



COMDTINST 1330.1E

COMMANDANT INSTRUCTION 1330.1E

Subj: ACTIVE DUTY FOR OPERATIONAL SUPPORT (ADOS)

- Ref:
- (a) Title 10, United States Code, §12301(d)
 - (b) Personnel Resources and Reprogramming Manual, COMDTINST M5312.13 (series)
 - (c) Reserve Policy Manual, COMDTINST M1001.28 (series)
 - (d) Coast Guard Medical Manual, COMDTINST M6000.1 (series)
 - (e) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
 - (f) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
 - (g) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series)
 - (h) Military Separations, COMDTINST M1000.4 (series)
 - (i) Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10 (series)
 - (j) Discipline and Conduct, COMDTINST M1600.2 (series)
 - (k) Pregnancy in the Coast Guard, COMDTINST 1000.9 (series)
 - (l) Financial Resources Management Manual (FRMM), COMDTINST M7100.3 (series)
 - (m) Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1(series)
 - (n) The Joint Travel Regulations (JTR)

1. PURPOSE. This Instruction outlines the policies, responsibilities, and utilization of Reserve support under Active Duty for Operational Support (ADOS).
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. Commandant Instruction 1330.1D is cancelled.

DISTRIBUTION – SDL No. 167

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NON-STANDARD DISTRIBUTION:

4. **BACKGROUND.** The Coast Guard has the authority to augment regular forces with Reserve Component (RC) members on voluntary active duty under reference (a), Title 10 U.S.C. §12301(d). The modern operating environment of the Coast Guard is highly dynamic and requires a flexible and adaptive workforce. This policy governs Reserve augmentation of active forces based in law to meet operational needs while working within regulatory and financial constraints.
5. **DISCLAIMER.** This document is intended to provide operational requirements for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside of the Coast Guard.
6. **MAJOR CHANGES.** Major changes to this Instruction include an updated format to adhere to current manual and instruction guidelines, and updated guidance on Reserve policies based on statutory and applicable Department of Defense (DoD) policies issued subsequent to the previous version of this Instruction.
7. **IMPACT ASSESMENT.** None.
8. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.**
 - a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE #33 from further environmental analysis, in accordance with Section 2.B.2 and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Instruction contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.
 - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates. Due to the administrative and procedural nature of this Instruction, and the environmental guidance provided within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Instruction.
9. **DISTRIBUTION.** No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.

10. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
11. POLICY. ADOS provides a means for commands to obtain the services of additional military personnel through the active duty employment of the Ready Reserve.
- a. ADOS is restricted to situations that meet one of the following criteria:
- (1) Special skills are required that cannot be satisfied by onboard resources;
 - (2) Use of supplemental resources are necessary to meet temporary, peak workload, new, or one-time requirements; or
 - (3) Surge requirements in support of operations.
- b. Types and Applicability. All policy and guidance in this Instruction apply only to members of the Ready Reserve activated under reference (a):
- (1) ADOS in support of the Active Component (ADOS-AC);
 - (2) ADOS in support of the Reserve Component (ADOS-RC);
 - (3) All short-term ADOS (180 days or less in duration);
 - (4) Long-term, non-contingency ADOS (Greater than 180 days);
 - (5) ADOS-AC in support of a contingency operation in accordance with Title 10 U.S.C. §101(a)(13);
 - (6) All ADOS performed in support of a reimbursable agreement in accordance with reference (b), Personnel Resources and Reprogramming Manual, COMDTINST M5312.13(series); and
 - (7) This Instruction does not apply to any member of the Standby or Retired Reserve, or active duty under any other authorizing statute.
- c. Limitations.
- (1) Individual Limitations.
 - (a) 1095 Rule. To enhance total workforce management and readiness, the Coast Guard shall apply the DoD 1095 rule prescribed in Uniform Reserve, Training, and Retirement Categories, DoDI 1215.06. No reservist shall complete more than 1,095 days of any type of ADOS out of the previous 1,460 days. The 1,460-day window is a rolling period calculated on a cumulative basis.

- (b) Short-Term ADOS. Short-term ADOS cannot exceed 180 total consecutive days whether as a single set of orders or multiple sets of orders, in accordance with reference (c), Reserve Policy Manual, COMDTINST M1001.28 (series). Multiple sets of short-term ADOS orders totaling 181 days or more require a 31 day break in service unless a waiver is approved by the Office of Reserve Affairs, Commandant (CG-131).
- (c) Back-to-back long-term to short-term ADOS does not require a 31-day break in service.
- (d) Over 16 years total active duty. Unless written approval from Commander, Personnel Service Center, Reserve Personnel Management (CG PSC-RPM) is received beforehand, a reservist cannot be assigned to ADOS if:
 - [1] The member has already accrued 16 or more years of total active duty (any type); or,
 - [2] The requested ADOS will cause the member to accumulate 16 or more years total active duty.
- (e) Over 18 years total active duty (Sanctuary). A reservist cannot be assigned ADOS without written authorization from Office of Resource management Personnel Allowance, Commandant (CG-833) and Commander (CG PSC-RPM).
- (f) Over 60 years of age. A reservist cannot be assigned ADOS without written authorization from Commander (CG PSC-RPM).
- (g) Over 30 years of total service. A reservist cannot be assigned ADOS without written authorization from Commander (CG PSC-RPM).
- (h) Reservists who have not completed initial active duty for training (IADT) are not eligible to perform ADOS outside the United States and its territories and possessions, in accordance with reference (c).
- (i) Personal Readiness. In accordance with reference (c), reference (d), Coast Guard Medical Manual, COMDTINST M6000.1(series), and Coast Guard Periodic Health Assessment (PHA), COMDTINST M6150.3(series), reservists must have the following prior to activating ADOS orders:
 - [1] Current and complete Individual Medical Readiness (IMR) showing fit for duty (FFD) and no deployment-limiting medical conditions (DLMCs);
 - [2] Current Annual Screening Questionnaire (ASQ) showing available for mobilization; and
 - [3] Current weigh-in in Direct Access validating that member is in compliance with Commandant's allowable weight and/or body fat standards.
- (j) Personnel Force Innovations (PFIs). Reservists are not authorized to seek employment through the DoD PFI program.

- (k) ADOS (either as an extension of a current active duty period or a new consecutive order) for the purpose of taking accrued annual leave is not authorized. Unused accrued leave remaining in a reservist's annual leave account at the end of an ADOS period shall be retained for use on future active duty periods of 30 days or greater, or sold, subject to career lump-sum leave sell-back regulations in accordance with reference (e), Coast Guard Pay Manual, COMDTINST M7220.29 (series), and reference (f), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).

(2) Organization Limitations.

(a) Long-Term ADOS Cap.

[1] Sponsoring programs or commands shall stay within their Assistant Commandant for Resources, Commandant (CG-8), annually allocated ADOS ceiling (allocated annually as full-time equivalent (FTE)). FTE holders are authorized to further distribute all or a portion of their allocation to subordinate units or operations.

[2] Long-term ADOS requirements that will exist (or have existed) for three consecutive years or more will not be authorized annual FTE:

[a] Does not apply to ADOS performed in support of a contingency operation;
or

[b] Does not apply to ADOS performed in support of a reimbursable agreement in accordance with reference (b).

- (b) Selection for ADOS. There are many criteria governing the selection of the best candidate including, but not limited to: command requested by-name-candidates, qualifications, experience, familiarity with staff or project, availability, and geographic proximity of reservists' residence to the duty site.
- (c) Coast Guard Reservists Performing ADOS for Other Services. Coast Guard reservists are authorized to perform ADOS for other services via military interdepartmental purchase request (MIPR), memorandum of understanding (MOU), or reimbursable agreements when brokered through a validated request for forces (RFF) via the Areas, Deputy Commandant for Operations (CG-DCO), or Director of Operational Logistics, Reserve Force Readiness Division (DOL-1) and in accordance with reference (b).
- (d) Reservists from Other Military Services. The use of reservists from other military services for Coast Guard ADOS is authorized; however, their participation is subject to the requirements and restrictions of the reservist's parent organization. Any command or headquarters office seeking to use another service's reservist under ADOS is responsible for establishing a liaison with the appropriate command and for completing any required arrangements or documentation. Requests for use of other military reserve personnel in an ADOS status must be in the form of an inter-service support agreement (ISSA) or a MIPR, whichever is applicable.

(e) Documentation.

[1] Orders.

- [a] Laws pertaining to a reservist's employment and reemployment rights, higher education opportunities, 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.
- [b] ADOS orders shall be documented, via Direct Access, in advance of reservists reporting for duty. Verbal orders are not authorized for ADOS.
- [c] Orders should be issued at least 30 days before reporting or immediately if selected with less than 30 days before the scheduled duty. This advance notification period allows the reservists time to provide notification to civilian employers and family members.

[2] Cancellation or Termination of Orders.

- [a] Individuals may request cancellation prior to execution or early termination of ADOS orders. Requests shall be in writing from the reservist to the order issuing authority through the appropriate chain of command.
- [b] The Coast Guard may terminate ADOS orders at any time but as much advance notice in accordance with references (c) and (g), Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series), should be afforded the member as is practicable. Reasons for possible involuntary termination of orders by the Coast Guard include, but are not limited to:
 - 1) Earlier than anticipated completion of mission requirements;
 - 2) Loss of funding;
 - 3) Failure of the reservist to adequately perform the requirements of the duty for which they were activated (e.g., failure to qualify/maintain qualifications, misconduct, lapse of mobilization readiness condition);
 - 4) Failure to meet required standards or other non-disciplinary conduct problems (e.g., alcohol incidents, drug screening failure, failure to meet weight standards, etc.);
 - 5) Misconduct leading to disciplinary action, after due process is complete;
 - 6) Any other exceptions or situations in accordance with reference (h), Military Separations, COMDTINST M1000.4 (series), reference (i), Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10 (series), reference (j), Discipline and Conduct, COMDTINST M1600.2 (series), and reference (k), Pregnancy in the Coast Guard, COMDTINST 1000.9 (series); and
 - 7) The good of the Service.

[c] Consult the cognizant RFRS staff as far in advance as practicable before notifying the reservist of the intent to terminate orders.

[3] Duty Status Documentation. Clear duty status documentation and notification in Direct Access is critical for accurate management of reservists by Commander (CG PSC-RPM).

[a] Actions necessary for reservists who are identified as injured or designated as missing or in a captive status while on ADOS shall be in accordance with references (c), (d), (e), and (g).

[b] Actions necessary for reservists who die while on ADOS shall be in accordance with Military Casualties and Decedent Affairs, COMDTINST M1770.9 (series).

[c] The unit where the duty is performed is responsible for initiating administrative or disciplinary action and notifying the District RFRS or DOL-1 staff.

[d] The unit where the reservist is released from ADOS shall notify the SPO and District RFRS or DOL-1 staff of the Release from Active Duty (RELAD).

b. Resources.

(1) Funding.

(a) Responsibility. All ADOS costs, including pay and benefits, travel and per diem, and permanent change of station (PCS) transfer costs (when applicable) are the responsibility of the sponsoring unit or program and must adhere to reference (l), Financial Resources Management Manual (FRMM), COMDTINST M7100.3 (series). Commands requesting personnel for ADOS support shall make every effort to utilize qualified personnel residing in their local areas.

(b) Short-Term ADOS. The sponsoring unit or program must provide financial accounting information to the order-approval authority in accordance with procedures outlined in reference (m), Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1 (series).

(c) Long-Term ADOS.

[1] Sponsoring units must provide the accounting line that will fund the standard personnel cost (SPC) to the appropriate cap manager. After orders have been executed, the Office of Resource Management Personnel Allowance, Commandant (CG-833) will transfer funds from the identified accounts. To determine the SPC costs, use the SPC & Standard Rates tool located under "Tools" on the Office of Resource Management Financial Analysis, Commandant (CG-832) CGPortal page. Total personnel costs include pay, entitlements, medical and centralized support costs.

[2] Financial responsibility for reservists completing over 18 years total active duty service is the responsibility of the unit or program that employed them when they reached retirement “sanctuary” until the reservist reaches regular retirement eligibility at 20 years total active duty. Prior to reaching retirement “sanctuary,” units shall follow the process for an over 16/18 waiver as outlined in reference (c), paragraph 12.b.(3) below and obligate enough funds to cover the entire “sanctuary” period.

- (d) Contingency Operations. Reservists recalled to ADOS-AC for these operations are supported by specific funding.
- (e) Reimbursable Positions. Reimbursable positions are managed by Office of Resource Management Budget Execution, Commandant (CG-831), in accordance with references (b) and (l).
- (f) Other Coast Guard Appropriations. Any ADOS-AC funded from an appropriation other than the operating expenses (OE) or reserve training (RT) appropriations must be approved by Office of Resource Management Budget Execution, Commandant (CG-831), prior to issuance of orders. In accordance with reference (l), acquisition, construction, and improvements (AC & I) related personnel costs, including ADOS, are funded from the annual AC & I personnel compensation appropriation rather than the multi-year project funds. Contact Commandant (CG-831), for more information.

(2) ADOS Temporary Position Management.

- (a) ADOS cap managers are authorized to request ADOS position creation from the Office of Resource Management Personnel Allowance Division, Commandant (CG-833) for all long-term, non-contingency ADOS. Commander, Personnel Service Center, Personnel Services Division, Surge Staffing Branch (CG PSC-PSD-SSB) is authorized to request ADOS position creation from Commandant (CG-833) for all long-term contingency ADOS.
- (b) Commandant (CG-833) will create an ADOS position per the ADOS cap manager’s request only after the funding source has been arranged. The termination date of the ADOS position will match termination of the funding.
- (c) ADOS positions and the individual assigned to the position are under the operational, tactical, and administrative control of the unit or activity they are assigned to.

(3) Pay, Allowances, and Benefits.

- (a) Personnel under ADOS orders are authorized pay, allowances, and benefits, if otherwise eligible, in accordance with reference (c), (d), (e), (g), reference (n), The Joint Travel Regulations (JTR).
- (b) In accordance with reference (m), orders cannot be amended to retroactively change entitlements for duty already performed unless the facts and circumstances clearly demonstrate an administrative error or that some provision previously determined and definitely intended, was omitted through error.

(c) Per Diem.

- [1] Per diem may be authorized in accordance with reference (n) for members performing ADOS outside the local area or a reservist's primary residence or Place Entered Active Duty (PLEAD).
- [2] Per diem, if authorized, cannot be waived by the member.
- [3] In accordance with reference (n), reservists on long term, non-contingency ADOS (greater than 180 days) are not entitled to per diem regardless of subsequent modification to a PCS order, unless authorized an exception under 7355-F2b(2) and 7355-F3 of reference (n).

(d) Travel and Transportation.

- [1] Reservists on long-term, non-contingency, ADOS who accept a follow-on set of short-term ADOS without a break in service, are not authorized TDY travel allowances unless authorized an exception under 7355-F2b(2) and 7355-F3 of reference (n). PCS travel and transportation allowances are payable when active duty for other than training is more than 180 days at any one location. This includes travel to and from multiple duty locations if duty is more than 180 days at one location, in accordance with paragraph 7355-F1 of reference (n).
- [2] PCS entitlements for long-term, non-contingency ADOS is authorized in accordance with paragraph 7355-F1b of reference (n). Questions concerning PCS accounting lines and reimbursement should be directed to Deputy Commandant for Mission Support, Pay & Benefits Execution Division (CG-DCMS-831).

c. Reserve Assignments.

- (1) All short-term ADOS (180 days or less) shall be performed in a TDY status and reservists shall remain in their permanent reserve position on the personnel allowance list (PAL).
- (2) Long-term, contingency or non-contingency, ADOS will require assignment to a temporary position at the unit where duty is performed. Reservists shall be removed from their permanent Reserve position on PAL. Applicability of PCS entitlements remains in accordance with references (e), (g), and (n).
- (3) Reservists on long-term ADOS must compete for assignment to a permanent Reserve position on PAL as part of the deactivation process in accordance with procedures prescribed by Commander (CG PSC-RPM). Reservists who fail to successfully compete for a SELRES position will be RELAD to the Individual Ready Reserve (IRR); and
- (4) Reservists performing long-term, contingency, ADOS at the DSF unit where they are permanently assigned, or at a restricted area, shall not be re-assigned to a temporary ADOS position. They will remain assigned to their permanent funded Reserve position on PAL.

12. **WAIVERS.** The waiver request process is designed to ensure thorough consideration of requests resulting in sound decisions that balance the interests of the Coast Guard, unit, and the individual.

a. The following conditions apply to all waiver requests covered by this Instruction:

- (1) Waiver Criteria. The waiver request shall be evaluated based on mission requirements, funding, justification, workforce factors, and FTE/position availability. All factors must be satisfactorily addressed in the waiver request package.
- (2) Waiver Denial. Reasons waiver requests may be denied any time through the routing process include, but are not limited to:
 - (a) No funding or FTE identified;
 - (b) Significant concerns with the member's performance record; or
 - (c) Other limiting factors.
- (3) Demobilization and RELAD. Unless a requested waiver has been approved, demobilization and RELAD requirements shall be completed as outlined in reference (f). The reservist is not authorized to start ADOS until the requested waiver has been approved.

b. Waiver Types. For all waivers, the request shall be forwarded to the appropriate entity identified below no later than 90 days prior to the desired commencement of orders. Operationally exigent requests may receive prioritized consideration.

- (1) 1095 Rule. The waiver request package shall be endorsed by the chain of command where duty is being performed, through the unit commanding officer or Commander and forwarded to Commandant (CG-131) for consideration. The endorsement must include comments on the specific mission requirement and the unique capabilities of the individual.
- (2) Short Term ADOS. Back to back short term ADOS that will result in a consecutive duty period greater than 180 days, shall require a 31-day break in service. The waiver request package shall be endorsed by the chain of command where duty is being performed and where the member is permanently assigned (through the respective unit commanding officer or Commander) and forwarded to Commandant (CG-131) for consideration.
- (3) Over 16 Years Total Active Duty. The waiver request package shall be endorsed by the current chain of command, through the unit commanding officer or Commander and forwarded to Commander (CG PSC-RPM) for consideration. The endorsement must include comments on the specific mission requirement and the capability of the recommended individual.
- (4) Over 18 Years Total Active Duty (Sanctuary). For a reservist to be authorized to perform ADOS resulting in accumulation of 18 years or more of combined active duty, ensure compliance with all conditions of paragraph 11.d of this Instruction, and provide a copy of the waiver request package to Office of Resource Management Personnel Allowance, Commandant (CG-833), and Commander (CG PSC-RPM) for consideration.

- (5) Over 60 years of Age. The waiver request package shall be endorsed by the reservist's permanently assigned chain of command through the unit commanding officer or Commander and forwarded to Commander (CG PSC-RPM) for consideration. The endorsement must include comments on the specific mission requirement and the unique capabilities of the individual.
- (6) 30-Year Limitation. Normally, on the 30th anniversary of their pay entry base date, Chief Warrant Officers and enlisted reservists will be transferred to the Inactive Status List (ISL), and commissioned officers in the pay grade of O-6 and below may not serve more than 30 years of commissioned service, in accordance with reference (c). The waiver request package to the 30-year limitation shall be endorsed by the reservist's permanently assigned chain of command through the unit commanding officer and forwarded to Commander (CG PSC-RPM) for consideration. The endorsement must include comments on the specific mission requirement and the unique capabilities of the individual.
- (7) Pay, Allowances, and Benefits. All requests for policy waivers, retroactive entitlement changes, or special secretarial process determinations concerning pay, allowances, or benefits must be fully justified by the sponsoring unit in writing to the Office of Military Personnel, Commandant (CG-133).
- (8) ADOS Requirement Waivers.
 - (a) If the same non-contingency, non-reimbursable ADOS requirement will exist for three consecutive years, a waiver request to continue resourcing the requirement through ADOS shall be submitted by the sponsoring unit or program to the Director of Reserve and Military Personnel, Commandant (CG-13), via the Office of Workforce Forecasting and Analysis, Commandant (CG-12A) and Office of Resource Management, Commandant (CG-83), to determine whether the requirement is permanent or temporary.
 - (b) Permanent billet needs require submission of a resource proposal for permanent funding, or a reprogramming offset. ADOS can be used to cover resource gaps until resource proposals are approved but should not be used in lieu of submitting a resource proposal for permanent billet needs.

13. RESPONSIBILITIES.

- a. Assistant Commandant for Resources, Commandant (CG-8).
 - (1) Establish and maintain a ceiling each fiscal year for long-term ADOS-AC to manage the funding and FTE associated with reservists serving on non-contingency ADOS-AC;
 - (2) Annually designate and announce cap managers and publish FTE allocations;
 - (3) Approval authority for policy waivers pertaining to over 18 years total active duty (Sanctuary); and
 - (4) Create temporary ADOS positions for Long-term, non-contingency ADOS-AC, Long-term ADOS-RC, Long-term contingency ADOS-AC; and reimbursable positions on PAL per the cap manager, DOL-1 or Commander (CG PSC-PSD-SSB).

- b. Director of Reserve and Military Personnel, Commandant (CG-13). Appeal authority for all types of ADOS waivers covered in this Instruction. The review shall be limited to a consideration of policy, workforce requirements, and the practicality of the reservist as a mobilization asset.
- c. Office of Reserve Affairs, Commandant (CG-131).
 - (1) Issue and maintain Coast Guard policy governing ADOS in alignment with applicable statutes, DoD policy and guidance, and specific Coast Guard authorities;
 - (2) Establish and maintain ceiling each fiscal year for long-term ADOS-RC to manage the funding and FTE associated with reservists serving on ADOS-RC;
 - (3) In coordination with Commandant (CG-133), interpret benefits and entitlements policy specific to ADOS; and
 - (4) Approval authority for policy waivers pertaining to the 1095 rule, short-term ADOS that requires a 31-day break in service, and non-contingency/ non-reimbursable ADOS requirements that exist for over the three consecutive year limit.
- d. Office of Military Personnel Policy, Commandant (CG-133).
 - (1) Issue and maintain Coast Guard policy governing pay, allowances, and benefits; in alignment with applicable statutes, DoD policy and guidance, and specific Coast Guard authorities; and
 - (2) Approval authority for policy waivers pertaining to retroactive orders changes, and special Secretarial Process determinations concerning pay, allowances, or benefits.
- e. Office of Counterterrorism & Defense Operations, Commandant (CG-ODO). Establish and maintain a ceiling each fiscal year for Reserve personnel resources in support of Department of Defense (DoD) designated contingency operations.
- f. Commander, Personnel Service Center, Reserve Personnel Management (CG PSC-RPM).
 - (1) Centrally manage all long-term, non-contingency ADOS with the assistance of the cognizant RFRS staff;
 - (2) Issue and maintain procedural guidance on Coast Guard Reserve assignment and ADOS policy;
 - (3) Solicit all long-term, non-contingency ADOS including ADOS-AC, ADOS-RC, and reimbursable positions;
 - (4) Establish and manage the selection of Coast Guard reservists authorized, long-term, non-contingency, ADOS positions;
 - (5) Authorize Coast Guard reservists for long-term, non-contingency, ADOS;
 - (6) Waiver authority of the over 16/18 years of total active duty, over 60 years of age, and over 30 years of total service scenarios; and
 - (7) Develop and maintain an ADOS process guide with Commander (CG PSC PSD-SSB).

- g. Commander, Personnel Service Center, Personnel Services Division, Surge Staffing Branch (CG PSC-PSD-SSB).
- (1) Centrally manage the solicitation of all short-term and contingency ADOS in accordance with reference (m);
 - (2) Issue and maintain policy, process, and procedures for short-term ADOS in reference (m) – includes request and solicitation;
 - (3) Request position creation to Office of Resource Management Personnel Allowance Division, Commandant (CG-833) when issuing Long Term ADOS orders in support of a contingency;
 - (4) Authorize Coast Guard reservists for short-term and contingency ADOS-AC in accordance with reference (m). This excludes Coast Guard Port Security Units (PSUs); and
 - (5) Develop and maintain an ADOS process guide with Commander (CG PSC-RPM).
- h. Pacific and Atlantic Area Staff.
- (1) Receive request for forces (RFF) from DoD or other agencies, coordinate with operational commander, and provide allocations and management of resources (i.e., FTE, Reserve months, etc.);
 - (2) Define operational personnel requirements and provide guidance as necessary to ensure that operational needs are met without overly degrading unit capabilities within each organization's chain-of-command;
 - (3) Prioritize operational needs in accordance with the Coast Guard Reserve Policy Statement and the 11 statutory Coast Guard missions against available resources (e.g., long-term FTE, available reservists) when reviewing ADOS requests; and
 - (4) Pacific Area, Deployable Specialized Forces Support Branch (PAC-13) is the order issuing authority for all orders related to PSU units and Coastal Riverine Forces (CRFs).
- i. District RFRS Staff.
- (1) Validate reservists are operationally and administratively ready for activation and mobilization;
 - (2) Authorize all Reserve activation orders in accordance with established law and policy in accordance with reference (c), (e), (g), (n), and Accessing the Reserve Components, DoDI 1235.12;
 - (3) Validate requests for all short-term ADOS, 31 to 180 days in duration;
 - (4) Order issuing authority for Coast Guard reservists for short-term ADOS; and

j. Director of Operational Logistics, Reserve Force Readiness Division (DOL-1) Staff.

- (1) Validate reservists are operationally and administratively ready for activation and mobilization;
- (2) Authorize all Reserve activation orders in accordance with established law and policy in accordance with reference (c), (e), (g), (n), and Accessing the Reserve Components, DoDI 1235.12;
- (3) Validate requests for all short-term ADOS, 31 to 180 days in duration;

k. Funds Resource Manager.

- (1) Validate and fund requests for short-term ADOS in accordance with this instruction and all applicable financial resource management guidelines; and
- (2) Validate and coordinate funding for long-term, non-contingency ADOS via the chain of command to the cognizant cap manager through the Office of Resource Management Personnel Allowance Division, Commandant (CG-833).

l. Cap Manager.

- (1) Manage ADOS caps in accordance with annual resource guidance applicable to each duty type and funding source;
- (2) Track long-term ADOS FTE against ADOS caps annually authorized by Assistant Commandant for Resources, Commandant (CG-8);
- (3) Non-contingency cap managers are authorized to review and approve ADOS requests within their total cap limitations. Validated and funded ADOS requests are forwarded to Commander (CG PSC-RPM) for solicitation, selection, and assignment action.
- (4) Contingency cap managers are authorized to review and approve contingency ADOS requests within their total cap limitations. Validated and funded contingency ADOS requests are forwarded to Commander (CG PSC-PSD-SSB) for solicitation;
- (5) Approve short-term, back-to-back ADOS waiver requests to meet service needs as prescribed in paragraph 11.c. of this Instruction; and
- (6) Request ADOS position creation to Commandant (CG-833) based on validated resourced ADOS requirements at specific Coast Guard units or activities.

m. Sponsoring Unit or Program.

- (1) Request short term ADOS-AC support to the District RFRS or DOL-1 staff through the cognizant funds resource manager for validation in accordance with reference (m):
 - (a) Forward by-name-candidate preference with request, if one exists; and
 - (b) Only validated and funded requests are forwarded to Commander (CG PSC-PSD-SSB) for solicitation;

- (2) Request short term ADOS-RC support to the Office of Reserve Affairs, Reserve Programs Division, Commandant (CG-1312) through the cognizant RFRS staff for validation. Only validated and funded requests are forwarded to Commander (CG PSC-PSD-SSB) for solicitation in accordance with reference (m);
- (3) Submit requests for long-term, contingency ADOS via their chain of command to their cognizant contingency cap manager;
- (4) Submit requests for long-term, non-contingency ADOS via their chain of command to their cognizant cap manager through their funds manager;
- (5) May nominate a qualified and available candidate for short term or contingency ADOS in accordance with reference (m); and
- (6) Report utilization of ADOS allocation to the chain of command and cognizant cap managers.

n. Providing Unit.

- (1) Provide accurate and fair command endorsement for reservists requesting ADOS opportunities. Ensure endorsement addresses the following:
 - (a) Qualification, certification, and currency;
 - (b) Individual mobilization readiness;
- (2) Ensure own and subordinate unit reservists are operationally and administratively ready for activation and mobilization; and
- (3) Ensure own and subordinate unit reservists are processed properly for demobilization and deactivation in accordance with established law and policy including completion of all re-integration activities.

o. Receiving Unit.

- (1) Provide sponsor to incoming reservists;
- (2) Provide all command, administrative, and personnel support activities for reservists assigned to ADOS positions;
- (3) Notify reservist of intent to release from active duty in sufficient time to complete processing in accordance with references (c), (d) and (g); and
- (4) Ensure reservist meets all requirements for deactivation in accordance with references (c) and (d) prior to RELAD. Notify sponsoring unit or program, servicing and home District RFRS or DOL-1 staff immediately if reservist does not meet all requirements for deactivation.

p. Servicing Personnel Office (SPO).

- (1) Issue orders in accordance with policy requirements contained in references (c), (d), (e), (g), (h), (i), (j), (k), and (n), as well as event specific guidance;
 - (a) Additional orders or amendments to existing ADOS orders involving no break in service will be issued by the servicing SPO holding the reservist's service record/PDR; and
 - (b) SPOs will ensure that the reservist's home District RFRS or DOL-1 staff and local RFRS staff are forwarded copies of all additional orders and amendments.
- (2) Complete demobilization processing during the final 60 days prior to end of orders or as quickly as practicable for activations of less than 60 days, in accordance with references (c), (d), and (g); and
- (3) Issue DD 214 to all eligible reservists, in accordance with references (c) and Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series).

q. Reservist.

- (1) Meet satisfactory participation requirements in accordance with reference (c);
- (2) Maintain personal readiness for activation and mobilization at all times; and

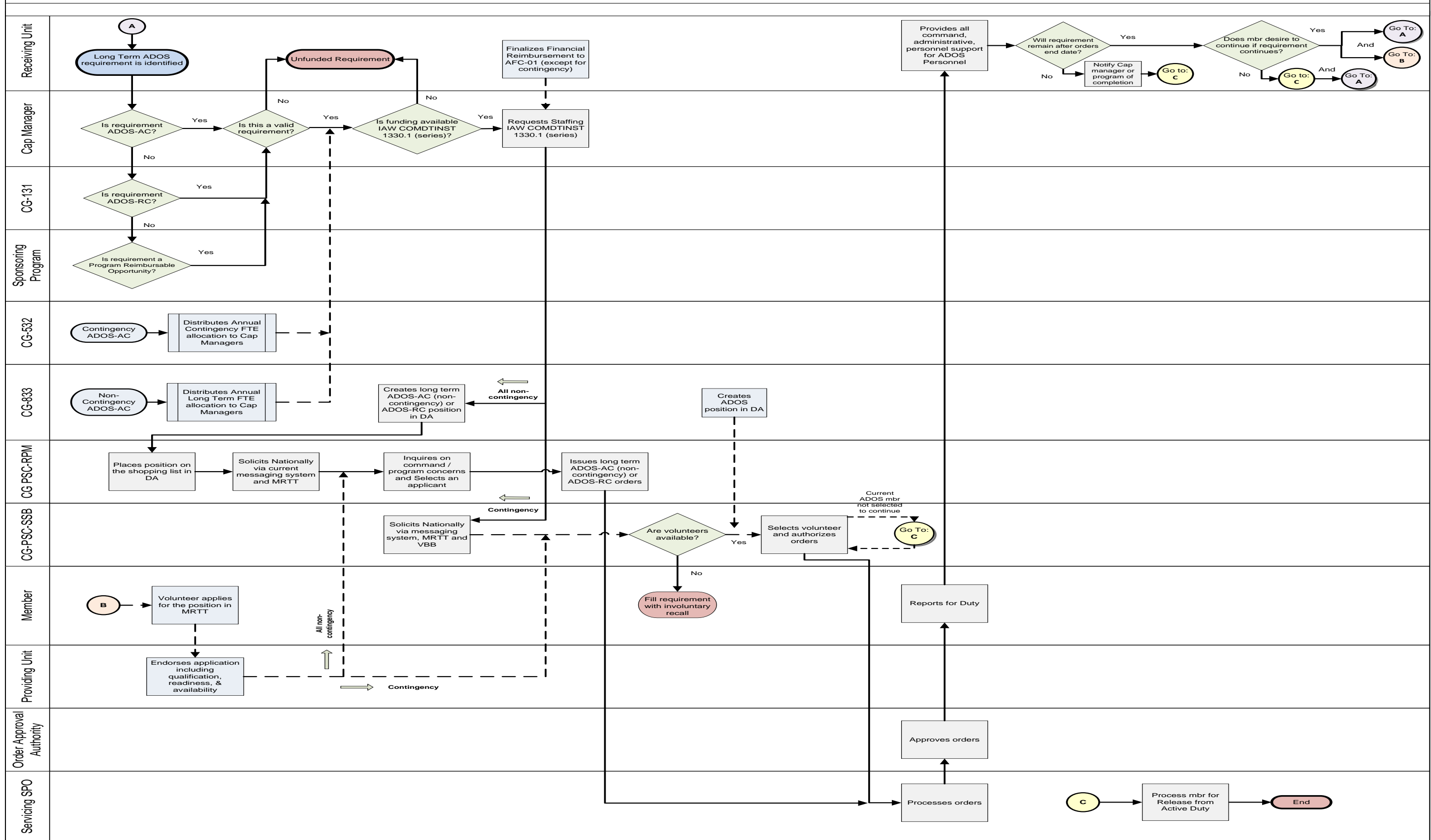
14. FORMS/REPORTS. None.

15. REQUEST FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: COMMANDANT (CG-1311), US COAST GUARD STOP 7907, 2703 MARTIN LUTHER KING JR. AVE SE , WASHINGTON, DC 20593-7907.

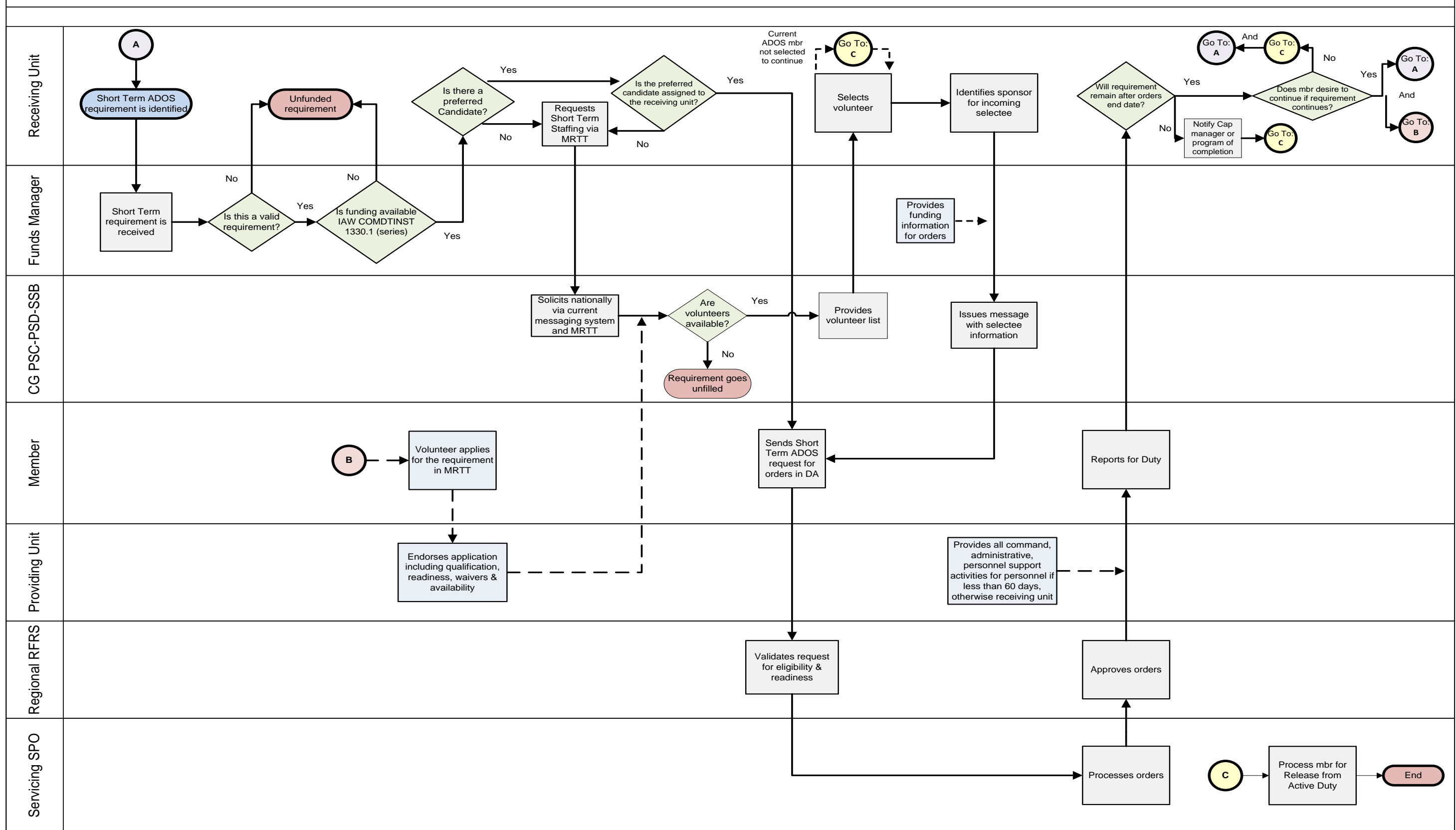
Kurt B. Hinrichs
Rear Admiral, U. S. Coast Guard Reserve
Acting Director of Reserve and Military Personnel

Enclosures: (1) Organizational Responsibilities - Long Term ADOS
(2) Organizational Responsibilities - Short Term ADOS
(3) Other Government Agency (OGA) Funds Flow Prior to ADOS Request

Organizational Responsibilities – Long-Term ADOS



Organizational Responsibilities – Short-Term ADOS (Contingency/Non-Contingency)



Other Government Agency (OGA) Reimbursable Funds Flow Prior to ADOS Request

