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FM COMCOGARD PSC WASHINGTON DC
TO ALCGPSC
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ALCGPSC 029/25

SUBJ: PY25 APRIL REGULAR TO RESERVE COMMISSION APPOINTMENT PANEL

A. Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)

B. Guidance and Eligibility Criteria for Officer Personnel Boards and Panels, PSCINST 1401.1 (series)

1. In accordance with Article 1.G of reference (A), a Regular to Reserve (R2R) Commission Appointment Panel is scheduled to convene on 1 April 2025 to consider current and former regular officers for a commission in the Coast Guard Reserve.

2. Eligible officers: Former Coast Guard or Navy officers within one year of the effective date of their resignation, Coast Guard regular officers at the time of their unqualified resignation, and regular officers twice non-selected who are not retirement eligible and are scheduled for discharge are eligible to apply.

3. Reserve officers serving on Extended Active Duty (EAD) who were not selected for promotion on the ADPL or RCM selection list are ineligible to apply for the R2R process and should refer to the Reserve Officer Active Status Panel (ROASP). Information on the ROASP process may be found on the following RPM-1 web page: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-to-Human-Resources-CG-1-/Personnel-Service-Center-PSC/IDPL/>.

4. Application Process: All eligible officers should submit complete application packages to ARL-SMB-CGPSC-R2R-ROASP@uscg.mil. Applications submitted prior to the release of this message will not be accepted and must be resubmitted in accordance with this message. Application packages must include the following documents:

a. Written request in CG standard memo format.

b. Approved separation authorization.

c. Approved DD-2697 (Report of Medical Assessment). A physical examination that meets retention standards is required to apply for a Reserve commission. Officers currently on active duty may obtain this exam at their servicing clinic. The exam must be recorded on form DD-2697 and must contain the words "Member meets retention standards IAW COMDTINST M6000.1(series)" in block 20 of the form. Officers who were previously separated and do not have a copy of their DD-2697 should contact RPM-1 immediately for guidance at the following email address:

ARL-SMB-CGPSC-R2R-ROASP@uscg.mil.

5. Complete application packages for this R2R panel shall be submitted no later than 18 March 2025. Late or partial application packages will not be accepted and returned without action. Additional information on the R2R panel, including application templates and link to the DD-2697, may be found on the following website: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/Reserve-Personnel-Management-PSC-RPM/RPM-1/R2R/>.

6. Communications to the Panel: Applicants electing to submit communications to the Panel must follow the guidelines provided in Article 3.A.4.f of reference (A) and paragraph 10.d of reference (B). Communications shall be sent via email as a command-endorsed, electronically signed memo to HQS-SMB-CGPSC-RPM-BoardsPanels@uscg.mil to arrive no later than the day before the Panel convenes. Early submission of communications to the Panel is required to allow adequate time for correction should a submission contain unauthorized content.
7. All applicants are encouraged to review the Reserve Officer Career Counseling Guide found at https://www.dcms.uscg.mil/Portals/10/4_%20Reserve%20Personnel%20Career%20Counseling%20%28RPCC%29%20Guide_1.pdf.
8. R2R applicants desiring SELRES positions may apply during the appropriate Assignment Year (AY). Please visit the RPM-2 website for specific information regarding assignments: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/Reserve-Personnel-Management-PSC-RPM/RPM-2/Assignments/>.
9. Application packages, or questions on the application process, shall be sent to the following email address: ARL-SMB-CGPSC-R2R-ROASP@uscg.mil.
10. CAPT Anthony R. Jones, Acting Commander, Personnel Service Center (CG-PSC), sends.
11. Internet release authorized.