

Command Checklist for Identified High Year Tenure (HYT) Candidates

The purpose of this checklist is to provide guidance to commands when reviewing the records of their members identified as HYT candidates. CG PSC-epm-1 has identified members for HYT on the basis of their current time in service (TIS), calculated using their Active Duty Base Date (ADBBD).

The below questions should be addressed locally with the member's SPO and Medical Office to ensure no further administrative issues exist. This form is for local use only and should **ONLY** be sent to CG PSC-epm-1 if there are known issues. Items that come up during review **will not exempt** a member from HYT. CG PSC-epm-1 will determine if a member is exempt from HYT based on the information provided by the command. Please do not limit your research to only the questions below. If other items are discovered during your review, and are not addressed elsewhere, please contact CG PSC-epm-1.

*All inquiries and documentation relating to HYT should be sent to CG PSC-epm-1 at: ARL-PF-CGPSC-EPM-1-HYT@uscg.mil

HYT Professional Growth Points (PGPs)

E-9: 30 years time in service

E-8: 26 years time in service

E-7: 24 years time in service

E-6: 20 years time in service

E-5: 16 years time in service

E-3 and E-4: 10 years time in service
(including members with prior service)

E-1 and E-2: Cannot extend or re-enlist
beyond completion of current contract

Member Name	Rate/Rank	EMPLID
Current Unit	ADBBD	

Please review each question below with the appropriate SPO/Command/Medical personnel. If yes is checked, please add any amplifying information in the comments box. Email this checklist and any applicable information to CG PSC-epm-1 at the HYT portal address listed above **if:** 1) "Yes" is checked to any of the below questions, and/or 2) other conditions exist which may exempt a member from HYT.

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|---|-----------|---------------|
| 1) Is the member going through a Medical Board or is one anticipated? | Yes
No | Initials/Date |
| 2) After review, do you believe that this member's ADBBD is incorrect? (ex: Prior Service, Break in Service, Reserve or National Guard, etc.) | Yes
No | Initials/Date |
| 2a) Does this member currently have a pending request for a Statement of Credible Service (SOCS) with PPC in which there could be a potential change to the TIS that would exclude the member as a HYT candidate? | Yes
No | Initials/Date |
| 3) Are there pending administrative discharge proceedings, or a pending investigation for a civil and/or UCMJ violation? | Yes
No | Initials/Date |
| 4) Has the member been reduced in rank since 31 December 2013 for any reason, (ex: NJP, Reserve Integration, etc.) or has the member recently advanced and do not exceed their new PGP? | Yes
No | Initials/Date |
| 5) Is the member in receipt of a previous HYT waiver? | Yes
No | Initials/Date |
| 6) Is the member scheduled to separate for any other reason? (besides scheduled retirement) | Yes
No | Initials/Date |

Additional
Comments

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