve CWO Appointment Board must agree to be assigned to a vacant SELRES CWO position for a minimum of two years from their effective date of appointment.
   a. Selectees who fail to complete the initial two-year SELRES CWO assignment shall be transferred to the IRR for the remainder of their initial two-year commitment. CWOs that complete their initial two-year commitment while transferred to the IRR may re-compete during the next assignment year for vacant SELRES CWO positions.
   b. Members on mobilization and support orders must be released from active duty prior to appointment and assignment to the SELRES. Appointees must serve in the assigned SELRES CWO position for a minimum of two years before pursuing voluntary active duty orders (e.g., ADOS or EAD) other than at the member's SELRES unit.
   c. Selectees who decline a CWO appointment and follow-on SELRES assignment to a position located within RCD will be ineligible to re-apply for CWO appointment in the next promotion year.
   d. Selectees who decline a CWO appointment and follow on assignment to a position outside RCD will not incur a period of ineligibility and may re-apply for CWO appointment in the next promotion year.

e. Selectees who agree to a CWO appointment and follow-on assignment to a position located outside the RCD and fail to report as ordered, shall incur a two-year period of ineligibility to compete for CWO appointment and shall be immediately transferred to the IRR.

2. Assignments of Existing CWOs. The standard tour length for SELRES warrant officers is normally five years.

a. Requests for early rotation require a command endorsement. CWOs assigned to non-DSF positions beyond RCD may request reassignment, with command endorsement, after two years to accommodate RCD.

b. Tour length extension requests require a command endorsement, and may be granted if they are in the best interest of the Service. If approved, extensions may be granted for a maximum of one year.

c. AOs shall not assign a CWO to a position of a different specialty.

I. Senior Enlisted Assignments (E-7 to E-9). The standard tour length for SELRES senior enlisted reservists is normally five years.

1. Requests for early rotation require a command endorsement.

2. Senior enlisted members assigned to non-DSF positions beyond RCD may request reassignment, with command endorsement, after two years to accommodate a RCD assignment.

3. Tour length extension requests require a command endorsement and may be granted if they are in the best interest of the Service. If approved, extensions may be granted for a maximum of one year.

4. AOs shall not assign a senior enlisted member to a position that requires a different rating.

5. Assignments to Command Senior Enlisted Leader (CSEL) positions shall be in accordance with Command Senior Enlisted Leader (CSEL) Program, COMDTINST 1306.1 (series).

J. Junior Enlisted Assignments (E-6 and Below). The standard tour length for SELRES junior enlisted is normally five years.

1. Junior enlisted personnel assigned to SELRES positions may remain in those positions indefinitely, except in the following situations:

a. The member requests to transfer to another unit;

b. Mandatory reassignment is necessary to meet the needs of the Service;

c. The member's position is deleted or reprogrammed;

d. The member's rank or rating no longer matches the position to which assigned (e.g., advancement, lateral change-in-rate); or

e. The member's position is multi-encumbered at one unit and a position becomes available at another unit within RCD.

2. Requests for early rotation require a command endorsement. AOs must make every attempt to assign junior enlisted reservists to positions of the same pay grade. However, acceptable matches can include one pay grade senior or one pay grade junior to a position, except for E-6s

who will not be assigned to E-7 positions, and conversely, E-7's who will not be assigned to E-6 positions.

3. AOs must continually revisit junior enlisted assignments at each unit and assign reservists to new positions within the same command to ensure best internal pay grade match (e.g., to accommodate advancements, to push vacancies down to lowest pay grades, and to accommodate reassignments of multi-encumbered reservists within RCD).
4. AOs must not assign a junior enlisted member to a position that requires a different rating.

K. Multiple Encumbrance Assignments. Assignments to SELRES positions are geographically constrained unlike assignments to active duty positions.

1. In order to accommodate geographic constraints and to permit maintenance of the Coast Guard Reserve workforce, AOs may authorize limited multiple encumbrance on a case-by-case basis for:
   a. Members being RELAD in pay grades E-6 and below and pay grades O-1 through O-4 or officers accessed to the Ready Reserve through the Regular-to-Reserve process. See Chapter 1, Section G of this Manual for policy regarding officer programs;
   b. Assignments from other geographic regions, for all enlisted reservists, CWOs, and officers in pay grades O-1 through O-4; and,
   c. New accessions in critical ratings, which are determined annually based on analysis of Commandant (CG-12A) end strength reports.
2. Multiple encumbrance, as outlined above, is subject to the following:
   a. There must be no vacant positions that meet quality of match requirements at other units within RCD of the reservist's residence;
   b. The receiving unit must possess valid, continuing justification for the additional reservist(s) based on documented ability to train and meet appropriate contingency requirements;
   c. SELRES members assigned as authorized above are at risk of transfer to the IRR if their geographic regions reach or exceed overall capacity; and
   d. Reservists are not assigned unbudgeted positions at commands that do not have Reserve positions on PAL.

L. Training Capacity. A unit has a finite capacity to train and manage reservists. AOs must carefully consider a unit's reserve-specific training and administrative support capacity prior to an assignment. It is expected that reserve enlisted members (with the exception of members filling Reserve Command Master Chief (CMC) positions) and CWOs will be required to use their rating or specialty knowledge, skills, and experience upon mobilization. Therefore, they may not be assigned to units or assigned to positions within units that cannot provide OJT for their particular ratings or specialties.

M. Reprogrammed Positions. For reservists whose positions are reprogrammed, AOs will make every effort to assign them to vacant positions within RCD of their permanent residence. Multiple encumbering may be authorized as outlined in this Chapter. To address quality-of-match or multi-encumbering issues that cannot be resolved, the District RFRS staff will coordinate with

Commandants (CG-131) and (CG-833) to move positions, in accordance with the Personnel Resources and Reprogramming Manual, COMDTINST M5312.13 (series), from one unit to another while retaining clear linkage to the competencies for that position.

N. Transfer to the IRR, Standby Reserve (ASL or ISL) and Retired Reserve. Active duty RELADs and reservists who have completed their military service obligation, who are satisfactory participants, as described in Chapter 4, Section B, may request transfer to the IRR, Standby Reserve and Retired Reserve at any time, provided the member is in compliance with the minimum service requirement. See Chapter 1 of this Manual for policy regarding reserve accessions classifications and RCCs. Upon transfer to the IRR or Standby Reserve (ASL or ISL), an acknowledgement of the mobilization obligation, participation requirements, and reason for the request to be transferred must be documented on the orders, Form CG-3307, Detailer Comments within Direct Access, and included in the reservist's personnel record.

1. Reservists who request transfer to the IRR shall retain their Ready Reserve mobilization obligations.
2. Reservists in the IRR may request a transfer to the SELRES for assignment if the reservist currently meets all participation standards of the IRR and medical/dental readiness and retention standards, in accordance with reference (p), Coast Guard Medical Manual, COMDTINST M6000.1 (series). IRR members should contact the ISTT at CGRC or Commander (CG PSC-RPM) for assistance in obtaining their medical/dental readiness. IRR members must submit a request to change their RCC, Form CG-1001 to Commander (CG PSC-RPM) to compete in future SELRES assignment year cycles or during the off-season.
3. Reservists who have a temporary hardship, disability, or other valid reason may request transfer and assignment to the Standby Reserve (ASL or ISL), in accordance with Chapter 1, Section B of this Manual.
4. Upon involuntary mobilization, or notification thereof, no member of the Ready Reserve (SELRES or IRR) may be transferred under the provisions of this paragraph, to the Standby Reserve (ASL or ISL) unless authorized by Commander (CG PSC-RPM).

O. Temporary Physical Disqualification. Temporary physical disqualification, for the purpose of transfer to the Standby Reserve (ASL or ISL), is defined as a disability that is temporary in nature but is expected to last longer than six months.

1. If the temporary physical disqualification is expected to last less than six months, Reservists will be retained in the SELRES and the command must schedule members for IDT while in an Fit for Limited Duty (FLD) status or reschedule drills for future dates when member is FFD. ADT, ADOT, or mobilization must be deferred until the member is FFD.
2. If the temporary physical disqualification is expected to last longer than six months, the reservist will be transferred to the ASL and not to the IRR in accordance with Chapter 1, Section B of this Manual.
3. For transfer back to the Ready Reserve (SELRES or IRR) from the ASL, when a temporary physical disqualification no longer exists, members in the Standby Reserve (ASL or ISL) must be transferred to the IRR to obtain a physical exam from a Coast Guard Medical Officer (Uniformed Services Physician, Physical Assistant, and Nurse Practitioner). Reserve officers

may contact Commander (CG PSC-RPM) and reserve enlisted may contact the ISTT to begin the process of transferring to a SELRES status and scheduling a physical examination. Commander (CG PSC-RPM) may issue orders to the member once a date and location for a physical exam have been received.

4. Reservists who are not physically qualified to participate in training and who are not expected to return to FFD as a result of a PDES determination, must not be transferred to the Standby Reserve (ASL or ISL), with the exception of those members who have elected an assignment to the ISL, in accordance with reference (a), 10 U.S.C. §1209, but instead will be transferred to the Retired Reserve or separated in accordance with reference (p), Coast Guard Medical Manual, COMDTINST M6000.1 (series).

P. Weight and Body Fat Non-Compliance. Members who exceed the Maximum Allowable Weight (MAW) or body fat standards at the end of their probationary period must be transferred to the Standby Reserve (ISL), for up to one year, in accordance with reference (g), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series). If during the year they attain their proper weight or body fat percentage, they may submit a request to Commander (CG PSC-RPM), for transfer back to the Ready Reserve (SELRES or IRR). Those who have not attained their proper weight or body fat after that year must be transferred to the Retired Reserve or separated.

Q. Extreme Community or Personal Hardship. Ready Reservists whose immediate recall to active duty during an emergency would create an extreme personal or community hardship must be transferred to the Standby Reserve (ASL or ISL), Retired Reserve, or shall be separated, as applicable, in accordance with reference (e), Screening the Ready Reserve, DoDD 1200.7.

1. Extreme community hardship is a situation that, because of a reservist's mobilization, may have a substantially adverse effect on the health, safety, or welfare of the community. Any request for a determination of such hardship shall be made by the reservist and must be supported by documentation, as required by the Secretary of Homeland Security.

2. Extreme personal hardship is defined as having an adverse impact on a reservist's dependents resulting from their mobilization. Any request for a determination of such hardship shall be made by the reservist and must be supported by documentation, as required by the Secretary of Homeland Security.

3. Members that are single parents, dual-member couples with dependents, or primarily responsible for dependent family members shall maintain an accurate Family Care Plan in accordance with reference (w), Family Care Plans, DoDI 1342.19.

R. Key Employees. Key employees are federal employees occupying key positions that shall not be vacated during a national emergency or mobilization without seriously impairing the capability of the parent federal agency or office to function effectively. Reservists are considered key employees if they fill the following positions:

1. The Vice President of the United States or any official specified in the order of presidential succession, in accordance with 3 U.S.C. §19.

2. The members of Congress and the Heads of the Federal Agencies appointed by the President with the consent of the Senate.

3. An Article III Judge who is a member of the Ready Reserve and desires to remain in the Ready Reserve must have their position reviewed by the Chief Judge of the affected judge's circuit to determine that their mobilization will not seriously impair the capability of the court to function effectively.
4. Other federal positions determined by the Heads of Federal Agencies, or their designees, to be key positions. In determining whether or not a position should be designated as a key position, the following questions shall be considered by the Federal Agency concerned:
   a. Can the position be filled in a reasonable time after mobilization?
   b. Does the position require technical or managerial skills that are possessed uniquely by the incumbent employee?
   c. Is the position associated directly with defense mobilization, does the position include a mobilization or relocation assignment in an Agency having emergency functions, or is the position directly associated with industrial or manpower mobilization, as designated by Executive Orders (EOs) 12656 and 12919?
   d. Are there other factors related to the national defense, health, or safety that will make the incumbent of the position unavailable for mobilization?
5. Non-federal employers of Ready Reservists (SELRES or IRR), particularly in the fields of public health and safety and defense support industries, are encouraged to adopt personnel and management procedures designed to preclude conflicts between the emergency manpower needs of civilian activities and the military during a mobilization. Employers are also encouraged to use federal key position guidelines for making their own key position designations and, when applicable, for recommending key employees for removal from the Ready Reserve (SELRES or IRR).
6. All employers who determine a member of the Ready Reserve (SELRES or IRR) is a key employee shall promptly submit such determination through Commander (CG PSC-RPM) to Commandant (CG-131) requesting the employee be removed from the Ready Reserve (SELRES or IRR), in accordance with reference (e), Screening the Ready Reserve, DoDD 1200.7. Commandant (CG-131) must make removal determinations in response to petitions for such actions.
7. On mobilization under reference (a), 10 U.S.C. 12301(a) or 12302, all personnel actions relating to the annual screening questionnaire shall be held in abeyance, and all members remaining in the Ready Reserve (SELRES or IRR) shall be considered immediately available for active duty service. After such mobilization is ordered, no deferment, delay, or exemption from mobilization shall be granted to Ready Reservists because of their civilian employment.
8. Ready Reservists (SELRES or IRR) who are designated key employees or who occupy key positions, as defined in this Section, shall be transferred to the Standby Reserve (ASL) or the Retired Reserve, or shall be discharged, as appropriate, except as specified in sub-paragraph 7 above.

S. Change of Residence. Change of residence does not relieve reservists of their statutory military service obligation, participation standards, or exempt them from mobilization. See Chapter 4, Section B of this Manual for policy regarding participation standards.

1. Within the United States, reservists whose change of residence moves them outside the RCD of their current assignment (except for changes of residence outside the United States and its territories and possessions) may request reassignment in accordance with this Chapter. Reservists are obligated to continue satisfactory participation at their current unit until a reassignment is complete.

   a. If the relocation is planned to be temporary in nature and is to a region where there is no unit available and the reservist cannot meet drill obligations through batching drills and ADT, etc., then the reservist may request to be assigned to the IRR or the Standby Reserve (ASL or ISL). See Chapter 1, Section B of this Manual for policy regarding RCCs.

   b. If the relocation is expected to be permanent in nature, then the reservist may request conditional release to join another RC to fulfill the remainder of their military service obligation. Members remaining in the Coast Guard will be expected to meet SELRES satisfactory participation requirements until their expiration of enlistment. See Chapter 8, Section A of this Manual for policy regarding separation of officers and Chapter 8, Section B of this Manual for policy regarding separation of enlisted members.

2. There are no SELRES positions on PAL outside the United States and its territories and possessions. Reservists currently residing or intending to reside outside the United States and its territories and possessions, will be transferred to the IRR, the ASL, or separated depending on remaining service obligation and expected duration of relocation.

   a. When residing outside the United States and its territories and possessions, members may submit a waiver request to Commander (CG PSC-RPM) to remain in a SELRES status assigned to their current position or another SELRES position. Members requesting a waiver to remain in a SELRES position must submit the waiver through their chain of command to Commander (CG PSC-RPM) and include the following:

      (1) Country to which relocating;

      (2) Specific circumstances of overseas relocation;

      (3) Expected duration of overseas residence or assignment;

      (4) Location where the command requires their IDT or ADT to be performed (IDT must not be performed in designated Imminent Danger Areas, in accordance with Chapter 2, Section A of this Manual);

      (5) Copy of the approved country clearance package; and

      (6) The statement, “I acknowledge that if authorized to remain in the SELRES while residing overseas, I will be responsible for meeting all elements of satisfactory participation under Chapter 4 of the Reserve Policy Manual, COMDTINST M1001.28 (series). I understand that I will be responsible for all IDT travel to and from my primary duty location. As a SELRES member, I acknowledge that I am subject to mobilization and I am legally obligated to report for involuntary recall to active duty under 14 U.S.C. and 10 U.S.C.”

   b. Reservists with remaining military service obligation may be discharged for immediate reenlistment to accommodate temporary relocation overseas, in accordance with reference (t), Enlisted Accession, Evaluations, and Advancements, COMDTINST M1000.2 (series).

(1) The total period of the original enlistment served plus the reenlistment must not be less than the reservist's military service obligation.

(2) In addition, it must include the anticipated period of temporary residence outside the United States and its territories and possessions. The reservist is required to comply with the conditions contained in the following statement, which must be signed by the reservist upon reenlistment: *Reenlisted this date for _____ years under authority of 10 U.S.C. §12103(a) in order to* (describe reason for temporary residence outside the U. S.) *beginning* (date) *and ending* (date). *Participation in a Coast Guard unit must be resumed not later than* (date) *or earlier if requested and approved. I hereby certify that I understand the participation standards to which I obligate myself as a condition of this reenlistment.*

T. 30-Year Limitation.

1. Normally, on the 30th anniversary of their pay entry base date, CWOs and enlisted reservists will be transferred to the ISL unless:

   a. The member requests transfer to the Retired Reserve;

   b. Members who desire a waiver to remain in the SELRES may apply to Commander (CG PSC-RPM) through their chain of command. Requests will not normally be approved, unless the applicant meets critical service needs. See Chapter 8, Section A of this Manual for policy regarding separation of officers and Chapter 8, Section B for policy regarding separation of enlisted members. Members without approved waivers must be transferred to the ISL at the beginning of each calendar year.

2. Commissioned Officers in the pay grade of O-6 and below may not serve more than 30 years of commissioned service. Prior enlisted time is not calculated in the 30 total commissioned years.

U. Uniform Maintenance Requirement Upon Transfer from the SELRES. Active duty or SELRES members transferred to the IRR or Standby Reserve (ASL or ISL) are required to maintain their initial uniform issue for a period of four years.

1. If an enlisted reservist returns to the SELRES or is called back to active duty after a four-year period, they may request a new initial uniform issue from Commandant (CG-1312) via the chain of command, by submitting Receipt for Clothing and Small Stores (Male), Form CG-3019 Receipt for Clothing and Small Stores (Female), Form CG-3019A.

2. Enlisted members who have been discharged from the Coast Guard or Coast Guard Reserve and who subsequently enlist in the SELRES may request a partial (if returning after one year) or initial (if returning after two years) clothing-in-kind issue.

3. Information concerning reserve enlisted clothing allowances and reserve officer uniform allowances can be found in Chapters 3 and 12 of reference (o), Coast Guard Pay Manual, COMDTINST M7220.29 (series). The period of time spent in the IRR or Standby Reserve (ASL or ISL) will not be counted in determining entitlement to any enlisted clothing allowances.

V. Career Paths. Officer and enlisted career paths provide members with long range career guidance and can be found in the following:

1. Reference (u), Performance, Training and Education Manual, COMDTINST M1500.10 (series);

2. Coast Guard Officer Specialty Management System Manual, COMDTINST M5300.3 (series);

3. Reference (j), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series);

4. Reference (t), Enlisted Accession, Evaluations, and Advancements, COMDTINST M1000.2 (series);

5. The Competency Dictionary. An online database developed, maintained, and published by the Competency Management System Administrator (CMSA) that contains the complete listing of every approved competency. The dictionary is available on the CG Portal, https://cgportal2.uscg.mil, keywords: competency dictionary. The dictionary includes the competency code, title, complete description and requirements, type, category, and the sponsoring Program Manager for each competency available in Direct Access; and

6. Enlisted Rating Advancement Training System (ERATS) https://cgportal2.uscg.mil/communities/erats/SitePages/Home.aspx. The system defines performance requirements for each rating and pay grade, helps members meet those requirements through training and performance support, and assesses performance to determine if members possess the knowledge for advancement to the next higher grade.

CHAPTER 6. **MEDICAL READINESS AND INCAPACITATION SYSTEM MANAGEMENT**

A. Medical Readiness Overview. Coast Guard reservists are responsible for ensuring they are fully medically ready. Commanding officers and officers-in-charge are responsible for ensuring the individual readiness of the members assigned to their units. Reservists in a duty status and deemed medically FFD shall be provided medical and dental care for incurring or aggravating an injury, illness, or disease in the LOD, and physical evaluation/assessment for fitness for duty or disability processing, in accordance with reference (p), Coast Guard Medical Manual, COMDTINST M6000.1 (series) and reference (aa), Physical Disability Evaluation System, COMDTINST M1850.2 (series).

B. Responsibilities. Medical readiness and incapacitation system management for Coast Guard reservists is a complex process requiring clearly defined responsibilities to ensure reservists receive benefits as required by law.

1. Director of Reserve and Military Personnel, Commandant (CG-13). Commandant (CG-13) is the appeal authority for this Chapter.

2. Office of Health Services, Commandant (CG-112). Commandant (CG-112) is responsible for developing force health protection policies to ensure medical and dental readiness for the Coast Guard.

3. Office of Reserve Affairs, Commandant (CG-131). Commandant (CG-131) must establish and promulgate Reserve specific policy and:

   a. Maintain a system to track payment of incapacitation pay in accordance with reference (bb), Reserve Component Incapacitation System Management, DoDI 1241.2, which shall include, at a minimum: the date when incapacitation pay commenced if the member was not continued on active duty, and the applicable rule authorizing such pay and the date when incapacitation pay was terminated.

   b. Review each case in which the member is projected to remain incapacitated for more than six months to determine if it is in the interest of fairness and equity to continue incapacitation benefits paid in accordance with reference (l), 37 U.S.C. §204(g) or §204(h).

4. Coast Guard Pay and Personnel Center (CG PPC). Finalize computation for incapacitation pay and issuing incapacitation pay.

5. Commander Coast Guard Personnel Services Center – Reserve Personnel Management Division (CG PSC-RPM). Commander (CG PSC-RPM) is the Coast Guard's Benefits Issuing Authority (BIA) for Reserve incapacitation benefits. As the BIA, Commander (CG PSC-RPM) shall:

   a. Maintain a system to track incapacitated reservists in accordance with reference (bb), Reserve Component Incapacitation System Management, DoDI 1241.2;

   b. Forward claims for incapacitation to Commanding Officer, Pay and Personnel Center – Separations Entitlements, and Debts and Service Validation (CG PPC-SES) and copy Commandant (CG-131); and

c. Manage and provide process guidance for Med Hold orders, ADHC orders, Notice of Eligibility (NOE), and incapacitation pay claims.

6. Health, Safety, and Work-Life (HSWL) Service Center Regional Practice. Each HSWL Service Center Regional Practice must work with the HSWL Service Center (SC) to coordinate the management of incapacitated reservists with the appropriate District RFRS staff and Commander (CG PSC-RPM).

7. District RFRS Staff. District RFRS staff must work with commands, members, and Commander (CG PSC-RPM) to coordinate administration of medical treatment and incapacitation benefits in accordance with this Chapter.

8. Command. The commanding officer or officer-in-charge is responsible for ensuring the individual readiness of members assigned to their unit, and shall:

   a. Document all injuries or illnesses reported by reservists in accordance with the Safety and Environmental Health Manual, COMDTINST M5100.47 (series) and reference (p), Coast Guard Medical Manual, COMDTINST M6000.1 (series). Refer cases in which a reservist is projected to remain incapacitated for more than six months to the Physical Disability Evaluation System (PDES) in accordance with reference (aa), Physical Disability Evaluation System, COMDTINST M1850.2 (series).

   b. Ensure the ill or injured reservist in a duty status immediately receives required medical or dental treatment, in accordance with reference (a), 10 U.S.C. §1074 or §1074a.

   c. Complete a LOD determination in accordance with Section F of this Chapter.

   d. Submit requests for incapacitation benefits (Med Hold, ADHC, NOE/incapacitation pay) for injury, illness or disease determined to be in the line of duty through the District RFRS staff to Commander (CG PSC-RPM).

9. Coast Guard Medical Officer. A Coast Guard medical officer shall provide the member's command and District RFRS staff with updated prognosis and duty status information at least once each month, until the member is found FFD, or the injury, illness, or disease cannot be materially improved by further hospitalization or treatment and the member has been separated or retired as the result of a PDES determination in accordance with reference (p), Coast Guard Medical Manual, COMDTINST M6000.1 (series) and reference (aa), Physical Disability Evaluation System, COMDTINST M1850.2 (series). The health record custodian, District RFRS staff and Commander (CG PSC-RPM) must be copied on all notifications involving incapacitation of reservists.

10. Reservist. Each reservist is responsible for notifying their chain of command of changes in their medical or dental readiness regardless if the change did not occur while in a duty status or whether or not the injury or illness is considered by the member to be severe enough to warrant medical attention, and:

    a. Shall ensure they are fully medically ready in accordance with reference (p), Coast Guard Medical Manual, COMDTINST M6000.1 (series);

    b. Shall update their annual screening questionnaire whenever there is a change in their readiness status in accordance with Section E of this Chapter.

C. Individual Medical Readiness (IMR). IMR provides commanding officers the ability to monitor the medical readiness status of their personnel, ensuring a healthy and fit military workforce medically ready to deploy. IMR is the extent to which a reserve member is free from health-related conditions that could limit their ability to fully participate in Coast Guard operations in accordance with reference (p), Coast Guard Medical Manual, COMDTINST M6000.1 (series). Reservists may be authorized a RMP with pay for individual medical readiness related visits in accordance with Chapter 2 of this Manual.

1. Individual Medical Readiness Elements. There are six elements of individual medical readiness:

   a. PHA;

   b. Dental Readiness;

   c. Immunizations;

   d. Medical Readiness Laboratory Studies;

   e. Individual Medical Equipment (IME); and

   f. Deployment Limiting Medical Conditions (DLMC).

2. Scheduling Dental Exam and PHA.

   a. Dental. Members of the SELRES must:

      (1) Schedule a dental exam at a Coast Guard Dental Treatment Facility (DTF) or local Uniformed Services Medical Treatment Facility (USMTF); or

      (2) Use a private dentist that must complete and sign a Department of Defense Active Duty/Reserve Forces Dental Examination, Form DD-2813. The member must fax or hand deliver the Form DD-2813 to their Coast Guard clinic (a copy should be retained for the reservist's personal records); or

      (3) Members without dental insurance, who are on orders of 30 days or less, may use the free Reserve Health Readiness Program (RHRP) Dental Screening.

         (a) Members are authorized the use of one RMP, based on the availability of funds, in accordance with Chapter 2, Section B of this Manual.

         (b) Contact RHRP at 1-888-697-4299 to schedule an appointment with a contract dentist for a dental screening examination.

         (c) Dental treatment or cleaning is not authorized; all follow up care is at the expense of the reservist.

         (d) IRR members who have been authorized to perform IDT drills for retirement points only (e.g., drill for points) by Commander (CG PSC-RPM), or who are pending SELRES assignments to a unit, are authorized to obtain a dental screening via the RHRP.

   b. Periodic Health Assessment (PHA). Members of the SELRES shall complete their PHA in accordance with Coast Guard Periodic Health Assessment, COMDTINST M6150.3 (series), as follows:

(1) PHAs provided by RHRP:

(a) Members who are on active duty orders for 30 days or less, or who do not receive their primary care at a Coast Guard clinic, must utilize the RHRP. Members must call 1-888-697-4299 to coordinate.

(b) Members who are not on active duty orders must utilize the RHRP to complete their PHA. IRR members who have been authorized to perform IDT drills for retirement points only by Commander (CG PSC-RPM), or who are pending SELRES assignments to a unit, are authorized to obtain a PHA via the RHRP.

(2) PHAs provided by Coast Guard clinics. Members who are on active duty orders for 31 days or more or who receive their primary care at Coast Guard clinics will have their PHA performed at their cognizant Coast Guard clinic.

D. Health Care Entitlement. A reservist who is on active duty, inactive duty, participating on FHD, or transiting to or from those duty locations, who incurs or aggravates an injury, illness, or disease may be entitled to medical and/or dental treatment at the governments expense in accordance with reference (a), 10 U.S.C. §1074 and §1074a.

1. Defense Enrollment Eligibility Reporting System (DEERS).

a. DEERS is a computerized database of Uniformed Service members (sponsors), their family members, and others who are eligible for military benefits, such as TRICARE. All sponsors are automatically registered in DEERS. However, the sponsor must register eligible family members. Family members can update personal information such as addresses and phone numbers once they are registered in DEERS. See the TRICARE website, http://www.tricare.mil/SecureLogin.aspx, for more information.

b. It is the member's responsibility to ensure their personal and family information is current in DEERS. Annually, and with each change of status or orders, reservists must contact DEERS to verify accurate eligibility. It may take up to two weeks for the changes to be updated in the system. See reference (k), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series) for more information.

2. Medical and Dental Care. Medical and dental care shall be provided until the member is FFD, or the injury, illness, or disease cannot be materially improved by further hospitalization or treatment, and the member has been separated or retired as the result of a PDES decision, in accordance with reference (aa), Physical Disability Evaluation System, COMDTINST M1850.2 (series). Referral to a Medical Evaluation Board (MEB) for a reservist who is Not Fit for Duty (NFD) status for more than six months shall be made by a Coast Guard Medical Officer or other convening authority in accordance with reference (aa), Physical Disability Evaluation System, COMDTINST M1850.2 (series).

3. Emergency Treatment. Nothing in this Manual shall be construed to prevent emergency treatment at a medical treatment facility for a reservist in a duty status. A reservist seeking emergency treatment at a medical facility after termination of military duty, stating the emergent condition is related to an injury, illness, or disease incurred or aggravated as a result of a period of duty, shall be examined and provided necessary medical care. The

circumstances surrounding the condition will be resolved when a LOD determination is conducted after the emergency has been stabilized.

4. Duty Status. A reservist is considered to be in a duty status during any period of active duty or inactive duty; while traveling directly to or from the place that duty is performed; while remaining overnight immediately before the commencement of duty, or remaining overnight between successive periods of inactive duty at or in the vicinity of the site of inactive duty.

   a. In accordance with reference (p), Coast Guard Medical Manual, COMDTINST M6000.1 (series), a Coast Guard Medical Officer shall use one of the following duty statuses and shall provide written notification of the same to the member after examination.

      (1) Fit for Full Duty (FFD). Status of a member who is able to perform all of the essential duties of the member's office, grade, rank or rate. This includes the physical ability to perform world wide assignment. The exception to this is if a member is Human Immunodeficiency Virus (HIV) positive; refer to Coast Guard Human Immunodeficiency Virus (HIV) Program, COMDTINST 6230.9 (series) for details.

      (2) Fit for Limited Duty (FLD). Interim status of a member who is temporarily unable to perform all of the duties of the member's office, grade, rank, or rating. A member placed in this temporary status will have duty limitations specified, such as: no prolonged standing, lifting, climbing; or unfit for sea or flying duty.

      (3) Not Fit for Duty (NFD). Status of a member who is determined to be unable to perform the essential duties of the member's office, grade, rank, or rating. If needed, specific instructions should be given (i.e. confined to rack, sick in quarters or sick at home).

   b. When a reservist is NFD and seeing a civilian medical provider or DoD medical provider, only a Coast Guard medical officer shall render a member FFD after reviewing the civilian or DoD medical notes. Occasionally, the Coast Guard medical officer may request to see the Coast Guard member for an exam.

   c. The command shall either schedule the reservist in a limited duty status for IDT or reschedule drills for future dates when member is FFD. ADT, ADOT, or mobilization must be deferred until the member is FFD.

E. Incapacitation System Management Overview.

1. In accordance with reference (bb), Reserve Component Incapacitation System Management, DoDI 1241.2, the Reserve incapacitation system implements policies, assigns responsibilities and prescribes procedures to authorize medical and dental care for members of the RC who incur or aggravate an injury, illness, or disease in the line of duty, and provide pay and allowances to those members while being treated for or recovering from a service-connected injury, illness, or disease or who demonstrates a loss of earned-income as a result of an injury, illness, or disease incurred or aggravated in the line of duty.

2. Commander (CG PSC-RPM) has sole authority to determine whether a reservist is recalled to, retained and/or extended on active duty for Med Hold or ADHC status, or is released from active duty and authorized a NOE for medical care and treatment. This authority will be exercised with careful consideration of the facts of each case, including the severity of the

injury/illness, waiver requirements (e.g., over 16/18 years of active duty, mandatory requirement at age 60, etc.), member duty status, and consultation with CG PSC Medical Officers, HSWL clinics and civilian medical providers.

F. Line of Duty (LOD) Determination. LOD determinations shall be made in accordance with reference (cc), Administrative Investigations Manual, COMDTINST M5830.1 (series), and reference (bb), Reserve Components Incapacitation System Management, DoDI 1241.2.

1. Entitlement Prior to Line of Duty Determination. A reservist who incurs or aggravates an injury, illness, or disease while in a qualifying duty status may be authorized medical/dental treatment under reference (a), 10 U.S.C. §1074 or §1074a, as applicable, while a LOD determination is being conducted. The LOD findings will determine eligibility for continued medical/dental care, and pay and allowances.

2. Interim Line of Duty Determination. An appropriate approving authority shall issue an interim line of duty determination in sufficient time to ensure that pay and allowances will commence within 15 days of the date the injury, illness, or disease was reported, unless there is clear and convincing evidence the injury, illness, or disease was not incurred or aggravated in a duty status and not covered under reference (a), 10 U.S.C. 1074 or 1074a or reference (l), 37 U.S.C. 204(g) or 204(h), or was due to gross negligence or misconduct of the member.

3. Final Line of Duty Determination. The final LOD determination shall be made in accordance with reference (cc), Administrative Investigations Manual, COMDTINST M5830.1 (series). A Coast Guard or DoD medical provider, as designated by the Chief Medical Officer of the Coast Guard, shall determine if the member incurred or aggravated an injury, illness, or disease during the continuous time period encompassing the qualified military status as identified by the member’s chain of command. A copy of the final LOD determination shall be included in the member's PDR in accordance with the Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series).

4. Termination of Health Care and Pay and Allowances.

   a. The command must take action to immediately terminate health care and pay and allowances that are being provided to the member if:

      (1) The command determines the member was not in a qualifying duty status; or

      (2) The Coast Guard or DoD medical provider’s determination is the member’s injury, illness, or disease was not incurred or aggravated pursuant to the qualifying duty status; or

      (3) The injury, illness, or disease was the result of gross negligence or misconduct of the member.

   b. The member's command and other appropriate officials may initiate action to recoup pay and allowances and health care costs provided to the member.

5. Appeal of Final Line of Duty Determination Decision. A reservist whose injury, illness, or disease was determined not to be in the line of duty and/or of misconduct, may appeal in writing to the Judge Advocate General, Commandant (CG-094), in accordance with reference (cc), Administrative Investigations Manual, COMDTINST M5830.1 (series). Should the line of duty determination be reversed as a result of this review, the member's eligibility to health

care shall be reinstated immediately and pay and allowances shall be reinstated with payment effective from the date such pay was terminated.

G. Illness or Injured Not on Orders. Reservists who incur an illness, injury or disease, while not in a qualifying duty status, must use their own civilian health care provider to receive necessary medical/dental care at their own expense. Reservists are required to contact their command to report any change in their physical condition which affects their immediate availability for military service. Members must also provide all medical related documentation from their civilian health care provider to their cognizant Coast Guard Clinic to be included in their medical record, and update their annual screening questionnaire upon occurrence of illness or injury and when FFD.

H. Authorization to Receive Health Care. Reservists identified in Section D of this Chapter may be ordered or retained on active duty, with their consent, to receive health care entitlements under two duty types.

1. Active Duty for Health Care (ADHC). With approval from Commander (CG PSC-RPM) and members consent, a member may be recalled to or retained on active duty for the purpose of receiving medical/dental care and treatment in accordance with reference (a), 10 U.S.C. §12322. Health care entitlements and pay and allowances for members on ADHC orders are equivalent to active duty members and ADHC may be issued as follows:

   a. Requests for ADHC orders must be directed to Commander (CG PSC-RPM). Commander (CG PSC-RPM) is the issuing authority for ADHC orders; Commandant (CG-13) has appeal authority.

   b. A Reservist who incurs or aggravates an injury, illness, or disease while transiting to, performing, or remaining overnight on active duty for 30 days or less, inactive duty, or FHD are entitled to ADHC, in accordance with reference (a), 10 U.S.C. §1074a.

   c. Reservists on active duty orders issued for 31 days or more, who are RELAD within 30 days of commencing such period of active duty (because they do not meet physical standards for retention or deployment due to a preexisting condition aggravated during the period of active duty) shall be considered, for purposes of this Chapter, to have been serving under an order to active duty for a period of 30 days or less, in accordance with reference (a), 10 U.S.C. §1074.

   d. ADHC orders may be appropriate when a reservist in a qualifying duty status suffers an injury or illness of such severity the injury or illness cannot be adequately treated with a NOE. The BIA determines whether a member is placed on ADHC or provided a NOE, based on the extent and care required for the injury, illness or disease.

   e. While each case is unique, ADHC determinations shall be based on the following:

      (1) Severity of the illness/injury;

      (2) Prognosis/expected recovery time;

      (3) Anticipated time of return to FFD status;

      (4) LOD determination;

      (5) Input from Medical Officer (e.g., assessment of member's medical condition, referral to MEB, interim LOD determination); and

(6) Members documented consent to be retained on active duty.

f. Requests to retain reservists on active duty beyond 16 or 18 years combined active service, beyond 30 years of service, or beyond age 60, shall be submitted to Commander (CG PSC-RPM) in conjunction with requests for ADHC orders.

g. Short-term (180 days or less) ADHC orders are funded by the program or unit who employed the reservist at the time the member incurred or aggravated an injury, illness, or disease (e.g., AFC-90 funds for IDT or ADT). Funding for ADHC in excess of 180 days will be provided by the military pay manager via the AFC-01 military pay account.

h. In cases where a member is projected to remain incapacitated for more than six months, the member shall be referred to the PDES unless the member is designated Temporary Limited Duty (TLD) status, in accordance with reference (aa), Physical Disability Evaluation System, COMDTINST M1850.2 (series).

i. ADHC must not be used for completing individual medical readiness elements such as Periodic Health Assessments (PHA), dental examinations or immunizations.

2. Medical Hold (Med Hold). With approval from Commander (CG PSC-RPM) and members consent, a member may be recalled to or retained on active duty for the purpose of receiving medical/dental care and treatment until the member is determined FFD or the member is separated or retired as a result of a PDES determination, in accordance with reference (a), 10 U.S.C. §12301(h). Health care entitlement and pay and allowances for members on Med Hold orders are equivalent to active duty members.

a. Requests for Med Hold orders must be directed to Commander (CG PSC-RPM). Commander (CG PSC-RPM) is the issuing authority for Med Hold orders; Commandant (CG-13) has appeal authority.

b. Reservists who have been ordered to active duty or who have been continued on active duty that results in a continuous period of active duty of 31 days or more, are entitled to medical and dental care on the same basis and to the same extent as members covered in accordance with reference (a), 10 U.S.C. §1074(a). The dependents of a reservist who has been ordered to or continued on active duty so as to result in a period of active duty of 31 days or more are entitled to medical and dental care in accordance with reference (a), 10 U.S.C. §1076(a)(2)(D).

c. A reservist who incurs or aggravates an injury, illness, or disease while on orders 31 days or more may be voluntarily retained on orders in accordance with reference (a), 10 U.S.C. §12301(h). Med Hold orders stemming from duty for named contingencies or disaster response operations must also include the appropriate Direct Access contingency code.

d. If a MEB is convened or the injury or illness is expected to be greater than six months, the command may request a Medical Support Allowance billet from Commander (CG PSC-RPM) through their District RFRS staff.

e. Med Hold orders may be appropriate when a reservist in a qualifying duty status suffers an injury or illness of such severity the injury or illness cannot be adequately treated with a NOE. As the BIA, Commander (CG PSC-RPM) determines whether a member is placed on Med Hold or provided a NOE, based on the extent and care required for the injury, illness or disease.

f. While each case is unique, Med Hold determinations must be based on the following:

(1) Severity of the illness/injury;

(2) Prognosis/expected recovery time;

(3) Anticipated time for return to FFD status;

(4) LOD determination;

(5) Input from Medical Officer (e.g., assessment of member's medical condition, referral to MEB, interim LOD determination); and

(6) Member's documented consent to be retained on active duty.

g. Requests to retain reservists on active duty beyond 16 or 18 years combined active service, beyond 30 years of service, or beyond age 60, shall be submitted to Commander (CG PSC-RPM) in conjunction with requests for Med Hold orders.

h. Short-Term (180 days or less) Med Hold orders are funded by the same funding source as the original active duty orders. Funding for Med Hold in excess of 180 days will be provided by the military pay manager via the AFC-01 military pay account. In cases where a member is projected to remain incapacitated for more than six months, the member shall be referred to the PDES, unless the member is designated TLD status, in accordance with reference (aa), Physical Disability Evaluation System, COMDTINST M1850.2 (series).

i. Med Hold must not be used to complete individual medical readiness elements such as Periodic Health Assessment, dental examinations or immunizations.

I. Notice of Eligibility (NOE) for Authorized Medical Treatment. A NOE for authorized medical/dental treatment is issued to a reservist following service on active duty or inactive duty to document eligibility for medical/dental care as a result of an injury, illness, or disease incurred or aggravated in the LOD. A NOE recipient shall not be transferred from a SELRES assignment while their incapacitation is unresolved, unless the member specifically requests transfer for another reason unrelated to the incapacitation, as authorized. The command must either schedule the member in a limited duty status for IDT or reschedule drills for future dates when the member is FFD. ADT, ADOT, or mobilization must be deferred until the member is FFD.

1. Requests for NOEs must be directed to Commander (CG PSC-RPM). Commander (CG PSC-RPM) is the issuing authority for NOEs; Commandant (CG-13) has appeal authority. Once issued, a copy of the NOE shall be included in the member's PDR.

2. Commander (CG PSC-RPM) may authorize reimbursement for travel incident to medical and dental care in connection with the initial NOE and approved NOE extensions.

3. Commands shall notify Commander (CG PSC-RPM) without delay when a member is found FFD, or the injury, illness, or disease cannot be materially improved by further hospitalization or treatment. Commander (CG PSC-RPM) will terminate the member's NOE and notify appropriate entities.

4. Upon determination the member will require treatment beyond the period of the NOE, commands shall notify Commander (CG PSC-RPM) via their District RFRS staff. Requests for NOE extensions shall be in accordance with Commander (CG PSC-RPM) guidelines.

5. In cases where a member is projected to remain incapacitated for more than six months, the member shall be referred to the PDES, unless the member is designated TLD status, in accordance with reference (aa), Physical Disability Evaluation System, COMDTINST M1850.2 (series).

J. Line of Duty (LOD) Pay, Allowances and Entitlements. A reservist who incurs or aggravates an injury, illness or disease in the LOD is entitled to pay and allowances, and travel and transportation incident to medical and/or dental care, in accordance with reference (l), 37 U.S.C. §204 and §206.

1. A reservist who is able to perform military duties but demonstrates a loss of earned income as a result of an injury, illness, or disease incurred or aggravated in the LOD is entitled to pay and allowances, (including all incentive and special pay to which entitled, if otherwise eligible,) not to exceed the amount of the demonstrated loss of earned income or the amount equal to that provided by law or regulation for an active duty member of corresponding grade and length of service, whichever is less.

2. If a reservist is able to perform duties but is not authorized to attend IDT drills or perform ADT, and is not projected to make up the missed drills at a later date (e.g., if unable to attend duty at the end of a fiscal year), then the missed drills must be factored into the reservists demonstrated loss of income.

K. Claims for Incapacitation Pay. Individual claims for incapacitation pay must be submitted to Commander (CG PSC-RPM) via the chain of command. Commander (CG PSC-RPM) will validate the claim for incapacitation pay and forward valid claims to Commanding Officer (CG PPC-SES) for processing. Commander (CG PSC-RPM) will review and endorse any request for incapacitation pay greater than six months and forward it to Commandant (CG-131) for approval. If the member is not able to demonstrate loss of civilian income, no incapacitation pay is authorized. The amount of incapacitation pay and allowance authorized is determined in accordance with reference (o), Coast Guard Pay Manual, COMDTINST M7220.29 (series).

1. Commander (CG PSC-RPM) is the issuing authority for Reserve incapacitation benefits; Commandant (CG-13) has appeal authority.

2. Incapacitation pay may not be provided for a period greater than six months unless directed by, Commandant (CG-131), in accordance with reference (l), 37 U.S.C. §204. If submitting a claim for pay and allowances due to NFD status and unable to perform military duties, the member must submit a statement declaring any earned income, enclose a copy of the NOE, current Medical Officer's report, and a letter from their civilian employer. In the case of a student in receipt of financial aid, certification the member has not returned to school must be provided, along with documentation of financial aid received (if any).

3. If submitting a claim for lost civilian income (to include self-employment) as a result of NFD status, the member must submit a claim for incapacitation pay. This claim must include the following:

   (a) Copy of the NOE;

   (b) Current physician's report;

(c) Letter from their civilian employer certifying the member has or has not returned to work and the reason for the member's absence or reduced income as a result of the injury, illness or disease; and

(d) Documentation of the amount of income or other compensation that has been reduced due to the injury or illness. Self employed Reservists must furnish proof of wages earned or lost; a copy of the prior year's income tax return may be required.

4. Certifications shall be provided for periods not to exceed one month. Receipt of incapacitation pay depends upon prompt submission of the required certifications. Medical certifications should be completed during the member's scheduled visit(s) to the Coast Guard Clinic.

L. Termination of Incapacitation Pay.

1. The reservist's entitlement to incapacitation pay shall terminate on the date that one of the following actions occurs:

   a. The reservist is found FFD;

   b. The reservist no longer demonstrates a loss of earned income;

   c. The reservist is separated or retired; or

   d. Commander (CG PSC-RPM) and Commandant (CG-131) determines that it is no longer in the interest of fairness and equity to continue pay and allowances, in accordance with reference (l), 37 U.S.C. §204(g) or §204(h).

2. Payment in any particular case may not be made for more than six months without review of the case by Commander (CG PSC-RPM) and Commandant (CG-131) to ensure that continuation of incapacitation pay is warranted and a medical board has been initiated. In making the determination whether incapacitation pay should continue beyond the initial six months, Commander (CG PSC-RPM) and Commandant (CG-131) must consider if the member has resumed their civilian occupation, undertaken a new position in the same occupation, or taken a position in a new occupation. These factors are to be used when determining if it is in the interest of fairness and equity to continue benefits.

CHAPTER 7. **PROMOTIONS, ADVANCEMENTS, REDUCTIONS, CHANGES IN RATING**

A. Reserve Commissioned Officer Overview. The authority for the selection, appointment, and promotion of reserve officers above CWO, who are not serving on active duty, is contained in reference (a), 10 U.S.C. and reference (h), 14 U.S.C. This section does not apply to reserve officers on EAD or to CWOs. All officers who meet minimum requirements as determined by the Secretary are eligible to be considered for promotion under the law. Retired reserve officers recalled to active duty are not eligible to be considered for promotion, in accordance with reference (a), 10 U.S.C. §12307. See reference (j), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series) for more information.

1. Definitions. The following definitions apply to reserve officer promotions:

   a. Active Status. Status of all reservists, except those on the ISL or in the Retired Reserve, including reservists performing EAD and long-term ADOS, in accordance with reference (a), 10 U.S.C. §10141;

   b. Promotion Year. Promotion year means the period that commences on 1 July of each year and ends on 30 June of the following year, in accordance with reference (h), 14 U.S.C. §256a;

   c. Date of Appointment. The date when all requirements for promotion have been completed and the Secretary exercises promotion authority. Pay and allowances begin on the date of appointment in the grade to which an officer has been appointed, if in a pay status, and the insignia of the higher grade may be worn starting on that date, in accordance with reference (h), 14 U.S.C. §736; and

   d. Date of Rank. This date determines the precedence of an officer on the Inactive Duty Promotion List (IDPL) in accordance with reference (h), 14 U.S.C. §736(a). When a reserve officer is promoted to the next higher grade, the same date of rank is stated as the one assigned to the officer's running mate.

2. Inactive Duty Promotion List (IDPL). The Commandant maintains a single lineal list of Coast Guard Reserve officers in an active status, referred to as the IDPL, that determines which officers will compete for promotion, and if selected, which order they will promote. This list does not include those officers on EAD.

   a. Officers are listed on the IDPL in order of date of rank and seniority in the grades in which they are serving.

   b. Officers of the same grade, are listed in order of their seniority within grade, in accordance with reference (h), 14 U.S.C. §725.

   c. A reserve officer on active duty, other than for training, duty on a board, or duty of a limited or temporary nature (i.e. ADOS, mobilization orders or ADHC), if assigned to active duty from an inactive duty status, shall not be eligible for consideration for promotion on the IDPL, but shall be considered for promotion on the Active Duty Promotion List (ADPL), unless an RPA, in accordance with reference (h), 14 U.S.C. §41a and §728(a).

      (1) Reserve officers are placed on the IDPL unless they are serving on active duty pursuant to an active duty agreement, in accordance with reference (h), 14 U.S.C. §41a(a).

(2) Reserve officers serving as RPAs are not carried on the ADPL in accordance with reference (h), 14 U.S.C. §41a.

d. Reserve officers rank and take precedence in their respective grades among themselves and with officers of the same grade on the IDPL, and with ADPL, RPAs, and the permanent commissioned teaching staff per their respective dates of rank. All officers of the same grade who have the same date of rank in a grade, take precedence, as determined by the Secretary, in accordance with reference (h), 14 U.S.C. §725(a).

e. A member appointed as a reserve officer may be assigned a date of rank and precedence which reflects that person's experience, education or other qualifications, in accordance with reference (h), 14 U.S.C. §727. Criteria for granting credit for date of rank and precedence are in accordance with reference (j), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series).

3. Assignment of Running Mates. Each reserve officer in an active status, not on the ADPL, is assigned a running mate. The officer initially assigned as a running mate is that officer on the ADPL of the same grade who is next senior in precedence to the reserve officer concerned. An officer who has twice failed to be selected or who has been considered but has not been recommended for continuation, in accordance with reference (h), 14 U.S.C. §289, will not be assigned as a running mate, in accordance with reference (h), 14 U.S.C. §726(a).

a. A reserve officer on the ADPL shall, to the extent practicable and consistent with the limitations of reference (h), 14 U.S.C. §726, be assigned as the running mate of all reserve officers junior to the officer who are in an active status not on the ADPL, and who had a running mate in common with the officer just prior to the time the officer was placed on the ADPL.

b. A reserve officer in an active status, not on the ADPL, shall be reassigned a new running mate if a previously assigned running mate:

(1) Is promoted from below the promotion zone or reordered from within the zone;

(2) Is removed from the ADPL;

(3) Fails to be selected;

(4) Fails to qualify for promotion; or

(5) Declines an appointment after being selected for promotion.

c. The new running mate shall be that officer on the ADPL of the same grade who has the same date of rank, or, if no officer has the same date of rank, is next senior to the previous running mate and who is or may become eligible for consideration for promotion. If the previous running mate was on a list of selectees for promotion, the new running mate shall be that officer on the ADPL of the same grade who is next senior to the previous running mate, in accordance with reference (h), 14 U.S.C. §726(b)(1).

d. If a Reserve officer suffers a loss of numbers, the new running mate shall be that officer on the ADPL who after the loss of numbers has been effected, is the running mate of the reserve officer next senior to the reserve officer concerned, in accordance with reference (h), 14 U.S.C. §726(b)(2).

e. When assigning a new running mate, the new running mate shall be that officer of the same grade on the ADPL who was next senior to the previous running mate, who was also eligible for consideration for promotion when the previous running mate was considered for promotion, and whose name was not placed on a promotion list, in accordance with reference (h), 14 U.S.C. §726(b)(3). A new running mate shall be assigned to a reserve officer if the reserve officer is:

(1) Considered for promotion and failure of selection;

(2) Fails to qualify for promotion;

(3) Declines an appointment after being selected; or

(4) Removed from a promotion list and that officer's running mate promoted.

f. In situations not covered in this Section, a new running mate will be assigned to ensure that inequitable changes of precedence do not occur, in accordance with reference (h), 14 U.S.C. §726(b)(4).

4. Authorized Number and Distribution of Commissioned Officers. The authorized number of commissioned officers, excluding CWOs, in an active status shall not be exceeded unless the Secretary determines that more officers are needed for planned mobilization or excess results directly from the operation of law, in accordance with 14 U.S.C. §724.

a. All reserve officers in an active status, including those serving on active duty and excluding those on EAD, count against the total authorized number, in accordance with reference (h), 14 U.S.C. §724(a). Reservists with 18 years or more but less than 20 years of service, who are retained in accordance with reference (a), 10 U.S.C. §12646(c) are additional numbers to those otherwise authorized. Permanent Commissioned Teaching Staff and RPAs shall be prescribed by the Secretary, in accordance with reference (h), 14 U.S.C. §42(e).

b. The authorized number of reserve officers in an active status below the grade of rear admiral (lower half) shall be distributed in grade so as not to exceed the following percentages:

(1) Captain 6%;

(2) Commander 15%;

(3) Lieutenant Commander 22%;

c. When the number of officers in a particular grade is less than the number authorized, the difference may be applied to increase the number authorized in a lower grade, in accordance with reference (h), 14 U.S.C. §724(b)(1).

d. The authorized number of reserve officers in an active status not on active duty in the grades of rear admiral (lower half) and rear admiral is a total of two, in accordance with reference (h), 14 U.S.C. §724.

e. A reserve officer on the ADPL shall count against the authorized grade distribution for reserve officers in an active status only when in the grade of entry onto active duty. If promoted while serving on active duty, the officer shall be considered as an extra number in the grade to which promoted for purposes of reserve officer grade distribution, and upon release from active duty shall again be included in authorized grade distributions for reserve officers in an active status, in accordance with reference (h), 14 U.S.C. §728.

5. Number of Reserve Officers to be Selected for Promotion. Officers who meet minimum requirements as determined by the Secretary are eligible to be considered for promotion, in accordance with reference (h), 14 U.S.C. §729. Retired reserve officers recalled to active duty are not eligible to be considered for promotion, in accordance with reference (a), 10 U.S.C. §12307.

   a. Before Commander (CG PSC-RPM) convenes a selection board to recommend reserve officers for promotion, Commandant (CG-12A) shall:

      (1) Establish a promotion zone for officers serving in each grade to be considered by the board;

      (2) Determine the maximum number of officers in that grade (above lieutenant junior grade) the board may recommend for promotion; and

      (3) Publish the promotion zone and Opportunity of Selection (OOS) in the Reserve Officer Corps Management Plan (ROCMP) at the beginning of each promotion year.

   b. A reserve officer not recommended for retention in an active status by a retention board is not eligible for consideration for promotion, in accordance with reference (h), 14 U.S.C. §732 and §741(a).

6. Failure of Selection. A reserve officer, other than an officer serving in the grade of captain, who is, or is senior to, the junior officer in the promotion zone established for the officer's grade, fails of selection if not recommended for promotion by the selection board that considered the officer, or if having been selected for promotion by the board, is removed from the report of the board by the President or the Commandant, in accordance with reference (h), 14 U.S.C. §739(a).

   a. Failure of selection of a Reserve officer on either ADPL or IDPL shall count for all purposes as a failure of selection, in accordance with reference (j), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series).

   b. A reserve officer is not considered to have failed to be selected if the officer was not considered by a selection board due to administrative error.

      (1) If the officer is selected by the next appropriate selection board after the error is discovered, and is promoted, then the date of rank and precedence on the IDPL shall be assigned that would have been assigned if the officer had been recommended for promotion by the selection board that originally would have considered the officer but for the error in accordance with reference (h), 14 U.S.C. §739(b).

      (2) However, such officer's date of appointment, which is the effective date that pay and allowances in the higher grade begin, cannot be backdated. The date of appointment is that date the Secretary exercises promotion authority regardless of how much later that date may be than the date of rank.

   c. A reserve officer who fails to be selected for the first time continues to be eligible for retention in an active status.

   d. Officers who twice fail of selection are normally removed from an active status on 30 June following the approval date of the board report upon which the second failure of selection occurs, unless needs of the Service dictate otherwise.

(1) Unless eligible for retention in an active status as described below, the officer will be given an opportunity to transfer to the Retired Reserve, if qualified, or shall be transferred to the ISL or discharged, as directed by Commander (CG PSC-RPM).

(2) Officers with reserve commissions who twice fail of selection on the ADPL (or RPAs) shall be afforded the equivalent opportunity to affiliate with the Ready Reserve (SELRES and IRR) as is afforded to officers with regular commissions who twice fail of selection for the same grade in the same year in any promotion year in which a Regular-to-Reserve panel is convened to consider twice non-selected regular officers of a particular grade. An IDPL Designation Panel must also be convened to consider officers with reserve commissions who failed of selection by the same ADPL selection boards. This panel must be authorized to select at least a comparable proportion of applicants as the Regular-to-Reserve panel.

e. A commander or lieutenant commander who twice fails of selection will be retained for not more than the minimum period of time necessary to complete 20 satisfactory years for retirement, plus one additional year, if required, if so recommended by the selection board in which the second failure of selection occurs. Officers selected for retention by board action will continue to be eligible for promotion as long as they remain in an active status. No further continuation action shall be taken. To be eligible for (selective) retention, the officer must:

(1) Have less than 18 years of satisfactory federal service for retirement;

(2) Have 75% of total commissioned service as satisfactory years for retirement;

(3) Have three of the last four years met requirements for satisfactory federal service for retirement;

(4) Have documentation of sustained active participation in performance records; and

(5) Have solid performance in current grade, documented in Officer Evaluation Reports (OERs).

f. A lieutenant who fails to be selected twice (consecutively) may be retained based on the needs of the Service in accordance with Section A.6.e. (1)-(5) of this Chapter.

g. In accordance with reference (a), 10 U.S.C. §12646, a reserve commissioned officer of any grade who is due to be removed from an active status as the result of twice failing of selection, and who on 30 June following the approval date of the board report on which the second failure of selection occurs has completed:

(1) At least 18 but less than 19 years of service for retirement computed under reference (a), 10 U.S.C. §12732, may not be discharged or transferred from an active status without their consent before the earlier of the following dates:

(a) The date on which they are entitled to be credited with 20 years of service, or

(b) The third anniversary of the date on which they would otherwise be discharged or transferred from an active status.

(2) At least 19 but less than 20 years of service for retirement computed under reference (a), 10 U.S.C. §12732, may not be discharged or transferred from an active status without the officer's consent before the earlier of the following dates:

(a) The date on which they are entitled to be credited with 20 year service, or

(b) The second anniversary of the date on which they would otherwise be discharged or transferred from an active status.

h. Reserve officers, when retained in accordance with Section A.6.g. of this Chapter, are an additional number to those otherwise authorized, as long as they remain in an active status, in accordance with reference (a), 10 U.S.C. §12646(c).

7. Selection and Promotion of Reserve Flag Officers. Reserve captains in an active status will be eligible for consideration for promotion to rear admiral (lower half) at the beginning of the promotion year in which they complete three years time in service in the grade of captain, in accordance with reference (h), 14 U.S.C. §731(b).

a. Reserve officers serving in an active status in the grade of captain and selected for promotion shall be tendered an appointment to the grade of rear admiral (lower half) on the date a vacancy occurs, or as soon thereafter as practicable, unless that officer's promotion is lawfully withheld, in accordance with reference (h), 14 U.S.C. §729(i).

b. Reserve officers serving in an active status in the grade of rear admiral (lower half) shall be promoted to the grade of rear admiral, if acceptable to the President and the Senate, on the date the officer has served two years in an active status in the grade of rear admiral (lower half), or in the case of a vacancy occurring prior to having served two years in an active status, on the date the vacancy occurs if the officer served at least one year in an active status in the grade of rear admiral (lower half), in accordance with reference (h), 14 U.S.C. §743(b).

8. Promotion List. The recommendations of selection boards as approved by the Commandant (for promotion to lieutenant commander and below) and as approved by the President (for promotion to commander and above) constitute a list of selectees from which the promotions of reserve officers shall be made, in accordance with reference (h), 14 U.S.C. §729(h).

a. The name of an officer shall remain on a promotion list until promoted, removed by the President for cause, or failure of the Senate to consent to the appointment of an officer to the grade of commander, captain or rear admiral (lower half), in accordance with reference (a), 10 U.S.C. §12203 and reference (h), 14 U.S.C. §738.

b. If an existing promotion list has not been exhausted by the time a new promotion list for officers of the same grade has been approved, those officers on the older list shall be tendered promotions before the newer list is used, in accordance with reference (h), 14 U.S.C. §729(h).

c. A reserve officer shall not lose precedence when transferred to or from the ADPL, nor shall that officer's date of rank be changed due to the transfer, in accordance with reference (h), 14 U.S.C. §725(b).

9. Removal from a Promotion List. The President may, for cause, remove the name of any officer from a promotion list. If the Senate does not consent to the appointment of a reserve officer to the grade of captain and above, that officer's name shall be removed from the approved list of selectees, in accordance with reference (a), 10 U.S.C. §12203. Under either of these circumstances, the officer continues to be eligible for consideration for promotion, in accordance with reference (h), 14 U.S.C. §738.

a. If recommended for promotion by the next selection board and promoted, that officer shall be assigned the date of rank and precedence that would have been assigned if the officer's name had not been previously removed.

b. If not recommended by the next selection board, or, having been recommended for promotion, the officer's name is again removed by the President or by failure of the Senate to consent to the appointment, the officer shall be considered for all purposes to have twice failed to be selected, in accordance with reference (h), 14 U.S.C. §738.

(1) The name of an officer shall be removed from a promotion list if the officer declines the promotion or fails to meet the requirements for promotion in the allotted time.

(2) An officer, who expressly declines a promotion, when tendered, will be removed from the promotion list and transferred from an active status. Transfer from an active status will take effect upon receipt of a declination letter by Commander (CG PSC-RPM).

10. Process for Promotion. A reserve officer whose name is on an approved promotion list will be promoted to the next higher grade at the same time or as soon thereafter as practicable as the officer's running mate is promoted, in accordance with reference (h), 14 U.S.C. §729(i). Reserve captains and rear admirals (lower half) are promoted to the grades of rear admiral (lower half) or rear admiral, respectively, on the soonest date provided, in accordance with Section A.7. of this Chapter.

a. Reserve officers shall be notified of their promotions through the Officer Promotion Authorization Listing (OPAL). Each month, the OPAL will be published in a general message. The OPAL will list all officers who are scheduled for promotion through the last day of that month and whose service records indicate compliance with the requirements of this Chapter. The information provided will include:

(1) Grade to which promoted; and

(2) Date of rank.

b. The officer's command shall, if the officer in fact meets the requirements, forward a copy of the OPAL to the officer and ensure that the officer's personnel record is updated to reflect the promotion. If the officer does not meet the requirements for promotion, Commander (CG PSC-RPM) shall be notified immediately.

c. Commander (CG PSC-RPM) shall issue promotion certificates for reserve officers.

d. A reserve officer promoted under this Section is considered to have accepted the promotion unless delivery thereof cannot be effected, in accordance with reference (h), 14 U.S.C. §735(a).

e. A reserve officer who has served continuously since taking the oath of office, in accordance with 5 U.S.C. §3331, is not required to take a new oath of office upon appointment in a higher grade, in accordance with reference (h), 14 U.S.C. §735(b).

11. Delay of Promotion.

a. Under no circumstances will an appointment to a higher grade be tendered, including an appointment for an officer assigned to the IRR, until the following conditions have been met:

(1) The reserve officer is found to be physically qualified by a current, approved and documented physical exam and the officer's character of service since selection has been verified as satisfactory, in accordance with reference (h), 14 U.S.C. §734;

(2) The AC running mate has been promoted, all officers of the same grade of higher precedence on any prior promotion list have been tendered an appointment, and the Secretary exercises promotion authority;

b. If an officer cannot meet the physical requirements or other criteria listed above at the time the officer's running mate is promoted, promotion will be withheld until they meet the requirements, in accordance with reference (j), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series). The command shall notify Commander (CG PSC-RPM) prior to the authorized promotion date.

(1) If the officer subsequently meets the requirements prior to the convening date of the next promotion board, Commander (CG PSC) shall authorize promotion with a date of rank at the time the officer would have been promoted had the promotion not been delayed. However, pay and allowances accrue from the effective date of appointment, not the date of rank;

(2) If the officer fails to meet promotion requirements prior to the convening date of the next promotion board, transfer from an active status will take effect on the day prior to the convening date of the board; and

(3) Once an officer in an inactive status becomes physically qualified or meets the other requirements for promotion, they may submit documentation to Commander (CG PSC-RPM) and request to be returned to an active status. The officer shall then be reconsidered by a selection board and if selected shall be placed on the new promotion list. A reserve officer is not considered to have previously failed to be selected when eliminated from a list of selectees for promotion solely as a result of being removed from an active status.

c. Reserve officers are not excluded from promotion if physically disqualified by a medical board for duty at sea or in the field, if:

(1) The disqualification results from injuries received in the LOD; and

(2) Those injuries do not incapacitate the officer from other duties in the grade to which the officer is to be promoted, in accordance with reference (h), 14 U.S.C. §734(b).

d. The Secretary may delay the promotion of an officer who is under investigation or against whom proceedings of a court-martial or a board of investigation are pending, without prejudice until completion of the investigation or proceedings.

(1) A promotion may not be delayed for more than one year after the date the officer would otherwise have been promoted, unless the Secretary determines a further delay is necessary in the public interest.

(2) An officer whose promotion is delayed under this provision and who is subsequently promoted shall be given the date of rank and precedence on the IDPL the officer would have held had the promotion not been so delayed.

12. Frocking. The provisions of reference (j), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series) apply to frocking of reserve officers. Additionally, reserve officers may be frocked when the reserve officer's running mate has been promoted but the reserve officer cannot be promoted due to lack of a vacancy at the higher grade. The date of rank for the higher grade will be the date the reserve officer's running mate is promoted. Pay and allowances for the higher grade will accrue from the date of appointment.

B. Reserve Chief Warrant Officers (CWOs). The policies and procedures established for promotion and lateral change in specialty for active duty CWOs, in accordance with reference (j), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series), apply to reserve CWOs except as modified by this Section. For reserve CWOs not serving on EAD, the point of contact is Commander (CG PSC-RPM). Reserve CWOs shall not lose precedence when transferred to or from active duty, nor will their dates of rank be changed due to the transfer.

1. Failure of Selection. Failure of selection of a reserve CWO occurring while serving on either inactive duty or active duty shall count for all purposes as a failure of selection.

a. CWOs are not considered to have failed to be selected if they were not considered by a selection board due to administrative error. If they are selected by the next successive selection board and promoted they shall be given the date of rank, date of appointment and position on the IDPL in the grade to which promoted they would have held had they been selected by the first selection board.

b. CWOs who twice fail to be selected are removed from an active status on 30 June following the approval date of the board report upon which the second failure of selection occurs. The CWO may remain in an active status if eligible for retention as described below, or given an opportunity to transfer to the Retired Reserve, if qualified, or shall be transferred to the ISL or discharged, as directed by Commander (CG PSC-RPM).

c. Authority may be requested from Commander (CG PSC-RPM) to enlist or reenlist in the Coast Guard Reserve, if the request is approved, the pay grade will be determined by Commander (CG PSC-RPM).

d. A reserve CWO of any grade who is due to be removed from an active status as the result of twice failing of selection, and who on 30 June following the approval date of the board report on which the second failure of selection occurs and who has completed:

(1) At least 18 but less than 19 years of service for retirement computed, in accordance with reference (a), 10 U.S.C. §12732, may not be discharged or transferred from an active status without their consent before the earlier of the following dates:

(a) The date on which they are entitled to be credited with 20 year service; or

(b) The 30 June following the date the member completes 20 years of service.

(2) At least 19 but less than 20 years of service for retirement computed, in accordance with reference (a), 10 U.S.C. §12732, may not be discharged or transferred from an active status without the officer's consent before the earlier of the following dates:

(a) The date on which they are entitled to be credited with 20 year service; or

(b) The second anniversary of the date on which they would otherwise be discharged or transferred from an active status.

2. Delay of Promotion. If a reserve CWO cannot meet the physical requirements or other criteria at the time authorized for promotion, it shall be withheld until they meet the requirements. The command shall notify Commander (CG PSC-RPM) prior to the authorized promotion date.

   a. If the officer subsequently meets the requirements prior to the convening date of the next promotion board, Commander (CG PSC-RPM) shall authorize promotion with a date of rank at the time the CWO would have been promoted had the promotion not been delayed. However, pay and allowances accrue from the effective date of appointment, not the date of rank.

   b. If the CWO fails to meet promotion requirements prior to the convening date of the next promotion board, transfer from an active status shall take effect on the day prior to the convening date of the board.

   c. Once a CWO in an inactive status becomes physically qualified or meets the other requirements for promotion, they may submit documentation to Commander (CG PSC-RPM) and request to be returned to an active status.

3. Effect of Removal from an Active Status on Promotion. Reserve CWOs removed from an active status prior to being considered for promotion to the next higher grade shall, upon return to an active status, have their dates of original appointment and time of service in permanent grade adjusted for promotion purposes to reflect their time on the ISL.

   a. The time spent on the ISL shall be added to the date of their original appointment and subtracted from the time of service in the permanent grade for the purposes of determining when the warrant officer will be considered for selection for promotion to the next higher grade and for establishing the date of rank if selected for promotion.

   b. A CWO recommended for promotion by a selection board but not promoted because of removal from an active status shall be considered by the first annual selection board after returning to an active status and, if selected, shall be placed on a recommended list of selectees for promotion. A reserve CWO is not considered to have previously failed to be selected when eliminated from a list of selectees for promotion solely as a result of being removed from an active status.

C. Reserve Enlisted Members. The provisions of reference (t), Enlisted Accession, Evaluations, and Advancements, COMDTINST M1000.2 (series), apply to reserve enlisted members except as modified by this Section. The point of contact for all reserve enlisted advancements is Commander (CG PSC-RPM). Enlisted reservists serving on EAD compete for advancement, in accordance with reference (r), Recall of Enlisted Reservists to Extended Active Duty, COMDTINST 1141.3 (series).

1. Advancement in pay grades E-5 through E-9 is accomplished through a RSWE competition. The exam is administered every year on the third Saturday in October. Reserve enlisted members in the Ready Reserve (SELRES and IRR) and ASL, and reservists on EAD may compete in the RSWE when fully qualified. There are no sea service requirements for reserve

enlisted advancements. Candidates for advancement are rank-ordered according to a final multiple computed as follows in Table 7-1:

Factor	Maximum Credit	How Computed
Examination score	80	Examination Standard Score
Performance factor	50	See NOTE below.
Time in service (TIS)	20	• 1 point / year or .083 point credit / for each full month • Maximum credit is given for 20 years • Computed from PBT to TED
Time in pay grade in current rating (TIR) - Coast Guard service only	10	• 2 point credit / year or .166 point credit for each full month • Maximum TIR credit is 5 years • Computed from DOR in current rating to TED
Awards and medals	10	• Points allotted in accordance with reference (t), Enlisted Accession, Evaluations, and Advancements, COMDTINST M1000.2 (series)
Note: Raw evaluation scores are converted by the formula: $M = (21D / 4k) + 13.25$ Where: M = final multiple component D = raw marks average for the SWE period k = number of dimensions on the evaluation form		

Table 7-1

2. Good conduct for advancement purposes is defined as no unsatisfactory conduct mark on an enlisted evaluation, NJP, or courts-martial or civil conviction. Members are required to have the following minimum good conduct eligibility periods prior to terminal eligibility date (1 January following the October exam), and for the entire period from recommendation to advancement:

Advancement to Pay Grade	Minimum Period
MCPO/E-9	24 Months
SCPO/E-8	24 Months
CPO/E-7	24 Months
PO1/E-6	12 Months
PO2/E-5	12 Months
PO3/E-4	6 Months

Table 7-2

D. Ready Reserve (SELRES or IRR) and ASL ADT Requirements.

1. As illustrated in Table 7-3, the minimum time in grade and rating in the Ready Reserve (SELRES or IRR) and ASL for advancement in rate is as follows:

Minimum Time in Pay Grade for Advancement	
E-8 to E-9	24 months in pay grade E-8
E-7 to E-8	24 months in pay grade E-7
E-6 to E-7	24 months in pay grade E-6
E-5 to E-6	12 months in pay grade E-5, in current rating
E-4 to E-5	6 months in pay grade E-4, in current rating
E-3 to E-4	6 months in pay grade E-3
E-2 to E-3	6 months in pay grade E-2

Table 7-3

(a) The terminal eligibility date for time in service and rate in the Ready Reserve (SELRES or IRR) and ASL is 1 January following the exam.

(b) If a candidate has a break in service (out of active status or out of the Service over three months) in the same or higher pay grade, previous satisfactory service in the Coast Guard or Coast Guard Reserve is creditable if a minimum of one half of the period required was served during the current enlistment.

(c) In calculating time in the Ready Reserve (SELRES or IRR) and ASL, all service on active duty (of any type, including active duty before RELAD, EAD, ADT, ADOS, or mobilization orders) shall be included.

2. Minimum days of active duty for advancement for SELRES are as follows:

Days of ADT	
E-2 to E-3	None
E-3 to E-4	12 days in pay grade E-3
E-4 to E-5	12 days in pay grade E-4
E-5 to E-6	12 days in pay grade E-5
E-6 to E-7	24 days in pay grade E-6
E-7 to E-8	24 days in pay grade E-7
E-8 to E-9	24 days in pay grade E-8

Table 7-4

(a) SWE eligibility date for completion of ADT, correspondence courses and performance-based qualifications is 1 July preceding the examination.

(b) All service on any type of active duty (of any type including EAD, ADT, ADOS or mobilization) shall be included.

(c) Candidates who receive AT waivers because of budget constraints shall be given full credit for the days waived for advancement eligibility purposes, in current pay grade, up to a maximum of 12 days per fiscal year. The waiver and the fact it was based on a Commandant (CG-131) directive, not at the request of the reservist, must be documented in a PDR entry.

(d) Reservists with accession classifications of RP or RK who have successfully completed Class "A" school may use active duty performed as an E-2 to satisfy the ADT requirement for advancement to E-4.

E. Additional Eligibility Requirements for Advancement to E-7, E-8, or E-9. Senior enlisted candidates must have at least two years of SELRES eligibility remaining as computed from the 1 January terminal eligibility date following the RSWE to be eligible for advancement. Reservists scheduled for separation, due to reach their 30 year pay base date anniversary, or reaching the maximum age for mandatory retirement during the two year period following the terminal eligibility date are ineligible to compete for further advancement. Command or Surfman certification is not a prerequisite to compete for advancement to BMCS or BMCM.

1. For Advancement to E-8:

a. A reservist must have a total of at least ten years satisfactory federal service in one or more components of the Armed Forces (can be service on active duty or the SELRES or a combination of the two);

b. The four years immediately preceding participation in a SWE must be satisfactory federal service in the Coast Guard (either on active duty or in the SELRES) and in the examined rating. Temporary assignments to the IRR or ASL shall not be disqualifying if the total period did not exceed 90 days and assignments were solely because of:

(1) Necessary delay in reassigning the candidate to a unit after release from EAD, ADOS, or the candidate's relocation; or

(2) Due to temporary physical disability or hardship.

c. An E-7 competing for E-8 shall have completed either the Coast Guard Chief Petty Officer's Academy or one of the DoD Senior Enlisted Academies.

2. For Advancement to E-9:

a. A reservist must have a total of at least 12 years satisfactory federal service in one or more components of the Armed Forces (can be service on active duty or the SELRES or a combination of the two); and

b. The six years immediately preceding participation in a SWE must be satisfactory federal service in the Coast Guard (either on active duty or in the SELRES) and in the examined rating. Temporary assignments to the IRR or ASL shall not be disqualifying if the total period did not exceed 90 days and assignments were solely because of:

(1) Necessary delay in reassigning the candidate to a unit after release from EAD, ADOS, or the candidate's relocation; or

(2) Due to temporary physical disability or hardship.

3. Declined Advancement to E-8 or E-9: Reservists who decline advancement to E-8 or E-9 or who voluntarily elect to be removed from an eligibility list shall be required to wait two years from the date of that election before being eligible to participate in future examinations for E-8 or E-9.

F. Advancement of Active Duty RELADS.

1. Members whose names appeared on the active duty SWE eligibility list for advancement to E-5 or E-6 within one year of separation from active duty, but were not advanced for any reason other than disciplinary, may be advanced to E-5 or E-6 without competing in the RSWE if:

   a. The commanding officer or officer-in-charge recommends their advancement within one year of separation from active duty;

   b. The candidate's advancement multiple was at least as high as the lowest multiple used in advancing a reservist on the same exam; and

   c. There are existing vacancies within the rate for which advancement is requested.

2. Recommendations for advancement to pay grades E-7, E-8, or E-9 under this Section will not normally be approved unless there is a severe shortage in the requested rate in the Coast Guard Reserve.

3. Members in this category must meet all other eligibility requirements prior to being advanced.

4. Recommendations shall be submitted by message to Commanding Officer, Pay and Personnel Center-Advancement and Evaluations Branch (CG PPC-ADV) and Commander (CG PSC-RPM), and must state on which advancement list (the one in effect, or the one which will go into effect the following 1 January) the member requests placement. The message shall contain the member's final multiple from the last active duty SWE. Commanding Officer (CG PPC-ADV) shall determine the member's reconstructed placement on the appropriate RSWE eligibility list, and provide a message response within five working days.

5. Members eligible for advancement under this paragraph shall be advanced on the day specified.

G. Reduction in Rate.

1. The three month probationary period required for active duty members recommended for reduction in rate due to incompetence, in accordance with reference (t), Enlisted Accession, Evaluations, and Advancements, COMDTINST M1000.2 (series), shall be extended to six months for SELRES reservists, during which they shall complete a minimum of 24 IDT drills.

2. When the reduction was made for sub-standard performance as distinguished from reduction as punishment, the member may be recommended for advancement, if required, after serving one-half the normal number of required months in pay grade.

H. Lateral Changes in Rating. A reservist's rating may be changed in order to maximize the use of their skills while simultaneously meeting the needs of the Service. Changes in rating may be authorized based on needs of the Service, position vacancies, and the qualifications and desires of a member. A reservist must obtain approval from Commander (CG PSC-RPM) through their command and District RFRS staff to change rating. Reservists desiring a change-in-rating or direct lateral must complete Form, CG-1002.

I. Investigator (IV) Rating. The IV rating is a Reserve-specific enlisted rating, open to members in pay grades E-4 through E-9, for members to be assigned to the CGIS as special agents.

1. Entrance to the IV rating is normally achieved by new accession through the direct petty officer (RX) program or by lateral change in rating. There is no direct path of advancement from E-3 to E-4. Lateral requests to the IV rating are normally authorized only at the E-4 and E-5 level.

2. IVs are required to hold CGIS special agent credentials, have normal color perception and hearing, and be eligible for a top-secret security clearance. If the member is unable to meet any of these requirements for a period of more than three months, the member shall:

   a. Transfer into the IRR/Standby Reserve (ASL or ISL)/Retired Reserve (as applicable), request lateral to another rating, or be discharged, if the member no longer has an obligated service requirement. Members who do not hold credentials will not be eligible for advancement; and

   b. Request a lateral change into another rating for which they are eligible, if the member has an obligated service requirement remaining. If no lateral opportunities exist, the member may be discharged at the government’s convenience.

3. Assignment to the IV rating requires current and three years consecutive employment in a law enforcement field (e.g., police officer, federal agent, etc.) and civilian education in the investigation field.

4. IVs will only be assigned to positions at CGIS units. If opportunities for over billeting exist, IVs will normally be assigned to work for Special Agents in Charge.

CHAPTER 8. **SEPARATIONS, RETIREMENT, TRANSFER TO THE RETIRED RESERVE**

A. Separation of Officers. The provisions of Chapter 1 of reference (x), Military Separations, COMDTINST M1000.4 (series), concerning separation of officers, also apply to officers in the Reserve, except as specifically modified in this Section. The modifications apply to reserve officers not serving on EAD or RPAs. Commander (CG PSC-RPM) is the point of contact regarding all separation purposes for reserve officers except those reserve officers serving on EAD and RPAs, who are managed by Commander (CG PSC-OPM).

1. Resignation. A reserve officer's letter of resignation shall set forth the reason for the resignation and shall be submitted in standard Coast Guard memo format to Commander (CG PSC-RPM) via the chain of command. Each resignation shall be considered on its individual merits, taking into account the interests of national security and the needs of the Coast Guard. If the Secretary accepts a resignation, the Commandant will sign a certificate reflecting discharge.

   a. The resignation of a reserve officer will normally not be accepted if:

      (1) The member has remaining military or contractual service obligation unless the resignation is submitted along with a request for conditional release for the purpose of becoming a member of another Armed Force; or

      (2) Received when state of emergency exists during which the needs of the Service clearly preclude acceptance of a resignation.

   b. A reserve officer who becomes a regular or ordained minister of religion is entitled upon their request to be discharged from their reserve appointment, in accordance with reference (a), 10 U.S.C. §12682. The resignation of a reserve officer will normally be accepted if accompanied by written evidence they have become a regular or duly ordained minister of religion. The ministry must be the officer's primary vocation; their religious faith group must be recognized substantially for religious purposes; their standing in the faith group must be recognized as that of a minister or leader; and they must be certified by an applicable official of the faith group to be a fully qualified member of the clergy in good standing.

   c. Unqualified resignations may be submitted up to one year in advance, but shall be submitted in sufficient time to reach Commander (CG PSC-RPM) at least three months prior to the requested date of resignation.

   d. Resignations may be withdrawn with the approval of Commander (CG PSC-RPM).

   e. The Commandant may retain officers beyond the requested resignation date based on the needs of the Service in accordance with reference (a), 10 U.S.C. §12305.

2. Involuntary Separation. Officers with at least five years service as commissioned officers cannot be separated without their consent except under an approved recommendation of a board of officers, in accordance with reference (a), 10 U.S.C. §12683.

   a. Separation for cause of reserve officers serving on active duty shall apply equally to inactive duty reserve officers, in accordance with reference (x), Military Separations, COMDTINST M1000.4 (series).

b. Provisions concerning separation of reserve officers as a result of unsatisfactory participation can be found in Chapter 4 of this Manual.

3. Mandatory Retirement of Reserve Flag Officers. Unless retained in or removed from an active status under any other law, a reserve rear admiral or rear admiral (lower half) shall be retired on 1 July of the promotion year immediately following the promotion year in which that officer completes four years of service after the appointment of the officer to rear admiral (lower half), in accordance with reference (h), 14 U.S.C. §743(a).

4. Separation of Officers After 30 Years Service. All reserve commissioned officers in pay grades O-6 and below who are not carried on an approved list of selectees for promotion to the grade of rear admiral (lower half), shall be removed from an active status after completion of 30 years total commissioned service. The total commissioned service of an officer who has served continuously in the RC following appointment in the grade of ensign shall be computed from the date on which that appointment was accepted, in accordance with reference (h), 14 U.S.C. §740.

   a. A reserve officer initially appointed in a grade above ensign is considered to have whichever period of commissioned service is greater of the following:

      (1) The total commissioned service actually performed in a grade above CWO (including commissioned service performed in other components prior to appointment in the Coast Guard Reserve); or

      (2) The same total commissioned service as an officer of the Coast Guard who has served continuously from an original appointment as ensign, who has not lost numbers or precedence, and who is, or was at the time of original appointment, immediately junior to the reserve officer.

   b. The Date of Commission column of the Register of Officers, PSCINST M1427.1 (series) is used as a guide for determining when officers will be removed from an active status. They will normally be removed on 30 June immediately following completion of 30 years total commissioned service.

   c. CWOs shall be removed from an active status after completion of 30 years of total service. To satisfy a specific service need, the Commandant may defer mandatory transfer from an active status due to years of service. CWOs who want to continue in an active status beyond 30 years must request a waiver from Commander (CG PSC-RPM) via the chain of command in accordance with Chapter 5, Section T of this Manual.

5. Reserve Officer Mobilization Disposition Board. Commander (CG PSC-RPM) shall annually convene a Reserve Officer Mobilization Board, when necessary, to screen officers in the ISL for transfer to the Retired Reserve or separation for officers who have been in the ISL for more than three years, and have limited potential for mobilization. Board deliberations shall be guided by the following:

   a. Officers who possess critical skills, which would benefit the Coast Guard in the event of mobilization, shall be recommended for retention in the ISL;

   b. Officers who voluntarily transferred to the ISL and who have not attained age 35 shall not be recommended for separation or retirement;

c. Officers shall not be recommended for retention in the Standby Reserve (ASL or ISL) solely to allow them to reach the age necessary to qualify for transfer to RET-1, unless they retain potential for mobilization; and

d. Officers who show potential for future active participation in training may be recommended for return to an active status provided they were not transferred to the ISL as a result of selection or retention board action.

B. Separation of Enlisted Members. The provisions of reference (x), Military Separations, COMDTINST M1000.4 (series), concerning separation of enlisted members apply to enlisted members in the Ready Reserve, except as specifically modified in this Section. The modifications apply to enlisted reservists not serving on EAD. Commander (CG PSC-RPM) is the point of contact regarding all separation purposes for enlisted reservists.

1. Physical examination requirements are based on the type of discharge in accordance with reference (p), Coast Guard Medical Manual, COMDTINST M6000.1 (series).

2. The only early separations authorized for reservists are early discharge for immediate reenlistment, such as when the normal date of expiration of enlistment falls on the date when the reservist is not scheduled to perform duty. Early separation to pursue education is not authorized for reservists not serving on long-term active duty.

3. The provisions of Chapter 4, Section C of this Manual shall be followed in cases of unsatisfactory participation.

4. Transfers from the SELRES to the Standby Reserve (ASL or ISL), as opposed to separation, due to personal or extreme community hardship shall be processed, in accordance with Chapter 5, Section Q of this Manual.

5. A reserve enlisted member who becomes a regular or ordained minister of religion is entitled upon their request to be discharged from their reserve enlistment, in accordance with reference (a), 10 U.S.C. §12682. A reserve enlisted member's request for separation will normally be approved if accompanied by written evidence they have become a regular or duly ordained minister of religion. The ministry must be the member's primary vocation; their religious faith group must be recognized substantially for religious purposes; their standing in the faith group must be recognized as that of a minister or leader; and they must be certified by an applicable official of the faith group to be a fully qualified member of the clergy in good standing.

6. The discharge of a reservist who is not on duty on the date of separation takes effect at 2400 hours on the effective date of separation, regardless of when the separation documents are received in the mail.

7. Enlisted members shall be removed from an active status after completion of 30 years of total service, the service need not be satisfactory. To satisfy a specific service need, the Commandant may defer mandatory transfer from an active status due to years of service. Enlisted members who want to continue in an active status beyond 30 years must request a waiver from Commander (CG PSC-RPM) via the chain of command in accordance with Chapter 5, Section T of this Manual.

C. Conditional Release for Inter-Service Transfer. Reserve members may initiate requests for conditional release to transfer to the AC or to another component of the Armed Forces after

completing three years of their military service obligation. Members shall complete and forward a Request for Conditional Release, Form DD-368, through their chain of command to Commander (CG PSC-RPM) for approval. Members of the IRR who are not assigned to units and members of the Standby Reserve (ASL or ISL) shall forward requests for conditional release to Commander (CG PSC-RPM). Conditional releases requested by members serving on EAD and RPAs are managed by Commander (CG PSC-EPM) or Commander (CG PSC-OPM) as appropriate.

1. Transfers will normally only be approved for one of the following reasons:
   a. The member has no opportunity to affiliate with a Coast Guard unit within a RCD of their permanent residence;
   b. The member is offered an enlistment or appointment to serve in an AC of the Armed Forces, or is accepted for enrollment in an Armed Force's officer training program;
   c. The member has special experience or professional, educational, or technical background which would be of greater value to the gaining Service and which outweighs the value of previous training in the Coast Guard Reserve; or
   d. The transfer would serve the best interests of national security and of the member concerned to such a degree as to outweigh the value of previous training in the Coast Guard Reserve.
2. Only members with satisfactory participation will be considered for conditional release.
3. If a conditional release is approved, discharge will take effect on the day preceding the day in which the member is enlisted or appointed in the gaining Service. The type and character of the discharge issued shall be honorable.
4. Separation as a result of conditional release for an inter-service transfer does not constitute fulfillment of a military service obligation. Service prior to discharge will count towards fulfillment of the obligation.

D. Mandatory Separation for Age. Reservists serving in an active status shall be removed from an active status upon reaching age 60.

1. Any member qualified for retirement who does not request to be transferred to the Retired Reserve will be transferred to the ISL on the day the member reaches 60 years of age, in accordance with reference (a), 10 U.S.C. §12731 and reference (h), 14 U.S.C. §742, and subject to the provisions of reference (a), 10 U.S.C. §12646, §12683, and §12686. Qualified members of the SELRES and reservists continued on active duty due to incapacitation who are awaiting final adjudication of a PDES case may request transfer to the Retired Reserve for immediate recall to active duty or the Ready Reserve solely for that purpose, in accordance with Chapter 6, Section H of this Manual.
2. A member not qualified for retirement (and not statutorily precluded from discharge) shall be discharged without board proceedings, unless Commander (CG PSC-RPM) approves the member's request to defer retirement until age 62 (or sooner if the member becomes retirement qualified in the interim). In the case of a reservist on EAD or RPAs, Commander (CG PSC-EPM) or Commander (CG PSC-OPM) will act on requests to defer removal from an active status.

3. Reserve officers O-6 and below who are not on extended active duty and are authorized to remain in an active status must be transferred to the Retired Reserve or separated no later than the day they reach 60 years of age, in accordance with reference (h), 14 U.S.C. §742.
4. Reserve flag officers who are authorized to remain in an active status must be transferred to the Retired Reserve or separated no later than the day they reach 64 years of age, in accordance with reference (h), 14 U.S.C. §742.

E. Retirement. In accordance with reference (a), 10 U.S.C. §12731 and reference (h), 14 U.S.C. §705, a reservist is entitled, upon application, to non-regular retired pay if the member:

1. Has attained the applicable eligibility age of 60 years, or for purposes of early retirement, as described in Chapter 1, Section B of this Manual regarding RCCs may not be less than 50 years of age;
2. Is not entitled to receive military retired pay under any other provision of law;
3. Has performed at least 20 years of satisfactory qualifying federal service as computed, in accordance with reference (a), 10 U.S.C. §12732; and
4. For members who completed the years of qualifying service on or after 25 April 2005, there is no minimum RC service requirement in accordance with reference (m), Service Credit for Non-Regular Retirement, DoDI 1215.07. A member with a combination of 20 qualifying years of active duty and reserve service may be eligible to receive non-regular retirement whether they are currently serving in the AC or RC. Commanding Officer (CG PPC) Retiree and Annuitant Services Branch (RAS) shall notify each person who has completed the years of service required for eligibility for retirement. Notice shall be sent, in writing, to the person concerned within one year after the person becomes eligible in accordance with reference (a), 10 U.S.C. §12731.

F. Retirement Categories. The five categories of the retired reserve, as described in Chapter 1 of this Manual, are detailed below.

1. Retirement with Pay (RET-1). When reservists complete at least 20 years of satisfactory federal service and have reached age 60, or qualify for early retirement as prescribed below, they are eligible for transfer to RET-1 status upon request. Reservists, other than those in (RET-2), shall apply for RET-1 at least 90 days in advance of their requested retirement date via a Reserve Retirement Transfer Request, Form CG-2055A and route to Commanding Officer (CG PPC-RAS) through Commander (CG PSC-RPM). When transferred to RET-1, reservists receive a blue United States Uniformed Services Identification Card, DD Form 2 (Retired) and are eligible for the same benefits available to active duty retirees.

   a. A member of the Ready Reserve (SELRES and IRR) who performs active duty after January 28, 2008, may have their eligibility age for receipt of retired pay reduced below 60 years of age, but not less than 50 years of age, by three months for each aggregate of 90 days on which the member performs active duty in any one fiscal year, in accordance with reference (a), 10 U.S.C. §12731 and reference (m), Service Credit for Non-Regular Retirement, DoDI 1215.07.

b. A member ordered to active duty (ADOS or EAD) shall receive credit for all days served, regardless of the nature of the duties performed (e.g., whether performing training or operational support duties), in accordance with reference (a), 10 U.S.C. §12301(d).

c. Eligible reservists must apply for retired pay to Commanding Oficcer (CG PPC-RAS) through Commander (CG PSC-RPM). Those in a retired status who apply later than their eligibility date may receive pay retroactive to the day they were eligible, up to six years. There will be no retroactive pay entitlement for those reservists who choose to remain in an active status once they have become early retirement eligible.

d. Eligibility for health care benefits remains at age 60.

e. Reserve Component Survivor Benefit Plan (RCSBP) election shall be made upon eligibility of retired pay. RCSBP rates have been changed to reflect coverage before age 60.

2. Retirement Awaiting Pay (RET-2). Reserve members who have completed the requisite qualifying years of service for non-regular retired pay and are not yet 60 years of age or have not applied for non-regular retirement pay, in accordance with reference (a), 10 U.S.C. Chapter 1223. Reservists shall apply for RET-2 at least 90 days in advance of their requested retirement date via a Reserve Retirement Transfer Request, Form CG-2055A and route to Commanding Officer (CG PPC-RAS) through Commander (CG PSC-RPM).

a. Upon attainment of RET-2 status, members are entitled to unlimited commissary, exchange, and Morale, Well-Being and Recreation (MWR) benefits. Unless recalled to active duty, RET-2 reservists are not entitled to earn pay and allowances or retirement points, or receive military legal assistance or medical and dental care.

b. Reservists in RET-2 receive a red United States Uniformed Services Identification Card, DD Form 2 (Reserve Retired).

3. Retirement for Physical Disability (RET-3). Reservists who are retired for physical disability in accordance with reference (a), 10 U.S.C. Chapter 61; who have 20 years of service creditable for retired pay according to Section 12733 or who are more than 30 percent disabled.

4. Retirement for RC Members with 20 Years of Active Duty Service (RET-4). Reservists who have completed 20 or more years of active duty service and retire with a regular retirement, in accordance with reference (a), 10 U.S.C. Chapter 571 and reference (h), 14 U.S.C. §705.

5. Voluntary Separation Incentive (VSI) (RET-5). Reserve personnel drawing retired pay based on retirement for reasons other than age, service requirements or physical disability. This category is restricted to those who are retired under special conditions as determined by the Assistant Secretary of Defense (ASD) Reserve Affairs (RA) in accordance with reference (c), Reserve Components Common Personnel Data System (RCCPDS), DoDI 7730.54 and reference (a), 10 U.S.C. §1175.

G. Separation Pay (SEP PAY). Reservists involuntarily separated from active duty following at least six continuous years, but less than 20 years, of active duty immediately prior to separation may be eligible for SEP PAY in accordance with reference (o), Coast Guard Pay Manual, COMDTINST M7220.29 (series).

H. Qualifying Years of Service. A qualifying year of satisfactory service for non-regular retired pay is a full anniversary year during which a member of the RC is credited with a minimum of 50 retirement points. An accumulation of 20 such years is one requirement necessary to qualify for non-regular retired pay, in accordance with reference (a), 10 U.S.C. Chapter 1223.

1. Anniversary year is different from the 1 October fiscal year. The reservist's anniversary year is based on the date of entry (or reentry) into the Coast Guard and extends to the day preceding the anniversary of entry in accordance with reference (m), Service Credit for Non-Regular Retirement, DoDI 1215.07.

2. The periods used for crediting of qualifying years for non-regular retirement shall be based on anniversary years that are calculated from an anniversary date. The anniversary year is established by the date the member entered into active status; a SOCS will certify the anniversary date.

3. The start date (month and day) for each successive anniversary year will not be adjusted unless the member has a break in service. A break in service occurs only when a member transfers to the ISL, the Temporary Disability Retired List (TDRL), the Retired Reserve, or is discharged for longer than 24 hours. There will be no break in service if the member transfers directly to another AC or RC.

4. A member who has a break in service that occurs during an anniversary year shall be credited with a partial year for non-regular retirement. When a partial year occurs, the member must meet the minimum retirement point requirements for the member's service to be credited as a partial year toward a qualifying year. Partial years of qualifying service may be combined and credited toward total qualifying service. For the purpose of determining entitlement to retired pay, in accordance with reference (a), 10 U.S.C. §12732, years of satisfactory federal service are computed by totaling all anniversary years in which at least 50 points have been credited on the following basis:

   a. One point for each day of active duty in an Active or Reserve component of an Armed Force, or each day of commissioned service in the National Oceanic and Atmospheric Administration (NOAA) or Public Health Service (PHS). In the case of enlisted members of the Armed Forces who have served as a cadet or midshipman but who did not later receive or do not hold a commission as an officer, service as a cadet or midshipman at a Service Academy shall be included and counted as active duty;

   b. One point for each authorized IDT drill, RMP, ATP or FHD period performed;

   c. 15 points a year for membership in a RC of an Armed Force; and

   d. Points earned by satisfactory completion of authorized Coast Guard correspondence courses.

5. The following service may not be counted in determining retirement entitlements:

   a. Service in the ISL of a RC or in a non-federally recognized status in the National Guard;

   b. Service in the Fleet Reserve or Fleet Marine Corps Reserve.

I. Calculation of Non-Regular Retired Pay.

1. In accordance with reference (a), 10 U.S.C. §12739, the monthly retired pay upon RET-1 status is the product of:

   a. Retired base pay as computed in accordance with reference (a), 10 U.S.C. §1406 or §1407; and

   b. 2.5 percent of the years of service credited to a member, in accordance with reference (a), 10 U.S.C. §12733, not to exceed 75% of the monthly pay base upon which the computation is based.

2. For the purpose of computing retired pay, in accordance with reference (a), 10 U.S.C. §12739, years of service and any fraction of such a year are computed, in accordance with reference (a), 10 U.S.C. §12733, by dividing 360 into the sum of the following:

   a. Total number of points earned for Active Duty; plus

   b. The total number of points earned for inactive service, subject to the inactive duty point caps listed below:

      (1) 60 points for any one anniversary closing before 23 September 1996;

      (2) 75 points for anniversary years closing on or after 23 September 1996, but before 30 October 2000;

      (3) 90 points for anniversary years closing on or after 30 October 2000, but before 30 October 2007; and

      (4) 130 points for anniversary years closing on or after 30 October 2007.

3. A person in active service may not receive retirement points for other activities concurrently. A maximum of 365 points (366 points in a leap year) may be awarded in an anniversary year. Retirement points must be credited in the anniversary year in which the duty is performed or the correspondence course is completed.

J. Retirement Points for Correspondence Courses. POLICY IS UNDER DEVELOPMENT.

K. Retirement Point Credit Restrictions.

1. Retirement point credit for completion of EPME and enlisted rate courses by officers must be approved by Commander (CG PSC-RPM).

2. No retirement points will be credited for any courses completed while a member is on active duty or in the ISL.

3. Retirement points for a specific correspondence course can be credited only once.

L. Retirement Points Statement. Reserve retirement points data is available in Direct Access for self service, command, and SPO users. It provides the number of points earned during the last anniversary year and the cumulative total for members' complete military career. Reservists who find discrepancies on their retirement points statement shall send a request for correction with supporting documents to their SPO. If the SPO cannot resolve the case, they shall request a SOCS, in accordance with reference (k), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).

M. Completion of Satisfactory Service. Commanding Officer (CG PPC-RAS) must notify members in writing within one year of completing satisfactory federal service (RET-2) for retirement purposes, and of eligibility for retired pay (RET-1). The written notification is commonly called "the 20-year letter." The notification shall contain information about the RCSBP. The member shall make an RCSPB election within 90 days of receipt of the notification. Members that have accumulated 20 years of satisfactory service and have not received their 20-year letter should first review their most recent retirement point statement for accuracy before pursuing any other action via the chain of command.

N. Grade for Retirement and Retired Pay.

1. Retired pay for members with Dates of Initial Entry to Military Service (DIEMS):

   a. Prior to 8 September 1980 is computed based on the highest grade satisfactorily held at any time in the Armed Forces and the Commandant's determination the member's performance in that grade was satisfactory, in accordance with reference (a), 10 U.S.C. §1406; and

   b. After 7 September 1980 is computed based on averaging the highest 36-month's basic pay, whether or not consecutive, in accordance with reference (a), 10 U.S.C. §1407.

2. Unless entitled to a higher grade under another provision of law, a reserve commissioned officer who is transferred to the Retired Reserve is entitled to be placed on the retired list in the highest grade satisfactorily held (24 hours for Coast Guard Reserve) in the Armed Force in which they are serving on the date of transfer.

O. Computing Credited Retirement Points. Retirement points that may be credited for an anniversary year can be computed, as illustrated in Figure 8-1.

Worksheet for Computing a Year's Retirement Points		
Points may be earned in the following manner:		**Computed by Adding**
Inactive Duty	One point for each authorized single IDT drill performed in a pay or without pay status. Two points for each authorized multiple IDT drill performed in a pay or without pay status. One point for each ATP performed. One point for each authorized RMP performed in a pay or without pay status. One point for each authorized FHD period performed in a pay or without pay status.	_____ _____ _____ _____ _____ Total_____
Courses	Approved course retirement point credit.	Total_____
Membership Points	15 points for each anniversary year of Reserve membership in active status. Pro-rated in the case of less than a full anniversary year.	Total ____
Subtotal Adjusted Subtotal	Inactive Duty + courses + Membership points. Maximum [60/75/90/130] points. See Section H of this Chapter for Calculation of Retired Pay for Non-Regular Service to determine which maximum point total applies.	_____ _____
Active Duty	One point per day for performance of active duty (Includes EAD, ADT, & ADOT).	Total_____
Final Total	Adjusted subtotal + Active Duty, not to exceed 365 points (366 in leap years).	Total_____

Figure 8-1

P. Computing Reserve Retired Pay. Non-regular retired pay can be computed, as illustrated in Figure 8-2.

Formula for Computing Reserve Retired Pay	
Rounding Instructions: Round 4 or less down and 5 or more up.	
Step #1	Divide the total number of retirement points by 360. Carry to 3 decimal places; round to 2 decimal places. Example: 4,735 / 360 = 13.152 rounded to 13.15
Step #2	Multiply result of Step #1 by 2.5% (0.025). Carry to 5 decimal places; round to 4 decimal places. Example: 13.15 x 0.025 = 0.32875 rounded to 0.3288
Step #3	Multiply result of Step #2 by Monthly Basic Pay. Carry to 3 decimal places; round to 2 decimal places. Example: (Uses monthly Base Pay for E-8 over 22 from 2012 pay tables) $4901.70 x 0.3288 = $1611.678 rounded to $1611.68
Note #1	Monthly base pay is dependent upon the law in effect upon DIEMS. For members with DIEMS on or before 7 Sep 1980, use base pay on the retirement date for the highest grade held satisfactorily by the person at any time in the Armed Forces; for members with DIEMS after 7 Sep 1980, use high 36 month's average of basic pay, whether or not consecutive.
Note #2	All reserve retirees are entitled to military pay raises equivalent to the same amount as their active duty counterparts who are retired.
Note #3	Upon RET-1, Commanding Officer (CG PPC) will send the retiree a letter showing the computations used in determining retired pay, gross retired pay, deductions from pay, and net retirement pay.

Figure 8-2

Q. Computing Retirement Points for Partial Anniversary Years. Table 8-1 can be used to determine if a partial anniversary year may count toward qualifying service.

Gratuitous points for membership in an Active Status in a RC for less than a full anniversary year					
Days in an active status		Points to be credited	Days in an active status		Points to be credited
From	Through		From	Through	
01	12	0	183	206	8
13	36	1	207	231	9
37	60	2	232	255	10
61	85	3	256	279	11
86	109	4	280	304	12
110	133	5	305	328	13
134	158	6	329	352	14
159	182	7	353	365(6)	15
Minimum points required to establish a partial year as qualifying service					
Days in an active status		Points to be credited	Days in an active status		Points to be credited
From	Through		From	Through	
01	07	01	183	189	26
08	14	02	190	197	27
15	21	03	198	204	28
22	29	04	205	211	29
30	36	05	212	219	30
37	43	06	220	226	31
44	51	07	227	233	32
52	58	08	234	240	33
59	65	09	241	248	34
66	73	10	249	255	35
74	80	11	256	262	36
81	87	12	263	270	37
88	94	13	271	277	38
95	102	14	278	284	39
103	109	15	285	292	40
110	116	16	293	299	41
117	124	17	300	306	42
125	131	18	307	313	43
132	138	19	314	321	44
139	146	20	322	328	45
147	153	21	329	335	46
154	160	22	336	343	47
161	168	23	344	350	48
169	175	24	351	357	49
176	182	25	358	366	50

Table 8-1

R. Requesting Retirement. Members may request transfer to RET-2 status at any time after receipt of notification of completion of 20 years satisfactory federal service, in accordance with reference (a), 10 U.S.C. §12731(d) and Section M of this Chapter. Retirement requests may be submitted up to one year in advance; however, the request must be received by Commander (CG PSC-RPM) at least 100 days prior to the requested date of retirement. Commander (CG PSC-RPM) will route all approved requests to Commanding Officer (CG PPC-RAS) at least 90 days prior to the approved date of retirement.

1. Commanding Officer (CG PPC-RAS) shall provide a Coast Guard Certificate of Retirement, Certificate of Appreciation from the President of the United States, and a Coast Guard Certificate of Appreciation for a member's spouse, to each member's assigned command. The certificates shall be presented to the member at a suitable ceremony, in accordance with reference (x), Military Separations, COMDTINST M1000.4 (series). If the member is assigned to the IRR or to the Standby Reserve (ASL or ISL), the certificates shall be mailed to the member's home address.

2. Approximately six months prior to a reservist's eligibility for RET-1 status, Commanding Officer (CG PPC-RAS) will mail a Coast Guard, PHS & NOAA Retired Pay Account Worksheet and Survivor Benefit Plan Election, Form CG-4700, Coast Guard Reserve Retirement Point Statement, and a "How to Apply for Retired Pay and Survivor Benefit Plan" guide to the member. Members may also access the CG form and guide on the CG PPC website, http://www.uscg.mil/ppc/ras/. The forms must be completed and returned in sufficient time to reach Commanding Officer (CG PPC-RAS) at least three months prior to the member's eligibility for RET-1 status.

3. Reservists who remain in an active status may request to transfer to RET-1 status upon reaching age 60 or eligibility for early receipt of retired pay, in accordance with reference (a), 10 U.S.C. §12731. Requests to transfer directly to RET-1 are the same as procedures for transfer to RET-2. Any member qualified for retirement who does not request to be transferred to the Retired Reserve, in accordance with Section E of this Chapter, will be transferred to the ISL on the day the member reaches age 60. Enlisted members who are eligible to receive retired pay will only be retained in the Ready Reserve beyond age 60 to fulfill compelling needs of the Service and upon approval of a member's written request to Commander (CG PSC-RPM).

4. Any enlisted member or CWO qualified for retirement who does not request transfer to the Retired Reserve will be transferred to the ISL on the day the member completes 30 years total service. Any commissioned officer who does not request transfer to the Retired Reserve will be transferred to the ISL on 30 June immediately following completion of 30 years total commissioned service in accordance with Chapter 5, Section T of this Manual.

5. No physical standards are prescribed and no physical examination is specifically required for reservists to transfer to a retired status. Upon transfer to the Retired Reserve, members no longer accumulate retirement points and are not considered for promotion. Members who request retirement must cease drilling as of the day prior to the requested retirement date, regardless of receipt of retirement request approval. No payments or point credit will be given to a member for drilling on or after the day of requested retirement.

S. Retirement Privileges and Obligations.

1. Full-time coverage under Veterans Group Life Insurance (VGLI) is available for members who are retired in accordance with reference (x), Military Separations, COMDTINST M1000.4 (series).
2. All non-regular retirees are authorized full use of military exchanges, commissaries, and other base facilities.
3. Reservists who are retired with pay at age 60 and their eligible dependents are entitled to medical and dental care at military facilities; benefits are the same as those available to members who retire from active duty. Those reservists who are eligible for early receipt of retired pay are not entitled to medical and dental benefits until reaching age 60.
4. Social Security and Civil Service retirement pay benefits may be received concurrently with military retired pay.
5. Members of the Retired Reserve are liable for active duty in time of war, national emergency declared by Congress, or when otherwise authorized by law, upon determination by the Secretary of Homeland Security, with the approval of the Secretary of Defense, that adequate numbers of Ready and Standby reservists are not readily available. Members in a retired status may be recalled to active duty, subject to their own consent, at the discretion of the Secretary of Homeland Security, in accordance with reference (a), 10 U.S.C. §12301(a).
6. Retired reservists must keep the Service advised of their current address. Address changes may be made through Commanding Officer (CG PPC-RAS).

T. Concurrent Retirement and Disability Pay (CRDP). Reserve members who qualify for Veterans Affairs (VA) disability compensation may qualify for concurrent receipt of retired pay and disability pay. Reservists must be eligible for retired pay to qualify for CRDP. If a reservist is placed on a disability retirement, but would be eligible for military retired pay in the absence of the disability, then the reservist may be entitled to receive CRDP, in accordance with reference (a), 10 U.S.C. §1414. Further information can be found on the VA website, http://www.va.gov/.

U. Former Members. Former members are those members who have been discharged from the Service and who maintain no military affiliation. Members meeting one or more of the eligibility requirements for retirement may request discharge instead of being transferred to the Retired Reserve, or may be discharged instead of being transferred to the Retired Reserve if a board of officers convened to consider the reservist's separation from the Reserve, so recommends. Such action is not prejudicial to the member concerned regarding retirement pay since the right to receive such pay and personal medical benefits are not dependent upon membership in a RC at the time of qualification.

1. Members who have been certified eligible for retirement benefits shall not be discharged unless a letter of understanding has been signed indicating the member's complete awareness that this decision may lead to substantial impact on the final retired pay calculation.
2. Former members of the Coast Guard Reserve who were involuntarily separated, or who were not offered reenlistment or reappointment due to the statutory age limit or because of their failure to meet the prescribed physical standards in effect at the time of separation, may be reappointed or reenlisted in the same rank or rate for the purpose of qualifying for placement in

the Retired Reserve. Such former members must, with the submission of such application, simultaneously apply to Commander (CG PSC-RPM) and be found qualified for immediate placement in the Retired Reserve. The eligibility requirements for such placement are the same as for current members, but the applicant must have met at least one of such requirements at the time of last separation.

a. Since failure to meet prescribed physical standards is one reason for transfer to the Retired Reserve, no physical standards are prescribed and no physical examination will be required as a condition of reappointment or reenlistment of former members.

b. Reappointment or reenlistment may not be warranted for many different reasons regardless if the member meets one or more of the eligibility requirements provided. Each case will be treated on its own merits, and the member concerned will be notified of the action taken.

3. Retirement eligible former members may apply for RET-1 status, in accordance with reference (a), 10 U.S.C. Chapter 1223. Former members and their eligible dependents have benefits and privileges associated therewith which require identification cards that are in accordance with Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals, DoDI 1000.13.

V. Disability and Separation. Cases involving disability are processed in accordance with Chapter 2 of reference (x), Military Separations, COMDTINST M1000.4 (series), and reference (aa), Physical Disability Evaluation System, COMDTINST M1850.2 (series). If a reservist meets the provisions of PDES, orders shall be issued for separation or retirement, as applicable. See reference (o), Coast Guard Pay Manual, COMDTINST M7220.29 (series) for more information. reference (a), 10 U.S.C. Chapter 61, provides for the disability retirement of those members of the Armed Forces who qualify in accordance with the requirements listed below.

1. Permanent Disability Retirement List (PDRL). If a member's disability is found to be permanent and is rated at 30 percent or greater, or they have 20 or more years of satisfactory federal service, they may be placed on the PDRL (RET-3 status).

a. Members on Active Duty for More Than 30 Days. A member of the RC entitled to basic pay, who is called or ordered to active duty for 31 days or more who is determined by the Commandant to be unfit to perform their duties because of physical disability incurred while entitled to basic pay, may be permanently retired with retired pay, if the Commandant also determines that:

(1) The member's disability is of a permanent nature;

(2) Is not a pre-existing condition or the result of their intentional misconduct or willful neglect, and was not incurred during a period of unauthorized absence; and

(3) Either

(a) The member has at least 20 years satisfactory federal service computed, in accordance with reference (a), 10 U.S.C. §12733, or

(b) The disability is at least 30 percent, and either:

[1] The member has at least eight years of service computed, in accordance with reference (a), 10 U.S.C. §12733;

[2] The disability is the proximate result of performing active duty; or

[3] The disability was incurred in the LOD.

b. Members on Inactive Duty or Active Duty for 30 Days or Less. A member of the Reserve not covered by the above Section, who is determined by the Commandant to be unfit to perform the duties of their office, grade, rank, or rating because of physical disability resulting from injury, may be permanently retired with retired pay, if the Commandant also determines the disability is:

(1) Of a permanent nature;

(2) Is the proximate result of performing active or inactive duty; or

(3) Is not a pre-existing condition or the result of the member's intentional misconduct or willful neglect, and was not incurred during a period of unauthorized absence; and

(4) Either:

(a) The member has at least 20 years service computed, in accordance with reference (a), 10 U.S.C. §12733; or

(b) The disability is at least 30 percent.

2. Temporary Disability Retirement List (TDRL). Upon determination that a member would be qualified for retirement, the Commandant shall, if is it determined the disability may be permanent, place the member on the TDRL, with retired pay. Physical examination shall be completed, in accordance with reference (aa), Physical Disability Evaluation System, COMDTINST M1850.2 (series).

a. The Commandant shall make the final determination of the case of each member on the TDRL five years after that member was placed on the list with medical evaluations every 18 months to determine whether:

(1) The disability has stabilized and become permanent; or

(2) The member is FFD.

b. If at that time the disability continued to exist, it shall be considered permanent.

c. After being on the TDRL for five years, a service member who remains NFD is either:

(1) Retired for longevity, if eligible (i.e. 20 years of service); or

(2) Put on the PDRL if they have under 20 years of service; and

(3) Medically separated with severance pay if the disability is under 30 percent.

d. Time on the TDRL does count towards the longevity for retirement pay.

3. Grade on Retirement for Disability. Unless entitled to a higher grade under some other provision of law, a member retired for physical disability is entitled to the highest of the following:

a. The grade or rank in which the member was serving when placed on the TDRL, or retired;

b. The highest temporary grade or rank in which the member served satisfactorily;

c. The permanent regular or reserve grade to which the member would have been promoted had it not been for the physical disability; or

d. The temporary grade to which the member would have been promoted had it not been for the physical disability, if eligibility for that promotion was required to be based on cumulative years of service in grade and disability was discovered.

4. Computation of Disability Retired Pay.

a. Disability retired pay is computed by multiplying the monthly base pay of the grade to which entitled by either:

(1) 2.5% years of service credited, in accordance with reference (a), 10 U.S.C. §12733 or;

(2) The percentage of disability on the date when retired, or when placed on the TDRL.

b. The retired pay of members placed on the TDRL must be adjusted, if necessary, so that it is at least 50 percent of the basic pay of the grade to which entitled.

c. In no case may the disability pay exceed 75 percent of the basic pay of the grade to which entitled.

5. Separation for Disqualifying Physical Condition. The command shall initiate separation action when a reservist is found to have a permanent disqualifying physical condition and the condition is determined to not be the result of performing active or inactive duty. Relevant medical and administrative documentation shall be forwarded with recommendations to Commander (CG PSC-RPM) for final determination and separation authority. The appropriate Training Center commanding officer has final separation authority for reserve members undergoing IADT. Reservists shall be notified of their right to request retention waivers for disqualifying physical conditions in accordance with reference (p), Coast Guard Medical Manual, COMDTINST M6000.1 (series).

6. Special Rule for Members with Physical Disabilities Not Incurred in the LOD. In the case of a SELRES who no longer qualifies for SELRES membership solely because of a physical disability that renders them unfit to participate in regular training, Commander (CG PSC-RPM) may determine to treat the member as having met the service requirements for non-regular retirement if the member has completed at least 15, but less than 20, years of service, in accordance with reference (a), 10 U.S.C. §12731b. Such determination shall not be made if:

a. The disability was the result of the member's intentional misconduct, willful neglect, or willful failure to comply with standards and qualifications for retention; or

b. The disability was incurred during a period of unauthorized absence.

APPENDIX A. TRAINING/PAY CATEGORIES (TRAPAY CATS)

TRAPAY CATS are maintained in this Manual for Joint Uniform Military Pay System (JUMPS) historical purposes.

1. SELRES TRAPAY CATS. There are six TRAPAY CATS for the SELRES, as illustrated in Table A-1.

TRAPAY CAT	Comprised of:
A	Drilling unit reservists, required to perform annually authorized IDT drills and not less than 12 ADT days per fiscal year.
B	Drilling enlisted reservists awaiting second part of split Initial Active Duty for Training (IADT), required to perform an average of 4 drills per month during inter-phase period (e.g., eight-month inter-phase period = requirement to perform 32 drills). Second phase of IADT satisfies annual training requirement for fiscal year. See Chapter 3, Section D for policy regarding active duty types.
C	Prior-service enlisted members awaiting an indoctrination program (e.g., Direct Entry Petty Officer Training (DEPOT), Class "A" school) who are authorized by Commander (CG PSC-RPM) to perform IDT or RMPs.
D	Coast Guard Reserve flag officers, Selective Service System, or Emergency Preparedness Liaison Officers (EPLOs). Annually authorized IDT drills vary from 0-48; and minimum 12 days per fiscal year required to satisfy annual training requirement.
F	Enlisted reservists currently on IADT (includes the second part of split IADT).
M	Reservists currently mobilized, but expected to return to previous status upon demobilization.

Table A-1

a. TRAPAY CAT A. This category is comprised of drilling reservists, who participate in training activities on a part-time basis. Except as otherwise specifically provided, these reservists are required to participate in 90% of authorized scheduled drills or training periods and perform not less than 12 days for annual training (exclusive of travel time) each fiscal year.

b. TRAPAY CAT B, C, and F. See Table A-1 of this section.

c. TRAPAY CAT D. This category is comprised of trained reservists assigned to specific PAL positions, or positions outside the Service that must be filled to support mobilization (pre and/or post mobilization) requirements, contingency operations, or other specialized or technical requirements. Except as otherwise specifically provided, these reservists are required to participate in 90% of authorized scheduled drills or training periods and perform not less than 12 days for annual training (exclusive of travel time) each fiscal year.

d. TRAPAY CAT M. This category includes SELRES involuntarily recalled for contingencies or disaster response, as well as Med Hold. See Chapter 6, Section H for policy regarding authorization to receive health care and active duty for health care.

2. IRR TRAPAY CATS. There are four TRAPAY CATS for the IRR, as illustrated in Table A-2:

TRAPAY CAT	Comprised of:
E	Reservists without access to drilling units who have some period of their military service obligation or other contractual obligation remaining; not required to drill, but may be required to perform ADT-AT, up to 30 days per fiscal year.
H	Reservists with no requirement to drill who may voluntarily participate in training without pay.
J	SRDC candidates prior to graduation from ROCI who were not enlisted Coast Guard reservists prior to selection.
P	Enlisted reservists awaiting IADT who are not authorized to perform IDT (includes all non-prior service members and most prior-service).

Table A-2

a. TRAPAY CATS E and H. These categories are for IRR members who are not required to meet the same annual training and IDT training requirements as SELRES members. Required training (involuntary) for IRR reservists shall not exceed 30 days per fiscal year, in accordance with reference (a), 10 U.S.C. §10147. Members may voluntarily participate in additional training for retirement points, with or without pay, if approved by Commander (CG PSC-RPM).

b. TRAPAY CAT J and P. See Table A-2 of this section.

3. Pipeline Training Categories. There are five TRAPAY CATS (B, C, F, J, and P) intended for “pipeline” training for Reserve enlisted members who have not yet performed or completed their IADT. IADT shall be performed for a period of not less than 84 days and specifically includes basic training and Class “A” school. For members that are not required to attend Class "A" school, a combination of indoctrination training and other documented training may fulfill the 84 days IADT requirement.

a. The pipeline training is synonymous with the term “non-deployable account.” Reservists in the pipeline training may be mobilized, based on the guidelines of their RCCs; however, they shall not be activated for other than training duty until IADT has been completed, even if they are assigned in deployable units, such as PSUs.

b. All members of the Ready Reserve shall receive training commensurate with their intended mobilization assignments and must complete all IADT requirements before assignment on land outside the United States and its territories and possessions, in accordance with reference (a), 10 U.S.C. §671.

4. Standby Reserve TRAPAY CATS. There are three TRAPAY CATS for the Standby Reserve, as illustrated in Table A-3.

TRAPAY CAT	Comprised of:
G	Designated key employees in the ASL, Standby Reserve.
N	All others in the ASL, Standby Reserve.
I	ISL, Standby Reserve.

Table A-3

APPENDIX B. RPM CROSSWALK

COMDTINST M1001.28A						COMDTINST M1001.28B					
CHAPTER				**CHAPTER TITLE**	**SECTION TITLE**	**CHAPTER**				**CHAPTER TITLE**	**SECTION TITLE**
1				**COAST GUARD RESERVE**		1				**UNITED STATES COAST GUARD RESERVE**	
1	A				**MISSION AND PERFORMANCE MEASURES**	1	A				Reserve Program Overview
1	A	1			Mission and Statutory Basis	3	C				Mission Authority and Statutory Basis
1	A	2			Performance Measures	Not included in RESERVE POLICY MANUAL COMDTINST M1001.28B					
1	B				**HISTORY OF THE COAST GUARD RESERVE**						APPENDIX C **HISTORY OF THE COAST GUARD RESERVE**
1	B	1			Establishment and Early History of the Coast Guard Reserve						APPENDIX C **HISTORY OF THE COAST GUARD RESERVE**
1	B	2			Regulatory/Policy Timeline						
1	B	3			Operational Milestones						
1	B	4			Post WWII SELRES Strength						
1	B	5			Recommended Reading List	Not included in the RESERVE POLICY MANUAL COMDTINST M1001.28B					
1	C				**RESERVE COMPONENT CATEGORIES**	1	B				Reserve Component Categories (RCC)
1	C	1			Reserve Component Categories (RCCs)	1	B				Reserve Component Categories (RCC)
1	C	2			The Ready Reserve	1	B	1			The Ready Reserve (R)
1	C	3			The Standby Reserve	1	B	2			The Standby Reserve (S)
1	C	4			The Retired Reserve	1	B	3			The Retired Reserve (V)
1	D				**RESERVE TRAINING/PAY CATEGORIES**	1	C				Training/Pay Categories (TRAPAY CATS)

COMDTINST M1001.28A						COMDTINST M1001.28B					
CHAPTER				CHAPTER TITLE	SECTION TITLE	CHAPTER				CHAPTER TITLE	SECTION TITLE
1	D	1			Training/Pay Categories						APPENDIX A **TRAINING/PAY CATEGORIES (TRAPAY CATS)**
1	D	2			SELRES Training/Pay Categories						APPENDIX A **TRAINING/PAY CATEGORIES (TRAPAY CATS)**
1	D	3			IRR Training/Pay Categories						APPENDIX A **TRAINING/PAY CATEGORIES (TRAPAY CATS)**
1	D	4			Training Pipeline Categories						APPENDIX A **TRAINING/PAY CATEGORIES (TRAPAY CATS)**
1	D	5			Standby Reserve Training/Pay Categories						APPENDIX A **TRAINING/PAY CATEGORIES (TRAPAY CATS)**
1	D	6			Authorized Types of Duty	1	D				Authorized Types of Duty
1	E				**RESERVE ACCESSION CLASSIFICATIONS**	1	E				Reserve Accession Classifications
1	E	1			Reserve Classifications	1	E				Reserve Accession Classifications
1	E	2			Enlisted Programs	1	F				Enlisted Accession Programs
1	E	3			Officer Programs	1	G				Officer Programs
2				**INACTIVE DUTY**		2				**INACTIVE DUTY**	
2	A				**INACTIVE DUTY DEFINITIONS AND TYPES**	2	A				Inactive Duty Overview
2	A	1			Inactive Duty Defined	2	A				Inactive Duty Overview
2	A	2			Types of Inactive Duty	2	B				Inactive Duty Types
2	A	3			Single IDT Drill	2	B	1			Inactive Duty Training (IDT) Drill
2	A	4			Multiple IDT Drill	2	B	1			Inactive Duty Training (IDT) Drill
-	-	-			-	2	B	2			Additional Training Period (ATP)
2	A	5			Readiness Management Period (RMP)	2	B	3			Readiness Management Period (RMP)
2	A	6			Funeral Honors Duty (FHD)	2	B	4			Funeral Honors Duty (FHD)
2	B				**INACTIVE DUTY ORDERS AND REQUIREMENTS**	2	C				Inactive Duty Orders
2	B	1			Inactive Duty Orders	2	C				Inactive Duty Orders

COMDTINST M1001.28A						COMDTINST M1001.28B					
CHAPTER				CHAPTER TITLE	SECTION TITLE	CHAPTER				CHAPTER TITLE	SECTION TITLE
-	-	-			-	2	D				Inactive Duty without Pay
2	B	2			Scheduling and Reporting Inactive Duty	2	B				Inactive Duty Types
2	B	3			Absences	2	E				Absences
2	B	4			Annual Inactive duty Authorization	2	B	1			Inactive Duty Training (IDT) Drill
2	B	5			Travel while on Inactive Duty Orders	2	F				Travel While on Inactive Duty
2	B	6			Berthing while on Inactive Duty Orders	2	G				Berthing While on Inactive Duty
2	B	7			Meals while on Inactive Duty Orders	2	H				Meals While Performing Inactive Duty
3				**ACTIVE DUTY**		3				**ACTIVE DUTY**	
3	A				**ACTIVE DUTY DEFINITIONS AND TYPES**	3	A				Active Duty Overview
3	A	1			Active Duty Defined	3	A				Active Duty Overview
-	-	-				3	B				Sanctuary
-	-	-				3	C				Mission Authority and Statutory Basis
3	A	2			Types of Active Duty	3	D				Reserve Component Utilization Authorities
3	A	3			Active Duty for Training (ADT)	3	D	1			Training
3	A	4			Active Duty other than for Training (ADOT)	3	D	2			Support
					ACTIVE DUTY ORDERS AND REQUIREMENTS	3	E				Active Duty Orders
3	B	1			Active Duty Orders	3	E				Active Duty Orders
3	B	2			Consecutive and Non-consecutive Active Duty	3	E	4			Active Duty Orders
3	B	3			Paid and Non-paid Active Duty	3	F				Active Duty Without Pay
3	B	4			Short-term and Long-term Active Duty	3	G				Short-Term and Long-Term Active Duty
3	B	5			Travel while on Active Duty Orders	3	H				Travel While on Active Duty Orders
3	B	6			Active Duty Order Issuing Authority	3	I				Active Duty Order Issuing Authority
-	-	-				3	J				Reservists With Over 16 Years of Cumulative Active Duty Service
3	B	7			Cancellation or Early Termination of Orders	3	K				Cancellation or Early Termination of Orders
3	C				**RESIDENT TRAINING FOR RESERVISTS**	3	L				Resident Training
3	C	1			Resident Training Defined	3	L				Resident Training
3	C	2			Resident Training Availability	3	M				Resident Training Availability
3	C	3			Coast Guard Course Schedules	3	N				Course Description and Schedules
3	C	4			Application Process	3	N				Course Description and Schedules

COMDTINST M1001.28A						COMDTINST M1001.28B					
CHAPTER				CHAPTER TITLE	SECTION TITLE	CHAPTER				CHAPTER TITLE	SECTION TITLE
4				**PARTICIPATION STANDARDS**		4				**PARTICIPATION STANDARDS**	
4	A				**PARTICIPATION STANDARDS**	4	A				Participation Standards Overview
4	A	1			Satisfactory Participation Defined	4	B				Participation Standards
4	A	2			SELRES Satisfactory Participation	4	B				Participation Standards
4	A	3			Annual Training (AT) Requirement	4	B	2			Annual Training Requirements
4	A	4			Waiver of Annual Training (AT) Requirement	4	B	3			Waiver of Active Duty for Training - Annual Training (ADT-AT)
4	A	5			Travel or Change of Residence	4	B	4			Travel or Change of Residence
4	A	6			IRR Satisfactory Participation	4	B	5			IRR Satisfactory Participation
-	-	-				4	B	6			Standby Reserve (ASL or ISL) Satisfactory Participation
4	B				**FAILURE TO PARTICIPATE**	4	C				Unsatisfactory Participation
4	B	1			Counseling and Disciplinary Action	4	C	1			Counseling and Disciplinary Action
4	B	2			Compliance Measures	4	C	2			Compliance Measures
4	B	3			Failure to Undergo Physical and Dental Examination	4	C	3			Failure to Undergo Physical and Dental Examination
4	B	4			Failure to Respond to Annual Screening	4	C	4			Annual Screening Questionnaire
4	B	5			Failure to Earn Minimum Required Retirement Points	4	C	5			Failure to Earn Minimum Required Retirement Points
5				**ASSIGNMENTS AND TRANSFERS**		5				**ASSIGNMENTS AND TRANSFERS**	
5	A				**ASSIGNMENTS**	5	A				SELRES Assignments Overview
5	A	1			Assignment to Coast Guard Units	5	A				SELRES Assignments Overview
5	A	2			Assignment Considerations	5	B				Assignment Considerations
5	A	2			Assignment Considerations	5	C				Reasonable Commuting Distance (RCD)
5	A	3			New Accessions	5	A	1			SELRES Assignments Overview
5	A	4			Assignment to High-Priority Positions	5	E				Deployable Specialized Forces (DSFs) Assignments
5	A	5			Senior Officer and Warrant Officer Assignments (O-5 to O-6, CWO)	5	F				Senior Officer (O-5/O-6) Assignments
5	A	5			Senior Officer and Warrant Officer Assignments (O-5 to O-6, CWO)	5	H				Chief Warrant Officers (CWOs) (W2 to W4)

COMDTINST M1001.28A						COMDTINST M1001.28B					
CHAPTER				CHAPTER TITLE	SECTION TITLE	CHAPTER				CHAPTER TITLE	SECTION TITLE
5	A	6			Junior Officer and Senior Enlisted Assignments (O-1 to O-4, E-7 to E-9)	5	G				Junior Officer Assignments (O-1 to O-4)
5	A	6			Junior Officer and Senior Enlisted Assignments (O-1 to O-4, E-7 to E-9)	5	I				Senior Enlisted Assignments (E-7 to E-9)
5	A	7			SELRES Junior Enlisted Assignments(E-6 and Below)	5	J				Junior Enlisted Assignments (E-6 and Below)
5	A	8			Overbilleting	5	K				Multiple Encumbrance Assignments
5	A	9			Training Capacity	5	L				Training Capacity
5	A	10			Reassignment due to Advancement/Promotion, Position Deletion, or Unit Decommissioning	5	M				Reprogrammed Positions
5	A	11			Assignment Limitations	5	B				Assignment Considerations
5	A	12			Affiliation of Members of Other Reserve Components	No longer applicable.					
5	A	13			Reassignment of Reservists Released From Active Duty	5	D				Assignment after Release from Active Duty (RELAD)
5	B				**TRANSFERS**	5				**ASSIGNMENTS AND TRANSFERS**	
5	B	1			Minimum Periods of SELRES Service	5	N				Transfer to the IRR, Standby Reserve (ASL or ISL) and Retired Reserve
5	B	2			Transfers to the IRR	5	N				Transfer to the IRR, Standby Reserve (ASL or ISL) and Retired Reserve
5	B	3			Transfers from the Ready Reserve	5	N				Transfer to the IRR, Standby Reserve (ASL or ISL) and Retired Reserve
5	B	4			Extreme Community or Personal Hardship	5	Q				Extreme Community or Personal Hardship
5	B	5			Temporary Physical Disqualification	5	O				Temporary Physical Disqualification
5	B	5				5	P				Weight and Body Fat Non-Compliance
5	B	6			Key Employees	5	R				Key Employees
5	B	7			Transfers Due to Relocation	5	S				Change of Residence
5	B	8			30-YearLimitation	5	T				30-Year Limitation
5	B	9			Uniform Maintenance Requirement Upon Transfer from the SELRES	5	U				Uniform Maintenance Requirement Upon Transfer from the SELRES
5	C				**CAREER PATHS**	5	V				Career Paths
5	C	1			Senior Reserve Career Paths and Roles	For consideration to include in prospective documents.					
5	C	2			Officer Career Paths						
5	C	3			Enlisted Career Paths						

COMDTINST M1001.28A						COMDTINST M1001.28B					
CHAPTER				CHAPTER TITLE	SECTION TITLE	CHAPTER				CHAPTER TITLE	SECTION TITLE
6				**RESERVE INCAPACITATION SYSTEM**		6				**MEDICAL READINESS AND INCAPACITATION SYSTEM MANAGEMENT**	
6	A				**INCAPACITATION BENEFITS**	6	A				Medical Readiness Overview
6	A	1			General	6	A				Medical Readiness Overview
6	A	2			Definitions	Not included in RESERVE POLICY MANUAL COMDTINST M1001.28B					
-	-	-				6	B				Responsibilities
-	-	-				6	C				Individual Medical Readiness (IMR)
6	A	3			Healthcare Entitlement	6	D				Healthcare Entitlement
6	A	4			Pay and Allowances Entitlement	6	J				Line of Duty (LOD) Pay, Allowances and Entitlements
6	A	5			Line of Duty Determination	6	F				Line of Duty (LOD) Determination
6	A	5			Line of Duty Determination	6	F				Line of Duty (LOD) Determination
6	A	6			Authority to Order or Continue a Reservist on Active Duty to Receive Authorized Healthcare	6	H				Authorization to Receive Health Care
6	A	7			Pregnancy in the Reserve Component	PREGNANCY IN THE COAST GUARD COMDTINST 1000.9 (SERIES)					
6	B				**INCAPACITATION REPORTING PROCEDURES**	6	E				Incapacitation System Management Overview
6	B	1			Responsibilities	6	E				Incapacitation System Management Overview
6	B	2			Reporting Civilian Heath Care	6	G				Illness or Injured Not on Orders
6	B	3			Notice of Eligibility (NOE) for Authorized Medical Treatment	6	I				Notice of Eligibility (NOE) for Authorized Medical Treatment
6	B	4			Claims for Incapacitation Pay	6	K				Claims for Incapacitation Pay
-	-	-				6	L				Termination of Incapacitation Pay
6	B	5			Disability Process Checklist	Not included in RESERVE POLICY MANUAL COMDTINST M1001.28B					
7				**PROMOTIONS; ADVANCEMENTS; REDUCTIONS; CHANGES IN RATING**		7				**PROMOTIONS, ADVANCEMENTS, REDUCTIONS, CHANGES IN RATING**	
7	A				**COMMISSIONED OFFICERS**	7	A				Reserve Commissioned Officer Overview
7	A	1			General	7	A				Reserve Commissioned Officer Overview

COMDTINST M1001.28A						COMDTINST M1001.28B					
CHAPTER				CHAPTER TITLE	SECTION TITLE	CHAPTER				CHAPTER TITLE	SECTION TITLE
7	A	2			Definitions	7	A	1			Definitions
7	A	3			Inactive Duty Promotion List (IDPL)	7	A	2			Inactive Duty Promotion List (IDPL)
7	A	4			Authorized Number and Distribution	7	A	4			Authorized Number and Distribution of Commissioned Officers
7	A	5			Assignment of Running Mates	7	A	3			Assignment of Running Mates
7	A	6			Flag Officer Selection and Promotion	7	A	7			Selection and Promotion of Reserve Flag Officers
7	A	7			Number of Officers to be Selected for Promotion	7	A	5			Number of Reserve Officers to be Selected for Promotion
7	A	8			Failure of Selection	7	A	6			Failure of Selection
7	A	9			Promotion Lists	7	A	8			Promotion List
7	A	10			Removal from a Promotion List	7	A	9			Removal from a Promotion List
7	A	11			Process for Promotion	7	A	10			Process for Promotion
7	A	12			Delay of Promotion	7	A	11			Delay of Promotion
7	A	13			Frocking	7	A	12			Frocking
7	B				**CHIEF WARRANT OFFICERS**	7	B				Reserve Chief Warrant Officers (CWOs)
7	B	1			General	7	B				Reserve Chief Warrant Officers (CWOs)
7	B	2			Failure of Selection	7	B	1			Failure of Selection
7	B	3			Delay of Promotion	7	B	2			Delay of Promotion
7	B	4			Effect of Removal from an Active Status on Promotion	7	B	3			Effect of Removal from an Active Status on Promotion
7	C				**ENLISTED PERSONNEL**	7	C				Reserve Enlisted Members

COMDTINST M1001.28A						COMDTINST M1001.28B					
CHAPTER				CHAPTER TITLE	SECTION TITLE	CHAPTER				CHAPTER TITLE	SECTION TITLE
7	C	1			General	7	C				Reserve Enlisted Members
7	C	2			Final Multiple for Advancement	7	C	1			Reserve Enlisted Members
7	C	3			Evaluation Marks and Disciplinary Status	7	C	2			Reserve Enlisted Members
7	C	4			SELRES and ADT Requirements	7	D				Ready Reserve (SELRES or IRR) and ASL ADT Requirements
7	C	5			Additional Eligibility Requirements for E-7, E-8 and E-9	7	E				Additional Eligibility Requirements for Advancement to E-7, E-8, or E-9
7	C	6			Hearing/Color and Security Clearance Requirements	Not included in RESERVE POLICY MANUAL COMDTINST M1001.28B					
7	C	7			Advancement of RELADs	7	F				Advancement of Active Duty RELADS
7	C	8			Reduction in Rate	7	G				Reduction in Rate
7	C	9			Lateral Changes in Rating	7	H				Lateral Changes in Rating
7	C	10			Investigator (IV) Rating	7	I				Investigator (IV) Rating
8				**SEPARATIONS & TRANSFER TO THE RETIRED RESERVE**		8				**SEPARATIONS, RETIREMENT, TRANSFER TO THE RETIRED RESERVE**	
8	A				**SEPARATION OF OFFICERS**	8	A				Separation of Officers
8	A	1			General	8	A				Separation of Officers
8	A	2			Conditional Release for Inter-Service Transfer	8	C				Conditional Release for Inter-Service Transfer
8	A	3			Resignation	8	A	1			Resignation
8	A	4			Involuntary Separation	8	A	2			Involuntary Separation
8	A	5			Mandatory Retirement of Reserve Flag Officers	8	A	3			Mandatory Retirement of Reserve Flag Officers
8	A	6			Mandatory Separation for Age	8	D				Mandatory Separation for Age

COMDTINST M1001.28A						COMDTINST M1001.28B					
CHAPTER				CHAPTER TITLE	SECTION TITLE	CHAPTER				CHAPTER TITLE	SECTION TITLE
8	A	7			Separation After 30 Years Service	8	A	4			Separation of Officers after 30 Years Service
8	A	8			Reserve Officer Mobilization Disposition Board	8	A	5			Reserve Officer Mobilization Disposition Board
8	B				**SEPARATION OF ENLISTED PERSONNEL**	8	B				Separation of Enlisted Members
8	B	1			General	8	B				Separation of Enlisted Members
8	B	2			Conditional Release for Inter-Service Transfer	8	C				Conditional Release for Inter-Service Transfer
8	B	3			Mandatory Discharge for Age	8	D				Mandatory Separation for Age
8	B	4			Separation After 30 Years Service	8	B	7			Separation of Enlisted Members
8	C				**RETIREMENT**	8	E				Retirement
8	C	1			General	8	E				Retirement
8	C	2			Retirement Categories	8	F				Retirement Categories
-	-	-				8	G				Separation Pay (SEP PAY)
8	C	3			Qualifying Years of Service	8	H				Qualifying Years of Service
8	C	4			Calculation of Retired Pay	8	I				Calculation of Non-Regular Retired Pay
8	C	5			Retirement Points for Correspondence Courses	8	J				Retirement Points for Correspondence Courses
-	-	-				8	K				Retirement Point Credit Restrictions
8	C	6			Retirement Point Statements	8	L				Retirement Points Statement
8	C	7			Completion of Satisfactory Service	8	M				Completion of Satisfactory Service
8	C	8			Grade for Retirement and Retired Pay	8	N				Grade for Retirement and Retired Pay

COMDTINST M1001.28A						COMDTINST M1001.28B					
CHAPTER				CHAPTER TITLE	SECTION TITLE	CHAPTER				CHAPTER TITLE	SECTION TITLE
8	C	9			Computing Credited Retirement Points	8	O				Computing Credited Retirement Points
8	C	10			Computing Reserve Retired Pay	8	P				Computing Reserve Retired Pay
8	C	11			Computing Retirement Points for Partial Anniversary Years	8	Q				Computing Retirement Points for Partial Anniversary years
8	C	12			Procedures for Requesting Retirement	8	R				Requesting Retirement
8	C	13			Privileges	8	S				Retirement Privileges and Obligations
8	C	14			Obligations						
8	C	15			Limitations on Persons Receiving VA Benefits	8	T				Concurrent Retirement and Disability Pay (CRDP)
8	C	16			Former Members	8	U				Former Members
8	D				**DISABILITY RETIREMENT, SEVERANCE AND SEPARATION**	8	V				Disability and Separation
8	D	1			General	8	V				Disability and Separation
-	-	-				8	V	1			Permanent Disability Retirement List (PDRL)
8	D	2			Members on Active Duty for More Than 30 Days	8	V	1	a		Members on Active Duty for More Than 30 Days
8	D	3			Members on Inactive Duty or Active Duty for 30 Days or Less	8	V	1	b		Members on Inactive Duty or Active Duty for 30 Days of Less
8	D	4			Temporary Disability Retired List	8	V	2			Temporary Disability Retirement List (TDRL)
8	D	5			Grade on Retirement for Disability	8	V	3			Grade on Retirement for Disability
8	D	6			Computation of Retired Pay	8	V	4			Computation of Disability Retired Pay
8	D	7			Separation for Disqualifying Physical Condition	8	V	5			Separation for Disqualifying Physical Condition
8	D	8			Special Rule for Members with Physical Disabilities Not Incurred in Line of Duty	8	V	6			Special Rule for Members with Physical Disabilities Not Incurred in the LOD

APPENDIX C. HISTORY OF THE COAST GUARD RESERVE

A. Establishment and Early History of the Coast Guard Reserve.

1. The Coast Guard Reserve was established by the passage of the Coast Guard Auxiliary and Reserve Act of 19 February 1941. The act also established the Coast Guard Auxiliary under its present name (the Auxiliary had formerly been known as the Coast Guard Reserve).
2. The new Coast Guard Reserve was modeled after the Naval Reserve as a military component. It was composed of the Regular Reserve and Temporary Reserve. Regular Reserve members served on active duty "for the duration" while Temporary Reserve members were volunteers and former Auxiliary members whose paid and unpaid services were still needed in a military capacity for coastal patrols and port security work.
3. In April 1941, the first groups of 1,720 Temporary and Regular reservists were brought into the Service. By 1 December 1941 the Regular Reserve consisted of 245 officers and 1,366 enlisted men.
4. From 1 February 1942 to 7 August 1945, enlistment of men in the regular service was suspended. This was necessary because a regular enlistment generally was for three years, and the Coast Guard did not wish to find itself with thousands of excess officers and enlisted personnel whose enlistment contracts had not expired when the war ended.
5. On 23 November 1942, Congress enacted Public Law 773 establishing the Woman's Reserve as a branch of the Coast Guard. Members of this branch became known as SPARS for Semper Paratus, Always Ready.
6. As a result of these policies and programs, Coast Guard reservists greatly outnumbered regulars during the war. As illustrated in Table C-1, Coast Guard personnel procurements from December 1941 to December 1945 were as follows:

COAST GUARD PERSONNEL PROCUREMENTS	**OFFICER**	**ENLISTED**
Regulars- (Currently referred to as AC members)	3,298	13,528
Draftees		16,131
Reservists	7,500	160,936
SPARS	978	11,868
Total	11,776	202,463

Table C-1

7. In addition, during this period, approximately 125,000 members of the Coast Guard Temporary Reserve were enrolled.

8. At the conclusion of World War II, all but a few reservists were released to inactive duty or discharged. The Women's Reserve was terminated in July 1947, but was reestablished in August 1949. Although there was no formal Reserve organization in the immediate post-war years, some reservists in the larger population centers held meetings periodically, maintaining an informal Reserve structure without pay or credit of any kind.
9. By late 1949, there was a growing realization that Reserve forces were necessary for the nation's security. The enactment of the Magnuson Act in August 1950 resulted in a significant expansion of Coast Guard responsibilities with respect to the safety and security of the nation’s ports, waterways and waterfront facilities. At about this same time, Congress earmarked funds for the establishment of a paid drilling Reserve in support of these port security responsibilities. The first organized Coast Guard Reserve unit was formed in Boston in October 1950, setting the framework of today’s Coast Guard Reserve.

B. Regulatory/Policy Time-Line.

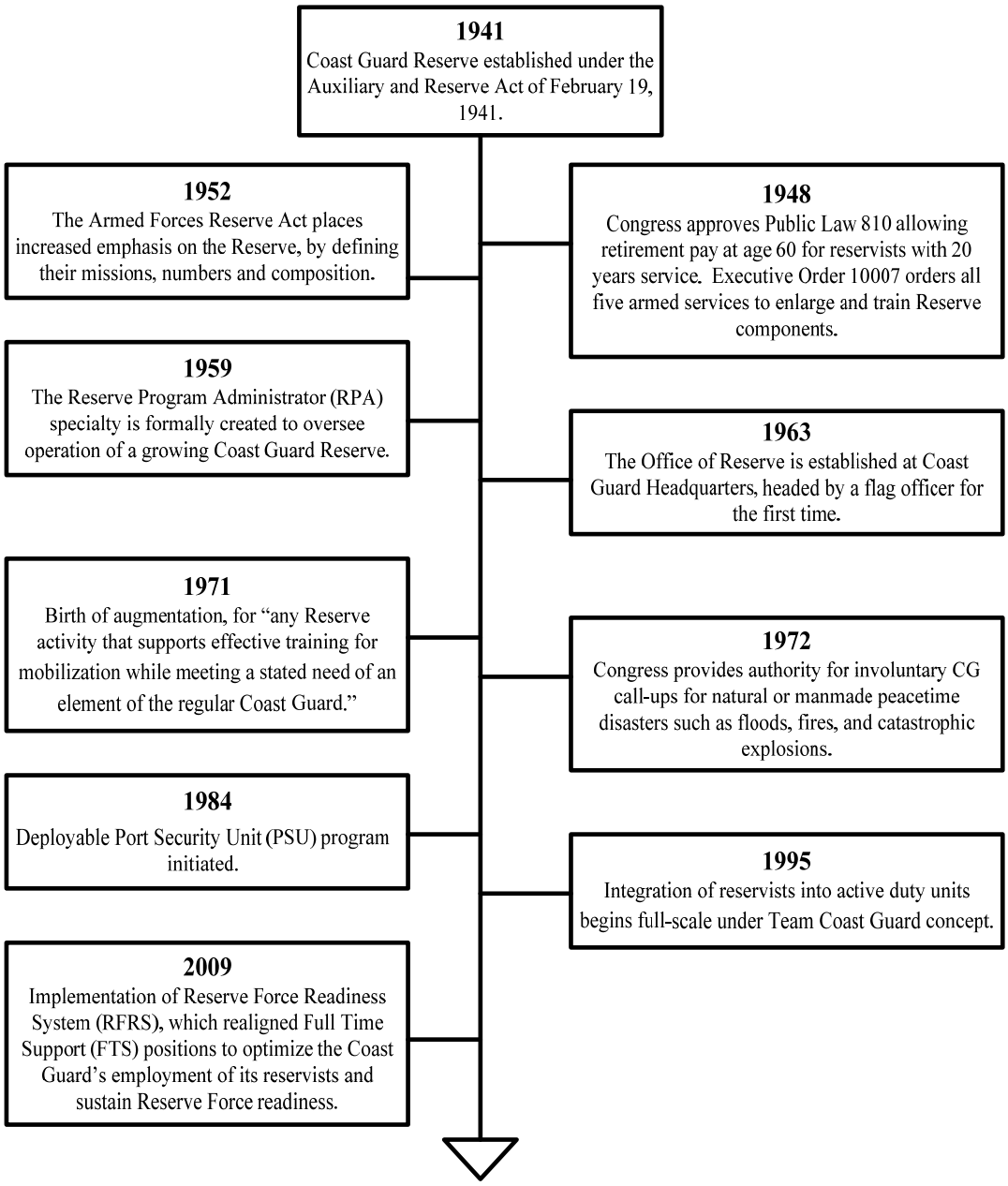

Figure C-1

C. Operational Milestones.

1. 1940s:

   a. 29 July 1942: The first domestic Volunteer Port Security Force (VPSF) is formed in Philadelphia. Twenty-two more are established at U.S. ports during the war.

   b. 23 November 1942: The Women's Reserve of the Coast Guard is established. Training for Women's Reserve (SPAR) officers begins at the Coast Guard Academy in June 1943, and recruitment of African-American women is authorized on October 1944.

   c. 29 January 1945: Transport USS *Serpens* sinks at Guadalcanal with two survivors from a crew of 250. Losses include 17 Coast Guard and 176 Coast Guard Reserve personnel.

   d. More than 167,000 personnel serve in the Coast Guard Reserve and an additional 125,000 personnel serve in the Coast Guard Temporary Reserve during World War II. They participate in all Coast Guard mission areas.

2. 1950s:

   a. 26 June 1950: The Korean War begins. During the first year of the war, 675 Coast Guard reservists volunteer for active duty.

   b. October 1950: The first Organized Reserve Training Unit Port Security (ORTUPS) is established in Boston.

3. 1960s:

   a. 1966: The seven-year Coast Guard involvement in the Vietnam War begins.

4. 1970s:

   b. 1972: The Ninth District's Summerstock program is established. Reservists from around the nation begin to be summoned annually to help fill seasonal positions at Great Lakes small boat stations.

   c. 1973: The first involuntary recall of Coast Guard reservists is authorized to support flood response operations in the mid-west, and 134 reservists are recalled.

5. 1980s:

   a. 2 June 1980: Reservists are involuntarily recalled to support the Mariel Boat Lift exodus from Cuba.

   b. 12 April 1981: The Coast Guard Reserve begins augmentation of security zones for space shuttle operations in Florida.

   c. 24 March 1989: The T/V *Exxon Valdez* spills 10.8 million gallons of oil into Alaskan waters. Coast Guard reservists on voluntary orders provide 65% of the manpower during the three-year cleanup response.

6. 1990s:

   a. 2 August 1990: Iraq invades Kuwait, prompting the first involuntary recall of Coast Guard reservists under Presidential Recall Authority, for operational deployment of PSUs to the war zone: PSU 303 (Milwaukee) deployed to Dammam Saudi Arabia, PSU 302 (Cleveland) deployed to Manama Bahrain, and PSU 301 (Buffalo) deployed to Al Jubayl Saudi Arabia.

Altogether, 1,650 reservists are involuntarily recalled to support military operations in the U.S. and Persian Gulf, and nearly 200,000 work equivalent days of support are provided.

b. 1 September 1992: Hurricanes Andrew in Florida and Iniki in Hawaii prompt the involuntary recall of 247 reservists to assist in response operations. Involuntary recall authority is received for 12 additional hurricane/flood responses between 1992 and 1996.

c. August 1994: The "Team Coast Guard" message is released, formally beginning the Coast Guard Reserve's integration with the AC.

d. September 1994: Two port security units and a Harbor Defense Command deploy to Haiti in support of Operation Uphold Democracy: PSU 303 (Milwaukee) to Port Au Prince, PSU 302 (Cleveland) to Cape Haitian, and Harbor Defense Command 201.

e. 19 July 1996: TWA flight 800 explodes over the ocean off of Long Island, NY. Voluntary recall orders are issued to 98 reservists to assist in recovery operations.

7. <u>2000s</u>:

a. 11 September 2001: Terrorists attack the World Trade Center and the Pentagon, and the Coast Guard Reserve surges immediately with up to 1100 members on involuntary recall orders by 14 September in order to meet the immediate need to secure our nation's domestic port infrastructure. By mid-October, at the height of the recall, over 2700 reservists have responded to augment Coast Guard forces. This is the largest surge of Coast Guard Reserve forces since World War II.

b. 20 March 2003: The U.S.-led coalition launches Operation Iraqi Freedom (OIF) in Iraq. The Coast Guard recalls 4,753 reservists under involuntary and voluntary orders in support of OIF, to provide security on Iraqi gas and oil platforms, port security and harbor defense in key Iraqi ports, stateside military out load operations, and support functions. PSU 313 (Tacoma), PSU 311 (LA/LB), and PSU 309 (Port Clinton) deployed to Iraq and Kuwait.

c. 29 August 2005: Hurricane Katrina, one of the strongest storms to impact the United States, slams the Gulf Coast, causing widespread devastation in her path. New Orleans, Louisiana; Mobile, Alabama; and Gulfport, Mississippi bear the brunt of Katrina's force. The Coast Guard recalls 771 reservists. Less than a month later, on 24 September 2005, Hurricane Rita, the second category 5 hurricane of the season, hits the Gulf Coast along the Texas/Louisiana border. The Coast Guard is authorized to recall up to 1,600 reservists under 14 U.S.C. 712 for Katrina and Rita. Overall, 876 reservists responded.

d. 1 September 2008: Hurricane Gustav makes landfall near Grand Isle, Louisiana. The Coast Guard recalls 60 reservists for response operations.

e. 9 September 2008: Hurricane Ike crashes into Galveston Island, Texas, causing major damage to buildings and oil refineries. Coast Guard responders include 159 reservists.

8. <u>2010s:</u>

a. 12 January 2010: A devastating 7.0-magnitude earthquake strikes near Port-au-Prince, Haiti, killing thousands and leaving the nation in shambles. 204 Coast Guard reservists mobilize with just 48-hours notice, to provide port security and humanitarian aid in the days and weeks following the earthquake.

b. 20 April 2010: The Mobile Offshore Drilling Unit (MODU) Deepwater Horizon explodes in the Gulf of Mexico, killing 11 workers before sinking into the ocean and spilling 4.9 million barrels of oil into the Gulf. Deepwater Horizon is called the worst environmental disaster in U.S. history. More than 7,000 active and Reserve personnel respond to the spill, 2,638 were reservists.

c. 29 August 2011: Hurricane Irene transitions to an extra-tropical cyclone near the Vermont/New Hampshire border after impacting much of the East Coast of the United States. She causes widespread flooding and destruction in her path. The Coast Guard responds, recalling 52 reservists.

d. 29 October 2012: Hurricane Sandy (unofficially known as "Superstorm Sandy") affected 24 states, was the second-costliest hurricane in United States history, and the deadliest and most destructive hurricane of the 2012 Atlantic hurricane season. Coast Guard responders included 172 reservists.

D. Post WWII SELRES Strength. The figure below shows Coast Guard SELRES strength after World War II. When reservists were first organized into a SELRES in 1950, there were only 293 members. The highest level attained to date was 17,815 members in 1969.

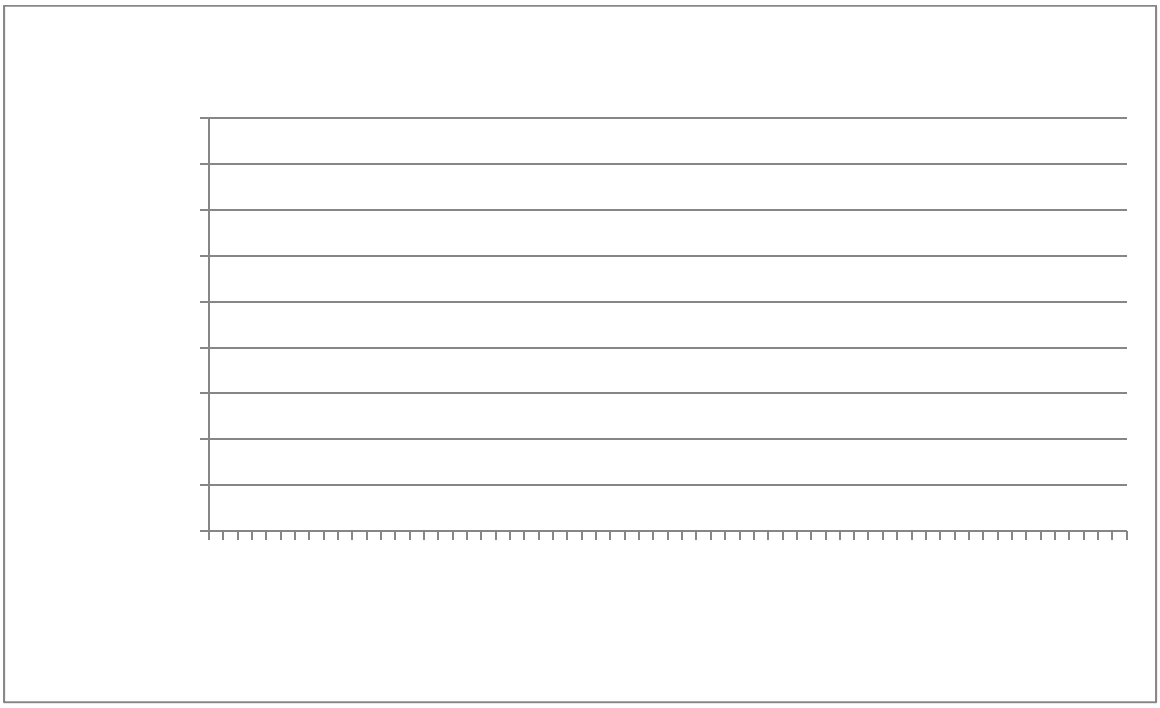

Figure C-2

APPENDIX D. ACRONYMS

Acronym	Name
AC	Active Component
AD	Active Duty
ADHC	Active Duty for Health Care
ADOS	Active Duty for Operational Support
ADOS-AC	Active Duty for Operational Support-Active Component
ADOS-RC	Active Duty for Operational Support-Reserve Component
ADOT	Active Duty Other than for Training
ADPL	Active Duty Promotion List
ADT	Active Duty for Training
ADT-AT	Active Duty for Training-Annual Training
ADT-OTD	Active Duty for Training-Other Training Duty
AFC	Allotment Fund Code
AO	Assignment Officer
ASD	Assistant Secretary of Defense
ASL	Active Status List (Standby Reserve)
ATP	Additinal Training Period
BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
BIA	Benefits Issuing Authority
CDAR	Command Drug and Alcohol Representative
CG	Coast Guard
CG-11	Office of Health, Safety & Work-Life
CG-112	Office of Health Services
CG-13	Reserve and Military Personnel Directorate
CG-131	Office of Reserve Affairs
CG-83	Resource Management Office
CG-833	Personnel Allowance & Staffing Division
CGIS	Coast Guard Investigative Service
CGRC	Coast Guard Recruiting Command
CGS-JFTR	Coast Guard Supplement to the Joint Federal Travel Regulations
CMC	Command Master Chief
CMSA	Competency Management System Administrator
CRDP	Concurrent Retirement and Disability Pay
CSEL	Command Senior Enlisted Leader
CWO	Chief Warrant Officer
DCO	Direct Commission Officer
DEERS	Defense Enrollment Eligibility Reporting System
DEPOT	Direct Enlisted Petty Officer Training
DIEMS	Date of Initial Entry into Military Service
DLMC	Deployment Limiting Medical Condition
DoD	Department of Defense

Acronym	Name
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DSF	Deployable Specialized Forces
DTF	Dental Treatment Facility
EAD	Extended Active Duty
EO	Executive Order
EPME	Enlisted Professional Military Education
ERATS	Enlisted Rating Advancement Training System
ETR	Electronic Training Request
FFD	Fit for Full Duty
FLD	Fit for Limited Duty
FHD	Funeral Honors Duty
FPEB	Formal Physical Evaluation Board
FTE	Full-Time Employee
FTS	Full-Time Support
HIV	Human Immunodeficiency Virus
HSWL SC	Health, Safety, and Work-Life Service Center
IADT	Initial Active Duty Training
IDP	Individual Development Plan
IDPL	Inactive Duty Promotion List
IDT	Inactive Duty Training
IME	Individual Medical Equipment
IMR	Individual Medical Readiness
IRR	Individual Ready Reserve
ISL	Inactive Status List (Standby Reserve)
ISTT	In-Service Transfer Team
ITP	Individual Training Plan
IV	Investigator
JFTR	Joint Federal Travel Regulations
JUMPS	Joint Uniform Military Pay System
LOD	Line of Duty
MAW	Maximum Allowable Weight
MEB	Medical Evaluation Board
MED HOLD	Medical Hold
MT	Mandated Training
MWR	Morale Well-Being and Recreation
NAFA	Non-appropriated funds activity
NFD	Not Fit for Duty
NJP	Non-Judicial Punishment
NMA	National Military Association
NOAA	National Oceanic and Atmospheric Administration
NOE	Notice of Eligibility
OCS	Officer Candidate School

Acronym	Name
OCUI	Officer Candidate Under Instruction
OER	Officer Evaluation Report
OJT	On-the-Job Training
OMSEP	Occupational Medical Surveillance and Evaluation Program
OOS	Opportunity of Selection
OPAL	Officer Promotion Authorization Listing
PAL	Personnel Allowance List
PAYGO	Pay-as-you-go
PCS	Permanent Change of Station
PDES	Physical Disability Evaluation System
PDHRA	Post-Deployment Health Reassessment
PDR	Personnel Data Record
PDRL	Permanent Disability Retirement List
PDS	Permanent Duty Station
PHA	Periodic Health Assessment
PHS	Public Health Service
PPC	Pay and Personnel Center
PPC-ADV	Pay and Personnel Center-Advancements and Evaluations Branch
PPC-RAS	Pay and Personnel Center Retiree & Annuitant Service Branch
PPC-SES	Pay and Personnel Center - Separations and Service Validation
PSC-EPM	Personnel Services Center-Enlisted Personnel Management Division
PSC-OPM	Personnel Services Center-Officer Personnel Management Division
PSC-PSD-SSB	Personnel Services Center- Office of Surge Staffing Division
PSC-RPM	Personnel Services Center-Reserve Personnel Management Division
PSC-RPM-1	Personnel Services Center- Reserve Personnel Management Division-Reserve Component Category Management Branch
PSC-RPM-2	Personnel Services Center- Reserve Personnel Management Division-Assignments Branch
PSC-RPM-3	Personnel Services Center- Reserve Personnel Management Division-Reserve Personnel Services Branch
PSU	Port Security Unit
RA	Reserve Affairs
RC	Reserve Component
RCC	Reserve Component Category
RCD	Reasonable Commuting Distance
RCSBP	Reserve Component Survivor Benefit Plan
RELAD	Release from Active Duty
RET-1	Retirement With Pay
RET-2	Retirement Awaiting Pay
RET-3	Retired Due To Physical Disability
RET-4	Retired With 20 Years Active Duty Service
RET-5	Retired Due To Voluntary Separation Incentive
RFMC	Rating Force Master Chief

Acronym	Name
RFRS, Area	Reserve Force Readiness System (RFRS) staff assigned to Atlantic Area, Pacific Area, or DOL. Responsible for supporting the readiness of their functional or geographic region's Coast Guard Reserve forces.
RFRS, District	Reserve Force Readiness System (RFRS) staff assigned to the District (dxr) staff. Responsible for supporting the readiness of a functional or geographic region's Coast Guard Reserve forces.
RFRS, Local	Reserve Force Readiness System (RFRS) staff assigned to a unit or command (e.g., Sector, PSU). Responsible for supporting the readiness of an individual unit or operational commander.
RHRP	Reserve Health Readiness Program
RMP	Readiness Management Period
ROCI	Reserve Officers' Candidate Indoctrination
ROCMP	Reserve Officer Corps Management Plan
RPA	Reserve Program Administrator
RSWE	Reserve Service-Wide Examination
RT	Reserve Training
SELRES	Selected Reserve
SEP PAY	Separation Pay
SERA	Senior Enlisted Reserve Advisor
SES	Senior Executive Service
SGLI	Servicemembers' Group Life Insurance
SIK	Subsistence-In-Kind
SOCS	Statement of Creditable Service
SPO	Servicing Personnel Office
SRDC	Selected Reserve Direct Commission
TDRL	Temporary Disability Retirement List
TDY	Temporary Duty
TIR	Time in Rating
TIS	Time in Service
TLD	Temporary Limited Duty
TONO	Travel Order Number
TQC	Training Quota Management Center
TRAPAY CAT	Training and Pay Category
UCMJ	Uniform Code of Military Justice
U.S.C.	United States Code
USMTF	Uniformed Services Military Treatment Facility
USERRA	Uniformed Services Employment and Reemployment Rights Act
VA	Veterans Affairs
VSI	Voluntary Separation Incentive
VGLI	Veteran's Group Life Insurance
YRRP	Yellow Ribbon Reintegration Program