U.S. Department of Homeland Security

United States Coast Guard

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PSCINST 1330.1
JAN 25 2015

COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 1330.1

Subj: LONG-TERM NON-CONTINGENCY ACTIVE DUTY FOR OPERATIONAL SUPPORT (ADOS) MANAGEMENT

Ref: (a) Active Duty for Operational Support (ADOS), COMDTINST 1330.1D
(b) Reserve Policy Manual, COMDTINST M1001.28B

1. PURPOSE. This Instruction provides procedural guidance for centralized management of long-term non-contingency ADOS.

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 Instruction. Internet release is authorized.

3. DIRECTIVES AFFECTED. None.

4. DISCUSSION. The Personnel Service Center - Reserve Personnel Management Division (CG PSC-RPM) issues and maintains procedural guidance on Coast Guard Reserve assignment policy, including the centralized management of long-term non-contingency ADOS. The policy and guidance in this Instruction apply to the process for activating members of the Ready Reserve under Title 10 U.S.C. § 12301(d) for long-term non-contingency ADOS. PSC-RPM retains waiver authority for the over 16/18 years of total active duty, 1095 Rule, over 60 years of age, over 30 years of total service or total commissioned service, and other waiver scenarios as described in References (a) and (b).

5. 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.

6. IMPACT ASSESSMENT. This Instruction creates no new personnel resources, training, or funding requirements.

7. PROCEDURE. Reference (a) assigns responsibilities to Coast Guard entities involved in the ADOS process. This Instruction assigns responsibilities for requesting long-term non-contingency ADOS and assigning members to ADOS positions. Definitions are provided in Enclosure (1).

   a. PSC-RPM Responsibilities.

      (1) Annually publish guidance for long-term non-contingency ADOS management via ALCGRSV message or other appropriate media.

(2) Solicit authorized long-term non-contingency ADOS including ADOS-AC, ADOS-RC, and reimbursable positions. The solicitation or shopping period will normally be 30 calendar days. Re-solicit for positions that do not receive applicants during the initial 30-day period. The re-solicitation period will normally be 30 days and may be repeated as needed.

(3) Using the criteria in paragraph 5.c.(2)(b) of Reference (a), PSC-RPM assigns members to long-term non-contingency ADOS on a best-qualified basis from among candidates responding to Coast Guard-wide solicitations. PSC-RPM is the final approving authority for long-term non-contingency ADOS assignments.

(4) Notify the selected member, the member's current command, and the sponsoring unit of the selection.

(5) Provide applicable information, including travel order number (TONO) and line of accounting (LOA) to the members Servicing Personnel Office (SPO) for creating ADOS orders.

(6) Function as final approving official for long-term non-contingency ADOS orders.

b. Commandant (CG-833) Responsibilities.

(1) Create long-term non-contingency ADOS-AC and ADOS-RC positions in Direct Access (DA) based on cap manager requests.

(2) Provide PSC-RPM and cap managers with a list of approved long-term non-contingency ADOS positions for the upcoming fiscal year. At a minimum, the list will include the cap manager area of responsibility (AOR), department identification number, and position number for each authorized ADOS position.

c. Cap Manager Responsibilities.

(1) Cap managers may forward validated and funded ADOS requirements to PSC-RPM for solicitation, selection, and assignment action. However, this is normally a function of the sponsoring unit or program.

d. Sponsoring Unit or Program Responsibilities.

(1) The sponsoring unit (command requesting ADOS support) provides PSC-RPM with validated and funded ADOS requirements that have been authorized by Commandant (CG-833) or Commandant (CG-131). ADOS cap managers may submit this information on behalf of the sponsoring unit or program. A valid position number is critical to the ADOS requirement, as it ensures funding has been approved by Commandant (CG-833) for ADOS-AC or by Commandant (CG-131) for ADOS-RC. ADOS requirements submitted to PSC-RPM must include the following information:

(a) Command requiring ADOS support,

(b) Location where ADOS will be performed,

(c) ADOS position number (as authorized by CG-833),

(d) ADOS position title,

(e) Department ID,

(f) Rate/rank or range of rates/ranks required for each position,

(g) Desired start and end dates of ADOS orders,

(h) Required competencies,

(i) Preferred competencies,

(j) Sponsoring unit or program's point of contact, phone number, and email address.

(2) Submit ADOS requirements to PSC-RPM at least 75 days in advance of the requested start date to allow sufficient processing time. Late submissions may delay the ADOS assignment process and member report date.

e. Reservist Responsibilities.

(1) Reservists applying for long-term non-contingency ADOS positions shall follow PSC-RPM guidelines, which are published annually via ALCGRSV message or other appropriate media.

(2) Comply with the requirements outlined in paragraph 5.c.(1) of Reference (a), to include obtaining any waiver approvals (e.g., 16/18 years active duty, age 60, 1095 Rule, etc.) within the required timeframe.

f. Providing Unit Responsibilities.

(1) Endorse Reserve member requests for ADOS orders. Command endorsement is required for all requests for ADOS orders and shall address backfill requirements and the command's acceptability of a gap.

(2) Notify the selected member of their selection for ADOS (if applicable).

g. Providing Unit's SPO Responsibilities.

(1) Provide PCS entitlement counseling to the member in receipt of ADOS orders.

(2) Create ADOS orders in accordance with current policy and procedures.

8. <u>ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS</u>.

a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG 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).

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), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

9. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commander CG Personnel Service Center web sites. Internet: http://www.uscg.mil/psc/hra/pscinst.asp and http://www.uscg.mil/rpm/rpm2/ADOS/default.asp.

10. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction 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., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

11. FORMS/REPORTS. None.

12. REQUEST FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: Commander, U. S. Coast Guard Personnel Service Center, Mail Stop 7200, 4200 Wilson Blvd., Suite 1100, Arlington, VA 20598-7200.

M. L. AUSTIN
Commander, Personnel Service Center

Encl: (1) Definitions

DEFINITIONS.

1. Active Duty For Operational Support (ADOS). Full time active duty of a temporary nature under Title 10 U.S.C § 12301(d) for purposes other than training that provides the necessary skilled manpower to temporarily support existing or emerging requirements of the Coast Guard Active Component (AC) or the Reserve Component (RC).

   A. ADOS-AC. ADOS that is performed pursuant to Title 10 U.S.C § 12301(d) to support AC programs at the request of an organizational or operational commander, and funded by AC resources or as a result of reimbursable funding. 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).

   B. ADOS-RC. ADOS that is performed pursuant to Title 10 U.S.C § 12301(d) to support RC programs, and funded by RC resources. ADOS-RC orders for any duration are normally authorized by Commandant (CG-131).

2. ADOS Cap. A ceiling maintained for internal control purposes to manage the funding and full-time equivalent (FTE) associated with Reserve personnel voluntarily recalled. Sponsoring parties are required to reimburse the AFC-01 account for the associated salary and benefits for each reservist on long-term ADOS.

3. ADOS Cap Manager. A designated individual who manages ADOS caps in accordance with annual resource guidance applicable to each duty type and funding source. ADOS cap managers track and validate long-term ADOS FTE against annual ADOS caps as authorized by Commandant (CG-8).

4. ADOS Position. A Reserve position in Direct Access specifically designated for ADOS, temporarily attached to the department identification number of the Coast Guard unit where the duty is being performed, and funded in excess of the unit's permanent personnel allowance list (PAL).

5. Order Issuing Authority. Command authorized to issue ADOS orders.