

High Year Tenure Frequently Asked Questions

General Questions

What is High Year Tenure (HYT)?

HYT is a workforce management tool designed to ensure that enlisted members maintain steady progression throughout their careers. HYT established discrete career gateways (Professional Growth Points – PGPs). As a workforce management tool, it is designed to increase personnel flow, compel members to advance in their rating, and allow more consistent training and advancement opportunities for the enlisted workforce.

What are the PGPs?

The current PGPs were announced in ALCOAST 039/14 in January 2014:

Grade	Professional Growth Point
E-1 and E-2	Completion of enlistment contract. Cannot reenlist or extend.
E-3 and E-4	10 years active military service.
E-5	16 years active military service.
E-6	20 years active military service.
E-7	24 years active military service.
E-8	26 years active military service.
E-9	30 years active military service.

What are the biggest changes to the HYT policy I need to know about?

Members (E-3 to E-8) who reach or exceed their PGP each year on 31 December must separate or retire NLT 1 September of the following year. Regardless of the exact date a member passes their PGP during a calendar year, 31 December will be the cut-off that determines whether or not a member is a HYT candidate. Members will no longer be able to advance after 31 December (regardless of their standing on an advancement list) unless the member receives a waiver that states they may continue to advance. If authority to compete for advancement is given in the waiver, the member will be allowed to compete and advance in accordance with normal advancement policy and assume the PGP of the next paygrade. E-9 retirement dates have also changed and details are discussed below.

What is the HYT year?

The “HYT year” now refers to the year when members are required to separate or retire. For example, members who exceed their PGP on 31 December 2015 will be required to separate or retire NLT 1 September 2016. This is considered “HYT 2016.”

Is someone managing each rate/rating to ensure that there are still technically proficient members available to lead junior members?

The Coast Guard enlisted system of advancement is built on the premise of continual flow of personnel entering and departing the enlisted workforce. The Coast Guard values

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senior enlisted members' technical expertise and their sacrifice necessary to achieve advancement, but at the same time must also ensure a constant throughput of personnel. CG-12A, Workforce Planning Staff, monitor all enlisted rates/ratings to ensure an optimal balance exists between the senior enlisted technical expertise and the advancements of junior personnel. The Coast Guard must have a balance between senior and junior personnel to ensure workforce proficiency. The RFMCs are included in these workforce reduction discussions to ensure the health of all ratings.

I have 3 years of active duty service from the Marine Corps (or any other Service), will that time be added to my Active Duty Coast Guard TIS when calculating whether or not I exceed my PGP?

Yes, all prior active duty service will be accounted for in your Active Duty Base Date (ADBD). Your ADBD is the sole determinant of whether you exceed your PGP or not. If you have significant prior service time, you are encouraged to apply for a waiver if eligible.

Will HYT PGPs be rating specific? What about Time in Grade (TIG) modifiers?

No. PGPs apply to paygrades, not to ratings. TIG modifiers will not be used. See the waiver section in policy and this FAQ for more information.

Are these PGPs applicable to CG Reserve members?

No. This policy applies to active duty enlisted members only. Reserve members on EAD are excluded from this policy. Official correspondence on Reserve HYT is pending.

When should I consider taking the Service Wide Exam (SWE)?

All members are strongly encouraged to take the SWE once eligible and continue to strive for advancement. For HYT policy, there is no downside to taking the SWE.

E-3 to E-8 Separation/Retirement

Will consideration be given to members separated under the HYT policy with less than the 20 years time in service required for retirement?

Yes. To facilitate the implementation of the HYT PGP reductions, those members who will have more than 18 years of active duty, but less than 20, on 1 September 2016 will be allowed to submit a HYT PGP waiver request for retirement, in lieu of the standard HYT PGP waiver request described below. If approved by CG PSC-epm, that HYT PGP waiver request for retirement will allow them to remain on active duty until they have earned a 20-year retirement. The procedures for all HYT PGP waiver requests will be announced by PSC.

Can I retire before 20 years with TERA?

No, the use of the Temporary Early Retirement Authorization (TERA) for members separated by HYT is not currently authorized. Members are highly encouraged to apply for a waiver if eligible; otherwise, they will be processed for separation.

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TERA seems like such a perfect way to provide a retirement for the members who have served 16 years or more and face separation under HYT. Why aren't we using this authority?

TERA provides an additional means to increase voluntary attrition by allowing a limited number of personnel to retire with more than 15, but less than 20, years of service.

TERA is a discretionary authority, not an entitlement, that allows the CG to offer early retirement to those with at least 15 years of service, who might otherwise not be inclined to leave the service until they reach a 20 year retirement. Further, by allowing those E- 5s with at least 18 years of service the ability to request a HYT PGP waiver for retirement (described above), TERA is not needed.

If officers have utilized TERA in the past, why not offer the same to the enlisted workforce?

The CG has only used TERA in a limited capacity for the officer corps for those officers who met the OPM published requirements AND volunteered. TERA has not been offered to anyone facing involuntary separation (i.e., officers involuntarily separated for being twice passed over for promotion). The Coast Guard does not currently have a service need to offer TERA to enlisted members with more than 15 but less than 20 years service to voluntarily retire. The need to offer TERA for enlisted (and officers) personnel will be reevaluated each year that we have TERA authority.

I will exceed my PGP on 31 December 2015; can I select a retirement date beyond 1 September 2016?

No, candidates will not be able to select a retirement date beyond 1 September 2016, unless they get a HYT PGP waiver. Once identified for retirement, retirement dates are effective 1 September 2016. All leave must be taken prior to the retirement date or sold accordingly as applicable with retirement processing. Members can, however, request a retirement date PRIOR to 1 September 2016 assuming they meet all other retirement eligibility requirements and it falls within the established retirement window.

I will exceed my PGP on 31 December 2016; can I select a retirement date beyond 1 September 2017?

No. Members may submit a regular retirement request no more than 2 years before the requested retirement date; however the desired retirement date must be on or before 1 September after the year a member exceeds their HYT PGP.

Is HYT a voluntary or involuntary separation?

Members who are eligible for retirement must request a retirement or they will be processed for an involuntary separation. The narrative reason for discharge for a member who is not retirement eligible is Maximum Service or Time in Grade and the separation is involuntary. The narrative reason for discharge for a member who is retirement eligible is Maximum Service or Time in Grade and the separation is voluntary.

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If I ask to retire earlier than 1 September, what will the nature of my retirement be?

You may request to retire earlier, but approval will be based on Service need. If your retirement date is after 31 December your narrative reason for discharge is Maximum Service or Time in Grade and the separation is voluntary.

If I ask to separate earlier than 1 September, what will the nature of my separation be?

Members can separate up to six months prior to the 1 September separation date. If the separation occurs within the six month window your narrative reason for discharge is Maximum Service or Time in Grade and the separation is involuntary. If a member separates prior to this six-month window, the separation will be considered voluntary. A voluntary separation will make you ineligible for Separation Pay.

My end of enlistment (EOE) is on 1 June 2016 and I exceed by HYT PGP by 31 December 2015. Can I still re-enlist/extend past 1 September 2016?

Yes, if otherwise eligible. HYT does not have any impact on E-3 and above ability to reenlist or extend. However, HYT will take precedence over obligated service. You may still request a waiver, if eligible, that if approved would allow you to serve past your PGP.

What happens if I am retirement eligible and elect not to submit my retirement request by the established deadline?

You will be separated due to Maximum Service or Time in Grade, and may not be eligible to receive retirement benefits. You must request retirement at least 6 months prior to the retirement date (NLT 1 March for a 1 September retirement date).

If I am approved for retirement as a result of HYT, will I retire under honorable conditions?

Yes. If you are eligible for HYT retirement and otherwise eligible, you will receive an honorable characterization of service.

If I am selected for separation as a result of HYT, will I receive priority to attend Transition GPS (Goals, Plans, Success) seminar, formerly Transition Assistance Program (TAPS)?

Contact your respective Transition Relocation Manager (TRM) to ensure you are scheduled for a seminar prior to your separation date.

I have not been identified as a HYT candidate yet, but will exceed my PGP next year. Can I submit a voluntary retirement now?

Yes, however you will not be allowed to exceed the 1 September date if you are projected to become a HYT candidate.

Am I entitled to an administrative separation board?

No.

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Am I entitled to separation pay?

Yes, members separating are eligible for separation pay under specific guidelines. Please read the separation pay section of the HYT policy carefully. Also, read Section 10-H of the Coast Guard Pay Manual, COMDTINST M7220.29 (series)

How much separation pay will I receive?

The following examples are computed using the Coast Guard Pay Manual, COMDTINST M7220.29B, Section 10.H.4. (the amounts are approximate as each individual's circumstances may result in slightly varying amounts).

E-4 with 10 years, 9 months time in service

$10.75 \text{ years} \times 12 \times \$2,451.60 \text{ (2015 base pay)} \times 10\% = \$31,625.64$

E-5 with 16 years, 9 months time in service

$16.75 \times 12 \times \$3,125.70 \text{ (2015 base pay)} \times 10\% = \$62,826.57$

If I am separated for a reason other than HYT, am I entitled to separation pay?

If you are separated for any other reason (weight noncompliance, misconduct, ineligible to re-enlist, etc) your separation will not be considered a HYT separation, and you may not be entitled to separation pay.

E-9 Retirement Dates

Why is the E-9 HYT policy different?

The E-9 policy is different in order to reduce off season transfers and gaps at senior positions.

- E-9s without a CSEL waiver who reach 30 years active military service between 1 January and 31 August shall retire on 1 September of the year they exceed their PGP.
- E-9s without a CSEL waiver who reach 30 years active military service between 1 September and 31 December shall retire on the first day of the next month after they reach 30 years active military service.

I am an E-9, can I apply for a HYT waiver to extend past 30 years active military service?

No, only E-9s with approved CSEL waivers may extend past 30 years.

I am an E-9 and reach 30 years TIS on November 15th, when do I have to retire?

You must retire NLT 1 December.

I am an E-9 and reach 30 years TIS on January 15th, when do I have to retire?

You must retire NLT 1 September.

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Assignments

What if I am scheduled for PCS next year, how will this impact my assignment priority and/or billet selection?

Assignment Officers (AO) will proceed with their normal assignment slating/priorities practices, taking possible separation/retirement due to HYT into account. Please ensure your e-resume is updated as this remains a critical component for reassignment.

I was just transferred to an overseas billet and have to obligate service that currently exceeds my projected date that I would have to separate/retire. Will I be able to finish my tour?

No, HYT supersedes any obligated service requirements. You have the opportunity to continue to compete for advancement until 31 December of the year you exceed your PGP, so you may have the chance to advance to the next paygrade and a higher PGP. You should also request a HYT PGP waiver if you do not advance before becoming a HYT candidate.

Reduction in Rank

I was reduced at NJP from an E-6 to an E-5. What will my new PGP be?

You will keep your E-6 PGP unless you are reduced again before advancing back to E-6. You have 36 months to advance back to E-6 from the date of your reduction, or you will assume the E-5 PGP.

I was reduced at NJP from an E-6 to an E-4. What will my new PGP be?

Your new PGP is now E-5 since you were reduced more than one paygrade. You have 36 months to advance to E-5 from the date of your reduction, or you will assume the E-4 PGP.

I was reduced at NJP from an E-7 to an E-6. What will my new PGP be?

Your new PGP is now E-6. Since you were a Chief or above, you will assume the PGP of the rank to which you were reduced.

Change in Rating

I would like to change my rating, will I still be required to adhere to the PGPs?

Yes, PGPs are applicable to all members. Commander (CG PSC-EPM) will normally deny change in rating requests if the member is unlikely to advance before they exceed their new PGP.

I changed ratings and went through A-school again. I will not be eligible to advance to E-5 before exceeding my 10 year PGP. Will I be separated?

You will be considered a HYT candidate if you exceed your PGP on 31 December. You should submit a waiver explaining your situation, however, no waiver is guaranteed. If you were reduced in the process of changing ratings, you will keep the PGP of one paygrade higher for 36 months.

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Previous HYT Candidates

I was identified as a HYT candidate in 2014 to retire NLT 1 September 2015. Does the new policy affect me?

No, the new policy only affects members not previously identified. Members who received a waiver in 2013 or 2014 will continue to follow the guidance on their HYT waiver.

Waivers

What criteria are used for approving HYT PGP waivers?

The HYT PGP Waiver Panel will use reenlistment criteria, the needs of the Service, and other applicable criteria.

How do I apply for a waiver?

EPM-1 will announce specific details for each year. The waiver process is anticipated to take place between January-March in same year members would be separating. The waiver process may include requirements for a member to apply for and fill specific positions based on Service need. Commander (CG PSC-EPM) shall announce which HYT candidates are eligible to receive a waiver at least thirty days before convening a HYT PGP waiver panel.

Who will receive waivers?

Waivers will be based on Service need and actual billet vacancies. PSC-EPM is the final authority for granting waivers.

Can I appeal if I do not receive a waiver?

No.

If I am granted a waiver to fill an immediate critical Service need, how long will my waiver be good for?

The waiver length will be based on needs of the Service and will be specified in each waiver. A typical waiver length will be between 1-3 years.

I received a HYT waiver in 2013/2014, which policy do I now fall under?

You shall follow the guidance on your waiver.

Advancements

In the 2013 and 2014 HYT cycle, a HYT candidate could compete for advancement while on a waiver. Is this the same for future HYT years?

No, HYT candidates cannot compete for advancement unless the member receives a waiver that also states they may compete for advancement.

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Based on my ADBD, I will exceed my PGP on 15 February. Can I still advance during the year?

Yes, you may continue to compete for advancement until 31 December of the year you exceed your PGP.

I am a HYT candidate, and was given a 3 year waiver. Can I continue to compete for advancement during that three years?

The waiver will specify if you are eligible to compete for advancement

I am above the cut on the May SWE, will I still be a HYT candidate?

Yes, all members who exceed their PGP on 31 December will be considered a HYT candidate. Advancements will be withheld until the waiver panel is adjudicated. A member must receive a waiver, and the waiver must specify that the member may continue to advance and/or compete for advancement.

I am above a cut on the 2015 May SWE advancement list. I plan to submit a waiver request. What happens if the waiver is approved and I am authorized to advance?

Your advancement will be held in abeyance on 1 January. If Service need requires advancements, you may be skipped on the advancement list until the waiver panel meets and adjudicates waivers. If you applied for a waiver, it is approved, and allows you to compete for advancement, your name will be placed back on the advancement eligibility list. If your name was skipped, you will be placed back at the top. If not, you will keep your spot on the list. In both scenarios, you will then advance based on Service need. If you do not get a waiver or get a waiver without advancement authority, you will not be eligible to advance.

Chief Warrant Officer (CWO) Appointments

What is the impact of HYT on becoming a CWO?

Per M1000.3A, 1.D.2.a.(9), members who are subject to separation under HYT are not eligible to apply if their mandatory separation date will occur prior to the effective date of the CWO Appointment Board final eligibility list.

If I exceed my HYT PGP and have not advanced by 31 December 2015, can I still apply for an appointment to CWO in 2016?

No, because you would have to separate or retire in 2016, where as CWO appointment would be effective in 2017.

I applied for CWO in 2015 and should pin on in 2016. I exceeded my HYT PGP in 2015 and did not advance by 31 December 2015. Am I a HYT candidate?

Yes, but you will not separate/retire as long as you appoint or promote before 1 September. If you do not appoint (pin on) prior to 1 September due to personal choice or misconduct), you remain a HYT candidate and will separate or retire (if eligible) no later than 1 September.

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I received a HYT PGP waiver; can I still compete for CWO?

No, per M1000.3A, 1.D.2.a.(9), “Members on a HYT waiver are not eligible to compete” for CWO. If you advance and are no longer a HYT candidate, then you can compete for CWO.

Miscellaneous Questions

Who do I contact for questions regarding Post-9/11 education benefits?

All education benefits questions should be directed to Mr. Reidus Stokes at (703) 872-6643, CG PSC-PSD-FS. http://www.uscg.mil/psc/psd/fs/GI_Bill.asp

Where can I find out my Active Duty Base Date (ADBD)? You can find your ADBD on your Employee Summary Sheet in CGBI (http://cgbi.osc.uscg.mil/2.0/contentpanes/personal_files/summary_sheet.cfm).

How do I know if my ADBD is correct? What if my ADBD is incorrect?

For most people, your ADBD is the day you joined the Coast Guard. For those with breaks in service, prior Reserve time, or who have served with other branches of the military, you should request a Statement of Creditable Service (SOCS) to ensure you are being paid correctly and will be subject to HYT at the appropriate year. If the date is incorrect, you should notify your SPO. Your SPO will work with PPC to correct any discrepancies.

How does the Career Status Bonus (CSB) affect me if I become a HYT candidate?

Generally speaking, if you fail to complete 20 years, by law, you are required to return a pro-rated share (unearned portion) of the CSB for the time you did not complete the agreed upon service. The pro-rated amount would be forgiven in cases of death, disability retirement, or separation under a service program where you requested to separate or retire early under a special voluntary strength reduction program such as Temporary Early Retirement Authority (TERA). Other involuntary separations, such as failure to meet weight standards, alcohol rehabilitation failure, non-medical behavioral disorders, disciplinary or conduct action, or separation under High Year Tenure will result in recoupment of the unearned portion of the CSB. See the following website for additional information: <https://www.uscg.mil/ppC/mas/CareerstatusBonus.asp>.

Additional Contact information

Where can I go if I have any more questions?

You should confer with your command to answer any questions or visit EPM-1's HYT website: <http://www.uscg.mil/psc/epm/epm1/HYT/HYTDEFAULT.asp>.

If you still have any questions you may email EPM-1(Ensure you copy your Command Chief on any inquiries): ARL-PF-CGPSC-EPM-1-HYT@uscg.mil