U.S. Department of
Homeland Security

United States
Coast Guard

Reserve Policy Manual

COMDTINST M1001.28A
May 2003

U.S. Department of Homeland Security
United States Coast Guard

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COMDTINST M1001.28A
18 MAY 03

COMMANDANT INSTRUCTION M1001.28A

Subj: RESERVE POLICY MANUAL

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. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and chiefs of special staff offices at Headquarters shall ensure compliance with the provisions of this Manual. Official distribution is made via the Coast Guard Directives System CD on the World Wide Web at http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm. An electronic version can be found on the Coast Guard Headquarters intranet web site at http://cgweb.uscg.mil/g-w/reserve and on the Coast Guard Reserve internet home page at http://www.uscg.mil/reserve/pubs/rpm.pdf. Internet release is authorized.

3. DIRECTIVES AFFECTED. Reserve Policy Manual, COMDTINST M1001.28, is cancelled.

4. SUMMARY. Enclosure (1) provides a detailed listing of changes. Enclosure (2) is the Reserve Policy Manual, COMDTINST M1001.28A. Major changes are summarized as follows:

   a. Chapter 1.A – Measurement criteria updated.

   b. Chapter 1.C – Definitions of Reserve Component Categories updated to align with DODI 1215.19, Uniform Reserve, Training and Retirement Category Administration.

   c. Chapter 1.D – Definitions of Training/Pay Categories updated to align with DODI 1215.19, Uniform Reserve, Training and Retirement Category Administration.

   d. Chapter 1.E – Chapter 5 of the Reserve Policy Manual, COMDTINST M1001.28, was moved and condensed to provide overview of training and service requirements for Reserve accession

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classifications. More detailed descriptions of accession programs appear in the Coast Guard Recruiting Manual, COMDTINST M1100.2 (series).

e. Chapter 2.A – Definitions of inactive duty types updated to align with DODI 1215.19, Uniform Reserve, Training and Retirement Category Administration. Funeral Honors Duty added.

f. Chapter 2.B – Orders requirements updated and berthing policy added to align with DODI 1225.9, Billeting for Reserve Component Members.

g. Chapter 3.A - Definitions of active duty types updated to align with DODI 1215.19, Uniform Reserve, Training and Retirement Category Administration.

h. Chapter 3.B – Annual training requirement moved to Chapter 4, Participation Standards. Chapters 3.C and 3.D were moved and condensed to eliminate redundancies; orders requirements updated.

i. Chapter 3.C – Chapter 3.E was moved and rewritten for clarity.

j. Chapter 4.A – Updated to align with 10 U.S.C. 12303 and DODI 1215.18, Reserve Component Participation Requirements. Annual training requirement added.

k. Chapter 4.B – Updated to align with 10 U.S.C. 12303 and DODI 1215.18, Reserve Component Participation Requirements.

l. Chapter 5 – New Assignments and Transfers chapter created; information from Chapter 5 was condensed and moved to Chapter 1.E.

m. Chapter 5.A – New assignment policy section created incorporating portions of Chapter 4.C of COMDTINST M1001.28; Reserve Personnel Allowance List (RPAL), COMDTINST M5320.1 (series) (soon to be cancelled); ALCOAST 511/01; and assignment officer best practices.

n. Chapter 5.B – New transfer policy section created to align with Uniform Reserve, Training and Retirement Category Administration, DODI 1215.19.

o. Chapter 6 – New Reserve Incapacitation System chapter created to align with Reserve Component Incapacitation System Management, DODI 1241.2. Chapter 6 (Qualifications) deleted; no differences between active and reserve component qualifications policies or procedures.

p. Chapter 6.A – Policy added from DODI 1241.2, Reserve Component Incapacitation System Management, and DOD 7000.14-R, Volume 7A, DoD Financial Management Regulation, Military Pay Policy and Procedures – Active Duty and Reserve Pay.

q. Chapter 6.B – Incorporated portions of Chapter 7.E, and updated using policy from Reserve Component Incapacitation System Management, DODI 1241.2, and DoD Financial Management Regulation, Military Pay Policy and Procedures – Active Duty and Reserve Pay, DoD 7000.14-R, Volume 7A.

r. Chapter 7.A – Portions rewritten in accordance with 14 U.S.C. Chapter 21.

s. Chapters 7.B, 7.C and 7.D – Portions deleted to eliminate redundancies with Coast Guard Personnel Manual, COMDTINST M1000.6 (series); remaining portions rewritten for clarity.

t. Chapters 8.A and 8.B – Portions deleted to eliminate redundancies with Personnel Manual, COMDTINST M1000.6 (series); remaining portions rewritten for clarity.

u. Chapter 8.C – Updated to align with DODI 1215.19, Uniform Reserve, Training and Retirement Category Administration, and DODI 1215.7, Service Credit for Reserve Retirement.

v. Chapter 8.D – Portions deleted to eliminate redundancies with Personnel Manual, COMDTINST M1000.6 (series); remaining portions rewritten for clarity. Policy added outlines special rule for members with physical disabilities not incurred in line of duty as provided in 10 U.S.C. 12731b.

w. Chapter 8.E – Transition program regulations section deleted; time limits set forth in Public Law 102-484, as amended, have expired.

5. REQUESTS FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: Commandant (G-WTR-1), 2100 2nd Street SW, Washington DC 20593-0001.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this directive and have been determined to be not applicable.

7. FORMS/REPORTS. The following forms are available as noted.

CG-3307 Administrative Remarks (Jetform Filler)
CG-3019 Receipt for Clothing and Small Store (Jetform Filler)
CG-3019A Receipt for Clothing and Small Store-Female (Jetform Filler)
HRSIC 2055A Reserve Retirement Transfer Request (http://www.uscg.mil/hq/hrsic/)
HRSIC 4700 Coast Guard & NOAA Retired Pay Account Worksheet and Survivor Benefit Election (Jetform Filler)(http://www.uscg.mil/hq/hrsic/)
CG-4175A USCG Reserve Retirement Point Statement (HRSIC)
DD 2 U.S. Armed Forces Identification Card (ID card issuing activity)
DD 368 Request for Conditional Release (http://web1.whs.osd.mil/icdhome/FORMTAB.HTM)
DD 1173 Uniformed Services Identification and Privilege Card (ID card issuing activity)
DD 1173-1 Uniformed Services Identification and Privilege Card-Reserve (ID card issuing activity)
DD 2765 DOD/Uniformed Services Identification and Privilege Card (ID card issuing activity)
SF 600 Chronological Record of Medical Care (Jetform Filler)

R. J. Papp, Jr. /s/
Rear Admiral, U.S. Coast Guard
Director of Reserve and Training

Encl: (1) Summary of Changes

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Chapter 1
COAST GUARD RESERVE

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Chapter 1
COAST GUARD RESERVE

Chapter 1 Section A
MISSION AND PERFORMANCE MEASURES

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Chapter 1 Section A
MISSION AND PERFORMANCE MEASURES

1.A.1 Mission and Statutory Basis

As the Coast Guard draws status and mission authority from titles 10 and 14 of the U. S. Code, so does the Coast Guard Reserve:

a. **10 U.S.C. 10101** identifies the Coast Guard Reserve as one of the seven Reserve components of the armed forces.

b. **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."

c. **14 U.S.C. 701** provides the basic operating authority for the Coast Guard Reserve, under the direction of the Commandant.

d. **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." This provision allows qualified reservists to enforce Federal law and make lawful arrests, when necessary, within the scope of their assigned duties. This authority allows reservists to function, interchangeably, with the same military and civil powers as their regular component counterparts, whether during inactive duty drills or while serving under active duty orders.

e. Titles 10 and 14 of the U. S. Code confer authority to recall reservists to active duty as follows:

Citation	Enabling Authority	In Response to:	Type & Limitation
14 U.S.C. 712	Secretary of DHS	Serious natural or manmade disasters, accidents or catastrophes	Involuntary. Not more than 30 days per four-month period or 60 days per two-year period.
10 U.S.C. 12301(a)	Congress	War or national emergency declared by Congress	Involuntary. Duration of war or national emergency plus six months.
10 U.S.C. 12301(d)	Designated Authority (ADSW or EAD)	Any event	Voluntary. Retain only with member consent.
10 U.S.C. 12302	President	National emergency declared by the President	Involuntary. Not more than 24 consecutive months.
10 U.S.C. 12304	President	SELRES augmentation for any mission deemed necessary by President	Involuntary. Not more than 270 days.

(Figure 1-1)

The number and scope of statutory emergency and involuntary recalls has increased dramatically in recent years. In the ten years following DESERT SHIELD and DESERT STORM (1991 to 2001) reservists were involuntarily recalled 32 times, versus just 3 times during the previous two decades.

1.A.2 Performance Measures

The Coast Guard Reserve measures its performance using the following criteria:

a. Readiness of reservists and units for assigned missions, measured by the Readiness Management System, including

   (1) Overall Strength: total number of Selected Reserve (SELRES) members compared to the number of Reserve positions on the Personnel Allowance List (PAL);

   (2) Quality of Match: percent of reservists in the ranks and ratings required by their assigned PAL positions;

   (3) Qualification: percent of reservists fully qualified for their assigned PAL positions.

b. Qualification Progress:

   (1) Percent of SELRES members who meet training syllabus milestones associated with their assigned PAL positions, commensurate with 48 IDT Drills and 12 days ADT annually;

   (2) Percent of reservists enlisted through the RK accession program that have completed their Phase II ("A" School) IADT requirements.

c. Participation:

   (1) Percent of SELRES members who meet satisfactory participation standards outlined in Chapter 4.A of this Manual;

   (2) Percent of SELRES members who meet medical and dental readiness requirements;

   (3) Percent of Ready Reservists who have completed the Annual Screening Questionnaire.

d. Retention and advancement:

   (1) Command retention: number of SELRES retained compared to number of SELRES lost;

   (2) Command advancement: percent of SELRES members qualified to compete in the Servicewide Examination (SWE).

Chapter 1 Section B
HISTORY OF THE COAST GUARD RESERVE

In this Section:

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Chapter 1 Section B
HISTORY OF THE COAST GUARD RESERVE

1.B.1 Establishment and Early History of the Coast Guard Reserve

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).

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.

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.

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.

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 **S**emper **P**aratus, **A**lways **R**eady.

As a result of these policies and programs, Coast Guard reservists greatly outnumbered regulars during the war. Coast Guard personnel procurements from December 1941 to December 1945 were as follows:

	OFFICERS	ENLISTED PERSONNEL
Regulars*	3,298	13,528
Draftees	--	16,131
Reservists	7,500	160,936
SPARS	978	11,868
Total	11,776	202,463

**Currently referred to as Active component members*

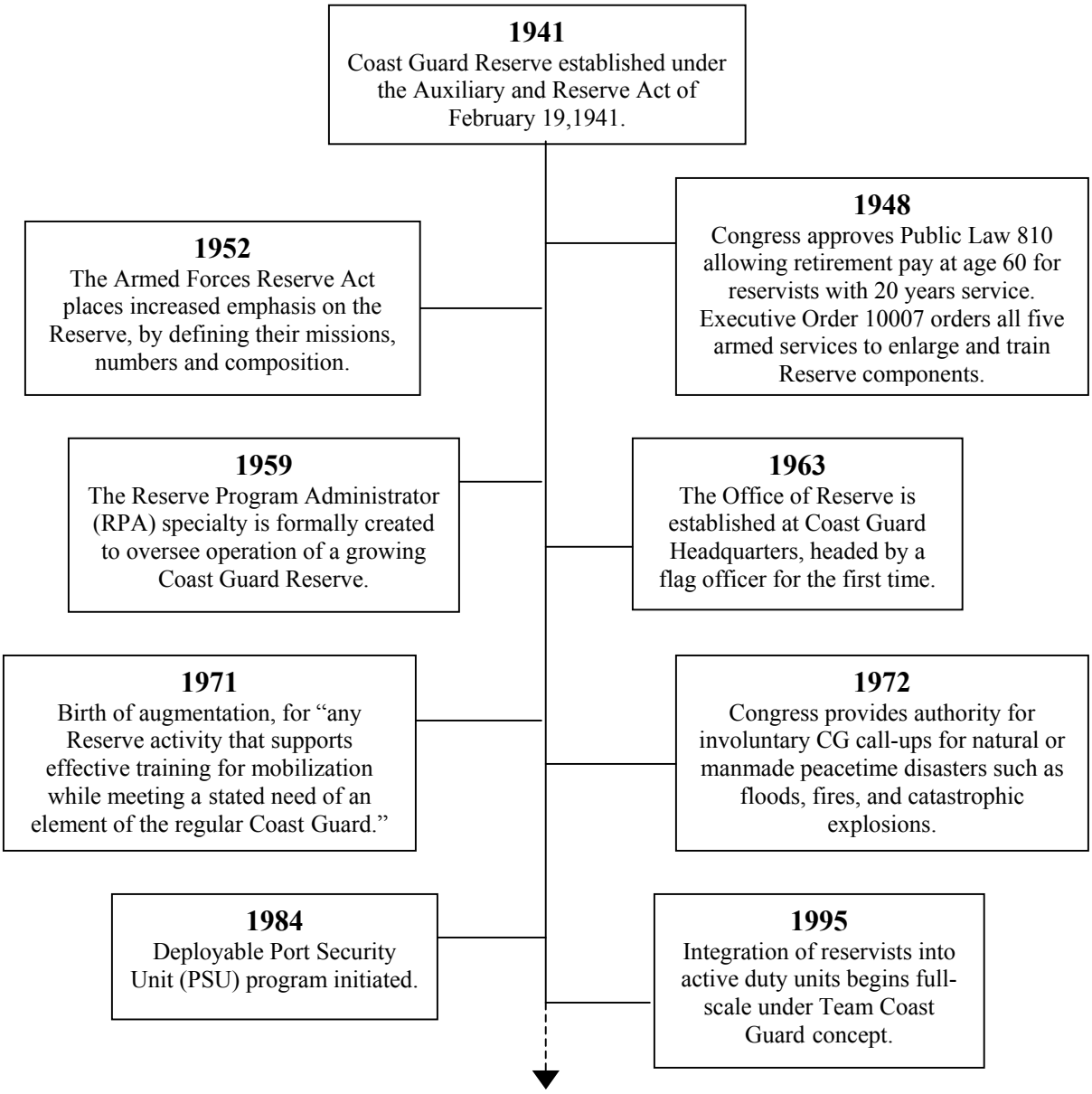
In addition, during this period, approximately 125,000 members of the Coast Guard Temporary Reserve were enrolled.

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.

Chapter 1 Section B
HISTORY OF THE COAST GUARD RESERVE

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.

1.B.2 Regulatory/Policy Time-Line



(Figure 1-2)

1.B.3 Operational Milestones

1940s:

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.

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.

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.

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.

1950s:

26 June 1950: The Korean War begins. During the first year of the war, 675 Coast Guard reservists volunteer for active duty.

October 1950: The first Organized Reserve Training Unit Port Security (ORTUPS) is established in Boston.

1960s:

1966: The seven-year Coast Guard involvement in the Vietnam War begins.

1970s:

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.

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.

1980s:

2 June 1980: Reservists are involuntarily recalled to support the Mariel Boat Lift exodus from Cuba.

12 April 1982: The Coast Guard Reserve begins augmentation of security zones for space shuttle operations in Florida.

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.

1990s:

2 August 1990: Iraq invades Kuwait, prompting the first involuntary recall of Coast Guard reservists under Presidential Recall Authority, for operational deployment of Port Security Units to the war zone. 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.

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.

August 1994: The "Team Coast Guard" message is released, formally beginning the Coast Guard Reserve's integration with the active component.

September 1994: Two port security units deploy to Haiti in support of Operation Uphold Democracy.

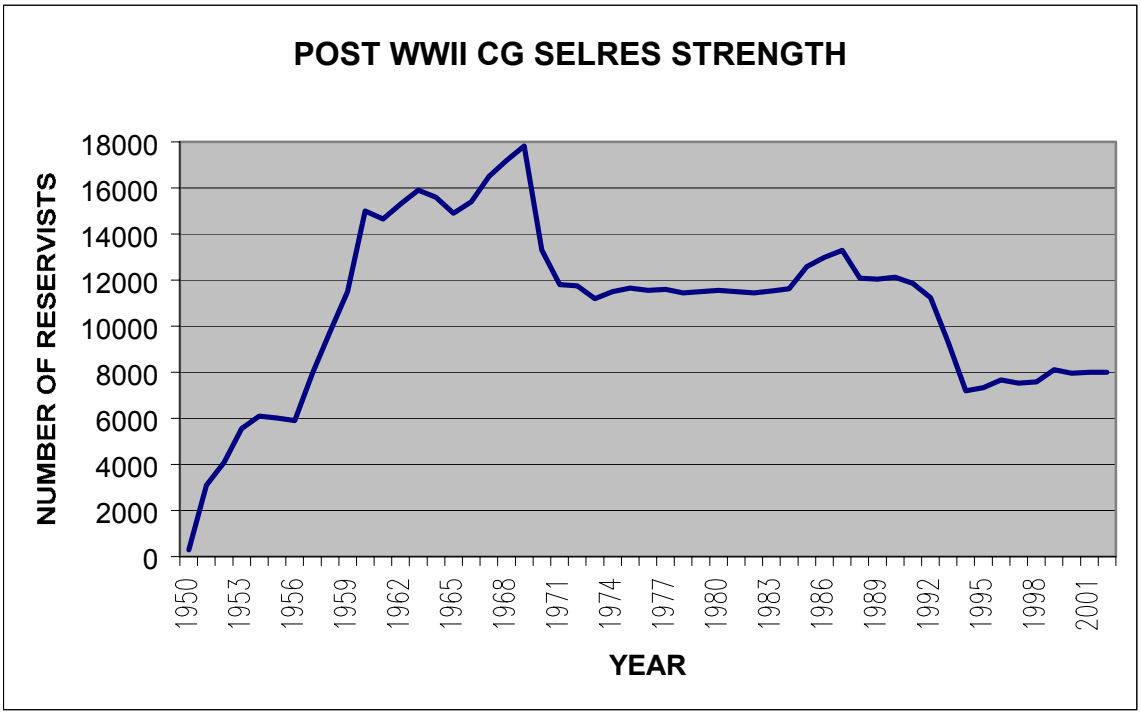
19 July 1996: TWA flight 800 explodes over the ocean off of Long Island, NY. Voluntary recall orders are issued to 98 reservists to assist in recovery operations.

2000s:

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.

1.B.4 Post WWII SELRES Strength

The chart 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 1-3)

1.B.5 Recommended Reading List

The Coast Guard at War. Public Information Division, Historical Section, U. S. Coast Guard Headquarters, 1 January 1948, Volume XXV, Personnel.

The Coast Guard at War. Public Information Division, Historical Section, U. S. Coast Guard Headquarters, 1 January 1948, Volume XX, The Temporary Component of the Coast Guard Reserve.

Reserve Forces Almanac. Uniformed Services Almanac, Inc. Published Annually, Part III, History of the Reserve Components, Coast Guard Reserve.

Brinkerhoff, John R., and Stanley A. Horowitz. *Active-Reserve Integration in the Coast Guard*, Institute for Defense Analyses, October 1996, IDA Document D-1864.

Kaplan, H. R., and LCDR James F. Hunt. *This is the Coast Guard*, Cornell Maritime Press, Inc, Cambridge, MD 1972, pp. 183-185 on Reserve Training.

Parkhurst, LTJG John L. "Highlights from Our History, 1941–2001." *Coast Guard Reservist* Vol. XLVIII No. 2 (January 2001).

Willoughby, Malcom F., *The U.S. Coast Guard in World War II*, Naval Institute Press, Annapolis, MD 1989, Chap. 6, The Temporary Reserve in Port Security.

Chapter 1 Section B
HISTORY OF THE COAST GUARD RESERVE

Chapter 1 Section C
RESERVE COMPONENT CATEGORIES

In this Section:

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1.C.3	The Standby Reserve	17
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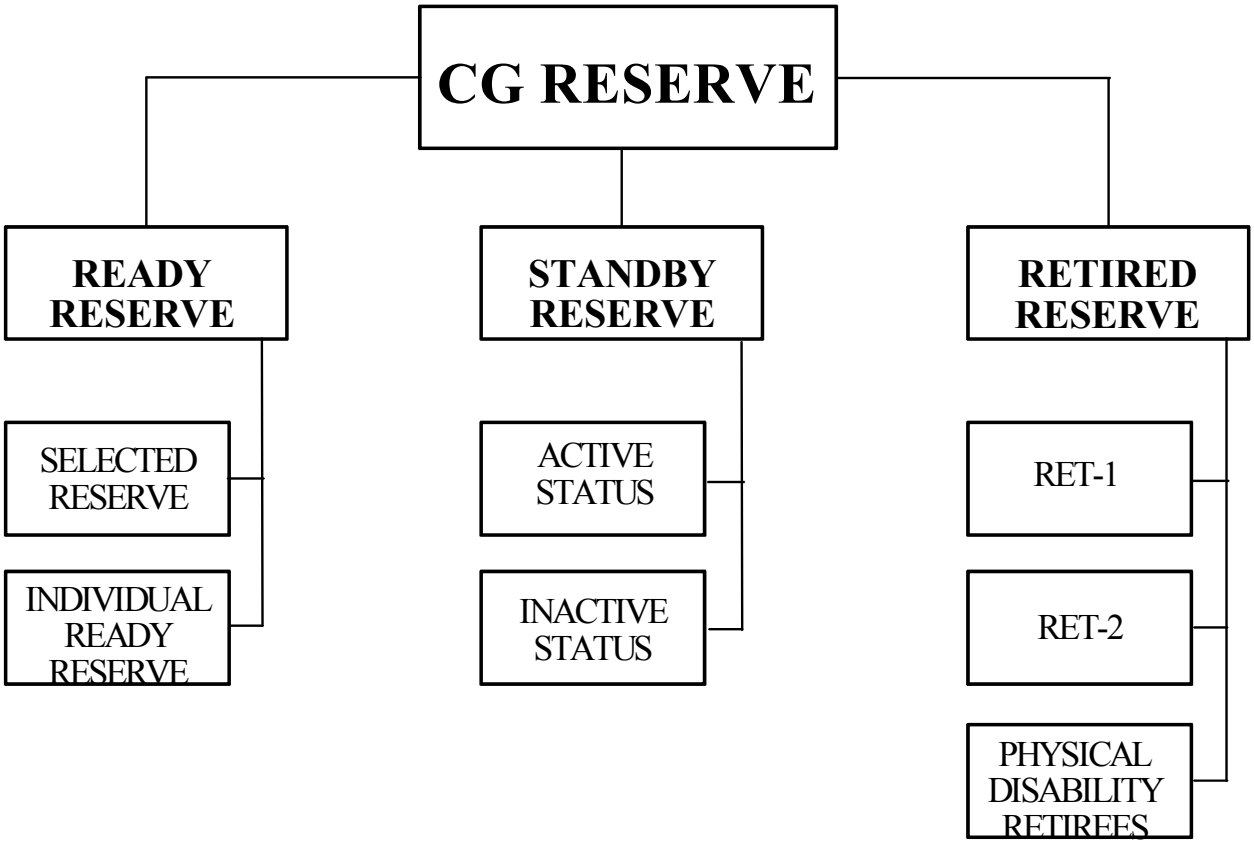
CATEGORIES OF THE COAST GUARD RESERVE



(Figure 1-4)

Chapter 1 Section C
RESERVE COMPONENT CATEGORIES

1.C.1 Reserve Component Categories

In accordance with 10 U.S.C. 115(d) and DODI 1215.19, Uniform Reserve, Training and Retirement Category Administration, each member of a Reserve component not counted in Active component end strengths shall be placed in a Reserve Component Category (RCC) and a Training/Pay Category (TRAPAY CAT), based on his or her obligations to meet mission and training requirements. Training/Pay Categories are discussed in Section D of this chapter; RCCs are discussed here. There are three RCCs: the Ready Reserve, the Standby Reserve, and the Retired Reserve.

When the member is in the:	the RCC code is:
Ready Reserve	**R**
Standby Reserve	**S**
Retired Reserve	**V**

(Figure 1-5)

1.C.2 The Ready Reserve

The Ready Reserve consists of reservists who are liable for immediate recall to active duty as outlined in Section 1.A.1.e of this chapter. All Ready Reservists are considered to be in an active status. The Ready Reserve includes the following:

a. **The Selected Reserve (SELRES)**. Those individuals within the Ready Reserve designated as so essential to initial contingency requirements that they have priority over all other Reserve elements. They are assigned to Coast Guard or selected Joint Service units, and are required to train for mobilization as prescribed in 10 U.S.C. 10147 by participating in inactive duty training periods and active duty for the purpose of annual training. Coast Guard SELRES members are generally authorized 48 paid Inactive Duty Training (IDT) drills and at least 12 paid Active Duty for Training (ADT) days per fiscal year. See Chapter 2 of this Manual for more information concerning IDT drills, and see Chapter 3 for more information concerning ADT.

b. **The Individual Ready Reserve (IRR*).*** A manpower pool principally consisting of individuals who have had training and have previously served in the Active forces or in the Selected Reserve. The IRR consists of individuals who must fulfill their military service obligation (MSO) under 10 U.S.C. 651, and those who have fulfilled their MSO and who voluntarily remain in the IRR. IRR members are not required to meet the same IDT and ADT training requirements as Selected reservists.

   (1) IRR members may voluntarily participate in Reserve training programs (i.e., IDT or ADT) for retirement points only, without pay, and shall be assigned to the same Coast Guard or selected Joint Service units as their SELRES counterparts. They may also

perform Active Duty Special Work (ADSW) or Readiness Management Periods (RMPs) for pay.

(2) Non-drilling IRR members shall be assigned to Coast Guard Personnel Command (CGPC-rpm).

1.C.3 The Standby Reserve

The Standby Reserve consists of reservists who are in neither the Ready Reserve nor the Retired Reserve, who are liable for involuntary recall to active duty only as provided in 10 U.S.C. 12301 and 12306. Membership in the Standby Reserve shall be limited to those individuals having mobilization potential. The Standby Reserve includes the following:

a. **Active Status List, Standby Reserve.** This category contains reservists who may be ordered to active duty in time of war or national emergency if it is determined that not enough qualified Ready Reservists are available in the categories required. Members on the Active Status List (ASL) may participate in Reserve training activities without pay, may earn retirement points, and are eligible for promotion; they shall be assigned to CGPC-rpm. The ASL, Standby Reserve includes:

(1) Members who have been transferred from the Ready Reserve because of temporary hardship, disability, or other cogent reasons, and who intend to return to the Ready Reserve. Members with a military service obligation may temporarily be placed in the Standby Reserve, but shall be transferred back to the Ready Reserve at the earliest possible date.

(2) Key employees, as outlined in Chapter 5 of this Manual, in public or private employment, who have been transferred from the Ready Reserve to ensure the continuity of the Federal Government and to prevent conflicts between emergency manpower needs of civilian activities and the military during mobilization.

(3) Theology students transferred to the Standby Reserve for the duration of their civilian ministerial studies at accredited theological or divinity schools pursuant to 10 U.S.C. 12317.

(4) Commissioned officers retained in an active Reserve status after completing eighteen or more, but less than twenty, years of service under 10 U.S.C. 12646.

(5) Members whose retention on the ASL, for reasons other than those specified in subparagraphs (1) through (4) above, is considered to be in the best interest of the service. These personnel may be retained on the ASL for no more than two years.

b. **Inactive Status List, Standby Reserve.** This category contains reservists who may be ordered to active duty in time of war or national emergency if it is determined that not enough qualified reservists in an active status are available in the categories required. Members on the Inactive Status List (ISL) may not train for pay or retirement points, are

not eligible for promotion, and do not accrue credit for qualifying years of service for retirement in accordance with Chapter 1223 of 10 U.S.C.; they shall be assigned to Coast Guard Personnel Command (CGPC-rpm). The ISL, Standby Reserve includes:

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

(2) Members who were on or were eligible to be placed on the ASL, Standby Reserve but who 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 twenty years of service computed in accordance with 10 U.S.C. 12732, who have been determined to have a disability rated at less than 30%, and who have been transferred to the ISL instead of separated for that disability, under 10 U.S.C. 1209.

1.C.4 The Retired Reserve

The Retired Reserve consists of reservists who have met satisfactory service requirements for non-regular retirement and have requested transfer to retired status, or reservists who have been retired for physical disability. Former members having completed satisfactory service creditable for non-regular retirement, but who elected to be discharged from the Reserve component, are not part of the Retired Reserve and have no military status. Retired reservists are liable to be involuntarily ordered to active duty only as provided in 10 U.S.C. 12301 and 12307, if it is determined that not enough qualified reservists in an active status are available in the categories required; they may be recalled to active duty, subject to their own consent, at the discretion of the Secretary of Transportation. They may be ordered to active duty in their status as Retired Reserve members; it is not necessary to place the member in the Ready Reserve for that purpose. Unless issued recall orders by Coast Guard Personnel Command, retired reservists may not perform training duty or earn retirement points. Retired reservists recalled to active duty are not eligible for promotion (or for consideration for promotion). The Retired Reserve includes:

a. **RET-1:** Reserve members who have completed the requisite qualifying years creditable for non-regular retired pay and are receiving retired pay (at, or after, age 60) under Chapter 1223 of 10 U.S.C.

b. **RET-2:** Reserve members who have completed the requisite qualifying years creditable for non-regular retired pay and are not yet 60 years of age, or are age 60 and have not applied for non-regular retirement pay.

c. **DISABILITY RETIREE:** Reserve members retired for physical disability under 10 U.S.C. 1201, 1202, 1204, or 1205. Members have completed 20 years of service creditable for regular retired pay, or are 30-percent or more disabled and otherwise qualified.

Chapter 1 Section D
RESERVE TRAINING/PAY CATEGORIES

In this Section:

Paragraph	Topic	See Page
1.D.1	Training/Pay Categories	20
1.D.2	SELRES Training/Pay Categories	20
1.D.3	IRR Training/Pay Categories	21
1.D.4	Training Pipeline Categories	21
1.D.5	Standby Reserve Training/Pay Categories	22
1.D.6	Authorized Types of Duty	22

Chapter 1 Section D
RESERVE TRAINING/PAY CATEGORIES

1.D.1 Training/Pay Categories (TRAPAY CATs)

Reserve Component Categories and sub-categories (see Section C of this chapter) are further divided into Training/Pay Categories (TRAPAY CATs), which identify training requirements and pay eligibility. These categories further separate reservists based on their different participation requirements and types of paid and/or non-paid duty that may be performed.

1.D.2 SELRES Training/Pay Categories

TRAPAY CAT	Comprised of
A	Drilling unit reservists, required to perform 48 IDT drills and a minimum of 12 ADT days per fiscal year.
B	Drilling enlisted reservists awaiting second part of split IADT, required to perform an average of 4 drills per month during interphase period (e.g., 8 month interphase period = requirement to perform 32 drills). Second phase of IADT satisfies annual training requirement for FY.
C	Prior-service enlisted members awaiting IADT who are authorized by servicing ISC (pf) to perform IDT or RMPs.
D	CG Reserve flag officers, Selective Service System or Emergency Preparedness Liaison Officers. Required IDT drills vary from 0 to 48; minimum 12 days per FY 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 drilling status upon RELAD

(Figure 1-6)

a. **TRAPAY CAT A** is comprised of **drilling unit reservists**, who participate in unit training activities on a part-time basis. Except as otherwise specifically provided, these reservists are required to participate in 48 scheduled drills or training periods and perform not less than 12 days of active duty for annual training (exclusive of travel time) each fiscal year.

b. **TRAPAY CAT D** is comprised of trained reservists assigned to specific Reserve PAL positions (e.g., CG Reserve flag officers) or to positions outside the Service (e.g., Selective Service System or Emergency Preparedness Liaison Officers – EPLOs) that must be filled to support mobilization (pre and/or post mobilization) requirements, contingency operations, or other specialized or technical requirements. They participate in training activities on a part-time basis preparing for active service as required. The amount of IDT may vary from 0 to 48 drills per year. All members in this category must perform a minimum of 12 days of annual training each year.

1.D.3 IRR Training/Pay Categories

TRAPAY CAT	Comprised of
E	Reservists without access to drilling units who have some period of their MSO or other contractual obligation remaining; not required to drill, but required to perform ADT-AT with pay, up to 30 days per FY.
H	Reservists with no requirement to drill who may voluntarily participate in training without pay.
J	Selected Reserve Direct Commission (SRDC) candidates prior to graduation from Reserve Officer Candidate Indoctrination (ROCI) if they were not CGR enlisted 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).

(Figure 1-7)

TRAPAY CATs E and H 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 (10 U.S.C. 10147). Members may voluntarily participate in additional training for retirement points and promotion, with or without pay.

1.D.4 Training Pipeline Categories

TRAPAY CATs B, C, F, J, and P are all considered **Training pipeline categories** for Reserve enlisted members who have not yet performed or completed their Initial Active Duty for Training (IADT). In accordance with 10 U.S.C 671, all Ready Reservists shall receive training commensurate with their intended mobilization assignments, and must complete the basic training requirements of their respective Service before assignment on land outside the United States, its territories or possessions. The training pipeline is synonymous with the term "nondeployable account." Personnel in the training pipeline may be mobilized in accordance with the guidelines of their RCCs, but they may not deploy overseas until IADT has been completed, even if they are assigned to deployable units, such as PSUs. Generally, new enlisted reservists are not authorized to perform IDT drills if they have not yet performed IADT; however, servicing ISC (pf)s may authorize placement of trained prior-service reservists in TRAPAY CAT C on a case-by-case basis to allow for the performance of IDT drills to take advantage of unique or seldom-scheduled unit training opportunities before IADT attendance.

1.D.5 Standby Reserve Training/Pay Categories

TRAPAY CAT	Comprised of
G	Designated key employees in the Standby Reserve, Active Status.
N	All others in the Standby Reserve, Active Status.
I	Standby Reserve, Inactive Status

(Figure 1-8)

1.D.6 Authorized Types of Duty

The following table identifies the types of duty authorized for members in the different TRAPAY CATs. More detailed information concerning types of duty can be found in Chapters 2 and 3 of this Manual.

	Training/Pay Categories												
	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 No Pay	X	X	X	X				X			X	X	
RMP With Pay	X	X	X	X			X	X	X	X			
RMP No Pay	X	X	X	X			X	X	X	X	X	X	X
FHD With Pay	X	X		X			X	X					
IADT With Pay					X				X				
ADT-AT With Pay	X	X		X			X						
ADT-OTD With Pay	X	X		X			X						
ADT-OTD No Pay	X	X		X			X	X			X	X	
ADSW-AC With Pay	X			X			X	X					
ADSW-AC No Pay	X			X			X	X					
ADSW-RC With Pay	X			X			X	X					
ADSW-RC No Pay	X			X			X	X					
Invol Recall With Pay						X							
ADHC With Pay	X	X	X	X	X	X	X	X	X	X	X	X	X

(Figure 1-9)

Chapter 1 Section E
RESERVE ACCESSION CLASSIFICATIONS

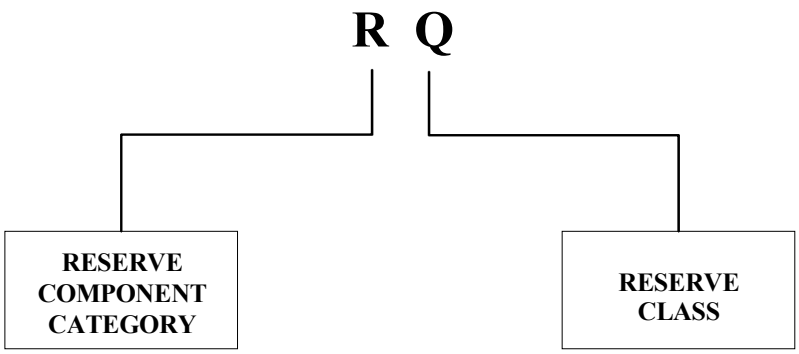
In this Section:

Paragraph	Topic	See Page
1.E.1	Reserve Classifications	24
1.E.2	Enlisted Programs	25
1.E.3	Officer Programs	27

Chapter 1 Section E
RESERVE ACCESSION CLASSIFICATIONS

1.E.1 Reserve Classifications

In addition to being divided into Reserve Component Categories (RCCs) and TRAPAY CATs, reservists are also divided into Reserve Classifications, which identify their accession source and Military Service Obligation (MSO). Reserve Classifications usually appear as two-character alpha codes; the first character is the member's RCC and the second character describes the accession source.



(Figure 1-10)

When the member is:	the classification is:
A reserve officer not on EAD, within 8 year MSO.	**I**
A prior-service CG enlisted member, released from active duty (RELAD) with portion of 8 year MSO remaining.	**J**
An enlisted reservist who performs a split-phase IADT (basic training during 1st phase and "A" School during 2nd phase); incurs 8 year MSO with SELRES obligation during first 6 years.	**K**
A student participating in the Maritime Academy Reserve Training Program (MARTP); incurs 8 year MSO with SELRES obligation during first 6 years.	**M**
A reservist with remaining MSO, 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 8 year MSO with SELRES obligation during first 6 years.	**P**
A reservist without a remaining statutory MSO.	**Q**
A Reserve direct petty officer, with no prior military service; incurs 8 year MSO with SELRES obligation during first 6 years.	**X**
An enlisted reservist who attends recruit training and a minimum of 90 days OJT while on IADT; incurs 8 year MSO with SELRES obligation during first 6 years.	**Y**

(Figure 1-11)

1.E.2 Enlisted Programs

Specific requirements and procedures for Reserve enlisted accessions are outlined in the Coast Guard Recruiting Manual, COMDTINST M1100.2 (series), but the following are brief descriptions of training and service obligations for the different enlisted accession programs.

a. **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, including time served on IADT. The remaining two years of their eight-year MSOs may be served in the IRR.

b. **RY** – this program is designed to recruit and train personnel with no prior military service. There are no guarantees of Class "A" School. The program consists of IADT that includes recruit training, after which the member proceeds directly to perform on-the-job training (OJT) of not less than 90 days or more than 139 days, normally at the unit to which the reservist will be assigned to drill, but may be a unit with a similar mission. Once IADT is completed, the member is transferred from TRAPAY CAT F to A and begins drilling. RY reservists must complete performance qualifications and correspondence courses for E-3 within one year of release from IADT. Requests to extend the one-year deadline may be submitted to the servicing ISC (pf) via the chain of command. RY reservists may request class "A" School at any time during the first three years of enlistment. Selection for "A" School is based on service needs, funding, and quota availability. RY reservists incur a six-year SELRES obligation upon recruitment, including time served on IADT. The remaining two years of their eight-year MSOs may be served in the IRR.

c. **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. Phase I consists of recruit training, and may begin anytime but is normally scheduled in the summer. Failure to complete Phase I will generally result in discharge. 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 (for a maximum of 48 paid drills per fiscal year) over the duration of the inter-phase period, where they work to advance to E-3. Then they are placed back in TRAPAY CAT F to attend Class "A" School for Phase II of IADT, which is performed during the summer after recruit training. Upon completion of Class "A" School, RK reservists transferred to TRAPAY CAT A and return to their drilling units. 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 who fail Class "A" School return to their units with no further IADT required. RK reservists incur a six-year SELRES obligation upon recruitment, including time served on IADT. The remaining two years of their eight-year MSOs may be served in the IRR.

d. **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. RX reservists will complete Reserve Enlisted Basic Indoctrination (REBI) as IADT before being transferred to TRAPAY CAT A and reporting to a unit to begin drilling. RX reservists must complete performance qualifications and pass the rating related and MRN Petty Officer correspondence course s for level enlisted into within two years of release from IADT. Requests to extend the two-year deadline may be submitted to the servicing ISC (pf) via the chain of command. RX reservists incur a six-year SELRES obligation upon recruitment, including time served on IADT. The remaining two years of their eight-year MSOs may be served in the IRR.

e. **RM** – this program is designed to recruit freshman and sophomore students at the California Maritime Academy, Great Lakes Maritime Academy, State University of New York Maritime College, Massachusetts Maritime Academy, Maine Maritime Academy, and Texas A&M University at Galveston. The requirements and procedures for enlistment in this program are outlined in Maritime Academy Reserve Training Program (MARTP), COMDTINST 1131.22 (series). RM reservists incur a six-year SELRES obligation upon recruitment, including time served on IADT. The remaining two years of their eight-year MSOs may be served in the IRR. RM reservists complete REBI for Phase I of IADT, then transfer to TRAYPAY CAT B to begin drilling at a unit. They complete ADT-AT in addition to drilling for subsequent years until all requirements for the receipt of a Reserve commission have been completed (graduation from their institution, and acquisition of a third mate, third assistant engineer, or 1600 ton license). If not selected for a Coast Guard Direct Commission Officer (DCO) program or Officer Candidate School (OCS) to serve on active duty, then MARTP graduates will attend Reserve Officer Candidate Indoctrination and complete their initial service obligation in the Ready Reserve. Graduates sailing in the maritime industry may satisfy drilling obligations by assignment to TRAPAYCAT E, where they are not required to drill on a monthly basis but must perform at least 30 days of ADT-AT per year.

f. **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 obligation. They are transferred to TRAYPAY CAT A to begin drilling at their assigned units and additional IADT is not required. Non-rated RJ reservists may attend Class "A" School if funding and quotas are available. There is generally no SELRES obligation for RELADs with at least 4 years of active service, only an obligation to remain in the Ready Reserve.

g. **RN** – this program is for prior-service (other than Coast Guard) enlisted members, E-3 and above, with remaining military obligation. RN reservists attend REBI for IADT before being transferred to TRAPAY CAT A to begin drilling at a unit, but ISC (pf)s may provide authorization for RN reservists to drill before IADT attendance 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. There is generally no SELRES obligation for members with at least 4 years of prior active duty service, only an obligation to remain in the Ready Reserve.

h. **RQ** – this program is for prior service enlisted members in pay grades E-3 and above (Coast Guard and other services) with no remaining military obligation. RQ reservists with prior Coast Guard service must attend REBI to perform IADT before being transferred to TRAPAY CAT A to begin drilling if they have not actively participated in the Coast Guard for more than 5 years. RQ reservists with other prior service must attend REBI to perform IADT before beginning to drill. ISC (pf)s may provide authorization for RQ reservists to drill before IADT attendance on a case-by-case basis to take advantage of unique or seldom-scheduled unit training opportunities.

1.E.3 Officer Programs

Specific requirements and procedures for most Reserve officer accession programs are outlined in the Coast Guard Recruiting Manual, COMDTINST M1100.2 (series).

a. Most selectees for the Coast Guard's Officer Candidate (OCS) program and selectees for Direct Commission Officer (DCO) programs are given commissions in the Coast Guard Reserve and are required to serve an initial three-year extended active duty (EAD) contract then either integrate into the Regular Coast Guard or be released from active duty (RELAD) and serve 5 more years in the Ready Reserve to complete an eight-year military service obligation (MSO). Regular Coast Guard officers (officers who graduated from the Coast Guard Academy or who integrated into the Regular Coast Guard) may join the Ready Reserve when resigning their regular commissions by applying for the Regular-to-Reserve (R-to-R) commissioning program. R-to-R procedures may be found in Chapter 12.A of the Personnel Manual, COMDTINST M1000.6 (series).

b. Selected Reserve Direct Commission (SRDC) selectees attend a three-week Reserve Officer Candidate Indoctrination (ROCI) course at the Coast Guard Leadership Development Center for IADT before commissioning. SRDC selection boards may choose whether or not to require prior service Coast Guard, Navy, or NOAA officers to attend ROCI. Members with no prior military service incur an eight-year MSO. SRDC selectees must agree to serve a minimum of three years in the SELRES, and any remaining MSO may be performed in the IRR if they are unable to drill.

Chapter 1 Section E
RESERVE ACCESSION CLASSIFICATIONS

Chapter 2
INACTIVE DUTY

In this Chapter:

Section	Description	See Page
A	Inactive Duty Definitions and Types	3
B	Inactive Duty Orders and Requirements	7

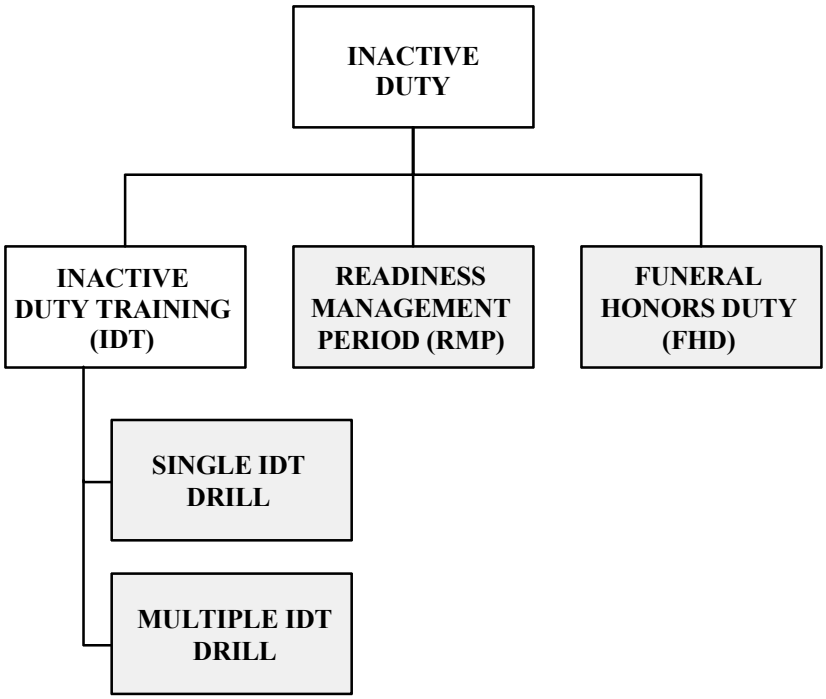
Chapter 2
INACTIVE DUTY

Chapter 2 Section A
INACTIVE DUTY DEFINITIONS AND TYPES

In this Section:

Paragraph	Topic	See Page
2.A.1	Inactive Duty Defined	4
2.A.2	Types of Inactive Duty	4
2.A.3	Single IDT Drill	4
2.A.4	Multiple IDT Drill	5
2.A.5	Readiness Management Period (RMP)	5
2.A.6	Funeral Honors Duty (FHD)	6

TYPES OF CG RESERVE INACTIVE DUTY



(Figure 2-1)

Chapter 2 Section A
INACTIVE DUTY DEFINITIONS AND TYPES

2.A.1 Inactive Duty Defined

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 and/or unit readiness training. Inactive duty is a period of duty, under orders, scheduled for the performance of:

a. 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 shall be the paramount consideration).

b. Readiness administration and maintenance (e.g., SWE participation, physical exams).

c. Funeral honors.

2.A.2 Types of Inactive Duty

There are four types of inactive duty; they may be performed with pay or without pay. Non-pay inactive duty is authorized for enhanced training of personnel or readiness management and is not to be used as a form of discipline or punishment. Non-paid inactive duty shall not be used to make up unexcused absences from drills that had been scheduled for pay. The types of inactive duty are:

a. Single Inactive Duty Training (IDT) drill

b. Multiple IDT drill

c. Readiness Management Period (RMP - formerly called Appropriate Duty)

d. Funeral Honors Duty (FHD)

2.A.3 Single IDT Drill

a. A single drill is one period of IDT. When authorized with pay, compensation will be at a rate of 1/30th of the monthly basic pay of the pay grade held on the date that the drill is performed. A single IDT drill:

   (1) Must be four or more hours in duration,

   (2) Must be performed in one calendar day, and

   (3) Will earn one retirement point.

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 requirement.

2.A.4 Multiple IDT Drill

a. A multiple drill equals two periods of IDT. When authorized with pay, compensation is the equivalent of two single drills. A multiple IDT drill:

(1) Must be eight or more hours in duration,

(2) Must be performed in one calendar day, and

(3) Will earn two retirement points.

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 eight-hour minimum training requirement.

2.A.5 Readiness Management Period (RMP)

a. RMPs are additional inactive duty periods that are authorized in excess of scheduled IDT drills. They are used to provide additional training to maintain individual or unit readiness, or to accomplish training preparation or readiness administration and maintenance functions. Requirements for RMPs are as follows:

(1) Each period must be at least three hours duration.

(2) The maximum duration is 24 hours.

(3) One RMP is equivalent to a single IDT drill for pay and retirement point purposes.

b. Only the servicing ISC Force Optimization and Training Branch, (pf), may authorize RMPs with pay, up to the ceilings established each fiscal year by Commandant (G-WTR-3). RMPs will not be authorized for members who fail to meet participation standards.

c. The same policies that apply to RMPs with pay also apply to RMPs without pay. However, the authority to issue orders without pay or travel allowances may be delegated to the member's command. Activities envisioned for RMPs without pay include:

(1) Participation by members of the IRR in enlisted service wide examinations.

(2) Duty in connection with the legal assistance program in accordance with Legal Assistance Program, COMDTINST 5801.4 (series).

(3) Physical examinations for the purpose of determining fitness for transfer back to the Ready Reserve from the Standby Reserve.

(4) Per DODI 1215.7, for military seminars, symposia and similar assemblies (meetings), provided that the meeting is:

(a) Designated by the unit commander as being of such military value that the instruction received would enhance professional development, position qualifications or rating qualifications, and

(b) Of at least 4 hours duration, and

(c) Without remuneration other than the retirement points.

(5) Technical or training assistance provided to organizations such as the Naval Sea Cadets or the Boy/Girl Scouts of America. The intent of this program is not to award points to those who regularly work with these groups as adult leaders, but to provide an additional source of training and assistance not otherwise available to that organization. Duty must be performed in the appropriate Coast Guard uniform.

2.A.6 Funeral Honors Duty (FHD)

a. The rendering of military funeral honors is the ceremonial paying of 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 includes both the preparation for and the actual performance of funeral honors at the funeral of a veteran as defined in 10 U.S.C. 1491.

b. Ready Reservists may perform FHD in a voluntary status in accordance with the provisions of 10 U.S.C. 12503. Reservists who are scheduled to perform authorized FHD will earn $50.00 and one retirement point, if the duty is of two hours or more in duration. Travel allowances may be paid if the funeral honors location is more than 50 miles from the reservist's residence.

Chapter 2 Section B
INACTIVE DUTY ORDERS AND REQUIREMENTS

In this Section:

Paragraph	Topic	See Page
2.B.1	Inactive Duty Orders	8
2.B.2	Scheduling and Reporting Inactive Duty	9
2.B.3	Absences	10
2.B.4	Annual Inactive duty Authorization	11
2.B.5	Travel while on Inactive Duty Orders	11
2.B.6	Berthing while on Inactive Duty Orders	12
2.B.7	Meals while on Inactive Duty Orders	13

Chapter 2 Section B
INACTIVE DUTY ORDERS AND REQUIREMENTS

2.B.1 Inactive Duty Orders

Inactive duty orders shall be generated in writing 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 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, as well as meal and berthing authorizations, if applicable.

a. Commands shall schedule and issue written 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. Screen-printing the orders module of CGHRMS and signing the printed copy can be used to generate inactive duty orders. If another method is used, the orders must include, at a minimum:

(1) Identification of the reservist(s) by name.

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

(3) Purpose of duty (full descriptions of authorized program designations for purpose of duty can be found in Measuring the Contribution of Reserve Duty, COMDTINST 5310.3 (series), and a quick-reference chart can be found in Chapter 6.D of Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)).

(4) Location where each period of duty is to be performed.

(5) Meals authorized, as subsistence-in-kind (SIK) or commuted rations (COMRATS) (specify which), applying rules outlined in Chapter 12 of USCG Pay Manual, COMDTINST M7220.29 (series).

Example of Individual Orders:

IDT Orders for: MK2 Adams,Carl B.

Date	Times	Type	Duty Purpose	Report to:	Meals Auth
19 Jan 02	0800-2400	M	Search & Rescue - SR	CG STA Ponce de Leon	SIK – L/D
20 Jan 02	0000-1600	M	Law Enforcement - LE	CG STA Ponce de Leon	SIK – B/L
16 Feb 02	0800-2400	M	Search & Rescue - SR	CG STA Ponce de Leon	SIK – L/D
17 Feb 02	0000-1300	M	Law Enforcement - LE	CG STA Ponce de Leon	SIK – B/L
22 Feb 02	0700-1130	S	Search & Rescue - SR	CG STA Mayport	NONE
16 Mar 02	0800 2400	M	Law Enforcement - LE	CG STA Ponce de Leon	SIK – L/D
17 Mar 02	0000-1600	S	Search & Rescue - SR	CG STA Ponce de Leon	SIK – B/L

(Figure 2-2)

Example of Group Orders:

IDT Orders - Report to: CG MSO Jacksonville, Port Ops Division

Name	Date	Times	Type	Meals Authe	Duty Purpose
PS1 Johnson,Alan D.	5 Jan 02	0730-1630	M	SIK – L	Port Safety & Security - PS
PS3 Smith,James R.	5 Jan 02	0730-1630	M	SIK – L	Port Safety & Security - PS
MST2 Clark,Paula K.	5 Jan 02	0830-2400	M	CR – L/D	Environmental Protection - ME
PS1 Johnson,Alan D.	6 Jan 02	0730-1630	M	SIK – L	Port Safety & Security - PS
PS3 Smith,James R.	6 Jan 02	0730-1630	M	SIK – L	Port Safety & Security - PS
MST2 Clark,Paula K.	6 Jan 02	0000-1530	M	CR – B/L	Environmental Protection - ME
PS3 Smith,James R..	14 Jan 02	0730-1230	S	NONE	Port Safety & Security - PS
PS1 Johnson,Alan D.	2 Feb 02	0830-2400	M	CR – L/D	Port Safety & Security - PS
PS3 Smith,James R.	2 Feb 02	0830-2400	M	CR – L/D	Port Safety & Security - PS
MST2 Clark,Paula K..	2 Feb 02	0730-1630	M	SIK – L/D	Environmental Protection - ME
PS1 Johnson,Alan D.	3 Feb 02	0000-1530	M	CR – B/L	Port Safety & Security - PS
PS3 Smith,James R.	3 Feb 02	0000-1530	M	CR – B/L	Port Safety & Security - PS
MST2 Clark,Paula K.	3 Feb 02	0730-1630	M	SIK – B/L	Environmental Protection - ME
PS3 Smith,James R..	11 Feb 02	0730-1230	S	NONE	Port Safety & Security - PS
PS1 Johnson,Alan D.	2 Mar 02	0830-2400	M	CR – L/D	Port Safety & Security - PS
PS3 Smith,James R.	2 Mar 02	0830-2400	M	CR – L/D	Port Safety & Security - PS
MST2 Clark,Paula K.	2 Mar 02	0730-1630	M	SIK – L/D	Environmental Protection - ME

(Figure 2-3)

b. Copies of orders must be retained with unit files.

2.B.2 Scheduling and Reporting Inactive Duty

a. No more than one single IDT drill or one multiple IDT drill may be scheduled and reported for an individual in one calendar day. A multiple drill can accommodate different program codes for reporting purpose of duty.

b. Reservists may not 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).

c. An RMP shall not be performed on the same day as any other duty, and not more than one RMP shall be performed by an individual in one calendar day.

d. No more than one FHD period may be performed in a day. Funeral honors may not be performed as part of scheduled IDT, RMP or Active Duty Training (ADT); funeral honors may be performed by as part of Active Duty Other than Training (ADOT), but the $50.00 stipend and retirement point cannot be awarded for such duty. If a single IDT drill is scheduled for the same day as FHD, it must be completed prior to or commence after the FHD is performed.

e. IDT drills are typically spread throughout the year (four drills per month), but they may be grouped to best use resources to meet surges in operations, seasonal requirements or for other reasons as determined by the unit issuing IDT orders. When drills are grouped, it is important that reservists be included in the scheduling process in order to avoid civilian job conflicts. Care must also be taken to ensure that excessive grouping of drills does not adversely affect the member's ability to attain a satisfactory anniversary year for federal retirement purposes (see Section 8.C.3 of this Manual concerning qualifying years of service).

f. Unit commanders may schedule participation in a change of command, parade or other suitable ceremony (except for funeral duty) as a substitute for not more than one regularly scheduled IDT drill during any one fiscal year.

g. Inactive duty shall not be performed in designated Imminent Danger Areas.

2.B.3 Absences

a. Reservists who are unable to perform scheduled inactive duty must inform their supervisors immediately. Usually, schedule conflicts for reasonable reasons (such as temporary civilian employment conflicts) may be worked out between the command and the reservist and the drill rescheduled. 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 the following reasons:

(1) Illness or injury of reservist.

(2) Serious or unusual hardship due to unforeseen emergency.

(3) Accident or illness of a family member, requiring presence or other action by the reservist.

(4) Death or imminent death of a member of the immediate family.

(5) Commanding officer's discretion.

b. 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 drops to 46). Unit commanders may grant an excused absence based on a reservist's prompt notification and submission of adequate justification.

2.B.4 Annual Inactive Duty Authorization

a. Except as specifically provided in writing by Commandant (G-WTR), the authorized number of paid IDT periods for a member of the SELRES is 48 per fiscal year, with the exception of members assigned to deployable units, such as PSUs, who are authorized 60 drills per fiscal year.

b. The above limitations on paid drills do not apply to drills without pay. However, there is a statutory limit to the number of retirement points a reservist may earn in an anniversary year through the performance of inactive duty (see Section 8.C.4 of this Manual). The length and nature of duty to be performed during non-paid drills must be equivalent to that for authorized paid drills.

c. The number of RMPs, which are in addition to paid IDT authorized above, shall not exceed 30 in one fiscal year for any member. The 30-period per fiscal year cap is applied to the combined total amount of paid and non-paid periods allocated. As a form of inactive duty, the total number of RMPs credited for retirement is limited by the inactive duty point caps mentioned in subparagraph b.

2.B.5 Travel while on Inactive Duty Orders

a. Members are not entitled to receive reimbursement for travel between their place of residence and their normal drill site when under inactive duty orders. Unit commanders will establish normal drill sites. If the normal drill site is different than the unit's location, the servicing ISC (pf) shall be notified by the unit commanding officer 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 a member travels from his or her home to the normal drill site, and for determining entitlements associated with travel between the normal drill site and the unit.

b. Reservists who are ordered to locations other than their normal drill sites shall be placed on TDY orders and receive entitlements per the Joint Federal Travel Regulation (JFTR U7150.C.3). TDY orders are normally issued and funded by the member's assigned unit, with the exception of duty such as RMPs performed for SWE participation, physical exams, or reserve-specific panel duty, which may be issued and funded by servicing ISC (pf)s. 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.

2.B.6 Berthing while on Inactive Duty Orders

a. 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 DoD transient housing as Active component members who are traveling under orders away from their permanent duty station, as provided in 10 U.S.C. 12604. Reservists not entitled to per diem, who occupy transient government housing while performing inactive duty may be reimbursed the actual cost of lodging (JFTR U7150.C.6).

   (1) The installation commander may set the policy for advance confirmed reservations, but that policy shall apply equally to Active and Reserve component members.

   (2) Commands with reservists assigned who are eligible to use transient government housing as outlined above shall provide their names to appropriate housing manager(s) to verify eligibility, and reservists must produce a copy of their orders upon check-in.

b. Whenever possible, transient government housing shall be used. When transient government housing is not available or is inadequate, lodging in kind may be provided, according to 37 U.S.C. 404(i). Commands should work with their servicing ISC (pf)s when it is necessary to arrange for commercial berthing near drill sites.

c. When using commercial berthing, two members shall be assigned to each room except as noted below:

   (1) Junior enlisted members should not share rooms with E-7s and above.

   (2) Officers should not be berthed with enlisted personnel.

   (3) Separate berthing must be made available for males and females.

d. Commands and servicing ISC (pf)s shall adhere to the following guidelines for authorizing reimbursement for berthing at transient government housing or for providing lodging in kind for reservists on inactive duty orders, except when circumstances due to operational requirements dictate otherwise:

   (1) Members who must travel more than 50 miles to perform multiple drills or RMPs on consecutive days are authorized berthing between the days of duty.

   (2) In addition, 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, and

   (3) Members who cannot depart from duty to arrive home before 2100 may be authorized berthing on the night following the last day of duty if travel home is by POV.

2.B.7 Meals while on Inactive Duty Orders

As prescribed in Chapter 12.E of U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), enlisted reservists who serve for eight or more hours per day on inactive duty orders with pay may be subsisted-in-kind; if subsistence-in-kind is not available they may be provided payment for commuted rations (COMRATS). Authorization for commuted rations, if applicable, shall be certified by commands when reporting drills for pay. Enlisted reservists and reserve officers who serve for eight or more hours per day on inactive duty orders without pay may be subsisted in kind as above, but shall not be authorized payment for commuted rations.

Chapter 3
ACTIVE DUTY

In this Chapter:

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B	Active Duty Orders and Requirements	7
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Chapter 3 Section A
ACTIVE DUTY DEFINITIONS AND TYPES

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3.A.2	Types of Active Duty	4
3.A.3	Active Duty for Training (ADT)	4
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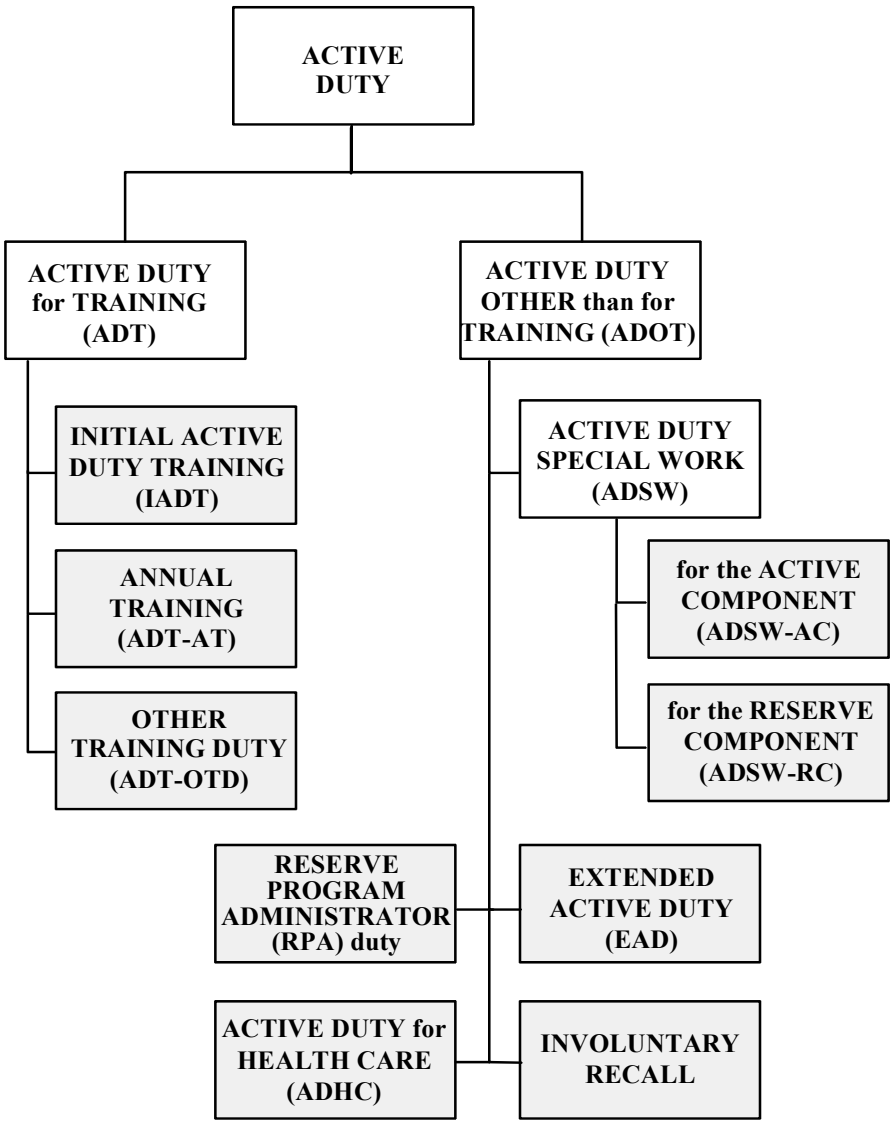
CATEGORIES OF CG RESERVE ACTIVE DUTY



(Figure 3-1)

Chapter 3 Section A
ACTIVE DUTY DEFINITIONS AND TYPES

3.A.1 Active Duty Defined

a. Active duty is "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" (10 U.S.C. 101).

b. Due to the nature of active duty, 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.A.2 Types of Active Duty

For members of the Coast Guard Reserve, active duty is comprised of the following categories: Active Duty for Training (ADT) and Active Duty Other than for Training (ADOT). Sub-categories of ADT include IADT, ADT-AT, or ADT-OTD. Sub-categories of ADOT include ADSW-AC, ADSW-RC, EAD, RPA, ADHC, or Involuntary Recall.

3.A.3 Active Duty for Training (ADT)

This category of active duty is used to provide reservists with structured individual and/or unit training, or to provide formal courses of instruction through resident or exportable training. ADT in the form of on-the-job training may support Active component operational missions and requirements, thereby adding substance to the total Coast Guard Force; mission support may be a key element in developing training programs, but training shall be the paramount consideration. The sub-categories of ADT are:

a. Initial Active Duty Training (IADT), which includes basic military training and technical skill training. Members must complete basic training requirements on initial entry into the military service as required by Title 10 U.S.C. 671 before they are deployable on land outside the United States, its territories, or possessions during war or national emergency. The length of IADT varies depending on the member's accession program (see Chapter 1.E of this Manual and Coast Guard Recruiting Manual, COMDTINST M1100.2 (series)).

b. Active Duty for Training – Annual Training (ADT-AT), which is the minimum period of active duty that reservists must perform each fiscal year to satisfy the training and participation requirements associated with their assignments. The primary purpose of ADT-AT is to provide individual and/or unit readiness training. For all members of the SELRES, ADT-AT shall be for not less than 12 days and not more than 15 days (exclusive of travel time) each fiscal year. Accomplishing Active component operational requirements or mission support, as a consequence of conducting training, may be a key element in planning and conducting ADT-AT.

c. Active Duty for Training – Other Training Duty (ADT-OTD), which is authorized training in addition to IADT or ADT-AT, to include on-the-job training, for individuals or units to enhance proficiency. ADT-OTD can provide specialized skill training, refresher and proficiency training or professional development, and can provide reservists with additional active duty days to attend formal courses of instruction that exceed 15 days. Training conducted using ADT-OTD 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. Use of ADT-OTD for general unit augmentation without any clear training benefit to the member is unauthorized.

3.A.4 Active Duty Other than for Training (ADOT)

This category of active duty is used to provide Reserve support to either Active component or Reserve component missions. Training may occur in the conduct of ADOT. The types of ADOT are:

a. Active Duty Special Work (ADSW), for the Active Component (ADSW-AC) or for the Reserve Component (ADSW-RC), which is active duty for reservists, authorized from applicable military or reserve appropriations (AC funded or RC funded) to support AC or RC programs, respectively. The purpose of ADSW is to provide the necessary skilled manpower assets to temporarily support existing or emerging requirements.

b. Extended Active Duty (EAD), which is active duty for reservists who serve in an Active component duty status. It is used to provide Reserve support to fill occasional personnel shortages in specific pay grades, ratings or specialties when active duty Coast Guard resources fall short of requirements.

c. Reserve Program Administrator (RPA) duty, which is performed by certain Reserve officers on extended active duty to organize, administer, recruit, instruct, or train members of the Reserve component. RPAs are included in the full-time support (FTS) numbers provided for the Reserve component and do not count against Coast Guard Active component end strengths.

d. Involuntary Active Duty, which is used in support of military operations when the President or the Congress determines that Reserve forces are required to augment the Active component. It is also used in support of response to domestic emergencies when the Secretary of Transportation determines that augmentation of Coast Guard Active forces is required. Involuntary duty may also include reservists in a captive status and reservists ordered to active duty for disciplinary reasons. Reservists who are involuntarily recalled do not count against Coast Guard Active component end strengths. There are limits to the number of times and duration an individual may be recalled within a set time period under involuntary active duty (see Coast Guard Manpower Mobilization and Support Plan, COMDTINST M3061.1 (series)).

e. Active Duty for Health Care (ADHC), which provides for reservists to be ordered to or continued on active duty for periods of more than 30 days while being treated for (or recovering from) injuries or illnesses incurred or aggravated in the line of duty (see Chapter 6.A.6.d of this Manual).

Chapter 3 Section B
ACTIVE DUTY ORDERS AND REQUIREMENTS

In this Section:

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3.B.6	Active Duty Order Issuing Authority	11
3.B.7	Cancellation or Early Termination of Orders	13

Chapter 3 Section B
ACTIVE DUTY ORDERS AND REQUIREMENTS

3.B.1 Active Duty Orders

Active duty orders shall be generated in writing, in advance of reservists reporting for duty. Normally, orders should be issued at least one month 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, as do travel and per diem allowances and advances, if applicable.

a. Requests for ADT-AT, ADT-OTD and ADSW orders must be submitted by the member following the instructions on form CG-3453. Supervisors in the chain of command or commanding officers shall forward active duty requests to their servicing ISC (pf) in order for written orders to be issued well 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. At a minimum, the orders must include:

   (1) Identification of the reservist by name.

   (2) Reporting location.

   (3) Reporting date and number of days of duty, and whether the duty is to be consecutive or non-consecutive. If non-consecutive, indicate date by which duty is to be completed.

   (4) Duty type (ADT-AT, ADT-OTD, ADSW-AC, etc.). For types other than ADT-AT, a statement must be included to indicate whether all or part of the duty will be credited toward the member's annual training requirement (duty must be rating, specialty or position related if it is to satisfy the annual training requirement).

   (5) Purpose of duty (full descriptions of authorized program designations for purpose of duty can be found in Measuring the Contribution of Reserve Duty, COMDTINST 5310.3 (series), and a quick-reference chart can be found in Chapter 6.D of Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)).

   (6) Travel order number (TONO). If the duty is to be performed without pay, it shall be so indicated, and accounting data is not required. If the duty is to be performed for pay, three separate accounting strings should appear on the orders: one for basic pay, one for allowances, and one for FICA taxes.

   (7) Whether travel time and travel/transportation allowances are authorized; if so, clearly specify in accordance with Joint Federal Travel Regulations (JFTR). If travel allowances are authorized, a fourth accounting string must be added.

b. Orders shall not be retroactively amended to change entitlements for duty already performed unless all facts and circumstances clearly demonstrate that some provision previously determined and definitely intended was omitted through error. Retroactive amendments of entitlements require documentation concerning original intent, facts and

circumstances and shall be sent via the servicing ISC (pf) to Commandant (G-WPM) with the claim. Careful avoidance of initial errors and amending of orders only for duty not yet performed will avoid costly administrative reviews and delays in processing.

c. 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.

3.B.2 Consecutive and Non-consecutive Active Duty

ADT-AT, ADT-OTD and ADSW may be performed consecutively or non-consecutively. All other types of active duty shall be performed consecutively.

a. Normally, ADT and ADSW 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). The span of non-consecutive orders shall be limited to 90 days. 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 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).

b. 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 that the nature of the training or duty allows its accomplishment in small increments. If travel allowances are authorized, the member will normally be paid only for a single 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 servicing ISC (pf) and the orders must specify that the non-consecutive nature of the orders is for "convenience of the government, multiple travel is authorized."

c. Documentation to support the completion of non-consecutive active duty must be promptly submitted after each period of duty (e.g., upon completion of 3 consecutive days followed by a break in duty or after each single day followed by a break in duty). Delayed reporting of duty results in a significant increase in administrative work and delayed payment to the member.

3.B.3 Paid and Non-paid Active Duty

Unless otherwise stated, active duty orders are assumed to be for pay. Non-pay active duty is always voluntary duty. Active duty without pay accrues retirement points the same as active duty with pay. 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. Members of the Standby Reserve who voluntarily perform active duty are not entitled to pay or allowances of any type incident to that duty.

3.B.4 Short-term and Long-term Active Duty

a. Short-term active duty is performed consecutively for less than 140 days. Travel time allowed for authorized mode of transportation must be included in determining the number of days of duty (see Chapter 4, Personnel Manual, COMDTINST M1000.6 (series)). In addition to monthly basic pay and Basic Allowance for Subsistence (BAS), partial Basic Allowance for Housing (called BAH II) is paid to members who perform short-term active duty. Permanent Change of Station (PCS) entitlements do not apply when active duty is for less than 140 days. Reservists on short-term active duty remain in their SELRES assignments, but do not perform IDT during the course of the active duty orders (performing more than one form of duty on the same calendar day is prohibited).

b. Long-term active duty is performed consecutively in excess of 139 days. Travel time allowed for authorized mode of transportation must be included in determining the number of days of duty (see Chapter 4, Personnel Manual, COMDTINST M1000.6 (series)). In addition to monthly basic pay and BAS, full BAH is paid to members who perform long-term active duty. PCS entitlements apply when duty is over 139 days. Reservists ordered to long-term active duty are removed from their SELRES assignments for the duration of the duty, and with the exception of involuntarily recalled reservists and RPAs, they count against Coast Guard Active component end strengths. Long-term active duty is automatically deducted from the AFC-01 military payroll account and must be reimbursed by the order issuing authority through funds transfer (e.g., funds for long-term ADSW-AC must be reimbursed to the military payroll account from the hiring command's AFC-30 operating expenses; funds for long-term ADT-OTD or ADSW-RC must be reimbursed from the Reserve Training appropriation). Copies of all long-term ADT-OTD or ADSW orders shall be sent to Commandant (G-WRP-2) when issued.

3.B.5 Travel while on Active Duty Orders

a. Travel and per diem allowances are authorized in accordance with the JFTR for any reservist who must travel from outside of the local commuting area to the assigned duty station, if government quarters and messing are not available. There is no travel allowance entitlement for travel between the home and duty station when:

(1) both are in the corporate limits of the same city or town,

(2) the member chooses to commute daily between home and the place of active duty even though he or she would otherwise be entitled to travel and per diem allowances, or

(3) the order-issuing official determines that both are within a reasonable commuting distance of each other and that the nature of duty involved permits commuting.

However, members commuting under subparagraphs 2 and 3 above 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 shall be issued.

b. The JFTR and CG Supplement to Joint Federal Travel Regulations, COMDTINST M4600.17 (series), provide detailed instructions concerning transportation, travel and per diem allowances. The HRSIC Travel Claims Assistance Team can be reached at 1-888-USCG-TVL for specific questions regarding Reserve travel entitlements. Every reservist performing active duty shall be authorized sufficient time to perform the travel involved, computed per the Personnel Manual, COMDTINST M1000.6 (series). Allowable travel time is considered active duty for all purposes normally ascribed to active duty.

3.B.6 Active Duty Order Issuing Authority

a. Issuing authority for the different types of active duty is as follows (approval authority for extensions of orders also apply):

(1) IADT orders are authorized by Coast Guard Recruiting Command (CGRC), with the exception of Phase II IADT orders (for reservists recruited under the RK accession program), which are authorized by Commandant (G-WTR-1) and processed via the servicing ISC (pf).

(2) All ADT-AT orders and ADT-OTD orders for 30 days or less are authorized by the servicing ISC (pf).

(3) ADT-OTD orders exceeding 30 days are authorized by Commandant (G-WTR-3) and processed via the servicing ISC (pf). In addition, reservists shall not perform more than 30 days of ADT-OTD in a fiscal year without receiving prior approval from Commandant (G-WTR-3).

(4) ADSW-AC orders are authorized by the funding command and are processed via the servicing ISC (pf).

(5) ADSW-RC orders for 30 days or less are authorized by the servicing ISC (pf).

(6) ADSW-RC orders exceeding 30 days are authorized by Commandant (G-WTR-3) and processed via the servicing ISC (pf). In addition, reservists shall not perform more than 30 days of ADSW-RC in a fiscal year without receiving prior approval from Commandant (G-WTR-3).

(7) EAD orders are authorized by CGPC-epm for enlisted members or CGPC-opm for officers. Requests for EAD shall be submitted via the servicing ISC (pf) to CGPC-epm in accordance with Recall of Enlisted Reservists to Extended Active Duty, COMDTINST 1141.3 (series), or via the servicing ISC (pf) to CGPC-opm in accordance with the Personnel Manual, COMDTINST M1000.6 (series).

(8) Orders for RPAs are authorized by CGPC-opm. Chapter 1 of the Personnel Manual, COMDTINST M1000.6 (series), provides guidance on appointment of RPAs.

(9) Involuntary recall orders are authorized by the servicing ISC or MLC (pf), once Secretarial, Presidential or Congressional authority has been delegated by the Commandant to the appropriate operational commander or commanders.

(10) ADHC orders are authorized by CGPC-rpm and processed via the servicing ISC (pf) in accordance with policy outlined in Chapter 6 of this Manual.

b. Reservists with 16 years or more of combined active service shall not perform any type of active duty except ADT-AT unless orders are authorized by Commandant (G-W). Reservists with 18 years or more but less than 20 years of combined active service shall not perform any type of active duty except ADT-AT unless orders are authorized by Commandant (G-CCS). Years of combined active service are calculated in accordance with Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), by combining all prior active duty days, including prior service in an Active component, ADT and ADOT. Points earned by performing inactive duty or by completion of correspondence courses are not used when calculating combined active service.

c. Reservists shall not be issued orders to perform active duty unless in a Fit For Full Duty (FFFD) status (see Chapter 4.A.4 concerning waiver of AT requirement or Chapter 5.B.5 concerning deferment of active duty or transfer to the Standby Reserve due to temporary physical disqualification).

d. Reservists transferred from the SELRES due to unsatisfactory performance shall not perform any type of active duty unless orders are authorized by Commandant (G-WTR).

3.B.7 Cancellation or Early Termination of Orders

a. Active duty orders may be canceled before they are executed, through coordination and agreement between the individual reservists and their commands. As much advance notice as possible should be provided to the command and/or the member to allow for rescheduling of work and training at the unit or for reservists' civilian employment rescheduling. The command shall notify the servicing ISC (pf) immediately upon any agreement to cancel pending orders.

b. Once a reservist commences duty, that duty is no longer voluntary. A reservist who needs to leave active duty before the planned termination date due to unavoidable conflict must obtain approval for any changes from the appropriate supervisor. Should an unavoidable conflict occur, possible solutions include amending the orders to become non-consecutive or terminating the orders and rescheduling the remaining duty under a new set of orders. Requests for amendments or early termination of orders shall be submitted immediately to the servicing ISC (pf). In the event of cancellation or termination of long-term orders, the servicing ISC (pf) shall notify Commandant (G-WRP-2) for ADSW-AC orders, or Commandant (G-WTR-3) for ADSW-RC or ADT-OTD orders.

c. Conditions for early termination of EAD or RPA contracts can be found in Chapter 12, Personnel Manual, COMDTINST M1000.6 (series). Conditions for early termination of involuntary recall orders can be found in Coast Guard Manpower Mobilization and Support Plan, COMDTINST M3061.1 (series).

Chapter 3 Section C
RESIDENT TRAINING FOR RESERVISTS

In this Section:

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3.C.3	Coast Guard Course Schedules	17
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Chapter 3 Section C
RESIDENT TRAINING FOR RESERVISTS

3.C.1 Resident Training Defined

Resident training is formal instruction at a place or location away from the normal duty station. Reservists may attend on either ADT or IDT orders, but normally ADT orders are used. Resident training should target skills that cannot easily or quickly be obtained through on-the-job training, 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:

a. Coast Guard resident training:

   (1) Basic training and indoctrination (performed by reservists on IADT orders).

   (2) Coast Guard Class “A” courses, consisting of minimum essential rating training designed to provide the basic technical knowledge and skills required for job-entry level performance. The Class "A" course graduate is an apprentice who will initially require on-the-job training under supervision to carry out duties.

   (3) Coast Guard Class “C” courses, consisting of short-term training designed to provide advanced/specialized knowledge and skills to perform a task, or group of tasks, required by a specific position or related to specific jobs, missions, types of equipment or advanced rates.

b. Department of Defense (DoD) resident training, including Reserve War & Staff College courses.

c. Other training provided by external organizations such as state enforcement, other federal agencies, private contractors or non-profit agencies such as the Coast Guard Auxiliary and the American Red Cross.

3.C.2 Resident Training Availability

All forms of resident training are open to reservists. Factors affecting a reservist's ability to obtain a quota include:

a. The cost to attend the training (pay and allowances plus travel) and the availability of Reserve Training funding (e.g., funding for ADT-AT may be available, but funding for ADT-OTD or additional training fees may not).

b. The member's eligibility for the class. Each class has specific eligibility requirements and some classes require prerequisite training (e.g., the requirements for Coast Guard Class “C” schools can be found in the Course Descriptions section of Class Convening

Schedule for Coast Guard Class "A" and "C" Resident and Exportable Training Courses, COMDTNOTE 1540).

c. Command approval of the training request (e.g., a command may want a member to obtain basic skills at the unit by performing on-the-job training before attending resident training, or may not want to send a reservist away to resident training for ADT-AT two years in a row, or may need all reservists assigned to perform their ADT-AT at the unit during a special non-recurring surge operation such as OPSAIL or the Olympics).

d. Overall demand for a particular class. Some classes are in high demand and a program manager must prioritize requests to determine who receives available quotas. Units that have recently sent several personnel 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.

e. Duration of the class. Schools longer than two weeks require additional time commitment from reservists and require approval by an ISC (pf) to ensure availability of funds beyond the normal ADT-AT. Some Coast Guard Class "C" schools are designated reserve-specific because they were created specifically for those reservists who cannot attend longer courses because of their civilian job constraints. Information on these courses is available in Class Convening Schedule for Coast Guard Class "A" and "C" Resident and Exportable Training Courses, COMDTNOTE 1540.

3.C.3 Coast Guard Course Schedules

a. Coast Guard Class "A" and Class "C" School schedules are published annually in Class Convening Schedule for Coast Guard Class "A" and "C" Resident and Exportable Training Courses, COMDTNOTE 1540, which is available from unit educational services or training officers. An updated copy of this publication is also available over the Internet at the Training Quota Management Center (TQC) website: http://www.uscg.mil/hq/tqc.

b. Additional resident training schedules are published by some CGHQ and Area or MLC program managers and by some district and unit commanders. Exportable ("road show") training opportunities are available in some areas. Unit educational services or training officers should be the initial point of contact for obtaining the most up-to-date resident and exportable training opportunities and class schedules.

c. Many Department Of Defense (DoD) school quotas require up to three years advance notice before the Coast Guard can obtain a quota. Take this into account when reviewing available DoD training.

3.C.4 Application Process

a. The training request module of CGHRMS shall be used for submitting Class "A" School and Short-Term Resident Training requests. For other types of courses, unit educational services or unit training officers can advise concerning specific procedures. Members generally apply for courses by submitting requests to their supervisors well in advance of scheduled class convenings. Supervisors forward the requests through the chain of command to unit training officers, who process the requests. Requests for courses that require more than 15 days of active duty or requests for reservists who have already performed ADT-AT for the fiscal year must be submitted via the servicing ISC (pf) to certify Reserve Training funds availability for additional ADT-OTD days.

b. For quotas managed by the Coast Guard Training Quota Management Center (TQC), units should receive word on reservists' selections approximately eight weeks before the class starts. Reservists shall submit requests for ADT orders as soon as they have been advised they have a quota. If the eight-week point has passed and a unit hasn't been notified, reservists may request that unit training officers contact TQC.

Chapter 4
PARTICIPATION STANDARDS

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Chapter 4
PARTICIPATION STANDARDS

Chapter 4 Section A
PARTICIPATION STANDARDS

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Chapter 4 Section A
PARTICIPATION STANDARDS

4.A.1 Satisfactory Participation Defined

Satisfactory participation is defined as the fulfillment of contractual and training requirements. Satisfactory participation shall be considered a factor of performance and shall be reflected in members' performance evaluations.

4.A.2 SELRES Satisfactory Participation

SELRES members are obligated to:

a. Complete IADT.

b. Report per orders.

c. Attend 90% of scheduled, authorized paid IDT drills per fiscal year. To determine the appropriate number of drills to schedule for a reservist who enters the SELRES partway through a fiscal year, units should multiply the number of complete months remaining in the year by four (e.g., a reservist entering the SELRES on 14 December will have nine complete months remaining, which equals 36 drills).

d. Satisfy the annual training (AT) requirement.

e. Complete resident or correspondence courses required by the enlistment contract or commissioning program.

f. Answer official correspondence.

g. Respond to annual screening questionnaires.

h. Promptly notify the Coast Guard via the chain of command of changes of residence and changes of phone number(s) or mailing address, changes in marital status or number of dependents, changes in civilian education or civilian employment, and any physical condition or other factor that would affect the member's immediate availability for active military service.

i. Maintain physical fitness and weight standards. Different physical fitness standards are applied to different Coast Guard programs and can be found in the Coast Guard Training and Education Manual, COMDTINST M1500.10 (series). Maximum allowable weight standards can be found in Allowable Weight Standards for Coast Guard Military Personnel, COMDTINST 1020.8 (series). Coast Guard Medical Manual, COMDTINST M6000.1 (series), contains physical and dental exam standards and requirements.

j. Officers must accrue a minimum of 50 retirement points in an anniversary year to remain in an active status (10 U.S.C. 12642).

Unsatisfactory participation is the failure to comply with any of the contractual obligations or program requirements listed above. Participation is also considered unsatisfactory when members of the SELRES acquire at least nine unexcused absences from scheduled training within a 12-month period or fail to meet standards prescribed for annual screening, training for advancement, or performance of duty. See Section 4.B (Failure to Participate).

4.A.3 Annual Training (AT) Requirement

a. By Coast Guard policy, the AT requirement shall be a minimum of 12 days per fiscal year for members of the SELRES and a minimum of 30 days per fiscal year for members of the IRR in TRAPAY CAT E.

b. The AT requirement is generally met through the performance of IADT or ADT-AT, but can be met by performing ADOT as long as the duty is rating, specialty or position related. The duty can be performed through on-the-job training or attendance at a formal school. The determination concerning whether the duty will meet the AT requirement shall be documented on the reservist's active duty orders.

c. Examples of duty that meets and does not meet the AT requirement:

   (1) A Damage Controlman assigned to a DC position at a small boat station would meet the AT requirement by performing 12 days of active duty (normally ADT-AT) by performing DC-related duties at the station.

   (2) The same Damage Controlman would not meet the AT requirement by performing 12 days of work recruiting new personnel.

   (3) A Damage Controlman assigned to a position at a recruiting office would meet the AT requirement by performing 12 days of active duty recruiting new personnel.

d. Reservists who enter the SELRES after completing periods of long-term active duty do not have an initial AT requirement if nine months or less remain in the fiscal year during which they are released from active duty. However, they are not prohibited from performing ADT-AT or any other type of active duty.

4.A.4 Waiver of Annual Training (AT) Requirement

a. Unit commanding officers are authorized to waive the AT requirement for assigned reservists for sufficient cause. Sufficient cause includes:

   (1) Members who have requested and are within one year of retirement.

   (2) Members whose rating or specialty skills are substantially maintained through their civilian employment, in years with limited ADT-AT funding (as designated by Commandant (G-WTR-3)).

(3) Members experiencing temporary physical disability documented by a physician or temporary family or personal hardship. These reasons must be completely documented.

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

b. Requests for waiver of the AT requirement shall be submitted in writing from the member to his or her commanding officer. The commanding officer must consider the member's proficiency and ability to rapidly become an effective resource to the Coast Guard. If the request is approved, the commanding officer shall then provide a copy of the request and approval to the servicing ISC (pf). Non-completion of the waived AT requirement will not be considered when evaluating the member's performance.

c. A waiver for an individual shall not be granted two years in a row without the approval of the servicing ISC (pf).

4.A.5 Travel or Change of Residence

Travel or change of residence does not relieve reservists of their obligations to meet military service obligations or participation standards.

a. Permission to leave the United States for travel is not required. However, SELRES and drilling IRR members who plan to travel outside the United States for periods in excess of 30 days are required to notify their units in writing. The notification shall include:

(1) Date of departure;

(2) Date of security brief, if required;

(3) Countries to be visited;

(4) Addresses while outside the United States; and,

(5) Duration of travel.

Reservists with a statutory or contractual obligation shall include the following statement in the notification: *I understand travel outside the Continental United States does not relieve me of the obligation to maintain satisfactory participation as required for my Reserve classification and TRAPAY CAT.*

b. Reservists who permanently change their residences to reside beyond a reasonable commuting distance of their assigned units shall request and shall normally be assigned to positions nearer their new residences if available, in accordance with Chapter 5 of this Manual.

4.A.6 IRR Satisfactory Participation

IRR members are obligated to:

a. Answer official correspondence.

b. Respond to annual screening questionnaires.

c. Promptly advise CGPC-rpm (or the servicing Human Resource site via the chain of command for drilling reservists assigned to units) of changes of residence and changes of phone number(s) or mailing address, changes in marital status or number of dependents, changes in civilian education or civilian employment, and any physical condition or other factor that would affect the member's immediate availability for active military service.

d. Meet the minimum training requirements for their TRAPAY CATs.

e. Maintain physical fitness and weight standards.

f. Officers must accrue a minimum of 50 retirement points in an anniversary year to be retained in an active status (see 10 U.S.C. 12642).

Unsatisfactory participation is the failure to comply with any of the contractual obligations or program requirements listed above, or failure to comply with performance standards during any type of duty.

Chapter 4 Section B
FAILURE TO PARTICIPATE

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Chapter 4 Section B
FAILURE TO PARTICIPATE

4.B.1 Counseling and Disciplinary Action

a. Commands shall monitor member participation and evaluate performance of prescribed training requirements to determine compliance with the previous section. Every effort shall be made to correct performance deficiencies by timely counseling of members who are not participating satisfactorily. Commands shall document all counseling in accordance with Preparation and Submission of Administrative Remarks (CG-3307), COMDTINST 1000.14 (series), and enclosure (6) to Personnel Pay and Procedures Manual, HRSICINST M1000.2 (series). Counseling for unexcused IDT drill absences shall start with the first absence. The record of counseling will include:

   (1) Absences (number, dates, and reasons).

   (2) Member's general deportment 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. Use certified mail, return receipt requested. Attach proof of mailing and proof of receipt to the remarks and file with that member's personnel file.

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

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

b. The commanding officer shall document all administrative or disciplinary actions in accordance with Military Justice Manual, COMDTINST M5810.1 (series). Documentation shall include:

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

   (2) Member's advancement progress (enlisted), proficiency, conduct, UCMJ action(s), general deportment, 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.

4.B.2 Compliance Measures

a. Ready Reservists who have not fulfilled their statutory military service obligation (MSO) under 10 U.S.C. 651, and whose participation has been unsatisfactory, may be processed as follows:

(1) They may be ordered involuntarily to active duty in accordance with 10 U.S.C. 12303 if they have not accumulated more than 24 months of combined active service, and shall be required to serve on active duty until their total service on active duty equals 24 months; requests for active duty are submitted via the servicing ISC (pf) to Commandant (G-WTR). They may be ordered to ADT-AT in accordance with 10 U.S.C. 10148, regardless of length of prior combined active service, for a period of not more than 45 days; requests for ADT-AT are submitted to the servicing ISC (pf).

(a) Individuals involuntarily ordered to active duty may request and be authorized a delay in reporting. Individuals whose involuntary orders to active duty would result in extreme community or personal hardship shall report for duty but may, at their request, be transferred to the Standby Reserve, the Retired Reserve, or may be discharged. Any request for a delay or transfer for hardship must be supported by documentation.

(b) If initial enlistments or other periods of military service would expire before the end of the required periods, they shall be extended to accommodate the required active duty service (10 U.S.C. 12303).

(c) Once service is completed, these members may be returned to their SELRES assignments, they may be transferred to the IRR, or they may be discharged if at the end of their enlistments.

(2) They may be transferred to or be retained in the IRR for the balance of their statutory MSO if they still possess the potential for useful service if mobilized.

(3) Enlisted members may be discharged for unsatisfactory participation. Unless the member requests a hearing before an Administrative Discharge Board, the discharge process does not require convening a board to consider the circumstances and recommend appropriate action when the appropriate commander has recommended that the person be discharged under honorable conditions and that he or she does not possess the potential for useful service if mobilized. See article 12.B, Personnel Manual, COMDTINST M1000.6 (series).

(4) If a member fails to participate satisfactorily before completing the six year obligation incurred to qualify for Montgomery GI Bill – Selected Reserve (MGIB-SR) and has received educational benefits, such entitlement shall be suspended and the command may involuntarily order the member to active duty or initiate action to recoup funds in accordance with Montgomery GI Bill – Selected Reserve Educational Assistance Program, COMDTINST 1001.30 (series).

b. Members of the SELRES who have fulfilled their statutory MSO under 10 U.S.C. 651 and whose participation has been unsatisfactory, may be transferred to the IRR or the Standby Reserve, ISL, for the balance of their current enlistment if they still possess the potential for useful service if mobilized. They may also be discharged as outlined above if they do not possess the potential for useful service if mobilized.

c. Commissioned officers whose participation has been unsatisfactory must be reviewed for discharge by a board of officers when a board of officers is required by 10 U.S.C 12681 and 12683, or when a discharge under other than honorable conditions is recommended. For enlisted members whose participation has been unsatisfactory, an Administrative Discharge Board shall be convened, unless waived by the member, to consider the circumstances and recommend appropriate action when discharge under other than honorable conditions is recommended.

d. 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. 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. Individuals ordered to active duty who fail to report shall be separated for misconduct (see Article 12.B.18, Personnel Manual, COMDTINST M1000.6 (series)).

e. Individuals failing to comply with any involuntary order to active duty shall be reported as absent without official leave to civilian authorities. Such personnel are subject to the Uniform Code of Military Justice (UCMJ) as of their reporting date, whether or not they have reported to active duty. Violations of the UCMJ, including violations of Article 86, UCMJ, shall be handled on a case-by-case basis in accordance with existing laws and regulations.

4.B.3 Failure to Undergo Physical and Dental Examination

Members who fail to maintain required physical and dental examinations will be notified by their servicing ISC (pf), via the unit, that an examination must be completed within 30 days. If the member does not submit to the required examination within 30 days, the commanding officer shall document counseling in accordance with Section 4.B.1 and follow procedures for compliance measures in Section 4.B.2.

4.B.4 Failure to Respond to Annual Screening

a. Members of the Ready Reserve shall be screened at least annually to meet the provisions of 10 U.S.C. 10149 and to provide a Ready Reserve force composed of members who:

(1) Meet military service standards of mental, moral, professional, and physical fitness;

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

(3) Are available immediately for active duty during a mobilization or as otherwise required by law.

b. Ready Reservists who fail to complete and return annual screening questionnaires shall be designated as "unsatisfactory participants." The commanding officer shall document counseling in accordance with Section 4.B.1 and follow procedures for compliance measures in Section 4.B.2.

c. The transfer of members to the Standby Reserve as a result of the screening process, described in Chapter 5.B.3, does not constitute "unsatisfactory participation."

4.B.5 Failure of Officer to Earn Minimum Required Retirement Points

Officers in the Ready Reserve or Standby Reserve, Active Status who fail to earn the minimum 50 retirement points per anniversary year for satisfactory federal service will be processed by CGPC-rpm for removal from an active status. Requests for waivers shall be forwarded to CGPC-rpm via the chain of command.

Chapter 5
ASSIGNMENTS AND TRANSFERS

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Chapter 5 Section A
ASSIGNMENTS

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5.A.1 Assignment to Coast Guard Units

a. Certain Coast Guard units are allocated a number of SELRES positions on the Personnel Allowance List (PAL); they represent the highest priority positions that are best filled by reservists, given the Coast Guard's contingency requirements and its current array of missions and emphasis on those missions.

b. Assignment officers (AOs), located at servicing ISC (pf)s, assign reservists to positions at units in their respective geographic regions. Reservists are generally assigned to the units closest to their permanent home address that have appropriate vacant positions. AOs authorize assignments by issuing no-cost permanent change of station (PCS) transfer orders through the Coast Guard Human Resources Management System (CGHRMS). The CGHRMS assignment module (e-Resume) is the primary method for members to communicate their assignment desires.

c. The AO must balance issues related to demand, supply, and the flow of people over time when authorizing assignments. The assignment system furnishes the available pool of reservists to units equitably by grades, rates, ratings, and total numbers to fill authorized allowances. In matching members to positions, AOs follow these basic assumptions:

(1) In distributing and assigning members, Service needs come first.

(2) The fact that a member holds a specific rate or rank means he or she is fully qualified to perform its duties.

(3) The structure of positions the Commandant authorizes for a specific unit is adequate to execute its mission satisfactorily.

5.A.2 Assignment Considerations

AOs consider the needs, availability, and desires for professional development expressed by members. They must be able to compare needs, wants, constraints, and conditions to come to a judgment about an assignment. They will take into consideration all factors, issues and inputs; e.g., command concerns, member's desires and career development, and the needs of the service.

a. AOs will measure the degree of fit of the assignment of SELRES members to positions by considering *Quality of Match*. AOs shall attempt to meet all of the following criteria if possible, but at a minimum, shall meet the requirements of the first subparagraph below:

(1) Is the person's specialty the same as the position's specialty? Specialty is the rating (e.g., BM, PS, SK) for enlisted members, primary occupation code (e.g., 42 for port safety, 73 for readiness) for commissioned officers, and specialty (e.g., WEPS, ENG) for warrant officers. AOs will not assign an enlisted person to a position that requires

a different rating, or a warrant officer to a position of a different specialty. Enlisted members who are approved to pursue lateral changes in rating shall be assigned training rating indicators and shall be assigned to positions in the new rating. Chapter 7.C of this Manual outlines the process for pursuing lateral changes in rating.

(2) Does the person have the special qualification or competency required by the position, if one is required?

(3) Is the person's pay grade the same as that of the position?

(4) Does the person live within a Reasonable Commuting Distance (RCD) of the position (drill site)? It is Coast Guard policy to assign a reservist to a vacant position within RCD of his or her residence if one is available. If not, the member may request assignment to a vacant position outside of the RCD or may request to be overbilleted at a unit within RCD subject to guidelines outlined in Section 5.A.4 below. RCD is defined as the maximum distance a reservist may be required to travel involuntarily between residence and drill site. That distance may be:

(a) 100 miles from the drill site 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.

(b) 50 miles from the drill site 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.

5.A.3 Assignment to High-Priority Positions

Some positions have a high assignment priority— usually positions at deployable units, such as Port Security Units (PSUs), Harbor Defense Commands (HDCs), or Maritime Safety and Security Teams (MSSTs), which must be kept at full strength to maintain required levels of readiness. AOs may have to assign members to these units involuntarily if not enough volunteers are identified. Since RCD is a factor in Reserve assignments, it is likely that members living within RCD of one of these units will be assigned at least once during their Coast Guard Reserve careers. AOs will work with operational commanders to generate appropriate policies to accommodate local conditions.

5.A.4 Overbilleting

In general, members are brought into the SELRES to fill vacant Reserve positions on the PAL. Enlisted members are recruited or are released from active duty (RELAD) into the SELRES to fill vacant positions, or to fill positions expected to become vacant in the near future. A similar principle applies to the commissioned officer corps: officers are RELAD into the SELRES to fill positions, or are brought in through the Selected Reserve Direct Commission (SRDC) program where positions are vacant or are anticipated to become vacant during the year's assignment cycle. The same logic applies to initial appointment to the warrant corps.

a. Assignments to Reserve positions on the PAL are geographically constrained, unlike assignments to active duty PAL positions, where members move to different locations to take new assignments (see Section 5.A.2 on RCD). In order to accommodate these geographic constraints and to permit maintenance and growth of the Coast Guard Reserve workforce, AOs may authorize limited overbilleting on a case-by-case basis for:

   (1) RELADs in pay grades E-6 and below and pay grades O-1 through O-3,

   (2) Transfers from the IRR or Standby Reserve, or from other geographic regions, for all enlisted members, chief warrant officers, and officers in pay grades O-1 through O-3, and

   (3) New accessions in the pay grade of E-4 and below.

   (4) Overbilleting of new accessions in pay grades E-5 and E-6 may be recommended by AOs and pay grade determination will be authorized by CGPC-rpm on a case-by-case basis.

b. Overbilleting of reservists as outlined above is subject to the following guidance:

   (1) The receiving unit must possess valid, continuing justification for the additional reservist(s), and

   (2) The receiving unit must have the capacity to train and support the additional reservist(s). A unit has a finite capacity to train, use, and manage reservists. Assigning too many in an overbillet status, or assigning too many people who require initial training, might overwhelm a unit.

   (3) There must be no vacant positions that meet quality of match requirements at other units within commuting distance of the member's residence.

c. IRR (non-pay) members drilling at units shall not be assigned to SELRES positions. Overbilleted SELRES members assigned as authorized above are at potential risk of reassignment to the IRR (non pay) if their geographic regions reach or exceed their overall strength. Thus, an overbilleted SELRES member is always encouraged to seek out and fill a vacant position within his or her rating or specialty.

5.A.5 Reassignment Due to Advancement/Promotion, Position Deletion, or Unit Decommissioning

For reservists, advancement and promotion are centralized while assignment is decentralized. This means that advancement does not depend on a local vacancy, but on a national vacancy. Situations may occur where a person is advanced based on a vacancy located in a distant geographic region, and cannot fill the position. Or there could be an empty position at a unit where a person is next on the advancement list, but if there is a nationwide surplus in that rating or pay grade, the person won't be advanced.

a. As a rule, enlisted members in pay grades E-6 and below, warrant officers, and commissioned officers in pay grades O-3 and below need not be reassigned when promoted or advanced, in order to provide geographic stability for reservists and in order for unit commanders to receive return on their training investments.

   (1) A person who moves up in grade but who is within the grade range established for the position is still eligible to fill that position (e.g., all warrant positions are W-4 and considered to have a range from W-2 to W-4).

   (2) Advancements and promotions recognize the member's accomplishments and reaffirm the Service's faith and confidence in the member to assume positions of increased leadership and responsibility. It is important for members and commands to remember that advancements are possible only because position vacancies exist, so transfers to fill those vacancies are likely to occur.

      (a) When reservists are advanced or promoted to pay grades senior to the ranges established for their positions, AOs will attempt to assign the members to more senior positions at the same commands, but may be required to assign them to more senior positions at other commands within the local commuting area as vacancies and surpluses occur.

      (b) On a case-by-case basis, AOs may allow members to be left in positions even though they have exceeded the grade range, if it is in the best interest of the unit and the member, of other units and other members, or of the regions' operational commanders.

b. A member who advances to E-7 should expect to be reassigned to an E-7 position as soon as possible if one is available, and a member who is promoted to O-4 should expect to be reassigned to an O-4 position as soon as possible if one is available, usually during the assignment cycle following the advancement or promotion.

c. Senior enlisted members and commissioned officers above the grade of O-4 should expect to be eligible for reassignment during the next assignment season if they no longer fit the position as a result of an advancement or promotion. As members become more senior, the opportunities for assignments within RCD are increasingly scarce. Since the number of paid SELRES O-5/O-6 and E-8/E-9 positions is limited, it is possible that if

a person wants to continue to serve in a paid SELRES status at these senior grades, he or she may have to agree to assignment beyond RCD of his or her residence.

d. Immediate reassignment is required if a reservist is advanced, promoted or appointed to a pay grade senior to that of his or her Officer-in-Charge or Commanding Officer.

e. For members whose positions are deleted or whose units are decommissioned due to changing mission requirements, AOs will make every effort to assign them to vacant positions within RCD of their residences. Overbilleting may be authorized following the policy outlined in 5.A.4 above.

5.A.6 Assignment Limitations

a. Reservists who become pregnant shall not be transferred from their SELRES positions during pregnancy. However, the Service does not permit pregnant women to perform physical duties that could threaten the pregnancy or assign them beyond the availability of medical attention, for example, to shipboard duty, boat crews or vessel inspection teams. Before a pregnant woman can perform IDT or ADT or undertake any travel associated with such duty, she shall obtain written authorization from her attending physician stating that the pregnancy has been uneventful, that no excessive absences are anticipated, and that the duties or travel will not harm the member or child. Commands may also reschedule IDT drills in accordance with Chapter 2.B.3 of this Manual to accommodate pregnant reservists. See Pregnancy in the Coast Guard, COMDTINST 1900.9 (series), for policy on management of pregnant reservists.

a. Coast Guard SELRES members 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. Whenever possible, their SELRES and civilian assignments shall be at different commands.

5.A.7 Affiliation of Members of Other Reserve Components

AOs may authorize members of other Reserve components to affiliate with Coast Guard units at no expense to the Coast Guard, with the approval of and subject to the policies and procedures of their respective Services.

5.A.8 Reassignment of Reservists Released From Active Duty

a. It is Coast Guard policy that reservists are not penalized for performing long-term active duty since this duty meets Service goals. Upon completion of long-term active duty of any duration, reservists are entitled to return to the same or a similar SELRES position, unless they would have otherwise been subject to reassignment. Examples of being

subject to reassignment include: advancement or promotion, appointment to chief warrant officer or commissioned officer, attainment of 30 years service, etc. AOs are authorized to overbillet personnel at units to accomplish this purpose. In situations where additional training capacity no longer exists at the original unit, the reservist may be assigned to a unit in the same geographic area.

b. Members mobilized to serve on involuntary active duty normally return to their former positions upon release from active duty.

Chapter 5 Section B
TRANSFERS

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Chapter 5 Section B
TRANSFERS

5.B.1 Minimum Periods of SELRES Service

All members appointed, enlisted, or transferred into the SELRES shall agree to serve for a specified period, and in no case shall that service be for a period of less than one year. That service shall be agreed to by execution of an enlistment/commission contract outlining SELRES obligation, or CG-3307 Administrative Remarks entry. Either document may also be used to meet the SELRES service agreement requirements to entitlement for educational assistance under Montgomery GI Bill – Selected Reserve Educational Assistance Program, COMDTINST 1001.30 (series).

5.B.2 Transfers to the IRR

RELADs and reservists with no remaining SELRES obligation may request transfer to the IRR in a non-drilling status at any time, provided minimum service requirements outlined in 5.B.1 above are met. Members who transfer to the IRR from active duty or the SELRES are not released from their Ready Reserve mobilization obligations; acknowledgement of the mobilization obligation, participation requirements as outlined in Chapter 4.A.6 of this Manual, and reason for the request to transfer shall be documented on the transfer orders and included in the member's personnel record. Members in the IRR may request transfer to a SELRES assignment once the reason for transfer to the IRR no longer applies. If the reason for transfer is due to temporary physical disability or hardship, the member shall be transferred to the Standby Reserve and not to the IRR (see 5.B.5).

5.B.3 Transfers from the Ready Reserve

a. All SELRES reservists shall be retained in SELRES assignments for the entire period of their statutory SELRES obligations or voluntary contracts. All Ready Reservists shall be retained in the Ready Reserve for the entire period of their statutory military service obligations. Exceptions to this policy are reservists who are temporarily not physically qualified to participate in regular training, or whose immediate recall to active duty during an emergency would create an extreme personal or community hardship, or who are designated as key employees. They shall be transferred to the Standby Reserve at their request or as a result of annual screening, subject to the following conditions:

   (1) Members shall be transferred back to the Ready Reserve as soon as the reasons for transfer no longer exist; they generally shall remain in the Standby Reserve for no longer than two years, with subsequent return to the SELRES;

   (2) Members are required, after returning to the SELRES, to satisfy their original obligation;

   (3) Members are permitted only one hardship transfer during the period of obligated service; and

(4) Members in receipt of Montgomery GI Bill benefits shall have the benefits suspended until return to the SELRES.

b. Reservists with no remaining statutory obligation who are not physically qualified to participate in regular training or whose immediate recall to active duty during an emergency would create an extreme personal or community hardship, or who are designated as key employees shall be transferred to the Standby Reserve if the reason for transfer is expected to be temporary in nature. If the reason is expected to be permanent in nature, they shall be transferred to the Retired Reserve or shall be discharged as appropriate. Members transferred to the Standby Reserve shall be transferred back to the Ready Reserve as soon as the reasons for transfer no longer exist.

c. Requests for transfer to the Standby Reserve shall not be authorized without supporting documentation. The reason for transfer shall be documented on the transfer orders.

5.B.4 Extreme Community and Personal Hardship

a. Extreme community hardship is defined as a situation that, because of a reservist's mobilization, may have a substantially adverse affect on the health, safety or welfare of the community.

b. Extreme personal hardship is defined as a situation that results in an adverse impact on a reservist's dependents resulting from his or her mobilization. Reservists who are single parents or who are married to other military service members do not fall into this category, since these members are expected to be responsible for arranging care for their dependents.

5.B.5 Temporary Physical Disqualification

a. Temporary physical disqualification, for the purpose of transfer to the Standby Reserve, is defined as a disability that is temporary in nature but is expected to last for 4 months or more. If the disability is expected to last less than 4 months, the reservist shall be retained in the SELRES and the command shall either schedule the reservist for IDT training in a limited duty status (ADT, ADOT or mobilization must still be deferred until the member is in a fit for full duty status), or shall reschedule drills for when the member is fit for full duty. Reservists who are not physically qualified to participate in training and who are not expected to return to a fit for duty status shall not be transferred to the Standby Reserve, but instead shall be transferred to the Retired Reserve or separated.

b. For transfer back to the Ready Reserve from the Standby Reserve when a temporary physical disqualification no longer exists, documentation from a civilian healthcare

provider can be used to support the transfer, or an RMP without pay can be issued by the servicing ISC (pf) to provide an evaluation to support the transfer.

c. Personnel who exceed their maximum allowable weight standard at the end of the probationary period in accordance with Allowable Weight Standards for Coast Guard Military Personnel, COMDTINST M1020.8 (series), shall be transferred to the Standby Reserve, Inactive Status, for up to one year. If during the year they attain their proper weight or body fat percentage, they may request transfer back to the Ready Reserve. Those who have not attained their proper weight shall be transferred to the Retired Reserve or separated.

5.B.6 Key Employees

a. Key employees are defined as 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 as in 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) Article III Judges. However, each Article III Judge who is a member of the Ready Reserve and desires to remain in the Ready Reserve must have his or her position reviewed by the Chief Judge of the affected judge's circuit to determine that his or her 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 E.O.s 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?

b. Non-federal employers of Ready Reservists, 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.

c. All employers who determine that a Ready Reservist is a key employee shall promptly submit such determination to CGPC-rpm requesting that the employee be removed from the Ready Reserve, using the guidelines in DoDD 1200.7, Screening the Ready Reserve. CGPC-rpm shall make removal determinations in response to petitions for such actions.

d. On mobilization under 10 U.S.C. 12301(a) or 12302, all personnel actions relating to the annual screening program shall be held in abeyance, and all members remaining in the Ready Reserve 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.

5.B.7 Transfers Due to Relocation

a. Members who relocate outside the United States shall notify their servicing ISC (pf) in writing, via the chain of command, as far in advance as possible. Notification shall include the new mailing address and the date of occupancy. If the relocation is planned to be temporary in nature (normally two years or less), the servicing ISC (pf) shall assign obligated personnel to the IRR in TRAPACAT E or to the Standby Reserve, Active Status. All non-obligated personnel will be assigned to the Standby Reserve, Active Status.

b. Members with remaining statutory obligations may be discharged for immediate reenlistment per the Personnel Manual, COMDTINST M1000.6 (series), to accommodate temporary relocation overseas. The total period of the original enlistment served plus the reenlistment shall not be less than the member's military service obligation. In addition, it must include the anticipated period of temporary residence outside the United States. The member is required to comply with the conditions contained in the following statement, which shall be signed by the member 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 CG 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.*

c. Reservists with remaining SELRES obligations whose change of residence moves them further away from their assigned units (except for changes of residence outside the United States) shall request and shall normally be assigned to positions nearer their new residences in accordance with Section A of this chapter, if available. If the relocation is planned to be temporary in nature and is to a region where there is no Coast Guard unit available and the member cannot meet drill obligations through grouping drills and ADT, etc., then the member may request transfer to the Standby Reserve as outlined in Section 5.B.3 above. If the relocation is expected to be permanent in nature, then the member may request conditional release to join another Reserve component to fulfill the remainder of his or her service obligation.

5.B.8 30-Year Limitation

a. Chief warrant officers and enlisted members may be assigned to the SELRES during their first 30 years of service. Normally, on the thirtieth anniversary of their pay base dates, chief warrant officers and enlisted members may be transferred to TRAPAY CAT H, unless they have requested retirement or have been granted waivers by the Coast Guard Personnel Command (CGPC-rpm) to remain in the SELRES.

b. Members transferred to TRAPAY CAT H may be assigned to units in accordance with Section 5.A.4.d of this chapter and may continue to participate in training and earn retirement points through IDT, ADT, and correspondence courses in a non-pay status.

5.B.9 Uniform Maintenance Requirement Upon Transfer from the SELRES

a. Active duty or SELRES members transferred to the IRR or Standby Reserve are required to maintain their initial uniform issue for a period of four years. If an enlisted reservist returns to the SELRES or is called back to active duty after a four-year period, he or she may request a new initial uniform issue from Commandant (G-WTR-3) via the chain of command, by submitting form CG-3019 (male) or CG-3019A (female). 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.

b. Information concerning Reserve enlisted clothing allowances and Reserve officer uniform allowances can be found in Chapters 3 and 12 of U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series). The period of assignment to the IRR or Standby Reserve will not be counted in determining entitlement to any enlisted clothing allowances.

Chapter 5 Section C
CAREER PATHS

In this Section:

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5.C.2	Officer Career Paths	19
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Chapter 5 Section C
CAREER PATHS

5.C.1 Senior Reserve Career Paths and Roles

A generalized officer and senior enlisted career path has been developed to provide reservists with long-range career guidance, and is provided on the following pages.

5.C.2 Officer Career Paths

Rank/Years	Position	Correspondence Courses	Formal Training	Non-Specialty Training
ENS 1-2 years	O: Afloat/ashore OOD PSU/HDCU/MSST	SAR/LE Boarding Officer	SAR School: U/W Training; Aton	Leadership Training Instructor Training Local Training Incident Command System Workstation III
	M: CDO; Foreign vessel inspection	M Introduction; PSS(o)	Marine Safety Course	
LTJG 3-4 years	O: Group/afloat/ashore OOD PSU/HDCU/MSST	SAR; MLE Admin Prep (TBD)	Deck Watch Officer PQS PSU/HDCU PQS	
	M: CDO; Foreign vessel inspection duty	MEP(o) Admin Prep	Various Marine Safety	
LT 5-11 years	O: RCC Controller Sr Group/Afloat OOD/CDO Transition to M positions Transition to Support positions PSU/HDCU/MSST	Advanced SAR Planning Course	Deck Watch Officer PQS PSU/HDCU PQS	OLAM Mentor CG Admin/Mgt Training Public Affairs Incident Command System
	M: Duty: CID/COP/CPD/IO Non supervisory 2nd tour in specialty Transition to O positions Transition to Support positions	Planning Course	Various Marine Safety	
	Other Support: Civil Engineer Readiness, Legal, Support Center Planning, etc.	Planning Course		
LCDR 12-17 years	O: RCC/GRU Alt Dept Head PSU/HDCU		PSU/HDCU PQS	War and Staff Colleges Promotion Board Duty Incident Command System Contracting Officer
	M: MSD Supervisor Supervisory CID, COP, or CPD Tour/Alt Dept Head CID, COP, or CPD duty 1st and 2nd specialty		Advanced CID/COP/CPD Schools	
	Other Support: Contingency Planning/ISC SUPRTCEN/ISC Duty AREA/MLC/District Staff Support			
CDR 18-22 years	O: Alt XO/Deputy Sr GRU Res Cmd Adv			War & Staff Colleges Promotion Board Duty Incident Command System
	M: Alt XO/Deputy Sr MSO Res Comd Adv		MSO CO/XO Course	
	Other Support: Force Management Senior SUPRTCEN/ISC Res Cmd Adv, Sr ISC Staff Contingency Planning AREA/MLC/ISC/Dist Staff Support STARC, FEMA Special Projects TRANSCOM, HDCU, PSU (Command)			
CAPT 22+ years	Senior AREA/MLC/District Staff Support, Deputy CCGF STARC, Pentagon, EPLO Inter-agency Liaison TRANSCOM, HDCU (Command)		Sr Res Off Component (SROC)	War & Staff Colleges Promotion Board Duty

(Figure 5-1)

5.C.3 Enlisted Career Paths

Rank/Years	Position	Correspondence Courses	Formal Training	Non-Specialty Training
CPO	Rating Specialty Technical Support Super/Team Leader Training Team Leaders CIS, TQM, SAI Alt XPO	SAR/LE Boarding Officer MLE, PSS	Navy Leader Development Program PQS Training CPO Academy (within 1 year) OINC/XPO Course	LAM CG Admin/Mgt. Training Public Affairs Incident Command System Workstation III Instructor Training
	OOD/JOOD CPO, EWO, DWO Alt Division Chief			
SCPO	Rating Specialty Technical Support	Advanced SAR	PQS Training	Incident Command System Sr NCO Course Diversity Training Workstation III Mentoring Course
	Command Senior Chief Alt XPO EEO Civil Rights ESO		Navy Senior Enlisted Academy	
MCPO	Rating Specialty Technical Support & Review	Army Sergeant Major Academy (in conjunction with 1 month formal training)	DEOMI Army Sergeant Major Academy (in conjunction with correspondence course)	Planning Course
	Command Master Chief Reserve Force Master Chief			

(Figure 5-2)

Chapter 6
RESERVE INCAPACITATION SYSTEM

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Chapter 6
RESERVE INCAPACITATION SYSTEM

Chapter 6 Section A
INCAPACITATION BENEFITS

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6.A.4	Pay and Allowances Entitlement	5
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Chapter 6 Section A
INCAPACITATION BENEFITS

6.A.1 General

Medical and dental care shall be provided for reservists incurring or aggravating an injury, illness, or disease in the line of duty, and physical examinations shall be authorized to determine fitness for duty or disability processing. Pay and allowances shall be authorized, to the extent permitted by law, for reservists who are not medically qualified to perform military duties, because of an injury, illness, or disease incurred or aggravated in the line of duty. Pay and allowances shall also be authorized, to the extent permitted by law, for reservists who are fit to perform military duties but experience a loss of earned income because of an injury, illness, or disease incurred or aggravated in the line of duty.

6.A.2 Definitions

a. Aggravated. The worsening of a pre-existing medical condition over and above the natural progression of the condition as a direct result of military duty.

b. Duty Status. For purposes of this chapter: A member 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 the inactive duty.

c. Earned Income. Income from nonmilitary employment, including self-employment. This includes normal wages, salaries, professional fees, tips, or other compensation for personal services actually rendered, as well as income from taxable unemployment benefits, income protection plans, vacation pay, and sick leave that the member elects to receive. It does not include rents, royalties, retirement pay, dividends or interest, welfare payments, or other nontaxable Government benefits.

d. Incapacitation. Physical disability due to injury, illness, or disease that prevents the performance of military duties, or which prevents the member from returning to the civilian occupation in which the member was engaged at the time the injury, illness, or disease was incurred or aggravated.

e. Incurred. To occur as a result of, or during, military duty.

f. Interim Line of Duty. A preliminary in line of duty determination, unless there is clear and convincing evidence that the illness, injury, or disease was not incurred or aggravated while in a duty status, or was the result of gross negligence or misconduct of the member.

g. Line of Duty. A finding after all available information has been reviewed that determines an injury, illness, or disease was incurred or aggravated while in an authorized duty status, and was not a pre-existing condition or due to gross negligence or misconduct of the member.

h. Military Duty. The duties of a Service member's office and grade, and not necessarily the specialty skill or special qualification held by the member prior to incurring or aggravating an injury, illness, or disease in the line of duty.

6.A.3 Healthcare Entitlement

a. A reservist who incurs or aggravates an injury, illness, or disease in the line of duty is entitled to medical and/or dental treatment as authorized by 10 U.S.C. 1074 or 1074a in an approved medical treatment facility or authorized civilian healthcare provider.

b. Medical and dental care shall be provided until the member is found fit for military duty, 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 Coast Guard Physical Disability Evaluation System (PDES) determination (See Physical Disability Evaluation System, COMDTINST M1850.2 (series)). Each case in which the member is projected to remain incapacitated for more than six months shall be referred to the PDES.

c. Nothing in this chapter shall be construed to prevent emergency medical treatment at a medical treatment facility for a reservist performing in a duty status. A reservist presenting himself or herself for emergency treatment at a military treatment facility after termination of military duty, stating that 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 by a line of duty determination after the emergency has been stabilized.

6.A.4 Pay and Allowances Entitlement

a. A reservist who incurs or aggravates an injury, illness, or disease in the line of duty is entitled to pay and allowances, and travel and transportation incident to medical and/or dental care, in accordance with 37 U.S.C. 204 and 206. The amount of incapacitation pay and allowance authorized is determined in accordance with DoD 7000.14-R, Volume 7A, DoD Financial Management Regulation, Military Pay Policy and Procedures – Active Duty and Reserve Pay, and is summarized below.

b. A reservist who is unable to perform military duties due to an injury, illness, or disease incurred or aggravated in the line of duty is entitled to full pay and allowances, including all incentive and special pays to which entitled, if otherwise eligible, less any earned income as provided under 37 U.S.C. 204(g). A member in receipt of incapacitation pay who is unable to perform military duties, i.e., Not Fit For Duty (NFFD), shall not be allowed to attend IDT periods or ADT, and shall not acquire retirement points by performing IDT or ADT. However, he or she may earn retirement points in order to satisfy the requirements for a qualifying year of service by completing authorized correspondence courses.

RULE	A	B			C	D
	If a member is physically disabled in line of duty while	and the member is			then the member is entitled to	and
		not fit for military duty	fit for military duty but can show lost civilian income			
			Yes	No		
1	serving on active duty, or while traveling directly to or from such active duty (notes 1 and 10)	X			active duty pay and allowances for the period of the orders, plus authorized travel time. If the disability continues beyond this period, or if there is a subsequent recurrence of this disability, entitlement exists to pay and allowances, less the full amount of all civilian earned income received for the disability period, for not more than a total of six months (notes 2, 4, 6, 7, and 11).	medical and dental care appropriate for the disability until it cannot be materially improved by further hospitalization or treatment. The member is entitled to travel and transportation, or a monetary allowance, for travel incident to medical and dental care. Member is also entitled to subsistence in kind during hospitalization when not entitled to BAS (note 8).
2			X		active duty pay and allowances for the period of orders, plus authorized travel time. Thereafter, the member is entitled, upon request, to a portion of pay and allowances in an amount equal to lost civilian earned income or full pay and allowances, whichever is less, for not more than a total of 6 months (notes 2, 3, 5, 6, and 7).	
3				X	active duty pay and allowances for the period of the orders, plus authorized travel time.	
4	performing inactive duty, or while, on the day of duty, traveling directly to or from such duty (notes 1 and 9)	X			inactive duty compensation for the day (both periods if two had been scheduled). If the disability continues beyond this period, or if there is a subsequent recurrence of this disability, entitlement exists to pay and allowances, less the full amount of all civilian earned income received for the disability period, for not more than a total of 6 months (notes 2, 4, 6, 7, and 11).	medical and dental care appropriate for the disability until it cannot be materially improved by further hospitalization or treatment. The member is entitled to travel and transportation, or a monetary allowance, for travel incident to medical and dental care. Member is also entitled to subsistence in kind during hospitalization when not entitled to BAS (note 8).
5			X		inactive duty compensation for the day (both periods if two had been scheduled). Thereafter, the member is entitled, upon request, to a portion of pay and allowances in an amount equal to lost civilian earned income or full pay and allowances, whichever is less, for not more than a total of 6 months. (notes 2, 3, 5, 6, and 7)	
6				X	inactive duty training compensation for the day (both periods if two had been scheduled).	

NOTES:
1. A member is considered to be traveling to the duty or training site upon departing residence with the intention of going directly to such duty or training site. A member is considered to be traveling from the duty or training site upon direct return to residence after completion of the duty or training.
2. Failure of the member to provide current and sufficient information as outlined by Section B of this chapter may result in discontinuation of pay and allowances.

(Figure 6-1)

RULE	A	B			C	D
	If a member is physically disabled in line of duty while	and the member is			then the member is entitled to	and
		not fit for military duty	fit for military duty but can show lost civilian income			
			Yes	No		
7	traveling directly to or from inactive duty on a day(s) other than the duty day (notes 1 and 9)	X			beginning on the day of disability, pay and allowances less the full amount of all civilian earned income received for the disability period, for not more than a total of 6 months. (notes 2, 4, 6, 7, 11)	medical and dental care appropriate for the disability until it cannot be materially improved by further hospitalization or treatment. The member is entitled to travel and transportation, or a monetary allowance, for travel incident to medical and dental care. Member is also entitled to subsistence in kind during hospitalization when not entitled to BAS (note 8).
8			X		beginning on the day of disability, and upon request, a portion of pay and allowances in an amount equal to lost civilian earned income or full pay and allowances, whichever is less, for not more than a total of 6 months (notes 2, 3, 5, 6, and 7).	
9				X		
10	remaining overnight immediately before the start of inactive duty, or while remaining overnight between successive periods of inactive duty	X			beginning on the day of disability, pay and allowances less the full amount of all civilian earned income received for the disability period, for not more than a total of 6 months (notes 2, 4, 6, 7, 11).	
11			X		beginning on the day of disability, and upon request, a portion of pay and allowances in an amount equal to lost civilian earned income or full pay and allowances, whichever is less, for not more than a total of 6 months (notes 2, 3, 5, 6, and 7).	
12				X		

NOTES (continued):

3. Lost civilian earned income is the difference between the member's normal wages or salary or other earnings (including self employment earnings) that would have been payable for the disability period had the member been fully engaged in civilian employment, less any payments the member received. Civilian earned income does not include retirement income. The member must report all income from an income protection plan, vacation pay or sick leave that is received during the disability period. If the sum of all these equals or exceeds the member's usual and customary earned income, no pay and allowances payments will be made. Any payments to the member will first be paid as the basic pay element and then, if necessary, as allowances (BAH and BAS).
4. A member is entitled to compensation (but not point credit) at the rate of 1/30 of monthly basic pay for each scheduled inactive duty period he or she is unable to attend because of the disability. However, there is no entitlement if, while traveling to or from the training or duty site, the member was disabled because of his or her gross negligence or misconduct. This entitlement will be factored into the pay and allowances payable so that total payments to the member for the disability period do not exceed the pay and allowances of a member of the Regular component.
5. Any military duty that the member performs will be factored into the pay and allowances payable in note 3 so that the total payments to the member do not exceed the pay and allowances of a member of the Regular component.
6. CGPC-rpm may extend the period of entitlement beyond 6 months in the interests of fairness and equity.
7. There is no entitlement to pay and allowances beyond the training or duty period if the disability resulted from the member's gross negligence or misconduct.
8. There is no entitlement to medical and dental care if the member is disabled because of gross negligence or misconduct and the disability occurred while traveling to or from the training or duty site.
9. Does not include work or study in connection with a correspondence course of an Armed Force or attendance in an inactive status at an educational institution under the sponsorship of an Armed Force or the Public Health Service.
10. A member who is called to active duty to undergo a physical examination, not incident to a call to active duty for more than 30 days, becomes entitled to provisions of rule 1, 2, or 3, as applicable, on the day of incurrence of disability.
11. Earned income is the total amount a member received from civilian employment or self-employment. It includes receipts from an income protection plan, vacation pay, or sick leave the member elects to receive.

(Figure 6-1 continued)

c. 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 line of duty is entitled to pay and allowances, including all incentive and special pay to which entitled, if otherwise eligible, but not to exceed the amount of the demonstrated loss of earned income or the amount equal that provided by law or regulation for an active duty member of corresponding grade and length of service, whichever is less. A member who is able to perform military duties shall be allowed to attend IDT periods in a Fit For Limited Duty (FFLD) status at the discretion of the command if appropriate training can be accomplished. ADT shall be scheduled when the member is Fit For Full Duty (FFFD). If a member is able to perform military duties but is not authorized to attend IDT drills, and is not projected to make up the missed drills at a later date (e.g., if unable to attend drills at the end of a FY), then the missed drills shall be factored into the member's demonstrated loss of earned income. A member in receipt of incapacitation pay for missed IDT drills may earn retirement points in order to satisfy the requirements for a qualifying year of service by completing authorized correspondence courses.

d. Pay and allowances shall be paid only during the period a member remains not fit for military duties or demonstrates a loss of earned income as a result of an injury, illness, or disease incurred or aggravated in the line of duty. The member's entitlement to incapacitation pay shall terminate on the date that one of the following actions occurs:

(1) The member is found FFFD,

(2) The member no longer demonstrates a loss of earned income,

(3) The member is separated or retired, or

(4) Commandant (G-WTR) determines that it is no longer in the interest of fairness and equity to continue pay and allowances under 37 U.S.C. 204(g) or 204(h).

e. Payment in any particular case may not be made for more than six months without review of the case by Commandant (G-WTR) to ensure that continuation of military pay and allowances is warranted. In making the determination whether pay and allowances should continue beyond the initial six months, Commandant (G-WTR) shall consider if the member has resumed his or her 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.

6.A.5 Line of Duty Determination

a. A reservist who incurs or aggravates an injury, illness, or disease while in a duty status is authorized medical/dental treatment under 10 U.S.C. 1074 or 1074a, as applicable, while a line of duty determination is being conducted. Line of duty determinations shall be made in accordance with Administrative Investigations Manual, COMDTINST 5830.1 (series). The line of duty findings will determine eligibility for continued medical/dental care, and pay and allowances.

b. The medical officer or other designated 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 that the injury, illness, or disease was reported, unless there is clear and convincing evidence that the injury, illness, or disease was not incurred or aggravated in a duty status and not covered under 10 U.S.C. 1074 or 1074a or 37 U.S.C. 204(g) or 204(h), or was due to gross negligence or misconduct of the member.

c. Should the medical officer or approving authority find that the injury, illness, or disease was not incurred or aggravated in an authorized duty status (e.g., was a pre-existing condition) or was the result of gross negligence or misconduct of the member, action shall be taken to immediately terminate incapacitation benefits being provided to the member. Action may also be taken to recoup pay and allowances paid to the member to which the member was not entitled, based on the determination that the injury, illness, or disease was not incurred or aggravated in the line of duty.

d. A reservist whose injury, illness, or disease was determined not to be in the line of duty may appeal the denial of a final line of duty determination in accordance with Administrative Investigations Manual, COMDTINST 5830.1 (series). Should the line of duty determination be reversed as a result of this review, the member's eligibility to healthcare shall be reinstated immediately and pay and allowances shall be reinstated with payment effective from the date such pay was terminated.

6.A.6 Authority to Order or Continue a Reservist on Active Duty to Receive Authorized Healthcare

a. A reservist on active duty under a call or order to active duty specifying a period of 31 days or more, who incurs or aggravates an injury, illness, or disease in the line of duty shall, with the member's consent, be continued on active duty upon the expiration of call or order to active duty until the member is determined FFFD or the member is separated or retired as a result of a PDES determination. Commands shall notify CGPC-rpm and the servicing ISC (pf) when a reservist is continued on active duty upon the expiration of call or order to active duty due to incapacitation, and shall notify them again when the reservist is determined FFFD and released from active duty or is separated or retired as a result of a PDES determination.

b. A reservist on a call or order to active duty specifying a period of 31 days or more, who would otherwise be continued on active duty at the expiration of the orders because of an injury, illness, or disease incurred or aggravated in the line of duty, but who elects to leave active duty (e.g., to resume civilian employment or education), shall be entitled to medical and dental care for the Service-connected medical or dental condition at an authorized medical treatment facility in accordance with 10 U.S.C. 1074a upon release from active duty until benefits are terminated as outlined in Section 6.A.3 above.

The member shall also be entitled to incapacitation pay under 37 U.S.C. 204(g) or 204(h) upon release from active duty until benefits are terminated as outlined in Section 6.A.4 above.

c. A member on a call or order to active duty specifying a period of 30 days or less who incurs or aggravates an injury, illness, or disease shall not have his or her orders terminated solely because of the injury, illness, or disease, unless requested by the member. Upon release from active duty, the member is entitled to benefits as outlined in Figure 6-1.

d. CGPC-rpm may authorize a reservist to be ordered to or retained on active duty, with the consent of the member, under 10 U.S.C. 12301(h) to receive authorized medical care or to be medically evaluated for a disability, and may authorize a reservist to be ordered to or continued on active duty while the member is being treated for, or recovering from, an injury, illness, or disease incurred or aggravated in the line of duty while performing inactive duty or active duty for a period of 30 days or less as authorized by 10 U.S.C. 12322 (ADHC). Such authorization shall normally be provided only after consultation with Commandant (G-WTR-1), and only for members expected to remain not fit for military duties for more than 30 days, when it is in the interest of fairness and equity to provide certain healthcare or dependent benefits.

e. A reservist who has been ordered to active duty or who has been continued on active duty as outlined above, so as to result in a continuous period of active duty of more than 30 days, is entitled to medical and dental care on the same basis and to the same extent as a member covered under 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 more than 30 days are entitled to medical and dental care under 10 U.S.C. 1076(a)(2)(D).

6.A.7 Pregnancy in the Reserve Component

Pregnancy is not a disease or illness covered under the Reserve Incapacitation System. Therefore, a reservist who is unable to perform duty as a result of pregnancy or childbirth is not eligible for incapacitation benefits. See Pregnancy in the Coast Guard, COMDTINST 1900.9 (series), for policy on management of pregnant reservists, and see Chapter 5.A.6 of this Manual for assignment of pregnant reservists.

Chapter 6 Section B
INCAPACITATION REPORTING PROCEDURES

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Chapter 6 Section B
INCAPACITATION REPORTING PROCEDURES

6.B.1 Responsibilities

a. Reservists who are injured or who become ill while in a duty status as defined by Section 6.A.2.b of this chapter must immediately report the injury or illness to their commands, whether or not the injury or illness is considered by the member to be severe enough to warrant medical attention.

b. Commands shall document all injuries or illnesses reported by reservists, shall ensure that they immediately receive required medical and/or dental treatment when injured or become ill while in a duty status, and shall report all injuries and occupational illnesses in accordance with Safety and Environmental Health Manual, COMDTINST 5100.47 (series). At a minimum, a report of a reservist's illness or injury will be documented in his or her Coast Guard medical record through a narrative type SF 600 (Chronological Record of Medical Care) entry. The servicing ISC (pf) and CGPC-rpm shall be copied on all notifications involving incapacitation of reservists.

c. Commands shall refer cases in which a reservist is expected to remain incapacitated for more than six months to the Coast Guard Physical Disability Evaluation System (PDES).

d. Military treatment facility commanders shall, in accordance with DODI 1421.2, Reserve Component Incapacitation System Management, assign and train a manager for cases involving reservists who are not on active duty but require healthcare at that facility for an injury, illness, or disease incurred or aggravated in the line of duty. Coast Guard clinics and sick bays shall coordinate the management of incapacitated reservists with the appropriate ISC (pf) staff.

e. Medical officers or other designated authorities shall provide the member's command and servicing ISC (pf) with updated prognosis and duty status information at least once each month, until the member is found FFFD, 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.

f. Servicing ISC (pf)s shall authorize Notices of Eligibility (NOEs) for medical treatment in accordance with Section 6.B.3 of this chapter. They shall verify and forward claims for incapacitation pay to HRSIC (ses) in accordance with section 6.B.4 of this chapter.

g. CGPC-rpm shall maintain a system to track incapacitated reservists in accordance with DODI 1421.2, Reserve Component Incapacitation System Management, which shall include, at a minimum: the date when the injury, illness, or disease was incurred or aggravated; the type of injury, illness, or disease (i.e., ICD-9-CM/CDT-1/CPT codes described in Section 6.B.2.b); and the date the member was declared FFFD and released from active duty or eligibility for medical treatment was terminated if the member was not continued on active duty, or the date the member was separated or retired as the result of a PDES determination.

h. Commandant (G-WTR-3) shall maintain a system to track payment of incapacitation pay in accordance with DODI 1421.2, Reserve Component Incapacitation System Management, 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 under table 57-3 of DoD 7000.14-R, Volume 7A (reproduced here as figure 6-1) which authorized such pay; and the date when incapacitation pay was terminated.

i. Commandant (G-WTR) shall 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 benefits paid under 37 U.S.C. 204(g) or 204(h).

6.B.2 Reporting Civilian Health Care

a. Reservists performing inactive duty or performing active duty for periods of 30 days or less may be provided care at military treatment facilities (MTFs), but are not reflected as eligible for healthcare in DEERS, which is used by servicing MLC (kma) staffs to verify eligibility when paying claims by civilian health care facilities. Therefore, whenever a command directs a reservist performing inactive duty or performing active duty for periods of 30 days or less to a civilian health care facility for treatment or evaluation, the servicing MLC (kma) must be notified within three working days, and servicing ISC (pf)s and CGPC-rpm shall be copied on such notification.

b. The notification shall include, at a minimum,

(1) The member's full name, rank or rate, and SSN.

(2) The member's duty status (e.g., ADT-AT, IDT, traveling to or from duty site) at the time the injury or illness occurred and the time and dates of the duty period. A copy of the member's orders shall be provided.

(3) The date/time, place, and circumstances of the injury or illness, and the date/time the member was seen by a medical provider.

(4) The name and location of the medical provider.

(5) The provider's diagnosis as reported by the International Classification of Diseases Clinical Modification (ICD-9-CM) Code for medical procedures, or American Dental Association Code on Dental Procedures and Nomenclature, Current Dental Terminology (CDT-1) Code for dental procedures. These codes can be obtained from the provider.

(6) The physician's Current Procedural Terminology (CPT) Code. This code can be obtained from the provider

(7) The estimated period of impairment, and anticipated disposition.

(8) The member's fitness for duty after treatment.

(9) A statement as to whether a request for Notice of Eligibility (NOE) has been sent to the servicing ISC (pf).

(10) A line of duty statement. Where doubt exists, indicate "undetermined" and refer to the procedures contained in the Administrative Investigations Manual, COMDTINST M5830.1 (series).

(11) A unit POC and phone number.

6.B.3 Notice of Eligibility (NOE) for Authorized Medical Treatment

a. A Notice of Eligibility (NOE) for authorized medical treatment is issued to a reservist not serving on active duty, to document eligibility for medical care as a result of an injury, illness, or disease incurred or aggravated in the line of duty.

b. Servicing ISC (pf)s will issue NOEs for periods not to exceed three months. A sample NOE is provided in figure 6-2. Commands requesting issuance of NOEs shall provide ISC (pf)s with the same information that is outlined in Section 6.B.2.b of this chapter, as soon as possible but not later than three working days after the initial medical evaluation and prognosis is completed. Commands shall immediately notify the servicing ISC (pf) and copy CGPC-rpm for termination of the NOE when a member is found FFFD, 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.

c. Upon determination that the member will require treatment beyond the first three-month period of the NOE, commands shall notify the servicing ISC (pf) and may request extensions in one-month increments. Requests for NOE extensions shall indicate whether or not a medical board has been ititiated. ISC (pf)s may not authorize extensions to allow an NOE to exceed six months.

d. The servicing ISC (pf) shall forward requests for one-month extensions to CGPC-rpm for NOEs extending beyond six months. As soon as a medical officer or designed authority determines that a reservist is expected to remain incapacitated for more than six months, the case shall be referred to the Coast Guard Physical Disability Evaluation System (PDES).

(Sample NOE)

6310
date

From: NAME
CG ISC _____ (pf)

To: RANK/NAME/SSN, USCGR

Subj: NOTICE OF ELIGIBILITY (NOE) FOR MEDICAL BENEFITS

Ref: (a) (Original Orders of Member)
(b) Reserve Policy Manual, COMDTINST M1001.28A

1. Your duty status is determined to be (choose one: "Not Fit For Duty"/"Fit For Limited Duty") as the result of (indicate specific injury, illness or disease) (choose one: incurred/ aggravated) in the line of duty while performing (choose one: inactive duty/active duty) directed by reference (a). According to the provisions of reference (b), you are issued Notice of Eligibility (NOE) for Medical Treatment, beginning 0000, DD MMM YYYY. This NOE entitles you to medical and dental care appropriate for the (choose one: injury, illness or disease) until it cannot be materially improved by further hospitalization or treatment. [If required, add: You are entitled to travel and transportation reimbursement, for travel incident to medical and dental care, using the following TONO and accounting data: (record TONO and accounting data here).]

2. The continued provisions of this NOE are contingent upon final determination of service connection, and the absence of misconduct or fraud regarding your condition. Treatment and medication are authorized only for the condition covered by this NOE, at the treatment facility designated by this command. You are required to obtain updated prognosis and duty status information from your designated medical provider at least once each month. Use of unauthorized facilities or treatment programs cancels the provisions of this NOE.

3. While the provisions of the NOE are in effect, the following requirements apply:

a. You may not perform any type of duty while in a Not Fit For Duty status. You may attend IDT drills at the discretion of your command while in a Limited Duty status if appropriate training can be accomplished without aggravating the (choose one: injury, illness or disease).

b. This NOE shall remain in effect no longer than three months unless extended by me or by Coast Guard Personnel Command (CGPC-rpm).

Complete and return the enclosed endorsement to this NOE.

#

Enclosure

Copy: Member's Unit
CG PC (rpm) w/o Enclosure
MLCPAC/LANT (kma) w/o Enclosure

(Figure 6-2)

(Sample NOE Endorsement)

6310
date

FIRST ENDORSEMENT on ISC___ memo 6310 of DD MMM YYYY

From: RANK/NAME/SSN, USCGR

To: CG ISC _____ (pf)

Subj: NOTICE OF ELIGIBILITY (NOE) FOR MEDICAL BENEFITS

1. I (circle one) **accept/decline** receipt of subject NOE, and understand the requirements and provisions as set forth. My current telephone numbers are:

   Home: (____) _____ - _____

   Work: (____) _____ - _____

Copy: Member's Unit
CG PC (rpm)
MLCPAC/LANT (kma)

(Figure 6-3)

6.B.4 Claims for Incapacitation Pay

a. Claims for incapacitation pay shall be submitted to the servicing ISC (pf) via the chain of command. The servicing ISC (pf) shall verify entitlement in accordance with Section A of this chapter, and shall cite the applicable rule for payment outlined in figure 6-1. Claims with ISC (pf) endorsements shall then be forwarded to HRSIC (ses) for processing; copies of the endorsements shall be sent to Commandant (G-WTR-3).

b. If submitting a claim for pay and allowances due to a NFFD status (unable to perform military duties), the member must submit a statement declaring any earned income (see figure 6-4), enclose a copy of the NOE, medical officer's certification (see figure 6-5), and a letter from his or her civilian employer containing:

   (1) The employer's mailing address,

   (2) Supervisor's name and phone number,

   (3) Certification and reason that the member has not returned to work, and

   (4) Documentation of any normal wages, salaries, professional fees, tips, vacation pays, sick leave, disability insurance, or other compensation (if any) that the member has received.

   (5) In the case of a student in receipt of financial aid, certification that the member has not returned to school must be provided, along with documentation of financial aid received (if any).

c. If submitting a claim for lost civilian income as a result of a FFLD status, the member must submit a statement declaring any lost income (see figure 6-4), enclose a copy of the NOE, medical officer's certification (see figure 6-5), and a letter from his or her civilian employer containing:

   (1) The employer's mailing address,

   (2) Supervisor's name and phone number,

   (3) Reason that income or other compensation that has been reduced due to the injury or illness, and

   (4) Documentation of the amount of income or other compensation that has been reduced due to the injury or illness.

d. Certifications shall be provided for periods not to exceed one month. If a member's status changes from NFFD to FFLD, separate claims shall be provided for each status. 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 medical facility.

e. In accordance with 37 U.S.C. 204, incapacitation pay may not be provided for a period greater than 6 months unless directed by Commandant (G-WTR-3).

(Sample Claim for Incapacitation Pay)

6310
date

From: RANK/NAME/SSN, USCGR

To: HRSIC (ses)

Thru: Member's Command
CG ISC _____ (pf)

Subj: CLAIM FOR INCAPACITATION PAY

1. I hereby certify that during the period from _____ to _____ (period not to exceed one month),

   Choose one:

   ☐ I have not returned to civilian employment. I have not received nor have I a claim pending with the Department of Veterans Affairs or my current employer for any income, vacation pays, sick leave, pension, disability allowance, or disability compensation.

   ☐ I have returned to civilian employment, but have had my earned income reduced by the amount of $_____ due to the following reason(s) (e.g., reassignment to other duties, reduced working hours, absence(s) for medical appointment(s)):
   _____
   _____

2. I received Workers Compensation, taxable unemployment benefits, or income from an income protection plan in the amount of $_____(if none, so state):

Enclosures: (1) NOE dtd ____
(2) Medical Certification dtd ____
(3) Civilian Employer ltr dtd ____

(Figure 6-4)

Certificate of Physical Condition by Medical Authority

This is to certify that _____, USCGR was:

Choose one:

☐ Declared to be Not Fit For Duty (NFFD)and was undergoing medical treatment by me from _____ to _____ as the result of injury, illness or disease incurred or aggravated in the line of duty, was confined to bed rest at home or in the hospital or equivalent facilities, and was unable to perform military duties.

☐ Declared to be Fit For Limited Duty (FFLD) and was undergoing medical treatment by me on the following date(s): _____ as the result of injury, illness or disease incurred or aggravated in the line of duty. The nature of the injury or illness prevents the member from returning to civilian employment due to _____
_____.

☐ Declared to be Fit For Limited Duty (FFLD) and was undergoing medical treatment by me on the following date(s): _____ as the result of injury, illness or disease incurred or aggravated in the line of duty. There is no medical reason preventing the member from returning to his or her stated civilian occupation.

Progress report, limitations and prognosis as of _____(date):

Name and address of treatment facility (use address stamp if available):

Signature and Title of Medical Authority

(Figure 6-5)

(Sample ISC (pf) Incapacitation Pay Claim Verification)

6310
date

SECOND ENDORSEMENT on (subject member) memo 6310 of (date)

From: NAME
CG ISC _____ (pf)

To: HRSIC (ses)

Subj: CLAIM FOR INCAPACITATION PAY

Ref: (a) Reserve Policy Manual, COMDTINST M1001.28A

1. I have verified that the enclosed claim for the period from _____ to _____ meets the requirements for compensation outlined in Chapter 6.A of reference (a). Apply rule number (choose 1 through 12) of table 57-3 of DoD 7000.14-R, Volume 7A, DoD Financial Management Regulation, Military Pay Policy and Procedures – Active Duty and Reserve Pay (figure 6-1 of reference (a)).

2. Use the following Document ID to process payment:
(record Document ID here)

#

Copy: COMDT (G-WTR-3)
Member's Command

(Figure 6-6)

6.B.5 Disability Process Checklist

Event or Action	Date of Action By: Member	Unit	ISC/CGPC
Injury occurred	_____		
Injury reported to command	_____		
Initial medical treatment and evaluation completed		_____	
Medical officer provided diagnosis/duty status, recommended treatment/prognosis, line of duty recommendation		_____	
Line of duty determination completed		_____	
Accident/occupational illness report initiated		_____	
Servicing ISC (pf), MLC (kma) and CGPC-rpm notified		_____	
NOE requirement determined		_____	
Initial medical board initiated if incapacitation expected to extend past 6 months		_____	
NOE requested from servicing ISC (pf)		_____	
NOE issued not to exceed three months			_____
Billing documentation forwarded to MLC (kma)		_____	
Treatment begun	_____		
Medical officer progress report provided (1st month)		_____	
Certification for incapacitation pay submitted (1st month)	_____		
Medical officer progress report provided (2nd month)		_____	
Certification for incapacitation pay submitted (2nd month)	_____		
Treatment in excess of three months determined		_____	
NOE extension requested (if applicable)		_____	
Medical officer progress report provided (3rd month)		_____	
Certification for incapacitation pay submitted (3rd month)	_____		
NOE extension issued not to exceed one month (if applicable)			_____
Medical officer progress report provided (4th month)		_____	
Certification for incapacitation pay submitted (4th month)	_____		
NOE extension requested (if applicable)		_____	
Initial medical board initiated if not already in progress		_____	
NOE extension issued not to exceed one month (if applicable)			_____
Medical officer progress report provided (5th month)		_____	
Certification for incapacitation pay submitted (5th month)	_____		
NOE extension requested from CGPC-rpm (if applicable)		_____	
FFD status determined		_____	
NOE terminated and ISC notified		_____	
Processed for separation IAW PDES, ISC/CGPC-rpm notified		_____	

Chapter 6 Section B
INCAPACITATION REPORTING PROCEDURES

Chapter 7
PROMOTIONS; ADVANCEMENTS; REDUCTIONS; CHANGES IN RATING

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Chapter 7
PROMOTIONS; ADVANCEMENTS; REDUCTIONS; CHANGES IN RATING

Chapter 7 Section A
COMMISSIONED OFFICERS

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Chapter 7 Section A
COMMISSIONED OFFICERS

7.A.1 General

The authority for the selection, appointment, and promotion of Reserve officers above chief warrant officer, who are not serving on active duty, is contained in 10 U.S.C. and 14 U.S.C. This section does not apply to Reserve officers on extended active duty or to commissioned warrant officers. 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 (10 U.S.C. 12307).

7.A.2 Definitions

The following definitions apply to Reserve officer promotions:

a. **Promotion Year:** For purposes of this section, Promotion Year means the period that commences on 1 July of each year and ends on 30 June of the following year (14 U.S.C. 256a).

b. **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 (14 U.S.C. 736).

c. **Date of Rank:** The date that determines the precedence of an officer on the Inactive Duty Promotion List (IDPL) (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.

7.A.3 Inactive Duty Promotion List (IDPL)

a. The Commandant maintains a single lineal list of officers of the Coast Guard Reserve in an active status, the Inactive Duty Promotion List (IDPL).

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

   (2) Officers serving in the same grade are listed in order of their seniority in grade per 14 U.S.C. 725.

b. A Reserve officer on active duty, other than for training, duty on a board, or duty of a limited or temporary nature (i.e. ADSW, involuntary recall or ADHC), if assigned to active duty from an inactive duty status, shall not be eligible for consideration for promotion on the IDPL (14 U.S.C. 728(a)).

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

(2) Reserve officers serving as Reserve Program Administrators (RPAs) are not carried on the Active Duty Promotion List (ADPL) (14 U.S.C. 41a(a)).

c. Reserve officers rank and take precedence in their respective grades among themselves on the IDPL, and with ADPL officers, RPAs, and officers on the Permanent Commissioned Teaching Staff, per their respective dates of rank. All officers of the same grade who have the same date of rank shall take precedence as determined by the Secretary (14 U.S.C. 725(a)).

d. 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 (14 U.S.C. 727). Chapter 1 of the Personnel Manual, COMDTINST M1000.6 (series) and various Commandant Instructions covering specific Reserve officer commissioning programs contain the criteria for granting credit for date of rank and precedence.

7.A.4 Authorized Number and Distribution

a. The authorized number of commissioned officers, excluding chief warrant officers, in an active status shall not be exceeded unless the Secretary determines that more officers are needed for planned mobilization or unless excess results directly from the operation of law.

b. All Reserve officers in an active status, including those serving on active duty and excluding those with 18 years or more but less than 20 years of service who are retained under 10 U.S.C. 12646, count against the total authorized number (10 U.S.C. 12646(c)), (14 U.S.C. 724(a)).

c. The authorized number of Reserve officers in an active status below the grade of rear admiral (lower half) shall be distributed in grade in the following percentages:

(1) Captain – 1.5;

(2) Commander – 7.0;

(3) Lieutenant Commander – 22.0;

(4) Lieutenant – 37.0;

(5) Lieutenant (junior grade) and ensign – 32.5.

However, when the number on board in a grade is less than the number authorized; the difference may be applied to increase the number authorized in a lower grade. 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 (14 U.S.C. 724).

d. 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 (14 U.S.C. 728 (a)).

7.A.5 Assignment of Running Mates

a. 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 for selection or who has been considered but has not been recommended for continuation under 14 U.S.C. 289 will not be assigned as a running mate (14 U.S.C. 726(a)).

b. A Reserve officer on the ADPL shall, to the extent practicable and consistent with the limitations 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.

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

(1) Promoted from below the promotion zone,

(2) Removed from the ADPL,

(3) Suffers a loss of numbers,

(4) Fails of selection,

(5) Fails to qualify for promotion, or

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

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 (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 (14 U.S.C. 726(b)(2)).

e. If a Reserve officer is:

(1) Considered for promotion and fails of selection,

(2) Fails to qualify for promotion,

(3) Declines an appointment after being selected, or

(4) The officer's name is removed from a promotion list, and that officer's running mate is promoted,

Then 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 (14 U.S.C. 726(b)(3)).

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" (14 U.S.C. 726(b)(4)).

7.A.6 Number of Officers to be Selected for Promotion

a. Before convening a board to select officers for promotion to a grade above lieutenant (junior grade), the number of officers to be selected in each grade will be determined by the Commandant. The number of officers to be selected will be determined and published in an Officer Corps Management Plan at the beginning of each promotion year.

b. A Reserve officer who has been considered but not recommended for retention in an active status by a board convened under 14 U.S.C. 741(a) is not eligible for consideration for promotion (14 U.S.C. 731 and 732).

7.A.7 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 (14 U.S.C. 739(a)).

a. Failure of selection of a Reserve officer serving on either inactive duty or active duty shall count for all purposes as a failure of selection.

b. A Reserve officer is not considered to have failed selection 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 (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 of selection 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. 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 Inactive Status List or discharged, as directed by CGPC-rpm.

e. A commander, lieutenant commander or lieutenant who twice fails of selection may 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. 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 meet 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 evaluation reports.

Officers selected for retention under this subparagraph will continue to be eligible for promotion as long as they remain in an active status. No further continuation action shall be taken.

f. In accordance with 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 10 U.S.C. 12732, may not be discharged or transferred from an active status without his or her consent before the earlier of the following dates:

(a) The date on which he or she is entitled to be credited with 20 years service, or

(b) The third anniversary of the date on which he or she 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 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 he or she is entitled to be credited with 20 years service, or

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

g. Reserve officers, when retained per 7.A.7.f above, are extra numbers to those otherwise authorized as long as they remain in an active status (10 U.S.C. 12646(c)).

7.A.8 Promotion Lists

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 (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) (10 U.S.C. 12203 and 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 (14 U.S.C. 729(h), E.O. 10637, 49 CFR l.45).

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 (14 U.S.C. 725(b)).

7.A.9 Removal from a Promotion List

a. The President may, for cause, remove the name of any officer from a promotion list. If the Senate, pursuant to 10 U.S.C. 12203, 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. Under either of these circumstances, the officer continues to be eligible for consideration for promotion (14 U.S.C. 738).

(1) 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.

(2) 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 of selection (14 U.S.C. 738).

b. 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.

c. 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 affect upon receipt of a declination letter by CGPC-rpm.

7.A.10 Process for Promotion

a. 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 (14 U.S.C. 729(i)).

b. Reserve rear admirals (lower half) are promoted to the grade of rear admiral when their running mates are promoted to rear admiral (14 U.S.C. 736(b)).

c. Reserve officers will be notified of their promotions through the Officer Promotion Authorization Listing (OPAL).

(1) Each month, an OPAL will be published by ALCGPERSCOM. 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:

(a) Grade to which promoted.

(b) Date of rank.

(2) The officer's command will, if the officer in fact meets the requirements of this paragraph, 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, CGPC-rpm shall be notified immediately.

(3) CGPC-rpm will 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 (14 U.S.C. 735(a)).

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

7.A.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 physically qualified by a current approved and documented physical examination and the officer's character of service since selection has been verified as satisfactory (14 U.S.C. 734).

(2) The active service 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 at the time the officer’s running mates is promoted, promotion will be withheld until he or she meets the requirements; the command shall so notify CGPC-rpm and HRSIC prior to the authorized promotion date.

(1) If the officer subsequently meets the requirements prior to the convening date of the next promotion board, CGPC-rpm will 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.

(3) Once an officer in an inactive status becomes physically qualified or meets the other requirements for promotion, he or she may submit documentation to CGPC-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 of selection 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 line of duty, and

(2) Those injuries do not incapacitate the officer from other duties in the grade to which the officer is to be promoted (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) However, unless the Secretary determines that a further delay is necessary in the public interest, a promotion may not be delayed for more than one year after the date the officer would otherwise have been promoted.

(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 that the officer would have held had the promotion not been so delayed.

7.A.12 Frocking

a. Under the authority of 10 U.S.C. 777, officers who have been selected for, but not yet promoted to a higher grade may be authorized to wear the insignia for that next higher grade. An officer who is so authorized to wear the insignia of the next higher grade is said to be "frocked" to that grade. A Reserve officer on the IDPL may be considered for frocking when:

(1) 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; or

(2) The higher grade is needed for the officer to effectively carry out his/her duties.

b. IDPL officers selected for flag grade, at times, will not be promoted concurrently with their active duty running mates due to a lack of vacancies at the higher grade. In this case, frocking may be an appropriate measure to recognize the Reserve officer's achievement, at no cost to the government. In these cases, Commandant (G-WT) authorizes frocking to flag grade.

c. Servicing ISC (pf)s shall issue authorization and notify CGPC-rpm in order to frock a Reserve officer on the IDPL who has been selected for the next higher grade when the officer is assigned to a SELRES position of the higher grade and:

(1) The higher grade is necessary to clearly establish the individual's position when reporting to another agency/service for duty, or

(2) The higher grade is desired in order to maintain the Coast Guard's image in an area where he/she is the senior Coast Guard officer, or

(3) The higher grade is a significant factor in establishing the individual's stature, thereby enhancing their ability and effectiveness to successfully carry out his or her duties. If an officer is frocked under these circumstances, the servicing ISC (pf) will notify CGPC-rpm by forwarding a copy of the letter of authorization.

d. If frocked, the officer will obtain a new ID card for the higher grade, but will continue to use officer evaluation reports for the lower grade. Pay and allowances will continue to accrue at the lower permanent grade.

e. The date of rank for the higher grade will be the date the officer's ADPL running mate is promoted. Pay and allowances for the higher grade will accrue from the date of appointment.

Chapter 7 Section B
CHIEF WARRANT OFFICERS

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Chapter 7 Section B
CHIEF WARRANT OFFICERS

7.B.1 General

a. The policies and procedures established for promotion and lateral change in specialty for active duty chief warrant officers in the Personnel Manual, COMDTINST M1000.6 (series), apply to Reserve chief warrant officers except as modified by this section. For Reserve chief warrant officers not serving on extended active duty, the Headquarters point of contact is CGPC-rpm (vice CGPC-opm as listed in the Personnel Manual).

b. Reserve chief warrant officers shall not lose precedence when transferred to or from active duty, nor will their dates of rank be changed due to the transfer.

7.B.2 Failure of Selection

a. Failure of selection of a Reserve chief warrant officer occurring while serving on either inactive duty or active duty shall count for all purposes as a failure of selection.

b. Chief warrant officers are not considered to have failed selection 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 that they would have held had they been recommended by the first selection board.

c. Chief warrant officers who twice fail of selection 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. 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 CGPC-rpm. Authority may be requested from CGPC-rpm to enlist or reenlist in the Coast Guard Reserve; if the request is approved, the paygrade will be determined by CGPC-rpm.

d. A Reserve chief warrant 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 10 U.S.C. 12732, may not be discharged or transferred from an active status without his or her consent before the earlier of the following dates:

(a) The date on which he or she is entitled to be credited with 20 years service, or

(b) The third anniversary of the date on which he or she 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 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 he or she is entitled to be credited with 20 years service, or

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

7.B.3 Delay of Promotion

a. If a Reserve chief warrant officer cannot meet the physical requirements or other criteria at the time authorized for promotion, it shall be withheld until he or she meets the requirements; the command shall so notify CGPC-rpm and HRSIC prior to the authorized promotion date.

(1) If the officer subsequently meets the requirements prior to the convening date of the next promotion board, CGPC-rpm will authorize promotion with a date of rank at the time the chief warrant 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 chief warrant 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.

b. Once a chief warrant officer in an inactive status becomes physically qualified or meets the other requirements for promotion, he or she may submit documentation to CGPC-rpm and request to be returned to an active status.

7.B.4 Effect of Removal from an Active Status on Promotion

a. Reserve chief warrant officers 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 Inactive Status List (ISL). The time spent on the ISL will be added to the date of their original appointment and subtracted from 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 chief warrant officer 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 chief warrant officer is not considered to have previously failed of selection when eliminated from a list of selectees for promotion solely as a result of being removed from an active status.

Chapter 7 Section C
ENLISTED PERSONNEL

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7.C.1 General

The provisions of the Personnel Manual, COMDTINST M1000.6 (series), apply to advancements of Reserve enlisted personnel except as specifically modified by this section. For Reserve enlisted personnel not serving on extended active duty (EAD), the Headquarters point of contact is CGPC-rpm (vice CGPC-epm as listed in the Personnel Manual). Enlisted reservists serving on EAD compete for advancement in accordance with Recall of Enlisted Reservists to Active Duty, COMDTINST 1141.3 (series).

7.C.2 Final Multiple for Advancement

a. Advancement in paygrades E-5 through E-9 is accomplished through a Service Wide Examination (SWE) competition. The exam is administered every year on the third Saturday in October. Reserve enlisted personnel in the Ready Reserve and Standby Reserve, Active Status, may compete in the SWE 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:

Factor	Maximum Credit	How Computed
Examination score	80	Examination Standard Score
Performance factor	50	See NOTE below.
Time in service (TIS)	20	• Months of active duty / 12 • Months of inactive service / 36 • Add the results • Maximum credit is 240 months
Time in paygrade in current rating (TIR) -Coast Guard service only	10	• Months of TIR / 6 • Maximum TIR credit is 120 months
Awards and medals	10	• Points allotted per CG PERSMAN
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		

(Figure 7-1)

7.C.3 Evaluation Marks and Disciplinary Status

a. Good conduct for advancement purposes is defined as no unsatisfactory conduct mark on an enlisted evaluation, and no non-judicial punishment (NJP), court 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	06 months

(Figure 7-2)

7.C.4 SELRES and ADT Requirements

a. Minimum time in the Coast Guard Selected Reserve (SELRES) for advancement in rate is as follows:

Time in CG SELRES or TRAPAY CAT E	
E-2 to E-3	6 months in paygrade E-2
E-3 to E-4	6 months in paygrade E-3
E-4 to E-5	6 months in paygrade E-4
E-5 to E-6	12 months in paygrade E-5
E-6 to E-7	24 months in paygrade E-6
E-7 to E-8	24 months in paygrade E-7
E-8 to E-9	24 months in paygrade E-8

(Figure 7-3)

(1) The terminal eligibility date for time in service and rate and time in SELRES is 1 January following the exam.

(2) If a candidate has broken 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.

(3) In calculating time in the SELRES, all service on active duty (of any type, including active duty before RELAD, EAD, ADT, ADSW or involuntary recall) shall be included.

b. Minimum days of active duty for advancement in rate 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

(Figure 7-4)

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

(2) All service on any type of active duty (of any type including EAD, ADT, ADSW or voluntary or involuntary call-ups) shall be included.

(3) Candidates who receive AT waivers because of budget constraints shall be given full credit for the days waived in current pay grade, up to a maximum of 12 days per fiscal year. The waiver and the fact that it was based on Commandant initiative, not at the request of the reservist, must be documented by personnel data record entry.

(4) 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.

7.C.5 Additional Eligibility Requirements for E-7, E-8, or E-9

a. E-7, E-8, and E-9 candidates must have at least two years of SELRES eligibility remaining as computed from the 1 January terminal eligibility date to be eligible for advancement. Individuals scheduled for separation, due to reach their 30 year pay base date anniversary, or reaching maximum age for mandatory retirement during the two year period following terminal eligibility date are ineligible to compete for further advancement.

b. For advancement to E-8,

(1) 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), and

(2) The four years immediately preceding participation in the 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 Standby Reserve, Active Status shall not be disqualifying if the total period did not exceed 90 days and assignments were solely because of:

(a) Necessary delay in reassigning the candidate to a unit after release from EAD, ADSW-AC, ADSW-RC, or the candidate's relocation, or

(b) An official finding of not physically qualified due to a temporary medical condition.

(3) A reservist advanced to E-7 on or after 1 January 1999 must have completed either the Coast Guard Chief Petty Officer's Academy or one of the Department of Defense (DoD) Senior Enlisted Academies.

c. For advancement to E-9,

(1) A reservist must have a total of at least twelve 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

(2) The six years immediately preceding participation in the 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 Standby Reserve, Active Status shall not be disqualifying if the total period did not exceed 90 days and assignments were solely because of:

(a) Necessary delay in reassigning the candidate to a unit after release from EAD, ADSW-AC, ADSW-RC, or the candidate's relocation, or

(b) An official finding of not physically qualified due to a temporary medical condition.

d. Personnel 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 2 years from the anniversary date of that election before being eligible to participate in future examinations for E-8 or E-9.

7.C.6 Hearing/Color and Security Clearance Requirements

In addition to requirements outlined in Chapter 5.C of the Personnel Manual, COMDTINST M1000.6 (series), the Investigator (IV) and Port Security Specialist (PS) ratings require normal color perception and hearing ranges, and require security clearance eligibility even if such clearance is not required for their present duties. See Section 7.C.10 of this chapter for SSBI and special certification requirements for the IV rating.

7.C.7 Advancement of RELADs

a. Personnel 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 Reserve SWE if:

   (1) The commanding officer recommends their advancement within one year of separation from active duty,

   (2) The candidate's advancement multiple was at least as high as the lowest multiple used in advancing a reservist on the same exam, and

   (3) There are existing vacancies within the rate for which advancement is requested.

b. 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.

c. Personnel in this category must meet all other eligibility requirements prior to being advanced.

d. Recommendations shall be submitted by message to HRSIC (adv) and CGPC-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. HRSIC (adv) will determine the member's reconstructed placement on the appropriate Reserve SWE eligibility list, and provide a message response within 2 working days.

e. Personnel eligible for advancement under this paragraph shall be advanced on the day specified.

7.C.8 Reduction in Rate

a. The three-month probationary period required for active duty members recommended for reduction in rate due to incompetence shall be extended to six months for SELRES reservists, during which they shall complete a minimum of 24 IDT drills.

b. When the reduction was made for sub-standard performance as distinguished from reduction as punishment, the individual may be recommended for SWE competition, if required, after serving one-half the normal number of required months in paygrade.

7.C.9 Lateral Changes in Rating

a. A reservist's rating may be changed in order to maximize the use of his or her skills while simultaneously meeting the needs of the Service. Lateral changes in rating are authorized based on position vacancies and the desires and qualifications of an individual.

(1) If an enlisted reservist plans to remain geographically stable in a location that has little or no requirement or training capacity for his or her particular rating, and

(a) The reservist is qualified or can within a reasonable time become qualified for a change to another rating where there are vacancies, then

(b) the change in rating shall be encouraged as the preferred alternative to overbilleting or asking the reservist to travel beyond RCD to fill a vacant position.

(2) A reservist may request a change in rating if there are local vacancies and he or she has a civilian occupation that would facilitate easier attainment and/or maintenance of qualifications in the new rating.

b. Individual lateral change in rating is defined as an individual changing rating without changing paygrade (e.g., BM3 to PS3). A reservist must be authorized to prepare for a lateral change in rating and must then perform the minimum requirements set forth in this section to complete the change. Requests to pursue change in rating must be sent either to CGPC-rpm or the servicing ISC as indicated below, via the chain of command (and Commandant (G-O-CGIS) in the case of IV rating), and must use the following format, with each item addressed in the order given:

(1) New rating requested (e.g., YN2, FS2).

(2) Reason for the request.

(3) Date of enlistment and expiration of obligated service, if any (YYYYMMDD).

(4) Current rate and date of rate (e.g., BM2, YYYYMMDD).

(5) Number of months served in the present rating (e.g., 18 months in BM rating).

(6) Correspondence courses successfully completed.

(7) Service schools completed (include dates and all Service branches).

(8) Other training applicable to both the present rating and the requested rating (including augmentation training duties and experience).

(9) Other justification for the requested change (including civilian skills).

c. Commanding officers shall endorse all requests for changes in rating. The following information shall be provided:

(1) Statement certifying accuracy of information contained in the member’s request.

(2) The individual's current position number and description, and anticipated position number and description if the change is approved.

(3) Ability of the unit to train the member in the new rating.

(4) A definite recommendation regarding the request.

(5) Desired date of transfer from the unit, if rating requested cannot be trained at the unit.

(6) Any information deemed pertinent to the request.

d. Servicing ISC (pf)s shall:

(1) Approve or deny requests for lateral changes in rating for personnel in pay grades E-4 through E-6, except for changes to ratings that require Class "A" School attendance. Approval or denial shall be determined after considering local existing and projected vacancies in both the present and requested ratings.

(2) Forward requests where the change would require Class "A" School attendance and requests from reservists in pay grades E-7 and above to CGPC-rpm for determination, providing a meaningful endorsement with supporting information concerning local existing and projected vacancies in both the present and requested ratings.

(3) Track personnel authorized to change ratings. Notify personnel when their authorization has expired, taking appropriate action to remove the reservist's training rating indicator IAW the section on Training Rating Indicators.

e. Once a reservist has been approved to pursue a change in rating, the appropriate training-rating indicator shall be assigned and he or she shall be assigned to a position in new rating. Reservists authorized to prepare for a change in rating shall train only in the rating requested and shall not be advanced in the current rating. This restriction remains until the change in rating is completed, the time authorized for change in rating expires, or the authorization to prepare for a change in rating is withdrawn.

(1) Personnel must complete all performance qualifications, correspondence courses, and all required rating nonresident courses for the requested rating up to and including the pay grade sought.

(2) When fully qualified, the member must be recommended, and shall participate in, the next regularly scheduled SWE competition for the new rating; the member's name must appear on the subsequent advancement list. The member must recompete if the lateral is not effected during the SWE advancement cycle. If there is no Reserve SWE or Class "A" School requirement in the new rating, the commanding officer shall send a message to HRSIC (adv), information addressee CGPC-rpm, requesting placement on the new rating's striker eligibility list – see Article 5.E of the Personnel Manual, COMDTINST M1000.6 (series).

f. Changes in rating must be completed within three years. If the time limitation has expired and no extension of the time limitation has been requested and granted, the authorization is canceled, the reservist's training rating indicator shall be removed and reassignment and training in the original rating shall be resumed.

(1) Authorization to pursue a lateral change in rating expires after the three-year period following the date the authorization was granted.

(2) A reservist may request an extension of the time limit via the chain of command, with full documentation as to why the change in rating was not completed in the allotted time and what steps will be taken to complete the change in rating.

(3) Servicing ISC (pf)s are authorized to grant a single one-year extension in extenuating situations.

(4) Extensions exceeding one year must be forwarded to CGPC-rpm for determination.

7.C.10 Investigator (IV) Rating

a. The IV rating is a reserve-specific enlisted rating, open to personnel in pay grades E-4 through E-9, for members to be assigned to the Coast Guard Investigative Service (CGIS) as special agents.

b. Entrance to the IV rating is normally achieved by new accessions through the direct petty officer (RX) program or by lateral from another rating. There is no direct path of advancement from E-3 to IV3. Lateral requests to the IV rating are normally authorized only at the E-4 and E-5 level.

(1) IVs are required to hold CGIS special agent credentials, have normal color perception and hearing, and be eligible for a top-secret security clearance. Members who do not qualify to hold special agent credentials will not be eligible for entrance into the IV rating. If the member is unable to meet any of these requirements for a period of more than three months, the member must:

(a) If unobligated, transfer into the IRR/Standby Reserve/Retired Reserve (as applicable), request lateral to another rating, or be discharged. Members who do not hold credentials will not be eligible for advancement.

(b) If obligated, request lateral into another rating for which they are eligible. If no lateral opportunities exist, the member may be discharged at the government's convenience.

(2) 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.

(3) IVs will only be assigned to positions at CGIS units. If opportunities for overbilleting exist, IVs will normally be assigned to work for Special Agents in Charge.

Chapter 8
SEPARATIONS & TRANSFER TO THE RETIRED RESERVE

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Chapter 8 Section A
SEPARATION OF OFFICERS

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Chapter 8 Section A
SEPARATION OF OFFICERS

8.A.1 General

The provisions of article 12.A concerning separation of officers in the Personnel Manual, COMDTINST M1000.6 (series), also apply to officers in the Ready Reserve except as specifically modified in this section. The modifications in this section apply to Reserve officers not serving on extended active duty (EAD). For Reserve officers not serving on EAD, the Headquarters point of contact is CGPC-rpm (vice CGPC-opm as listed in the Personnel Manual).

8.A.2 Conditional Release for Inter-Service Transfer

a. Reserve officers may initiate requests for conditional release to transfer to other components of the Armed Forces. Requests for conditional release on DD Form 368 shall be forwarded via the chain of command and servicing ISC (pf) to CGPC-rpm for decision along with the specific recommendations of the command and servicing ISC. Transfers of officers will normally only be approved for one of the following reasons:

   (1) The officer has no opportunity to affiliate with a Coast Guard unit within a reasonable distance of his or her home or place of business.

   (2) The officer is offered an enlistment or appointment to serve in an Active component of the Armed Forces.

   (3) The officer 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.

   (4) The transfer would serve the best interests of national security and of the officer concerned to such a degree as to outweigh the value of previous training in the Coast Guard Reserve.

b. 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 so issued shall be Honorable.

c. Separation as a result of conditional release for an inter-service transfer does not constitute fulfillment of military service obligations. Service prior to discharge will count towards fulfillment of the obligation.

8.A.3 Resignation

a. Letters of resignation by Reserve officers shall set forth the reason for the resignation and shall be submitted in standard Coast Guard memo format to CGPC-rpm via the chain of command and servicing ISC (pf). 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.

(1) The resignation of a Reserve officer will normally not be accepted if he or she has remaining obligated military service or contractual obligation related to direct commission, unless the resignation is submitted along with a request for conditional release for the purpose of becoming a member of another Armed Force.

(2) The resignation of a Reserve officer will normally be accepted if accompanied by written evidence that he or she has become a regular or duly ordained minister of religion. The ministry must be the officer's primary vocation; his or her religious faith group must be recognized substantially for religious purposes; his or her standing in the faith group must be recognized as that of a minister or leader; and he or she must be certified by an applicable official of the faith group to be a fully qualified member of the clergy in good standing.

(3) The resignation of a Reserve officer will normally not be accepted if received when a state of emergency exists during which the needs of the service clearly preclude acceptance of a resignation.

b. Unqualified resignations may be submitted up to one year in advance, but shall be submitted in sufficient time to reach CGPC-rpm at least three months prior to the requested date of resignation.

c. Resignations may be withdrawn with the approval of CGPC-rpm.

d. The Commandant may, at his or her discretion, retain officers beyond the requested resignation date based on the needs of the Service.

8.A.4 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 (10 U.S.C. 12683).

a. Provisions concerning separation for cause of Reserve officers serving on active duty in the Personnel Manual, COMDTINST M1000.6 (series), shall apply equally to inactive duty Reserve officers.

b. Personnel Manual references concerning severance pay for involuntarily separated officers do not apply, and provisions of article 12.A.15.g concerning physical qualification for separation do not apply.

c. Provisions concerning separation of Reserve officers as a result of unsatisfactory participation can be found in Chapter 4.B of this Manual.

8.A.5 Mandatory Separation for Age

a. In accordance with Coast Guard policy, reservists serving in the Ready Reserve will be removed from an active status upon reaching age 60. Any member qualified for retirement, who does not request to be transferred to the Retired Reserve, will be transferred to the Standby Reserve Inactive Status List (ISL) on the day the member reaches 60 years of age, subject to the provisions of 10 U.S.C. 12683, 12646, and 12686. A member not qualified for retirement (and not statutorily precluded from discharge) shall be discharged without board proceedings, unless Commandant (G-WTR) approves the member's request to defer retirement until age 62 (or sooner if the member becomes retirement qualified in the interim).

b. Pursuant to 14 U.S.C. 742, Reserve officers O-6 and below 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 62 years of age; 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.

8.A.6 Separation After 30 Years Service

a. In accordance with 14 USC 740(a)(2), officers serving in the grade of captain (O-6) shall be removed from an active status after completion of 30 years total commissioned service, if they are not carried on an approved list of selectees for promotion to the grade of rear admiral (lower half).

(1) The total commissioned service of an officer who has served continuously in the Reserve following appointment in the grade of ensign shall be computed from the date on which that appointment was accepted.

(2) A Reserve officer initially appointed in a grade above ensign is considered to have whichever period of commissioned service is greater of the following:

(a) The total commissioned service actually performed in a grade above commissioned warrant officer (including commissioned service performed in other components prior to appointment in the U. S. Coast Guard Reserve), or

(b) The same total commissioned service as an officer of the regular 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.

(3) The TCS Years column of the Register of Reserve Officers, COMDTINST M1427.2 (series) is used as a guide for determining when captains will be removed from an active status. Captains will normally be removed on 30 June immediately following completion of 30 years total commissioned service.

b. Commissioned warrant officers shall be removed from an active status after completion of 30 total years of service in an active status. To satisfy a specific Service need, the Commandant may defer mandatory transfer from an active status due to years of service. Chief warrant officers who want to continue in an active status beyond 30 years may apply to Commander (CGPC-rpm) via the chain of command and servicing ISC (pf).

8.A.7 Reserve Officer Mobilization Disposition Board

a. Coast Guard Personnel Command (CGPC-rpm) shall annually convene a Reserve Officer Mobilization Board (ROMB), if necessary, to screen officers in the Standby Reserve, Inactive Status and recommend separation or transfer to the Retired Reserve for officers who have:

(1) Been in an inactive status for more than three years,

(2) Have limited potential for mobilization.

b. Board deliberations shall be guided by the following:

(1) Officers who possess critical skills, which would benefit the Coast Guard in the event of mobilization, shall be recommended for retention in the Standby Reserve, Inactive Status.

(2) Officers who voluntarily transferred to an inactive status and who have not attained age thirty-five shall not be recommended for discharge or retirement.

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

(4) Officers who show potential for future active participation in training may be recommended for return to an active status provided they were not placed in the Standby Reserve as a result of selection/retention board action.

Chapter 8 Section B
SEPARATION OF ENLISTED PERSONNEL

In this Section:

Paragraph	Topic	See Page
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8.B.3	Mandatory Discharge for Age	11

Chapter 8 Section B
SEPARATION OF ENLISTED PERSONNEL

8.B.1 General

The provisions of article 12.B concerning separation of enlisted members in the Personnel Manual, COMDTINST M1000.6 (series), also apply to enlisted members in the Ready Reserve except as specifically modified in this section. The modifications in this section apply to enlisted reservists not serving on extended active duty (EAD). For enlisted reservists not serving on EAD, the Headquarters point of contact is CGPC-rpm (vice CGPC-epm as listed in the Personnel Manual).

a. Reservists being discharged for enlistment expiration are not required to obtain a complete physical examination.

b. 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.

c. The provisions of Chapter 4.B of this Manual shall be followed in cases of unsatisfactory participation.

d. Transfers from the SELRES to the Standby Reserve (as opposed to separation) due to personal or extreme community hardship shall be processed in accordance with Chapter 5.B of this Manual.

e. A Reserve enlisted member's request for separation will normally be approved if accompanied by written evidence that he or she has become a regular or duly ordained minister of religion. The ministry must be the member's primary vocation; his or her religious faith group must be recognized substantially for religious purposes; his or her standing in the faith group must be recognized as that of a minister or leader; and he or she must be certified by an applicable official of the faith group to be a fully qualified member of the clergy in good standing.

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

8.B.2 Conditional Release for Inter-Service Transfer

a. Enlisted SELRES members may initiate requests for conditional release to transfer to other components of the Armed Forces. Requests for conditional release on DD Form 368 shall be forwarded via the chain of command to the servicing ISC (pf) for decision along with the specific recommendations of the command. Transfers will normally only be approved for one of the following reasons:

(1) The member has no opportunity to affiliate with a Coast Guard unit within a reasonable distance of his or her home or place of business.

(2) The member is offered an enlistment or appointment to serve in an Active component of the Armed Forces, or is accepted for enrollment in an Armed Force's officer training program.

(3) The member has no remaining military service obligation and 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.

(4) The member has no remaining military service obligation and the transfer would serve the best interests of the national defense effort and of the member concerned to such a degree as to outweigh the value of previous training in the Coast Guard Reserve.

b. ISC (pf)s shall only consider members with satisfactory participation for conditional release.

c. 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 so issued shall be Honorable.

d. Separation as a result of conditional release for an inter-service transfer does not constitute fulfillment of military service obligations. Service prior to discharge will count towards fulfillment of the obligation.

e. Members of the IRR who are not assigned to units and members of the Standby Reserve shall forward requests for conditional release to CGPC-rpm.

8.B.3 Mandatory Discharge for Age

In accordance with Coast Guard Policy, reservists serving in the Ready Reserve will be removed from an active status upon reaching age 60. Any member qualified for retirement, who does not request to be transferred to the Retired Reserve, will be transferred to the Standby Reserve, Inactive Status List (ISL) on the day the member reaches 60 years of age. A member not qualified for retirement (and not statutorily precluded from discharge) shall be discharged without board proceedings, unless Commandant (G-WTR) approves the member's request to defer retirement until age 62 (or sooner if the member becomes retirement qualified in the interim).

Chapter 8 Section C
RETIREMENT

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Chapter 8 Section C
RETIREMENT

8.C.1 General

As outlined in 10 U.S.C. 12731, a reservist is entitled, upon application, to "non-regular" retired pay if the reservist:

a. Is at least 60 years of age;

b. Is not entitled to receive military retired pay under any other provision of law;

c. Has performed at least 20 years of satisfactory qualifying federal service as computed under section 10 U.S.C. 12732; and

d. Has performed the last six years of qualifying service as a member of a Reserve component.
Note: As provided in Decisions of the Comptroller General, File B-111903, November 6, 1952, there is no requirement that the last six years of qualifying Reserve component service be continuous. Any period of service as a member of a Regular component intervening between periods of Reserve service counted toward the six-year requirement must be excluded in determining whether the member has the requisite 20 years of qualifying service for eligibility for non-regular retired pay. Service in a Regular component during a partial year shall be treated in the same manner as one full year of service in this respect.

8.C.2 Retirement Categories

a. **Retirement with Pay (RET-1)**. When reservists complete at least 20 years of satisfactory federal service and have reached age 60, they are eligible for transfer to RET-1 status upon request. When transferred to retired with pay status, reservists receive a Retired Identification Card and are eligible for the same benefits available to active duty retirees.

b. **Retirement Awaiting Pay at Age 60 (RET-2*)***. Reservists who have satisfied all requirements for RET-1 except having reached age 60 may request transfer to the administrative status RET-2.

(1) Upon attainment of RET-2 status, members are entitled to 24 commissary visits per calendar year. Additional entitlements include unlimited exchange and morale, welfare, and recreation benefits until age 60. 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.

(2) Reservists in RET-2 receive an Armed Forces Identification Card, DD Form 2 (Reserve/Retired).

8.C.3 Qualifying Years of Service

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

(1) 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 date used to determine the anniversary year is established by the date the member entered into active service or into active status in a Reserve component.

(2) 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 an inactive status list, a temporary disability retired list, the Retired Reserve, or is discharged to civilian life for a period greater than 24 hours. There will be no break in service if the member transfers directly to another Regular or Reserve component.

(3) 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 set out in Section 8.C.11 of this chapter for the member's service to be credited as a partial year towards a qualifying year. Partial years of qualifying service may be combined and credited toward total qualifying service.

b. For the purpose of determining entitlement to retired pay in accordance with 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:

(1) 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 or Public Health Service.
Note: 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.

(2) One point for each authorized IDT drill, RMP or FHD period performed.

(3) 15 points a year for membership in a Reserve component of an Armed Force.

(4) Points earned by satisfactory completion of authorized correspondence courses.

c. The following service may not be counted in determining entitlement to retirement:

(1) Service in an inactive section of a Reserve component or in a non-federally recognized status in the National Guard;

(2) Service in the Fleet Reserve or Fleet Marine Corps Reserve.

8.C.4 Calculation of Retired Pay

a. Monthly retired pay upon reaching age 60 as computed under 10 U.S.C. 12739 is the product of:

(1) Retired base pay as computed under 10 U.S.C. 1406 or 1407; and

(2) 2 ½ percent of the years of service credited to a member under 10 U.S.C. 12733, not to exceed 75% of the monthly pay base upon which the computation is based.

b. For the purpose of computing retired pay in accordance with 10 U.S.C. 12733, years of service and any fraction of such a year are computed by dividing 360 into the sum of the following:

(1) The member's days of active service, plus

(2) One day for each point earned under clause (2), (3) or (4) of paragraph 8.C.3.b above, but not more than:

(a) 60 days in any anniversary before the year that includes September 23, 1996;

(b) 75 days in the anniversary year that includes September 23, 1996, and in any subsequent year of service before the anniversary year that includes October 30, 2000; and

(c) 90 days in the anniversary year that includes October 30, 2000, and in any subsequent anniversary year.

c. 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.

8.C.5 Retirement Points for Correspondence Courses

a. Points can be earned for satisfactory completion of correspondence courses that have been evaluated for retirement point credit by CGPC-rpm, Commanding Officer, USCG Institute, or the Chief of Naval Personnel. The number of points for each course is in the course completion letter to the student. All retirement points for a course are credited on the date specified in the completion letter. For Coast Guard Institute courses, this is the date the end-of-course test is taken. For Navy courses, it is the date the last lesson is completed. Retirement point credit restrictions are:

(1) Point credit for completion of MRN and enlisted rate courses by officers must be approved by CGPC-rpm.

(2) No retirement points will be credited for any courses completed while a member is on active duty or on an inactive status list.

(3) Retirement points for a specific course can be credited only once.

8.C.6 Retirement Point Statements

A Reserve Retirement Point Statement is distributed by HRSIC approximately three months following the end of the reservist's anniversary year, and 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 Reserve Retirement Point Statement shall send a request for correction with supporting documents via the chain of command to HRSIC (ses). In cases that HRSIC cannot resolve, HRSIC shall provide a meaningful endorsement with any additional supporting documents available and forward the request to CGPC-rpm for resolution.

8.C.7 Completion of Satisfactory Service

HRSIC (ras) will notify members in writing within one year of completing satisfactory federal service for retirement purposes, of eligibility for retired pay at age 60. The written notification is commonly called the 20-year letter. The notification shall contain information about the Reserve Component Survivor Benefit Plan (RC-SBP), which is described in the Personnel Manual, COMDTINST M1000.6 (series). The member shall make an RC-SPB election within 90 days of receipt of the notification. Members believing that they have accumulated 20 years of satisfactory service and have not received their 20-year letters should first review their most recent retirement point statements for accuracy before pursuing any other action via the chain of command.

8.C.8 Grade for Retirement and Retired Pay

a. 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 CG Reserve) in the Armed Force in which he or she is serving on the date of transfer.

b. Retired pay for members with dates of initial entry to military service (DIEMS) 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 that the member's performance in that grade was satisfactory (10 U.S.C. 1406).

c. Retired pay for members with DIEMS after 7 September 1980 is computed based on averaging the highest 36-month's basic pay, whether or not consecutive (10 U.S.C 1407).

8.C.9 Computing Credited Retirement Points

The following worksheet may be used to compute the retirement points that may be credited for an anniversary year.

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 a non-pay status. Two points for each authorized multiple IDT drill performed in a pay or non-pay status. One point for each authorized RMP performed in a pay or a non-pay status. One point for each authorized FHD period performed in a pay or a non-pay status.	_____ _____ _____ _____ Total: _____
Correspondence Courses	Approved correspondence 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 AY.	Total: _____
Subtotal **Adjusted Subtotal**	Inactive Duty + Correspondence courses + Membership points. **Maximum [60/75/90] points** (see Section 8.C.4.B(2) 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)

8.C.10 Computing Reserve Retired Pay

The following worksheet may be used to compute non-regular retired pay.

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 ½% (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 2002 pay tables) $3572.00 x 0.3288 = $1174.802 rounded to $1174.80
Note #1 **Note #2** **Note #3**	Monthly base pay is dependent upon the law in effect upon date of official entry to military service (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. All Reserve retirees are entitled to military pay raises equivalent to the same amount as their active duty counterparts who are retired. Upon retirement with pay at age 60, HRSIC 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)

8.C.11 Computing Retirement Points for Partial Anniversary Years

The following worksheet may be used to determine if a partial anniversary year may count toward qualifying service.

Gratuitous points for membership in an Active Status in a Reserve component 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 required	Days in an active status		Points required
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

(Figure 8-3)

8.C.12 Procedures for Requesting Retirement

a. Members may request transfer to RET-2 status at any time after receipt of notification of completion of 20 years satisfactory federal service per 10 U.S.C. 12731(d). Retirement requests may be submitted up to one year in advance, but shall be submitted in time to arrive at HRSIC (ras) at least three months prior to the requested date of retirement.

   (1) Requests shall be submitted on form HRSIC 2055A via the chain of command and servicing ISC (pf).

   (2) HRSIC (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 certificate shall be presented to the member at a suitable ceremony in accordance with Chapter 12.C of the Personnel Manual, COMDTINST M1000.6 (series). If the member is assigned to the Inactive Ready Reserve or to the Standby Reserve, then the certificates shall be mailed to the member's home address.

b. Approximately six months prior to a retirement eligible reservist's 60th birthday, HRSIC (ras) will mail a Coast Guard & NOAA Retired Pay Account Worksheet and Survivor Benefit Plan (SBP) Election Form (CG-HRSIC 4700), USCG Reserve Retirement Point Statement (CG-4175A), and a "How to Apply for Retired Pay and Survivor Benefit Plan" guide to the member. Members can also access the CG-HRSIC form and guide on the HRSIC website at http://www.uscg.mil/hq/hrsic/. The forms should be completed and returned in sufficient time to reach HRSIC (ras) at least three months prior the member's 60th birthday.

c. Reservists who remain in an active status in the Ready Reserve after becoming retirement eligible may request to transfer to RET-1 status upon reaching age 60. The procedures for requests to transfer directly to RET-1 are the same as procedures for transfer to RET-2 as outlined in subparagraph a. above. Any member qualified for retirement, who does not request to be transferred to the Retired Reserve, will be transferred to the Standby Reserve Inactive Status List (ISL) on the day the member reaches 60 years of age. 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 Coast Guard and upon approval of a written request submitted by the member to Commandant (G-WTR-1), via the chain of command. See Sections 8.A.5 and 8.B.3.

d. No physical standards are prescribed and no physical examination is specifically required for reservists to transfer to 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.

8.C.13 Privileges

a. Full-time coverage under Veterans' Group Life Insurance (VGLI) is available for members who are retired, including those who are retired without pay (RET-2) (See Chapter 18.D, Personnel Manual, COMDTINST M1000.6 (series)).

b. Full use of military exchanges, commissary and other base facilities are available to reservists retired with pay (RET-1). Retired without pay (RET-2) reservists are entitled to use commissaries for 24 days each calendar year. In addition, they are entitled to unlimited use of exchange and other revenue generating facilities operated by non-appropriated fund activities for morale and recreation.

c. Medical and dental care at military facilities is available for reservists who are retired with pay (RET-1) and their dependents as is available for members who retire from active duty.

d. Social Security and Civil Service retirement pay benefits may be received concurrently with military retired pay.

8.C.14 Obligations

a. Members of the Retired Reserve (RET-1 and RET-2) 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.

b. Retired reservists must keep the Service advised of their current address. Address changes can be made by e-mailing HRSIC (ras) at hrsic-ras@hrsic.uscg.mil, or by submitting a written request to:

Commanding Officer (ras)
Coast Guard HRSIC
444 S. Quincy Street
Topeka, Kansas 66683-3591

8.C.15 Limitations on Persons Receiving VA Benefits

a. Members receiving Department of Veterans' Affairs (VA) compensation or pension, who have never received retired pay, may waive such compensation or pension to receive retired pay.

b. Members who received VA compensation or pension that was waived to receive retired pay may waive such retired pay to again receive VA benefits, provided the VA determines that such retired pay may be waived.

c. Members who are receiving retired pay without ever having been under the VA for compensation or pension purposes, may waive such retired pay to receive VA benefits provided the VA determines that such retired pay may be so waived.

d. The question as to whether or not a member who has been permitted by VA to waive retired pay in order to receive VA benefits, may later waive such benefits to again receive retired pay, will be determined by HRSIC (ras) when an actual case is presented.

8.C.16 Former Members

a. Former members are those members who have been discharged from the Service and who maintain no military affiliation. Placement of a member in the Retired Reserve is not a matter of right. 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 individual concerned regarding retirement pay since the right to receive such pay and personal medical benefits are not dependent upon membership in a Reserve component at the time of qualification.

b. 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.

c. 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 CGPC-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.

(1) 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.

(2) Notwithstanding the fact that a former member meets one or more of the eligibility requirements provided for, reappointment or reenlistment may not be warranted for many different reasons. Each case will be treated on its own merits, and the individual concerned will be notified of the action taken.

d. Retirement eligible former members may apply to receive retired pay for non-regular service under Chapter 1223 of 10 U.S.C., if age 60 or older. Former members and their eligible dependents have benefits and privileges associated therewith which require identification cards that are delineated below:

(1) Department of Defense/Uniformed Services Identification and Privilege Cards (DD form 2765) are issued to former members who are receiving retired pay and who are 60 years of age or older. Uniformed Services Identification and Privilege Cards (DD form 1173) are issued to dependents of former members who are receiving retired pay and are 60 years of age or older.

(2) Uniformed Services Identification Cards (for Reserve Retired - DD Form 2 are issued to former members who are eligible for retired pay at age 60 years, but not yet age 60. Uniformed Services Identification and Privilege Cards (DD form 1173-1) are issued to dependents of former members who are eligible for retired pay at age 60 years but not yet age 60.

Chapter 8 Section D
DISABILITY RETIREMENT, SEVERANCE AND SEPARATION

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Chapter 8 Section D
DISABILITY RETIREMENT, SEVERANCE AND SEPARATION

8.D.1 General

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. Cases involving disability are processed in accordance with the Personnel Manual, COMDTINST M1000.6 (series), and Physical Disability Evaluation System, COMDTINST M1850.2 (series). If an evaluee meets the provisions of the Physical Disability Evaluation System, orders shall be issued for the evaluee's separation with severance pay or retirement, as applicable (see U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series)).

8.D.2 Members on Active Duty for More than 30 Days

A member of the Reserve entitled to basic pay, who is called or ordered to active duty for more than 30 days who is determined by the Commandant to be unfit to perform the duties of his or her office because of physical disability incurred while entitled to basic pay, may be permanently retired with retired pay, if the Commandant also determines that:

a. The member's disability is of a permanent nature, and

b. Is not a pre-existing condition or the result of his or her intentional misconduct or willful neglect, and was not incurred during a period of unauthorized absence, and

c. Either:

(1) The member has at least 20 years satisfactory federal service computed under 10 U.S.C. 12739, or

(2) The disability is at least 30 percent, and either

(a) The member has at least eight years of service computed under 10 U.S.C. 12739,

(b) The disability is the proximate result of performing active duty, or

(c) The disability was incurred in line of duty.

8.D.3 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 that:

a. The disability is of a permanent nature, and

b. Is the proximate result of performing active or inactive duty, or

c. 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

d. Either:

(1) The member has at least 20 years service computed under 10 U.S.C. 12739, or

(2) The disability is at least 30 percent.

8.D.4 Temporary Disability Retired List

Upon determination that a member would be qualified for retirement but for the fact that their disability is not determined to be permanent, the Commandant shall, if it is determined that the disability may be permanent, place the member on the Temporary Disability Retired List (TDRL), with retired pay. Physical examinations shall be completed as prescribed in Chapter 8 of Physical Disability Evaluation System, COMDTINST M1850.2 (series). Commandant shall make a final determination of the case of each member on the TDRL five years after that member was placed on the list. If at that time the disability continues to exist, it shall be considered to be permanent.

8.D.5 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, which was found to exist as a result of a physical examination for promotion.

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 as a result of that member's physical examination for promotion.

8.D.6 Computation of Retired Pay

a. Disability retired pay is computed by multiplying the monthly base pay of the grade to which entitled by either:

(1) 2-1/2 percent of years of service credited under 10 U.S.C. 12739 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.

8.D.7 Separation for Disqualifying Physical Condition

a. The unit commander shall initiate separation action when a reservist is found to have a permanent disqualifying physical condition and the condition is determined to be not the proximate result of performing active or inactive duty. Relevant medical and administrative documentation shall be forwarded with recommendations to CGPC-rpm, copying the servicing ISC (pf), for final determination and separation authority. Commanding Officer, Training Center Cape May has final separation authority for Reserve personnel undergoing IADT.

b. Reservists shall be notified of their right to request retention waivers for disqualifying physical conditions. Medical waiver procedures are contained in section 3.A.8, Medical Manual, COMDTINST M6000.1 (series).

8.D.8 Special Rule for Members with Physical Disabilities Not Incurred in Line of Duty

a. By the authority of 10 U.S.C. 12731b, in the case of a SELRES member who no longer meets the qualifications for SELRES membership solely because the member is unfit because of physical disability, the Commandant may determine to treat the member as having met the service requirements for non-regular retirement if the member has completed at least 15, and less than 20, years of service.

b. Such determination shall not be made if:

(1) 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

(2) The disability was incurred during a period of unauthorized absence.

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