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FM COMCOGARD PSC WASHINGTON DC

TO ALCGPSC

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ALCGPSC 110/24

SUBJ: PY25 SEPTEMBER 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. A Regular-to-Reserve (R2R) Commission Appointment Panel is scheduled to convene on 24 September 2024 to consider current and former regular Coast Guard 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 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 no later than 17 September 2024. 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)

Incomplete packages will be returned without action. Additional information on the R2R panel, including application templates, may be found on the following RPM-1 web page: <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/>.

5. Communications to the Panel: Applicants electing to submit communications to the panel must follow the guidelines provided in Article 3.A.4.f of REF A and paragraph 10.d of REF 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 Board convenes. Early submission of communications to the Board is required to allow adequate time for correction should a submission contain unauthorized content.

6. Retention Physical: 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. 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.

A link to the form DD-2697 may be found on the website listed in paragraph 4 of this message.

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 Application point of contact: Ms. Rose Lord, email: Rose.M.Lord@uscg.mil.

9. RDML Z. Merchant, Commander, Personnel Service Center (CG-PSC), sends.

10. Internet release authorized.

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