

U.S. Department of  
Homeland Security

United States  
Coast Guard



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# Reserve Policy Manual



**COMDTINST M1001.28D**  
**February 2021**



**U.S. Department of  
Homeland Security**

**United States  
Coast Guard**



Commandant  
United States Coast Guard

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COMMANDANT INSTRUCTION M1001.28D

Subj: RESERVE POLICY MANUAL

- Ref:
- (a) Reserve Duty Status and Participation Manual, COMDTINST M1001.2(series)
  - (b) Flexible PAL for Selected Reserve (SELRES) Positions, COMDTINST M5420.1 (series)
  - (c) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series)
  - (d) Title 10, United States Code
  - (e) Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series)
  - (f) Pregnancy in the Coast Guard, COMDTINST 1000.9(series)
  - (g) Coast Guard Medical Manual, COMDTINST M6000.1 (series)
  - (h) Active Duty for Operational Support (ADOS), COMDTINST 1330.1 (series)
  - (i) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)
  - (j) Screening the Ready Reserve, DoDD 1200.7
  - (k) Family Care Plans, DoDI 1342.19
  - (l) Uniform Regulations, COMDTINST M1020.6 (series)
  - (m) Coast Guard Pay Manual, COMDTINST M7220.29(series)
  - (n) Performance, Training and Education Manual, COMDTINST M1500.10 (series)
  - (o) Coast Guard Officer Specialty Management System Manual, COMDTINST M5300.3 (series)
  - (p) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)
  - (q) Physical Disability Evaluation System, COMDTINST M1850.2 (series)
  - (r) Reserve Component (RC) Line of Duty Determination for Medical and Dental Treatments and Incapacitation Pay Entitlements, DoDI 1241.01
  - (s) Title 37, United States Code
  - (t) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
  - (u) Administrative Investigations Manual, COMDTINST M5830.1 (series)
  - (v) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
  - (w) Title 14, United States Code
  - (x) Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series)
  - (y) Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series)

DISTRIBUTION – SDL No. 170

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NON-STANDARD DISTRIBUTION

- (z) Military Separations, COMDTINST M1000.4 (series)
- (aa) Service Credit for Non-Regular Retirement, DoDI 1215.07
- (bb) Reserve Components Common Personnel Data System (RCCPDS), DoDI 7730.54

1. PURPOSE. This Manual describes policies and procedures for the administration of military personnel of the Coast Guard Reserve based upon, and supplemental to, laws and regulations of higher authority in accordance with References (a) through (bb).
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements must comply with the provisions of this Manual. Internet release is authorized.
3. DIRECTIVE(S) AFFECTED. Reserve Policy Manual, COMDTINST M1001.28C, is cancelled.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. MAJOR CHANGES. Major changes incorporated into this version include:
  - a. Chapters 1 - 4 and Appendix A have been removed and incorporated in COMDTINST M1001.2 (series), Reserve Duty Status and Participation Manual.
  - b. The Electronic Based Distributed Learning (EBDL) Policy section has been removed from chapter 8 and is now COMDTINST 1500.7 (series), Electronic Based Distance Learning Instruction.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
  - a. The development of this Manual and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Manual is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion DHS (CATEX) A3 from further environmental analysis in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 and the Environmental Planning (EP) Implementing Procedures (IP).
  - b. This Manual 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 policy in this Manual must be individually evaluated for compliance with the Nationally Environmental Policy Act (NEPA) and Environmental Effects Abroad of Major Federal Actions, Executive Order 12114, Department of Homeland Security (DHS) NEPA policy, Coast Guard Environmental Planning policy, and compliance with all other applicable environmental mandates.
7. DISTRIBUTION. No paper distribution will be made of this Manual. An electronic version will be located on the following Commandant (CG-612) web sites.  
Internet: <http://www.dcms.uscg.mil/directives/> and  
CGPortal: <https://cg.portal.uscg.mil/library/directives/SitePages/Home.aspx>.

8. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been evaluated for potential records management impacts. The development of this Manual has been thoroughly reviewed during the directives clearance process, and it has been determined there are no 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 create significant or substantial change to existing records management requirements.
9. FORMS/REPORTS. The forms referenced in this Manual are available in U.S.C.G. Electronic Forms on the Standard Workstation or on the Internet:  
<http://dcms.uscg.afpims.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-information-management-CG-61/Forms-Management/>  
CG Portal <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx> and  
Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.
10. REQUESTS FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: Commandant (CG-133), US Coast Guard Stop 7907, 2703 Martin Luther King Jr Ave SE, Washington, DC 20593-7907.

/DR. DONNA M. NAVARRO/  
Senior Executive Service, U.S. Coast Guard  
Director of Military Personnel

RECORD OF CHANGES			
CHANGE NUMBER	DATE OF CHANGE	DATE ENTERD	ENTERED BY

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**CHAPTER 1. THE COAST GUARD RESERVE**

**See Reference (a), Reserve Duty Status and Participation Manual,  
COMDTINST M1001.2 (series)**

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**CHAPTER 2. INACTIVE DUTY**

**See Reference (a), Reserve Duty Status and Participation Manual,  
COMDTINST M1001.2 (series)**

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**CHAPTER 3. ACTIVE DUTY**

**See Reference (a), Reserve Duty Status and Participation Manual,  
COMDTINST M1001.2 (series)**

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**CHAPTER 4. PARTICIPATION STANDARDS**

**See Reference (a), Reserve Duty Status and Participation Manual,  
COMDTINST M1001.2 (series)**

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## CHAPTER 5. ASSIGNMENTS AND TRANSFERS

- A. Selected Reserve (SELRES) Assignments Overview. Reserve enlisted and officer assignments are centralized at Commander (CG PSC-RPM), optimizing assignment decisions across missions, programs and geographic regions to meet Service needs. Commander (CG PSC-RPM) assigns reservists to SELRES positions consistent with policy contained in Reference (b), Flexible PAL (FlexPAL) for Selected Reserve (SELRES) Positions, COMDTINST 5420.1 (series).
1. Deployable Specialized Forces (DSFs), Port Security Units (PSUs), and Naval Expeditionary Combat Command units must be assigned with the highest priority and must be kept at full complement to maintain required levels of operational readiness.
  2. Reservists transfer to, or affiliate with, the SELRES to fill vacant Reserve training positions, or positions expected to become vacant in the near future. Reservists are accessed through recruiting or are RELAD into the SELRES.
  3. Whenever possible, reservists are assigned to units with available training capacity closest to their permanent home address. Assignment officers (AOs) authorize assignments by issuing no-cost PCS orders through Direct Access. The Direct Access assignments module (PCS eResume) is the primary method for reservists to communicate their assignment preferences.
  4. The primary pool of candidates for any given assignment year may include, but is not limited to:
    - a. Members who are tour complete;
    - b. Members who are changing their RCC to the SELRES;
    - c. Members who RELAD;
    - d. Members who advanced from E-6 to E-7; or
    - e. Members with approved Regular-to-Reserve commissions.
  5. Commander (CG PSC-RPM) will track additions and deletions to the candidate pool created by promotion boards, screening panels, separations, position reprogramming, and other actions. Other factors such as unit requirements, individual member desires, and career management may further shape the candidate pool.
  6. To the maximum extent possible, Commander (CG PSC-RPM) must adhere to tour completion dates when considering reassignments. Members generally will not rotate prior to completion of their tours; however, early rotations or extensions are sometimes necessary to meet Service needs.
  7. Reservists released from long-term ADOS or EAD will be transferred to the IRR unless a PCS eResume is submitted in accordance with annual assignment guidance.
  8. Commands must ensure visibility of, and adherence to, all assignment year message traffic for reservists. Commands must ensure SPOs execute all orders in a timely manner, in accordance with Reference (c), Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series).

9. Reservists must complete a minimum of three years of their military service obligation in the RC before they are eligible to affiliate with the AC.
10. The following applies to reservists who decline SELRES assignment orders:
  - a. Members who decline to execute SELRES assignment orders and have attained 20 years of Total Qualifying Service (TQS) must Retire in Lieu of Orders (RILO), in accordance with Chapter 8 of this Manual;
  - b. Members who decline to execute SELRES assignment orders and have between 18 and 20 years of TQS, must be transferred to the IRR for a minimum of 12 months, in accordance with Reference (d), Title 10 U.S.C. §12646, §1176, and Chapter 5, Section M of this Manual;
  - c. Members who decline to execute SELRES assignment orders, have less than 18 years of TQS, and wish to remain affiliated with the RC, must be transferred to the Standby Reserve (ISL) for a minimum of 12 months. At the end of this period the member may request transfer to the IRR in accordance with Chapter 5, Section M of this Manual;
  - d. Members who decline to execute SELRES assignment orders, have met all Service obligations, and no longer wish to be affiliated with the RC, may Separate in Lieu of Orders (SILO) in accordance with Chapter 8 of this Manual.
11. Members who neglect to execute their SELRES assignment orders, and fail to notify Commander (CG PSC-RPM) of their intent to RILO, SILO, or request transfer to the IRR or ISL within 30 days of orders issuance date must be transferred to the ISL 60 days after the effective date of the orders and may be subject to discharge for unsatisfactory participation due to failure to respond to official correspondence.

B. Assignment Considerations.

1. When assigning reservists, AOs must consider:
  - a. Needs of the Service;
  - b. Competencies of the position, and the unit's ability to train to rating as per program indicated training capacity; and
  - c. Quality of match. Quality of match may include:
    - (1) A reservist who is selected for promotion or advancement may be considered for reassignment during the next assignment cycle if it creates a pay grade mismatch. (e.g., recently advanced E-7 filling an E-6 billet, or recently promoted O-5 filling an O-4 billet);
    - (2) When warranted, reassignment to another unit may be required if a reservist is advanced, promoted or appointed to a pay grade senior to that of their commanding officer or officer-in-charge. Exceptions will be considered on a case-by-case basis by Commander (CG PSC-RPM); or
    - (3) An enlisted reservist who is approved to pursue lateral change in rating must be assigned training rating indicators and will be assigned to a position in the new rating in accordance with Reference (e), Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series).

2. With the exceptions of the PSUs or commands comprised predominantly of reservists, a unit must have at least one active duty position on its PAL of equal or greater pay grade of the same specialty or rating in order to have the capacity to provide training to reservists of that rating (e.g., a boat station without an active duty Health Services Technician (HS) billet assigned would not have the capacity to train an HS reservist for mobilization).
  3. Reservists who become pregnant must not be involuntarily reassigned from their SELRES positions during pregnancy. Waiver requests for assignment restrictions due to pregnancy must be submitted in accordance with Reference (f), Pregnancy in the Coast Guard, COMDTINST 1000.9 (series), and Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series).
  4. Reservists who also work for the Coast Guard as civilian employees or contractors must not be assigned to SELRES positions under the same reporting chain as their civilian positions.
- C. Reasonable Commuting Distance (RCD). RCD is defined as the maximum distance a member of an RC may travel involuntarily between residence and drill training site, in accordance with 32 CFR 100.6.
1. Reservists must be assigned to a vacant position within RCD, if one is available. If there are no positions available within RCD, the reservist may be assigned to a vacant position outside of RCD, with the member's consent. RCD is:
    - a. 100-mile radius from the PDS or a distance that may be traveled by automobile under average conditions of traffic, weather and roads in three hours. This applies only to those units that normally schedule four IDT sessions on two consecutive days and where government meals and quarters are provided at the unit IDT site; or
    - b. 50-mile radius from the PDS or a distance that may be traveled by automobile under average conditions of traffic, weather and roads in a one and one half hour period, where government meals and quarters are not provided.
  2. As a reservist is promoted or advanced in rank or grade, the opportunities for assignments within RCD become reduced. Due to the limited number of SELRES positions in pay grades O-4 to O-6, W-2 to W-4, and E-7 to E-9, a reservist may have to consent to an assignment beyond RCD of their residence if they want to continue to serve in a SELRES status at these senior grades.
- D. Assignment after Release from Active Duty (RELAD). SELRES assignments after RELAD are based on the type of orders the member fulfills. Reservists seeking SELRES assignments must meet the assignment year timelines published by Commander (CG PSC-RPM). AOs may authorize the multiple encumbrance of a position on a case-by-case basis for a limited time to allow members to compete in the next assignment cycle.
1. Mobilization. Reservists mobilized to serve on involuntary active duty remain in their assigned SELRES positions and therefore do not require assignment to new positions upon demobilization.
  2. Support (Long-term). Members accepting long-term ADOS or EAD are removed from their SELRES position in accordance with Reference (h), Active Duty for Operational Support (ADOS), COMDTINST 1330.1 (series). Reservists accepting long-term ADOS

orders must contact their AO to inform them of their assignment status. Reservists leaving long-term ADOS seeking SELRES assignments must meet the assignment year timelines published by Commander (CG PSC-RPM).

3. Support (Short-term). While on short-term ADOS orders, SELRES remain in the assigned position and do not require a new position assignment upon RELAD.
  4. In-Service Transfer to the RC. Coast Guard enlisted members leaving the AC or EAD contracts are strongly encouraged to seek SELRES affiliation upon RELAD. The CGRC In-Service Transfer Team (ISTT) facilitates the transfer of AC enlisted members to the RC.
- E. Deployable Specialized Forces (DSF) Assignments. DSF units (PSUs and Naval Expeditionary Combat Commands) are a part of the Service's Maritime Trident of Forces, which have specialized training and deployment requirements. DSF units must be assigned with the highest priority and must be kept at full complement to maintain required levels of operational readiness.
1. AOs may assign reservists, who live within RCD to these units, without the member's consent if not enough qualified volunteers are identified.
  2. Some positions may require a prerequisite screening process.
  3. A reservist within RCD of a DSF unit may be assigned to that unit at least once during the member's career.
  4. Junior enlisted reservists who have been assigned to a DSF unit for more than five years may request reassignment through the normal assignment process.
- F. Senior Officer Assignments (O-5/O-6). Standard tour length for SELRES senior officers is normally two years for O-6s, and three years for O-5s. Commander (CG PSC-RPM) will hold annual assignment panels for senior officers.
1. Requests for early rotation require a command endorsement.
  2. Tour length extension requests require a command endorsement and may be granted if they are in the best interest of the Service. If approved, extensions may be granted for a maximum of one year.
  3. O-5s are not normally assigned to O-4 positions.
  4. Reserve senior officers who do not compete successfully for paid SELRES positions must be assigned to an IAD position within the IRR, unless they expressly decline an IAD assignment.
    - a. Reserve senior officers in an IAD position within the IRR will compete for off-season SELRES assignments, complete correspondence courses or Electronic-Based Distributed Learning (EBDL) for retirement point credit and perform voluntary or involuntary active duty.
    - b. Assignment to an IAD position within the IRR or as a non-participating member of the IRR will be two years in duration, and all Reserve senior officers assigned to the IRR will be expected to compete for SELRES assignments unless they request extension in an IAD coded position or as a non-participating member of the IRR.

G. Junior Officer Assignments (O-1 to O-4). The standard tour length for SELRES junior officers is normally three years. If a reservist who is not tour-complete requests a reassignment, Commander (CG PSC-RPM) may reassign that member to meet Service needs.

1. Requests for early rotation require a command endorsement.
2. Tour length extension requests require a command endorsement and may be granted if they are in the best interest of the Service. Junior officers should consider career impact before requesting extensions. If approved, extensions may be granted for a maximum of one year.
3. O-4s who have been selected for promotion to O-5 may be assigned to O-5 positions by the next commander assignment panel convening.
4. Re-tours are highly discouraged and will not normally be considered as CG Reserve IDPL Boards do not yet have specialty Considered Selection as a tool for Reserve Promotion and Retention boards. Career diversity remains an important factor for junior officer success.

H. Chief Warrant Officers (CWOs) (W-2 to W-4).

1. Assignment of Newly Appointed CWOs. Candidates selected by the Reserve CWO Appointment Board must agree to be assigned to a vacant SELRES CWO position for a minimum of two years from their effective date of appointment.
  - a. Selectees who fail to complete the initial two-year SELRES CWO assignment must be transferred to the IRR for the remainder of their initial two-year commitment. CWOs that complete their initial two-year commitment while transferred to the IRR may re-compete during the next assignment year for vacant SELRES CWO positions.
  - b. Members on mobilization and support orders must be released from active duty prior to appointment and assignment to the SELRES. Appointees must serve in the assigned SELRES CWO position for a minimum of two years before pursuing voluntary active duty orders (e.g., ADOS or EAD) other than at the member's SELRES unit.
  - c. Selectees who decline a CWO appointment and follow-on SELRES assignment to a position located within RCD will be ineligible to re-apply for CWO appointment in the next promotion year.
  - d. Selectees who decline a CWO appointment and follow on assignment to a position outside RCD will not incur a period of ineligibility and may re-apply for CWO appointment in the next promotion year.
  - e. Selectees who agree to a CWO appointment and follow-on assignment to a position located outside RCD and fail to report as ordered, will incur a two-year period of ineligibility to compete for CWO appointment and must be immediately transferred to the IRR.
2. Assignments of Existing CWOs. The standard tour length for SELRES warrant officers is normally five years.
  - a. Requests for early rotation require a command endorsement. CWOs assigned to non-DSF positions beyond RCD may request reassignment, with command endorsement,

after two years to accommodate RCD.

- b. Tour length extension requests require a command endorsement, and may be granted if they are in the best interest of the Service. If approved, extensions may be granted for a maximum of one year.
  - c. AOs must not assign a CWO to a position of a different specialty.
- I. Senior Enlisted Assignments (E-7 to E-9). AOs must make every attempt to assign senior enlisted reservists to positions of the same pay grade. Matches may include two pay grades senior, or two pay grades junior for a position based on the needs of the Service. The standard tour length for SELRES senior enlisted is normally five years.
1. Requests for early rotation require a command endorsement.
  2. Senior enlisted members assigned to non-DSF positions beyond RCD may request reassignment, with command endorsement, after two years to accommodate an RCD assignment.
  3. Tour length extension requests require a command endorsement and may be granted if they are in the best interest of the Service. If approved, extensions may be granted for a maximum of one year.
  4. AOs must not assign a senior enlisted member to a position that requires a different rating.
  5. Assignments to Command Senior Enlisted Leader (CSEL) positions will be in accordance with Command Senior Enlisted Leader (CSEL) Program, COMDTINST 1306.1 (series).
  6. Senior enlisted must not be assigned to junior enlisted positions unless there is a critical Service assignment need.
- J. Junior Enlisted Assignments (E-6 and Below). AOs must make every attempt to assign junior enlisted reservists to positions of the same pay grade. Matches may include two pay grades senior, or two pay grades junior for a position based on the needs of the Service. Junior enlisted must not be assigned to senior enlisted positions, with the exception of an E-6 assigned to an E-7 position in Puerto Rico, Coast Guard District 14, and Coast Guard District 17. The standard tour length for SELRES junior enlisted is normally five years.
1. Junior enlisted assigned to SELRES positions may remain in those positions indefinitely, except in the following situations:
    - a. The member requests to transfer to another unit;
    - b. Mandatory reassignment is necessary to meet the needs of the Service;
    - c. The member's position is deleted or reprogrammed;
    - d. The member's position is multi-encumbered at one unit and a position becomes available at another unit within RCD.
  2. Requests for early rotation require a command endorsement.
  3. AOs must continually revisit junior enlisted assignments at each unit and assign reservists to new positions within the same command to ensure best internal pay grade match (e.g., to accommodate advancements, to push vacancies down to lowest pay grades, and to



accommodate reassignments of multi-encumbered reservists within RCD).

4. Whenever possible, AOs should avoid assigning junior enlisted members to a position that requires a different rating with the exception of members with an approved lateral change in rate.
- K. Training Capacity. AOs must carefully consider a unit's Reserve-Specific training capacity in accordance with the Reserve PAL Training Capacity Tool (<https://cg.portal.uscg.mil/units/CG-R/FlexPAL/Forms/AllItems.aspx>) prior to an assignment. It is expected that Reserve enlisted members (with the exception of members filling Reserve Command Master Chief (CMC) or Senior Enlisted Reserve Advisors (SERA) positions) and CWOs (with the exception of members filling Selective Service System (SSS) positions) will be required to use their rating or specialty knowledge, skills, and experience upon mobilization. Therefore, they must not be assigned to units or assigned to positions within units that cannot provide OJT for their particular ratings or specialties. Indicated unit training capacity cannot be exceeded for any unit. Training capacity is determined through consultation with programs (CG-721, CG-731, CG-741, CG-791, CG-2 etc.) during the annual FlexPAL training capacity worksheet review process established in Reference (b). Programs will work in consultation with CG-R and PSC-RPM to validate and update the worksheet.
- L. Reprogrammed Positions. For reservists whose positions are reprogrammed, AOs shall make every effort to assign them to vacant positions at units with training capacity within RCD of their permanent residence.
- M. Transfer to the IRR, Standby Reserve (ASL or ISL) and Retired Reserve. Active duty RELADs, officers transitioning through the Regular to Reserve (R2R) policy, and reservists who have completed their military service obligation, who are satisfactory participants as described in Reference (a), Reserve Duty Status and Participation Manual, COMDTINST M1001.2 (series), may request transfer to the IRR, Standby Reserve, or Retired Reserve at any time. See Reference (a), Reserve Duty Status and Participation Manual, COMDTINST M1001.2 (series), for policy regarding Reserve accessions classifications and RCCs.
1. Reservists who request transfer to the IRR must retain their Ready Reserve mobilization obligations.
  2. Reservists in the IRR may request a transfer to the SELRES for assignment if the reservist currently meets all participation standards of the IRR and medical/dental readiness and retention standards, in accordance with Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series). IRR members must submit a request to change their RCC, Form CG-1001 to Commander (CG PSC-RPM) to compete in future SELRES assignment year cycles or during the off-season.
  3. Reservists who have a temporary hardship or other valid reason may request transfer and assignment to the Standby Reserve (ASL or ISL), in accordance with Reference (a), Reserve Duty Status and Participation Manual, COMDTINST M1001.2 (series).
  4. Upon involuntary mobilization, or notification thereof, no member of the Ready Reserve (SELRES or IRR) may be transferred under the provisions of this Paragraph, to the Standby Reserve (ASL or ISL) unless authorized by Commander (CG PSC-RPM).
- N. Body Fat Non-Compliance. Members who are placed into a probationary period and fail to gain compliance with the Coast Guard's body composition standards contained in Reference (i) by the end of that period must be transferred to the Standby Reserve (ISL).

Members who are placed into the ISL due to non-compliance with Reference (i) have one year (365 days) to gain compliance. If during that year they become compliant with Reference (i), they may submit a request to Commander (CG PSC-RPM) to transfer back to the Ready Reserve (IRR). Those who do not become complaint with the body composition program within one year (365 days) must be transferred to the Retired Reserve or separated.

- O. Extreme Community or Personal Hardship. Ready Reservists whose immediate recall to active duty during an emergency would create an extreme personal or community hardship must be transferred to the Standby Reserve (ASL or ISL), Retired Reserve, or will be separated, as applicable, in accordance with Reference (j), Screening the Ready Reserve, DoDD 1200.7.
1. Extreme community hardship is a situation that, because of a reservist's mobilization, may have a substantially adverse effect on the health, safety, or welfare of the community. Any request for a determination of such hardship must be made by the reservist and be supported by documentation, as required by the Secretary of DHS.
  2. Extreme personal hardship is defined as having an adverse impact on a reservist's dependents resulting from their mobilization. Any request for a determination of such hardship must be made by the reservist and be supported by documentation, as required by the Secretary of DHS.
  3. Members that are single parents, dual-member couples with dependents, or primarily responsible for dependent family members must maintain an accurate Family Care Plan in accordance with Reference (k), Family Care Plans, DoDI 1342.19.
- P. Key Employees. Key employees are federal employees occupying key positions that should not be vacated during a national emergency or mobilization without seriously impairing the capability of the parent federal agency or office to function effectively. Reservists are considered key employees if they fill the following positions:
1. The Vice President of the United States or any official specified in the order of presidential succession, in accordance with 3 U.S.C. §19.
  2. The members of Congress and the Heads of the Federal Agencies appointed by the President with the consent of the Senate.
  3. An Article III Judge who is a member of the Ready Reserve and desires to remain in the Ready Reserve must have their position reviewed by the Chief Judge of the affected judge's circuit to determine that their mobilization will not seriously impair the capability of the court to function effectively.
  4. Other federal positions determined by the Heads of Federal Agencies, or their designees, to be key positions. In determining whether or not a position should be designated as a key position, the following questions should be considered by the Federal Agency concerned:
    - a. Can the position be filled in a reasonable time after mobilization?
    - b. Does the position require technical or managerial skills that are possessed uniquely by the incumbent employee?
    - c. Is the position associated directly with defense mobilization?

- d. Does the position include a mobilization or relocation assignment in an Agency having emergency functions, or is the position directly associated with industrial or manpower mobilization, as designated by Executive Orders (EOs) 12656 and 12919?
  - e. Are there other factors related to the national defense, health, or safety that will make the incumbent of the position unavailable for mobilization?
5. Non-federal employers of Ready Reservists (SELRES or IRR), particularly in the fields of public health and safety and defense support industries, are encouraged to adopt personnel and management procedures designed to preclude conflicts between the emergency manpower needs of civilian activities and the military during a mobilization. Employers are also encouraged to use federal key position guidelines for making their own key position designations and, when applicable, for recommending key employees for removal from the Ready Reserve (SELRES or IRR).
  6. All employers who determine a member of the Ready Reserve (SELRES or IRR) is a key employee must promptly submit such determination through Commander (CG PSC-RPM) to Commandant (CG-R) requesting the employee be removed from the Ready Reserve (SELRES or IRR), in accordance with Reference (j), Screening the Ready Reserve, DoDD 1200.7. Commandant (CG-R) must make removal determinations in response to petitions for such actions.
  7. On mobilization under Reference (d), Title 10 U.S.C. 12301(a) or 12302, all personnel actions relating to the annual screening questionnaire will be held in abeyance, and all members remaining in the Ready Reserve (SELRES or IRR) will be considered immediately available for active duty service. After such mobilization is ordered, no deferment, delay, or exemption from mobilization will be granted to Ready Reservists because of their civilian employment.
  8. Ready Reservists (SELRES or IRR) who are designated key employees or who occupy key positions, as defined in this Section, must be transferred to the Standby Reserve (ASL), the Retired Reserve, or be discharged, as appropriate, except as specified in Subparagraph 7 above.
- Q. Change of Residence. Change of residence does not relieve reservists of their statutory military service obligation, participation standards, or exempt them from mobilization. See Reference (a), Reserve Duty Status and Participation Manual, COMDTINST M1001.2 (series), for policy regarding participation standards.
1. Within the United States, reservists whose change of residence moves them outside RCD of their current assignment (except for changes of residence outside the United States and its territories and possessions) may request reassignment in accordance with this Chapter. Reservists are obligated to continue satisfactory participation at their current unit until a reassignment is complete.
    - a. If the relocation is planned to be temporary in nature, and is to a region where there is no unit available and the reservist cannot meet drill obligations through batching drills and complete the annual AT requirement, then the reservist may request to be assigned to the IRR or the Standby Reserve (ASL or ISL). See Reference (a), Reserve Duty Status and Participation Manual, COMDTINST M1001.2 (series), for policy regarding RCCs.

- b. If the relocation is expected to be permanent in nature, then the reservist may request conditional release to join another RC to fulfill the remainder of their military service obligation. Members remaining in the Coast Guard will be expected to meet SELRES satisfactory participation requirements until their expiration of enlistment. See Chapter 8, Section A of this Manual for policy regarding separation of officers and Chapter 8, Section B of this Manual for policy regarding separation of enlisted members.
2. There are no SELRES positions on PAL outside the United States and its territories and possessions. Reservists, currently residing or intending to reside outside the United States and its territories and possessions, may be transferred to the IRR, ASL, retired if eligible, or separated depending on remaining service obligation and expected duration of relocation.
    - a. When residing outside the United States and its territories and possessions, members must submit a request to Commander (CG PSC-RPM), to remain in a SELRES status assigned to their current position or another SELRES position for up to two years. Commander (CG PSC-RPM) must coordinate with Commandant (CG-R) prior to any waiver approval. ADT-AT requirements will be waived in conjunction with any waiver to this assignment policy. Members requesting a waiver must submit the waiver request through their chain of command. Requests must include the following:
      - (1) Country to which relocating;
      - (2) Specific circumstances of overseas relocation;
      - (3) Expected duration of overseas residence or assignment;
      - (4) Location where IDT is to be performed (IDT must not be performed in designated Imminent Danger Areas, in accordance with Reference (a), Reserve Duty Status and Participation Manual, COMDTINST M1001.2 (series));
      - (5) Copy of the approved country clearance package; and
      - (6) The statement, "I acknowledge that if authorized to remain in the SELRES while residing overseas, I am responsible for meeting all elements of satisfactory participation in accordance with Reference (a), Reserve Duty Status and Participation Manual, COMDTINST M1001.2 (series), with the exception of ADT-AT. I understand that I am responsible for all IDT travel to and from my primary duty location. As a SELRES member, I acknowledge that I am subject to mobilization and I am legally obligated to report for involuntary recall to active duty under Titles 14 U.S.C. and 10 U.S.C."
    - b. Reservists with remaining military service obligation may be discharged for immediate reenlistment to accommodate temporary relocation overseas, in accordance with Reference (e), Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series).
      - (1) The total period of the original enlistment served plus the reenlistment must not be less than the reservist's military service obligation.
      - (2) In addition, it must include the anticipated period of temporary residence outside the United States and its territories and possessions. The reservist is required to

comply with the conditions contained in the following statement, which must be signed by the reservist upon reenlistment: “Reenlisted this date for \_\_\_\_ years under authority of 10 U.S.C. §12103(a) in order to (describe reason for temporary residence outside the U.S.) beginning (date) and ending (date). Participation in a Coast Guard unit must be resumed not later than (date) or earlier if requested and approved. I hereby certify that I understand the participation standards to which I obligate myself as a condition of this reenlistment.”

R. 30-Year Limitation.

1. Normally, on the 30<sup>th</sup> anniversary of their Pay Entry Base Date (PEBD), CWOs and enlisted reservists should be transferred to the ISL unless:
  - a. The member requests transfer to the Retired Reserve; or
  - b. Members who desire a waiver to remain in the SELRES may apply to Commander (CG PSC-RPM) through their chain of command. Requests may not be approved unless the applicant meets critical Service needs. See Chapter 8, Section A of this Manual for policy regarding separation of officers and Chapter 8, Section B for policy regarding separation of enlisted members. Members without approved waivers must be transferred to the ISL on the anniversary of their PEBD or the date their current waiver expires.
2. Commissioned Officers in the pay grade of O-6 and below may not serve more than 30 years of commissioned service. Prior enlisted time is not calculated in the 30 total commissioned years.

S. Uniform Maintenance Requirement Upon Transfer from the SELRES. Active duty or SELRES members transferred to the IRR or Standby Reserve (ASL or ISL) are required to maintain the required seabag items, in accordance with Reference (l), Uniform Regulations, COMDTINST M1020.6 (series) for a period of four years.

1. If an enlisted reservist returns to the SELRES or is called back to active duty after a four-year period, they may request a new initial uniform issue from Commandant (CG-R8) via the chain of command, by submitting Receipt for Clothing and Small Stores (Male), Form CG- 3019 Receipt for Clothing and Small Stores (Female), Form CG-3019A.
2. Enlisted members who have been discharged from the Coast Guard or Coast Guard Reserve and who subsequently enlist in the SELRES may request a partial (if returning after one year) or initial (if returning after two years) clothing-in-kind issue.
3. Information concerning Reserve enlisted clothing allowances and Reserve officer uniform allowances can be found in Reference (m), Coast Guard Pay Manual, COMDTINST M7220.29 (series). The period of time spent in the IRR or Standby Reserve (ASL or ISL) must not be counted in determining entitlement to any enlisted clothing allowances.

T. Career Paths. Officer and enlisted career paths provide members with career guidance and can be found in the following:

1. Reference (n), Performance, Training and Education Manual, COMDTINST M1500.10 (series);
2. Reference (o) Coast Guard Officer Specialty Management System Manual,

COMDTINST M5300.3 (series);

3. Reference (p), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series);
4. Reference (e), Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series);
5. The Competency Dictionary. An online database developed, maintained, and published by the Competency Management System Administrator (CMSA) that contains the complete listing of every approved competency. The dictionary is available on the CG Portal, <https://cgportal2.uscg.mil>, keywords: competency dictionary. The dictionary includes the competency code, title, complete description and requirements, type, category, and the sponsoring Program Manager for each competency available in Direct Access; and
6. Enlisted Rating Advancement Training System (ERATS), <https://cgportal2.uscg.mil/communities/erats/SitePages/Home.aspx>. The system defines performance requirements for each rating and pay grade, helps members meet those requirements through training and performance support, and assesses performance to determine if members possess the knowledge for advancement to the next higher grade.
7. Reserve Officer Career Counseling (ROCC) Guide (<http://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/Reserve-Personnel-Management-PSC-RPM/RPM-2/ROCC/>) provides Reserve Officers an easily accessible reference to better understand the assignment and selection processes, to improve competitiveness for assignment and promotion, and to ultimately make informed career decisions.

U. Selected Reserve (SELRES) Mutual Exchange of Station.

1. Each member is assigned initially to the duty station where their services are most needed. Although individual preferences are carefully considered when making these and all subsequent assignments, it is not possible to match duty station with preference in all cases. Fluctuations in personnel distribution frequently create situations where a member could be utilized just as effectively in their desired area as in the area currently assigned.
2. Such transfers can improve morale, promote efficiency by alleviating minor hardships, and should be treated as privileges afforded only to personnel whose performance of duty indicates they deserve special consideration. Mutual exchange of station transfers involve two members of the same rating and pay grade requesting an exchange of duty stations. If the transfer is approved, the assignment officer will determine rotation date adjustments if needed.

## CHAPTER 6. MEDICAL READINESS AND INCAPACITATION SYSTEM MANAGEMENT

- A. Medical Readiness Overview. Coast Guard reservists are responsible for ensuring they are fully medically ready. Commanding Officers and officers-in-charge are responsible for ensuring the medical and dental readiness of all Coast Guard members assigned to their unit.
1. Reservists in a duty status may be provided medical and dental care for incurring or aggravating an injury, illness, or disease in the LOD, and physical evaluation/assessment for fitness for duty or disability processing, in accordance with Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series); and
  2. Reservists in a non-duty status that incur or aggravate an injury, illness, or disease may be provided a NOE for physical evaluation/assessment for fitness for duty or disability processing in accordance with Reference (q), Physical Disability Evaluation System, COMDTINST M1850.2 (series).
- B. Incapacitation System Management Overview. In accordance with Reference (r), Reserve Component (RC) Line of Duty Determination for Medical and Dental Treatments and Incapacitation Pay Entitlements, DoDI 1241.01, and Reference (s), Title 37 U.S.C. §204, and §206, the Reserve incapacitation system implements policies, assigns responsibilities, and prescribes procedures to authorize medical and dental care for members of the RC who incur or aggravate an injury, illness, or disease in the line of duty.
1. The Reserve incapacitation system may provide pay and allowances to those members, while being treated for, or recovering from a service-connected injury, illness, or disease or who demonstrates a loss of earned-income as a result of an injury, illness, or disease incurred or aggravated in the line of duty.
  2. Commander (CG PSC-RPM) is responsible for managing reservists recalled to, retained, and/or extended on active duty for Med Hold, ADHC, or authorized a NOE for medical care and treatment. The Office of Work Life, Commandant (CG-111) assumes this responsibility when exercising its limited BIA (Benefits Issuing Authority) for restricted reports of sexual assault.
  3. Commander (CG PSC-RPM) and Commandant (CG-111) will coordinate with Medical Officers, HSWL clinics, civilian medical providers, and Commandant (CG-R) in administering the incapacitation system.
- C. Responsibilities. Medical readiness and incapacitation system management for Coast Guard reservists is a complex process requiring clearly defined responsibilities to ensure reservists receive benefits as required by law.
1. Director of Military Personnel, Commandant (CG-13). Commandant (CG-13) is the appeal authority for this Chapter.
  2. Office of Health Services, Commandant (CG-112). Commandant (CG-112) is responsible for developing force health protection policies to ensure medical and dental readiness for the Coast Guard.

3. Office of Work-Life, Sexual Assault Prevention Response Program, Commandant (CG-111). Commandant, (CG-111) has limited BIA for reservists who are victims of sexual assault and elect to file a restricted report. As a BIA, Commandant (CG-111) must:
  - a. Determine if the sexual assault occurred while in a duty status as described in Section F of this Chapter;
  - b. Authorize NOEs for medical care related to restricted reports of sexual assault; and
  - c. Notify Commander (CG PSC-RPM) if a restricted report changes to an unrestricted report.
4. Assistant Commandant for Reserve (CG-R). Commandant (CG-R) serves as manager of the Reserve component. Commandant (CG-R) creates component policy, manages budget, analyzes requirements, conducts evaluation, and provides information.
5. Commander, Coast Guard Personnel Services Center, Reserve Personnel Management Division (CG PSC-RPM). Commander (CG PSC-RPM) manages the Coast Guard incapacitation system for ill and injured reservists and acts as the Coast Guard's BIA for Med Hold orders, ADHC orders, NOEs (except those authorized by Commandant (CG-111)), and Incapacitation Pay. Commander (CG PSC-RPM) must:
  - a. Manage and provide process guidance for Med Hold orders, ADHC orders, NOE, and incapacitation pay claims;
  - b. Authorize continued care identified by PDHRA;
  - c. Ensure qualifying Reserve medical cases are referred to PDES;
  - d. Upon command request, authorize Medical Support Allowance Billets (MSAB) for reservists in any status who have been referred to PDES;
  - e. Maintain a system to track incapacitated reservists in accordance with Reference (r), Reserve Component (RC) Line of Duty Determination for Medical and Dental Treatments and Incapacitation Pay Entitlements, DoDI 1241.01;
  - f. Approve medical waivers for reservists; and
  - g. Manage Human Immunodeficiency Virus (HIV) cases for reservists.
6. Coast Guard Pay and Personnel Center (CG PPC). Commander (CG PPC) finalizes computation for incapacitation pay and issuing authority.
7. Health, Safety, and Work-Life (HSWL) Service Center Regional Practice. Each HSWL Service Center Regional Practice must work with the HSWL Service Center to coordinate the health care management and evaluations of eligible reservists with District RFRS, DOL-1, or PAC-13/Commander (CG PSC-RPM).
8. Director of Operational Logistics, Reserve Force Readiness Division (DOL-1). DOL-1 must work with commands, members, and Commander (CG PSC-RPM) to coordinate administration of medical treatment and incapacitation benefits in accordance with this Chapter.
9. District RFRS Staff. District RFRS staff must work with commands, members, and Commander (CG PSC-RPM) to coordinate administration of medical treatment and



incapacitation benefits in accordance with this Chapter.

10. Command. The commanding officer or officer-in-charge is responsible for ensuring the individual readiness of members assigned to their unit, and must:
  - a. Document all injuries, illnesses, or diseases reported by reservists in accordance with Reference (t), Safety and Environmental Health Manual, COMDTINST M5100.47 (series) and Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series). Refer cases in which a reservist is projected to remain incapacitated for more than six months, and does not have a Temporary Limited Duty (TLD) designation, to PDES in accordance with Reference (q), Physical Disability Evaluation System, COMDTINST M1850.2 (series).
  - b. Ensure ill or injured reservists in a duty status immediately receive required medical or dental treatment, in accordance with Reference (d), Title 10 U.S.C. §1074 or §1074a.
  - c. Complete a LOD determination in accordance with Section F of this Chapter and Reference (u), Administrative Investigations Manual, COMDTINST M5830.1 (series).
  - d. Submit requests for incapacitation benefits (Med Hold, ADHC, NOE, and/or incapacitation pay) for injury, illness or disease determined to be in the line of duty through District RFRS, DOL-1, or PAC-13 to Commander (CG PSC-RPM).
  - e. Counsel all members who have been authorized a NOE, Med Hold, or ADHC orders via Administrative Remarks, Form CG-3307, in accordance with Reference (c), Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series).
  - f. Submit requests for sick leave in excess of 30 days via memorandum to Commander (CG PSC-RPM) in accordance with Reference (v), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).
  - g. Request an MSAB from Commander (CG-PSC-RPM) when the a member's MEB is administratively checked in with Commander, Coast Guard Personnel Service Center, Personnel Services Division, Disability Evaluations (CG PSC-PSD-DE), referred to PDES.
11. Reservist. Each reservist is responsible for notifying their chain of command as soon as practical, of changes in their medical or dental readiness, regardless if the change occurred while in a duty status; or whether or not the injury, illness, or disease is considered by the member to be severe enough to warrant medical attention, and must:
  - a. Ensure they are fully medically ready in accordance with Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series);
  - b. Update their annual screening questionnaire whenever there is a change in their readiness status;
  - c. Ensure their personal and family information is current in the Defense Enrollment Eligibility Reporting System (DEERS);
  - d. Submit all medical documentation in accordance with Section G of this Chapter;
  - e. Make their status as a reservist known to the health care provider when seeking

- medical or dental care that could lead to incapacitation benefits;
- f. Comply with administrative requirements as set by Commander (CG PSC-RPM); and
  - g. Provide an updated prognosis and duty status from a Coast Guard medical officer or civilian provider at least once every 30 days, until the member is found AFFD, or the injury, illness, or disease cannot be materially improved by further hospitalization or treatment and the member has been separated or retired as the result of a PDES determination in accordance with Reference (q), Physical Disability Evaluation System, COMDTINST M1850.2 (series).
  - h. An evaluation-only NOE to determine fitness for duty or continued service may be issued to members who have an injury illness or disease that did not occur or was not aggravated in a duty status.
- D. Individual Medical Readiness (IMR). IMR provides commanding officers the ability to monitor the medical readiness status of their personnel, ensuring a healthy and fit military workforce medically ready to deploy. IMR is the extent to which a Reserve member is free from health-related conditions that could limit their ability to fully participate in Coast Guard operations in accordance with Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series). Reservists may be authorized an RMP with pay for IMR related visits in accordance with Reference (a), Reserve Duty Status and Participation Manual, COMDTINST M1001.2 (series).
- 1. Individual Medical Readiness (IMR) Elements. There are six elements of IMR as defined in Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series):
    - a. PHA;
    - b. Dental Readiness;
    - c. Immunizations;
    - d. Medical Readiness Laboratory Studies (e.g., blood type, HIV);
    - e. Individual Medical Equipment (IME) ( e.g., Ballistic Protection Optical Inserts, Protective Mask Inserts, Medical Warning Tags); and
    - f. Deployment Limiting Conditions (DLC).
  - 2. Scheduling Dental Exam and PHA.
    - a. Dental. Members of the SELRES must:
      - (1) Schedule a dental exam at a Coast Guard Dental Treatment Facility (DTF) or local Uniformed Services Medical Treatment Facility (USMTF);
      - (2) Use a private dentist that must complete and sign a Department of Defense Active Duty/Reserve Forces Dental Examination, Form DD-2813. The member must deliver a copy of Form DD-2813 to their Coast Guard clinic (a copy should be retained for the reservist's personal records); or
      - (3) Members without dental insurance, who are on orders of 30 days or less, may use the free Reserve Health Readiness Program (RHRP) Dental Screening.
        - (a) Members are authorized the use of one RMP, based on the availability of

funds in accordance with Reference (a), Reserve Duty Status and Participation Manual, COMDTINST M1001.2 (series).

- (b) Contact RHRP to schedule an appointment with a contract dentist for a dental screening examination.
  - (c) Dental treatment or cleaning is not authorized; all follow up care is at the expense of the reservist.
  - (d) IRR members who have been authorized to perform IDT drills for retirement points only by Commander (CG PSC-RPM), pending a SELRES assignments or applying for active duty orders, are authorized to obtain a dental screening via the RHRP.
- b. Periodic Health Assessment (PHA). Members of the SELRES must complete their PHA in accordance with Coast Guard Periodic Health Assessment (PHA), COMDTINST M6150.3 (series), as follows:
- (1) PHAs provided by RHRP:
    - (a) Members who are on active duty orders for 30 days or less, or who do not receive their primary care at a Coast Guard clinic, must utilize the RHRP; and
    - (b) Members who are not on active duty orders must utilize the RHRP to complete their PHA. IRR members who have been authorized to perform IDT drills for retirement points only by Commander (CG PSC-RPM), pending a SELRES assignments or applying for active duty orders, are authorized to obtain a PHA via the RHRP.
  - (2) PHAs provided by Coast Guard clinics. Members who are on active duty orders for 31 days or more or who receive their primary care at Coast Guard clinics must have their PHA performed at their servicing Coast Guard clinic.
- E. Health Care Eligibility. A reservist who is on active duty, inactive duty, participating on FHD, or transiting to or from those duty locations, who incurs or aggravates an injury, illness, or disease may be entitled to medical and/or dental treatment at the government's expense in accordance with Reference (d), Title 10 U.S.C. §1074 and §1074a.
- 1. Defense Enrollment Eligibility Reporting System (DEERS).
    - a. DEERS is a computerized database of Uniformed Service members (sponsors), their family members, and others who are eligible for military benefits, such as TRICARE. All sponsors are automatically registered in DEERS. However, the sponsor must register eligible family members. Family members can update personal information such as addresses and phone numbers once they are registered in DEERS. See the TRICARE website, <http://www.tricare.mil/>, for more information.
    - b. It is the member's responsibility to ensure their personal and family information is current in DEERS. Annually, and with each change of status or orders of 31 days or more, reservists must contact DEERS to verify accurate eligibility. See Reference (c), Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series) for more information.

2. Health Care for Reservists on Active Duty Orders of 31 Days or More.
  - a. Members on active duty orders of 31 days or more are eligible for healthcare benefits the same as regular active duty personnel in accordance with Reference (d), Title 10 U.S.C. §1074.
  - b. The dependents of a reservist who has been ordered to or continued on active duty so as to result in a period of active duty of 31 days or more are entitled to medical and dental care in accordance with Reference (d), Title 10 U.S.C. §1076(a).
  - c. A member who incurs or aggravates an illness, injury, or disease identified by a Coast Guard Medical Officer before release from active duty orders of 31 days or more may, with the members consent, be retained on active duty to receive appropriate health care in accordance with Reference (d), Title 10 U.S.C. §12301(h), Reference (r), Reserve Component (RC) Line of Duty Determination for Medical and Dental Treatments and Incapacitation Pay Entitlements, DoDI 1241.01, and Section H of this Chapter.
  - d. A member who identifies as having incurred or aggravated an illness, injury, or disease (while they were on orders of 31 days or more) after being RELAD must receive an LOD determination. If the LOD determination confirms that the illness, injury, or disease was incurred while previously on active duty, the member must be offered active duty to receive appropriate health care, in accordance with Reference (d), Title 10 U.S.C. §12301(h) or issued aNOE.
  - e. A member on a call or order to active duty specifying a period of 31 days or more, who would otherwise be continued on active duty at the expiration of the orders because of an injury, illness, or disease incurred or aggravated in the line of duty, but who elects to leave active duty, will be entitled to medical and dental care for the Service-connected medical or dental condition at an authorized medical treatment facility in accordance with Reference (d), Title 10 U.S.C. §1074a, upon release from active duty until benefits are terminated under Section F of this Chapter. The member will also be entitled to pay and allowances in accordance with Reference (s), Title 37 U.S.C. §204(g) or §204(h) upon release from active duty until benefits are terminated.
  - f. Orders and care authorized under this Subsection will be continued, with the member's consent, until the member is found AFFD, or the member has been separated or retired.
3. Health Care on IDT, FHD, RMP, ADT-AT or Active Duty of 30 Days or Less.
  - a. Members who incur an injury, illness, or disease while on IDT, FHD, RMP, ADT-AT, or active duty orders of 30 days or less, are authorized health care in accordance with Reference (d), Title 10 U.S.C. §1074a.
  - b. A member who incurs or aggravates an illness, injury, or disease identified by a Coast Guard Medical Officer as being attributed to IDT, FHD, RMP, ADT-AT, or active duty of 30 days or less, may, with the member's consent, be retained on or recalled to active duty to receive appropriate health care in accordance with Section H of this Chapter, Reference (d), Title 10 U.S.C. §12322, and Reference (r), Reserve Component (RC) Line of Duty Determination for Medical and Dental Treatments and Incapacitation Pay Entitlements, DoDI 1241.01.

- c. Health care will be authorized until the member is AFFD, or the injury, illness, or disease cannot be materially improved by further hospitalization or treatment, and the member has been separated or retired as the result of a PDES decision, in accordance with Reference (q), Physical Disability Evaluation System, COMDTINST M1850.2 (series).
  - d. A reservist who is, or is expected to be, in an Available for Limited Duty (AFLD) or Not Available for Duty (NAFD) status for more than six months, unless the reservist has a TLD designation, will be referred to an MEB by a Coast Guard Medical Officer or other convening authority in accordance with Reference (q), Physical Disability Evaluation System, COMDTINST M1850.2 (series).
4. Pre and Post Deployment Medical Coverage. Members subject to involuntary activation under Reference (d), Title 10 U.S.C. §12301(a), §12302, §12304, and Reference (w), Title 14 U.S.C. §3713 may qualify for pre and post deployment medical coverage. See the TRICARE website, <http://www.tricare.mil/>, for more information.
- a. Reservists who are issued delayed-effective-date active duty orders for more than 30 days in support of a contingency operation qualify for “early eligibility” for TRICARE medical benefits in accordance with Reference (d), Title 10 U.S.C. §1074. The period of eligibility begins on the date the orders were issued or 180 days before the service member is to report to active duty, whichever occurs later.
  - b. Transitional Assistance Management Program (TAMP) offers transitional TRICARE health care coverage to reservists and their eligible family members for 180 days. To be eligible, Reserve members must request TAMP benefits, and have been ordered to active duty for more than 30 consecutive days in support of a contingency operation.
  - c. Transitional Care for Service-Related Conditions (TCSRC) Program extends TRICARE coverage to Reserve members for certain service-related conditions beyond their regular 180-day TAMP coverage period.
5. Request for an LOD Finding. A member has up to 180 days after completion of orders to request consideration for an LOD finding. Absent special circumstances, members requesting an LOD finding more than 180 days after completion of orders are not eligible for incapacitation benefits and may be referred to the U.S. Department of Veterans Affairs (VA). Special circumstances are those in which there is clear and convincing evidence the covered condition pre-dated the 180 day period; for example, latent onset of post-traumatic stress.
6. Emergency Treatment. Nothing in this Manual should be construed to prevent emergency treatment at a medical treatment facility for a reservist in a duty status. A reservist seeking emergency treatment at a medical facility after termination of military duty, stating the emergent condition is related to an injury, illness, or disease incurred or aggravated as a result of a period of duty, must be examined and provided necessary medical care. An LOD determination must be conducted in accordance with Section F of this Chapter.
7. Duty Status. A reservist is considered to be in a duty status during any period of active duty or inactive duty; while traveling directly to or from the place that duty is performed; while remaining overnight immediately before the commencement of duty, or remaining overnight between successive periods of inactive duty at or in the vicinity of the site of inactive duty.

- a. A Coast Guard Medical Officer must document the member's duty status as AFFD, AFLD, or NAFD as defined in Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series), and provide written notification of the same to the member after each examination.
  - b. Only a Coast Guard medical officer will render an official duty status. A Coast Guard medical officer may request to see the member for an exam or review the civilian or DoD medical notes in rendering a duty status determination.
  - c. The command must either schedule a reservist in a limited duty status for IDT or reschedule drills for future dates when member is AFFD. Active duty, including ADT, ADOT, or mobilization will be deferred until the member is AFFD.
- F. Line of Duty (LOD) Determination. A reservist must be provided a finding that establishes if an injury, illness, or disease was incurred or aggravated while in a duty status and is not the result of gross negligence or misconduct. There should be no administrative delay to determine if a reservist has an LOD determination to establish eligibility for health care and initiation of incapacitation pay, as applicable. LOD determinations will be made in accordance with Reference (u), Administrative Investigations Manual, COMDTINST M5830.1 (series), and Reference (r), Reserve Component (RC) Line of Duty Determination for Medical and Dental Treatments and Incapacitation Pay Entitlements, DoDI 1241.01.
1. Entitlement Prior to Line of Duty Determination. A reservist who incurs or aggravates an injury, illness, or disease while in a qualifying duty status may be authorized medical/dental treatment under Reference (d), Title 10 U.S.C. §1074 or §1074a, as applicable, while an LOD determination is being conducted. The LOD finding determines eligibility for continued medical/dental care, and incapacitation pay.
  2. Interim Line of Duty Determination. An appropriate approving authority must issue an interim line of duty determination in sufficient time to ensure that pay and allowances will commence within 15 days of the date the injury, illness, or disease was reported, unless there is clear and convincing evidence the injury, illness, or disease was not incurred or aggravated in a duty status and not covered under Reference (d), Title 10 U.S.C. §1074 or §1074a, or Reference (s), Title 37 U.S.C. §204(g) or §204(h), or was due to gross negligence or misconduct of the member.
  3. Final Line of Duty Determination. The final LOD determination must be made in accordance with Reference (u), Administrative Investigations Manual, COMDTINST M5830.1 (series). A copy of the final LOD determination will be included in the member's PDR in accordance with Reference (x), Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series). A modified LOD as a result of a restricted report of sexual assault will remain with Commandant (CG-111) and must not be included in the member's PDR unless the report becomes unrestricted.
  4. Active Duty Pending Line of Duty Determination Required for Response to Sexual Assault.
    - a. A reservist who is the alleged victim of sexual assault committed while on active duty, who files an unrestricted report, and who is expected to be released from active duty before an LOD determination is made, may with the members consent, be retained on active duty in accordance with Reference (d), Title 10 U.S.C. §12323. A member eligible for continuation on active duty under this Section must be informed as soon as

- practicable after the alleged assault, of the option to request continuation on active duty. Orders for continuation on active duty must be coordinated prior to the expiration of current orders. Funding for these orders will be the responsibility of the sponsoring unit or program for which the member is performing duty.
- b. A reservist not on active duty who is the alleged victim of a sexual assault, who files an unrestricted report for an incident that occurred while the member was on active duty and when the line of duty determination is not completed, upon the request of the member, will be ordered to active duty for such time as necessary for completion of the line of duty determination, in accordance with Reference (d), Title 10 U.S.C. §12323. Orders should be issued as soon as possible, but no later than 15 days from the date of request. Funding for these orders will be the responsibility of the sponsoring unit or program for which the member is performing duty.
  - c. A reservist, who is the alleged victim of a sexual assault and files a restricted report, may not be eligible for continuation on active duty past the expiration date of orders, but will be eligible for care in accordance with Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10(series).
  - d. Reservists performing inactive duty are not required to be present for an LOD determination. Reservists performing inactive duty and are found to be in the line of duty when they were sexually assaulted may elect to be placed on active duty in accordance with this Section for unrestricted reports. Reservists who elect to restrict a report may work through the BIA for a NOE to facilitate a continuum of care.
5. Termination of Health Care and Pay and Allowances.
- a. Should the command or approving authority find that the injury, illness, or disease was not incurred or aggravated in an authorized duty status or was the result of gross negligence or misconduct of the member, the command and BIA will take action to immediately terminate healthcare and pay and allowances that are being provided to the member, in accordance with Reference (r), Reserve Component (RC) Line of Duty Determination for Medical and Dental Treatments and Incapacitation Pay Entitlements, DoDI1241.01.
  - b. The member's command and other appropriate officials may initiate action to recoup pay and allowances and health care costs to include emergent care for non-covered conditions. The following will be taken into consideration when deciding whether or not to initiate recoupment actions for a non-covered condition:
    - (1) The availability of the member's health insurance coverage or other third party payer;
    - (2) Circumstances under which interim care was authorized;
    - (3) Any evidence that the member withheld information pertinent to the facts of the case or attempted to deceive or defraud the government; and
    - (4) If the authorization for health care is terminated for reasons other than the member's gross negligence or misconduct, the BIA may authorize health care with approval of Commandant (CG-R), in accordance with Reference (d), Title 10 U.S.C. §1074a(i) or §1074(c).

6. Appeal of Final Line of Duty Determination Decision. A reservist whose injury, illness, or disease was determined to not be in the line of duty, may appeal in writing to the Judge Advocate General, Commandant (CG-094), in accordance with Reference (u), Administrative Investigations Manual, COMDTINST M5830.1 (series). Should the line of duty determination be reversed as a result of this review, the member's eligibility to health care will be reinstated immediately and pay and allowances will be reinstated with payment effective from the date such pay was terminated.
- G. Illness or Injured Not on Orders. Reservists, who incur an illness, injury, or disease, while not in a qualifying duty status are not eligible for health care benefits.
  1. Reservists are required to contact their command to report any change in their physical condition which affects their immediate availability for military service.
  2. Members must also provide all medical related documentation from their civilian health care provider to their responsible Coast Guard Clinic to be included in their medical record, and update their annual screening questionnaire upon occurrence of illness or injury and when AFFD.
  3. Failure of the member to notify their command and responsible Coast Guard clinic may result in denial of incapacitation benefit claims related to the aggravation of illnesses, injuries or diseases not reported which, had they been reported, would have prohibited the member from performing inactive or active duty.
- H. Authorization to Receive Health Care. Reservists identified in Section F of this Chapter may receive health care entitlements as follows:
  1. Active Duty for Health Care (ADHC). With approval from Commander (CG PSC-RPM), and the member's consent, a member may be recalled to or retained on active duty for the purpose of receiving medical/dental care and treatment for an injury, illness, or disease incurred or aggravated while performing inactive duty or active duty for 30 days or less in accordance with Reference (d), Title 10 U.S.C. §12322 and Reference (r), Reserve Component (RC) Line of Duty Determination for Medical and Dental Treatments and Incapacitation Pay Entitlements, DoDI 1241.01. Health care entitlements and pay and allowances for members on ADHC orders are equivalent to active duty members. ADHC orders may be issued as follows:
    - a. Requests for ADHC orders must be directed to Commander (CG PSC-RPM). Commander (CG PSC-RPM) is the issuing authority for ADHC orders; Commandant (CG-13) has appeal authority.
    - b. A Reservist who incurs or aggravates an injury, illness, or disease while transiting to, performing, or remaining overnight on active duty for 30 days or less, inactive duty, or FHD, may be entitled to ADHC, in accordance with Reference (d), Title 10 U.S.C. §1074a.
    - c. Reservists on active duty orders issued for 31 days or more, who are RELAD within 30 days of commencing such period of active duty (because they do not meet physical standards for retention or deployment due to a preexisting condition aggravated during the period of active duty) will be considered, for purposes of this Chapter, to have been serving under an order to active duty for a period of 30 days or less, in accordance with Reference (d), Title 10 U.S.C. §1074.



- d. ADHC orders may be appropriate when a reservist in a qualifying duty status suffers an injury or illness of such severity the injury or illness cannot be adequately treated with a NOE (i.e., continuous hospitalization, 24 hour continuous care, etc.). The BIA is authorized to determine whether a member is placed on ADHC or provided a NOE.
- e. ADHC determinations will be based on the following:
  - (1) Severity of the illness/injury;
  - (2) Prognosis/expected recovery time;
  - (3) Anticipated time of return to AFFD status;
  - (4) LOD determination;
  - (5) Input from Medical Officer (e.g., assessment of member's medical condition or referral to MEB);
  - (6) Member's ability to return to civilian employment; and
  - (7) Member's documented consent to be retained on active duty.
- f. Requests to retain reservists on active duty beyond 16 or 18 years combined active service, beyond 30 years of service, or beyond age 60, must be submitted to Commander (CG PSC- RPM) in conjunction with requests for ADHC orders.
- g. Short-Term (180 days or less) ADHC orders are funded by the sponsoring unit or program and are based upon the type of orders the member was on at the time the member incurred or aggravated an injury, illness, or disease (e.g., funds appropriated for the Reserve Component for IDT or ADT), in accordance with Reference (y), Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series). Funding for ADHC in excess of 180 days (including cumulative short term orders) will be provided by the military pay manager via the funds appropriated for military pay.
- h. In cases where a member is projected to remain incapacitated for more than three months, and expected to be AFFD within 12 months of initial injury/illness, the member may be designated TLD status, in accordance with Reference (q), Physical Disability Evaluation System, COMDTINST M1850.2 (series).
- i. ADHC must not be used for completing IMR elements such as PHA, dental examinations or immunizations.
- j. Members authorized ADHC orders must comply with all administrative requirements established by Commander (CG PSC-RPM). ADHC orders may be terminated due to a member's failure to meet the administrative requirements after close coordination between Commander (CG PSC-RPM) and Commandant (CG-R). Benefits terminated for failure to meet administrative requirements may not be reinstated retroactively.

2. Medical Hold (Med Hold). A Reserve component member on active duty under a call or order to active duty specifying a period of 31 days or more, who incurs or aggravates an injury, illness, or disease in the line of duty may, with the member's consent, be continued on active duty upon the expiration of call or order to active duty until the member is determined AFFD or the member is separated or retired as a result of a PDES determination, in accordance with Reference (d), Title 10 U.S.C. §12301(h), and Reference (r), Reserve Component (RC) Line of Duty Determination for Medical and Dental Treatments and Incapacitation Pay Entitlements, DoDI 1241.01.
  - a. Health care entitlement and pay and allowances for members on Med Hold orders are equivalent to active duty members.
  - b. Requests for Med Hold orders must be directed to Commander (CG PSC-RPM).
  - c. Med Hold orders stemming from duty for named contingencies or disaster response operations must also include the appropriate Direct Access contingency code.
  - d. Any active duty waivers required to facilitate continuity of care (16 or 18 years combined active service, beyond 30 years of service, or beyond age 60), must be submitted through the chain of command to Commander (CG PSC-RPM).
  - e. Short-Term (180 days or less) Med Hold orders are funded by the sponsoring unit or program and are based upon the type of orders the member was on at the time the member incurred or aggravated an injury, illness, or disease (e.g., funds appropriated for the Reserve Component for ADOS-RC orders, or AFC-30 funds for ADOS-AC orders), in accordance with Reference (y), Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series).
  - f. Med Hold orders totaling 181 days or more (including cumulative short term orders) will be funded by the military pay manager via the funds appropriated for military pay. In cases where a member is projected to remain incapacitated for more than six months, the member must be referred to PDES, unless the member has a TLD designation, in accordance with Reference (q), Physical Disability Evaluation System, COMDTINST M1850.2 (series).
  - g. Med Hold must not be used to complete IMR elements such as PHA, dental examinations or immunizations.
  - h. Med Hold orders may be issued for the purpose of attending an FPEB as required by PDES, as long as it does not aggravate the member's condition(s).
  - i. Members authorized Med Hold orders must comply with all administrative requirements established by Commander (CG PSC-RPM). Med Hold orders may be terminated due to a member's failure to meet the administrative requirements after close coordination between Commander (CG PSC-RPM) and Commandant (CG-R). Benefits terminated for failure to meet administrative requirements may not be reinstated retroactively.
3. Notice of Eligibility (NOE). A NOE for authorized medical/dental treatment is issued to a reservist following service on active duty or inactive duty to document eligibility for medical/dental care as a result of an injury, illness, or disease incurred or aggravated in the LOD. A NOE recipient should not be transferred from a SELRES assignment while

their incapacitation is unresolved, unless the member specifically requests transfer for another reason unrelated to the incapacitation, as authorized. The command must either schedule the member in a limited duty status for IDT or reschedule drills for future dates when the member is AFFD. ADT, ADOT, or mobilization will be deferred until the member is AFFD.

- a. Commander (CG PSC-RPM) and Commandant (CG-111), are the BIAs for NOEs. Requests for a NOE, other than those related to restricted reports of sexual assault, must be directed to Commander (CG PSC-RPM) via the command and District RFRS, DOL-1, or PAC-13. NOE requests related to a restricted report of sexual assault must be directed to Commandant (CG-111). Once issued, a copy of the NOE will be included in the member's PDR in accordance with Reference (x), Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series). The only exception to the PDR requirement is for SAPR-related, restricted report NOEs.
  - b. BIAs may authorize reimbursement for travel incident to medical and dental care in connection with the initial NOE and approved NOE extensions.
  - c. Commands must notify the BIA, without delay, when a member is found AFFD, separated, retired, or the injury, illness, or disease cannot be materially improved by further hospitalization or treatment. Commander (CG PSC-RPM) must terminate the member's NOE and notify appropriate entities.
  - d. Upon a determination where the member requires treatment beyond the period of the NOE, commands must notify the BIA via District RFRS, DOL-1, or PAC-13. Requests for NOE extensions must be in accordance with Commander (CG PSC-RPM) guidelines. The only exception to the RFRS inclusion is for SAPR-related, restricted report NOEs.
  - e. Members with a NOE must comply with all administrative requirements established by the BIA. A NOE closed due to a member's failure to meet the administrative requirements established by the BIA may not be reinstated retroactively.
  - f. In cases where a member is projected to remain incapacitated for more than six months, the member will be referred to the PDES, unless the member is designated TLD status, in accordance with Reference (q), Physical Disability Evaluation System, COMDTINST M1850.2 (series).
- I. Medical Support Allowance Billets (MSABs). MSABs may be authorized for reservists, in any status, who have been referred to PDES. Reservists referred to PDES will not be transferred from the SELRES until AFFD, retired, or separated from the Service.
1. If an MEB has been administratively checked in with Commander (CG PSC-PSD-DE), the command may request an MSAB from Commander (CG PSC-RPM) through District RFRS, DOL-1, or PAC-13;
  2. MSABs must be requested through the command, servicing Medical Officer, and District RFRS, DOL-1, or PAC-13 to Commander (CG PSC-RPM);
  3. Commander (CG PSC-RPM) is the approval authority for MSAB requests. Commander (CG PSC-RPM) must work with Commandant (CG-833) to obtain and assign the member to an MSAB once approved;

4. MSABs will be created with an expiration date of 31 March or 30 September to provide an initial assignment period of approximately six months;
  5. Commands must notify Commander (CG PSC-RPM) of the need to extend or terminate the MSAB no later than 30 days prior to the MSAB expiration date; and
  6. Members will remain in the MSAB until AFFD, separated, or retired from the Service.
- J. Line of Duty (LOD) Pay, Allowances and Entitlements. Upon request, a reservist who incurs or aggravates an injury, illness or disease in the LOD is entitled to pay and allowances, and travel and transportation incident to medical and/or dental care, in accordance with Reference (s), Title 37 U.S.C. §204 and §206 and Reference (r), Reserve Component (RC) Line of Duty Determination for Medical and Dental Treatments and Incapacitation Pay Entitlements, DoDI 1241.01.
1. A reservist who is able to perform military duties (e.g., AFLD) and demonstrates a loss of earned income as a result of an injury, illness, or disease incurred or aggravated in the LOD is entitled to a portion of pay and allowances (including all incentive and special pay to which entitled, if otherwise eligible) not to exceed the amount of the demonstrated loss of earned income or the amount equal to that provided by law or regulation for an active duty member of corresponding grade and length of service, whichever is less in accordance with Reference (s), Title 37 U.S.C. §204(g).
  2. A reservist who is unable to perform military duties (e.g., NAFD) due to an injury, illness or disease incurred or aggravated in the line of duty is entitled to full pay and allowances, including all incentive and special pays to which entitled, if otherwise eligible, less earned income in accordance with Reference (s), Title 37 U.S.C. §204(g).
  3. If a reservist is able to perform duties but is not authorized to attend IDT drills or perform ADT, and is not projected to make up the missed drills at a later date (e.g., if unable to attend duty at the end of a fiscal year), then the missed drills must be factored into the reservists' demonstrated loss of income.
- K. Claims for Incapacitation Pay. Individual claims for incapacitation pay must be submitted to Commander (CG PSC-RPM) via the chain of command. The amount of incapacitation pay and allowances authorized is determined in accordance with Reference (m), Coast Guard Pay Manual, COMDTINST M7220.29 (series).
1. Commander (CG PSC-RPM) is the issuing authority for Reserve incapacitation benefits; Commandant (CG-13) has appeal authority.
  2. Incapacitation pay may not exceed six months unless approved by Commandant (CG-R) in accordance with Reference (s), Title 37 U.S.C. §204. In making the determination whether incapacitation pay should continue beyond the initial six months, Commandant (CG-R) should consider if the member has resumed their civilian occupation, undertaken a new position in the same occupation, or taken a position in a new occupation. These factors are to be used when determining if it is in the interest of fairness and equity to continue benefits.
  3. If submitting a claim for lost income, the claim must include the following in accordance with Commander (CG PSC-RPM) requirements:
    - a. Copy of the NOE;

- b. Physician's report for the claim period; and
  - c. Documentation of the amount of income or other compensation that has been reduced due to the injury or illness. Self-employed reservists must furnish proof of wages earned or lost; a copy of the prior year's income tax return may be required.
- L. Termination of Incapacitation Pay. A reservist's entitlement to incapacitation pay must terminate on the date that one of the following actions occurs:
- 1. The reservist is found AFFD;
  - 2. The reservist is separated or retired;
  - 3. The reservist's NOE is terminated; or
  - 4. Commander (CG PSC-RPM) and Commandant (CG-R) determines that it is no longer in the interest of fairness and equity to continue pay and allowances, in accordance with Reference (s), Title 37 U.S.C. §204(g) or §204(h).

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## CHAPTER 7. PROMOTIONS, ADVANCEMENTS, REDUCTIONS, CHANGES IN RATING

- A. Reserve Commissioned Officer Overview. The authority for the selection, appointment, and promotion of Reserve officers O-1 and above, who are not serving on active duty, is contained in Reference (d), Title 10 U.S.C. and Reference (w), Title 14 U.S.C. This Section does not apply to Reserve officers on EAD or to CWOs. All officers who meet minimum requirements as determined by the Secretary are eligible to be considered for promotion under the law. Retired Reserve officers recalled to active duty are not eligible to be considered for promotion, in accordance with Reference (d), Title 10 U.S.C. §12307. See Reference (p), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series) for more information.
1. Definitions. The following definitions apply to Reserve officer promotions:
    - a. Active Status. Status of all reservists, except those on the ISL or in the Retired Reserve, including reservists performing EAD and long-term ADOS, in accordance with Reference (d), Title 10 U.S.C. §10141;
    - b. Promotion year. The period that commences on 1 July of each year and ends on 30 June of the following year, in accordance with Reference (w), Title 14 U.S.C. §2112;
    - c. Date of Appointment. The date when all requirements for promotion have been completed and the Secretary exercises promotion authority. Pay and allowances begin on the date of appointment in the grade to which an officer has been appointed, if in a pay status, and the insignia of the higher grade may be worn starting on that date, in accordance with Reference (w), Title 14 U.S.C. §3747; and
    - d. Date of Rank. The date that determines the precedence of an officer on the Inactive Duty Promotion List (IDPL) in accordance with Reference (w), Title 14 U.S.C. §3747. When a Reserve officer is promoted to the next higher grade, the same date of rank is stated as the one assigned to the officer's running mate.
  2. Inactive Duty Promotion List (IDPL). The Commandant maintains a single lineal list of Coast Guard Reserve officers in an active status, referred to as the IDPL, that determines which officers may compete for promotion, and if selected, which order they will promote. This list does not include those officers on EAD.
    - a. Officers are listed on the IDPL in order of date of rank and seniority in the grades in which they are serving.
    - b. Officers of the same grade, are listed in order of their seniority within grade, in accordance with Reference (w), Title 14 U.S.C. §3736.
    - c. A Reserve officer on active duty, other than for training, duty on a board, or duty of a limited or temporary nature (i.e., ADOS, mobilization orders or ADHC), if assigned to active duty from an inactive duty status, will not be eligible for consideration for promotion on the IDPL, but will be considered for promotion on the Active Duty Promotion List (ADPL), unless a Reserve Component Manager (RCM), in accordance with Reference (w), Title 14 U.S.C. §2102 and §3739.

- (1) Reserve officers are placed on the IDPL unless they are serving on active duty pursuant to an active duty agreement, in accordance with Reference (w), Title 14 U.S.C. §2102.
  - (2) Reserve officers serving as RCMs are not carried on the ADPL in accordance with Reference (w), Title 14 U.S.C. §2102.
  - d. Reserve officers rank and take precedence in their respective grades among themselves and with officers of the same grade on the IDPL, and with ADPL, RCMs, and the permanent commissioned teaching staff per their respective dates of rank. All officers of the same grade who have the same date of rank in a grade, take precedence, as determined by the Secretary, in accordance with Reference (w), Title 14 U.S.C. §3767.
  - e. A member appointed as a Reserve officer may be assigned a date of rank and precedence which reflects that person's experience, education or other qualifications, in accordance with Reference (w), Title 14 U.S.C. §3738. Criteria for granting credit for date of rank and precedence are in accordance with Reference (p), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3(series).
3. Assignment of Running Mates. Each Reserve officer in an active status, not on the ADPL, is assigned a running mate. The officer initially assigned as a running mate is that officer on the ADPL of the same grade who is next senior in precedence to the Reserve officer concerned. An officer who has twice failed to be selected for promotion, or who has been considered but has not been recommended for continuation, in accordance with Reference (w), Title 14 U.S.C. §2150, will not be assigned as a running mate, in accordance with Reference (w), Title 14 U.S.C. §3737.
- a. A Reserve officer on the ADPL will, to the extent practicable and consistent with the limitations of Reference (w), Title 14 U.S.C. §3737, be assigned as the running mate of all Reserve officers junior to the officer who are in an active status not on the ADPL, and who had a running mate in common with the officer just prior to the time the officer was placed on the ADPL.
  - b. A Reserve officer in an active status, not on the ADPL, will be reassigned a new running mate if a previously assigned running mate:
    - (1) Is promoted from below the promotion zone or reordered from within the zone;
    - (2) Is removed from the ADPL;
    - (3) Fails to be selected;
    - (4) Fails to qualify for promotion; or
    - (5) Declines an appointment after being selected for promotion.
  - c. The new running mate will be that officer on the ADPL of the same grade who has the same date of rank, or, if no officer has the same date of rank, is next senior to the previous running mate and who is or may become eligible for consideration for promotion. If the previous running mate was on a list of selectees for promotion, the new running mate will be that officer on the ADPL of the same grade who is next senior to the previous running mate, in accordance with Reference (w), Title 14 U.S.C. §3737.



- d. If a Reserve officer suffers a loss of numbers, the new running mate will be that officer on the ADPL who after the loss of numbers has been effected, is the running mate of the Reserve officer next senior to the Reserve officer concerned, in accordance with Reference (w), Title 14 U.S.C. §3737.
  - e. When assigning a new running mate, the new running mate will be that officer of the same grade on the ADPL who was next senior to the previous running mate, who was also eligible for consideration for promotion when the previous running mate was considered for promotion, and whose name was not placed on a promotion list, in accordance with Reference (w), Title 14 U.S.C. §3737. A new running mate will be assigned to a Reserve officer if the Reserve officer is:
    - (1) Considered for promotion and failure of selection;
    - (2) Fails to qualify for promotion;
    - (3) Declines an appointment after being selected; or
    - (4) Removed from a promotion list and that officer's running mate promoted.
  - f. In situations not covered in this Section, a new running mate will be assigned to ensure that inequitable changes of precedence do not occur, in accordance with Reference (w), Title 14 U.S.C. §3737.
4. Authorized Number and Distribution of Commissioned Officers. The authorized number of commissioned officers, excluding CWOs, in an active status will not be exceeded unless the Secretary determines that more officers are needed for planned mobilization or excess results directly from the operation of law, in accordance with Reference (w), Title 14 U.S.C. §3735.
- a. Reserve officers in an active status, including those serving on active duty and excluding those on EAD, count against the total authorized number, in accordance with Reference (w), Title 14 U.S.C. §3735. Reservists with 18 years or more but less than 20 years of service, who are retained in accordance with Reference (d), Title 10 U.S.C. §12646(c) are additional numbers to those otherwise authorized. Permanent Commissioned Teaching Staff and RCMs will be prescribed by the Secretary, in accordance with Reference (w), Title 14 U.S.C. §2103.
  - b. The authorized number of Reserve officers in an active status below the grade of rear admiral (lower half) will be distributed in grade so as not to exceed the following percentages:
    - (1) Captain 6%;
    - (2) Commander 15%; and
    - (3) Lieutenant Commander 22%;
  - c. When the number of officers in a particular grade is less than the number authorized, the difference may be applied to increase the number authorized in a lower grade, in accordance with Reference (w), Title 14 U.S.C. §3735.

- d. The authorized number of Reserve officers in an active status not on active duty in the grades of rear admiral (lower half) and rear admiral is a total of two, in accordance with Reference (w), Title 14 U.S.C. §3735.
  - e. A Reserve officer on the ADPL will count against the authorized grade distribution for Reserve officers in an active status only when in the grade of entry onto active duty. If promoted while serving on active duty, the officer will be considered as an extra number in the grade to which promoted for purposes of Reserve officer grade distribution, and upon release from active duty will again be included in authorized grade distributions for Reserve officers in an active status, in accordance with Reference (w), Title 14 U.S.C. §3739.
5. Number of Reserve Officers to be Selected for Promotion. Officers who meet minimum requirements as determined by the Secretary are eligible to be considered for promotion, in accordance with Reference (w), Title 14 U.S.C. §3740. Retired Reserve officers recalled to active duty are not eligible to be considered for promotion, in accordance with Reference (d), Title 10 U.S.C. §12307.
- a. Before Commander (CG PSC-RPM) convenes a selection board to recommend Reserve officers for promotion, Commandant (CG-12A) must:
    - (1) Establish a promotion zone for officers serving in each grade to be considered by the board;
    - (2) Determine the maximum number of officers in that grade (above lieutenant junior grade) the board may recommend for promotion; and
    - (3) Publish the promotion zone and Opportunity of Selection (OOS) in the Reserve Officer Corps Management Plan (ROCMP) at the beginning of each promotion year.
  - b. A Reserve officer not recommended for retention in an active status by a retention board is not eligible for consideration for promotion, in accordance with Reference (w), Title 14 U.S.C. §3750 and §3752.
6. Failure of Selection. A Reserve officer, other than an officer serving in the grade of captain, who is, or is senior to, the junior officer in the promotion zone established for the officer's grade, fails of selection if not recommended for promotion by the selection board that considered the officer, or if having been selected for promotion by the board, is removed from the report of the board by the President or the Commandant, in accordance with Reference (w), Title 14 U.S.C. §3750.
- a. A Reserve officer is not considered to have failed to be selected if the officer was not considered by a selection board due to administrative error.
    - (1) If the officer is selected by the next appropriate selection board after the error is discovered, and is promoted, then the date of rank and precedence on the IDPL will be assigned that would have been assigned if the officer had been recommended for promotion by the selection board that originally would have considered the officer but for the error in accordance with Reference (w), Title 14 U.S.C. §3750.
    - (2) However, such officer's date of appointment, which is the effective date that pay and

allowances in the higher grade begin, cannot be backdated. The date of appointment is that date the Secretary exercises promotion authority regardless of how much later that date may be than the date of rank.

- b. A Reserve officer who fails to be selected for the first time continues to be eligible for retention in an active status.
- c. Officers who twice fail of selection are normally removed from an active status on 30 June following the approval date of the board report upon which the second failure of selection occurs, unless needs of the Service dictate otherwise.
  - (1) Unless eligible for retention in an active status as described below, the officer may be given an opportunity to transfer to the Retired Reserve, if qualified, or will be transferred to the ISL or discharged, as directed by Commander (CG PSC- RPM).
  - (2) Officers with Reserve commissions who twice fail of selection on the ADPL will be afforded the equivalent opportunity to affiliate with the Ready Reserve (SELRES and IRR) as is afforded to officers with Regular commissions who twice fail of selection for the same grade in the same year in any promotion year in which a Regular-to-Reserve panel is convened to consider twice non-selected Regular officers of a particular grade. An IDPL Designation Panel must also be convened to consider officers with Reserve commissions who failed of selection by the same ADPL selection boards. This panel must be authorized to select at least a comparable proportion of applicants as the Regular-to-Reserve panel.
- d. A commander or lieutenant commander who twice fails of selection will be retained for not more than the minimum period of time necessary to complete 20 satisfactory years for retirement, plus one additional year, if required, if so recommended by the selection board in which the second failure of selection occurs. Officers selected for retention by board action will continue to be eligible for promotion as long as they remain in an active status. No further continuation action will be taken. To be eligible for (selective) retention, the officer must:
  - (1) Have less than 18 years of satisfactory federal service for retirement;
  - (2) Have 75% of total commissioned service as satisfactory years for retirement;
  - (3) Have three of the last four years met requirements for satisfactory federal service for retirement;
  - (4) Have documentation of sustained active participation in performance records; and
  - (5) Have solid performance in current grade, documented in OER.
- e. A lieutenant who fails to be selected twice (consecutively) may be retained based on the needs of the Service in accordance with Section A.6.d. (1) through (5) of this Chapter.
- f. In accordance with Reference (d), Title 10 U.S.C. §12646, a Reserve commissioned officer of any grade who is due to be removed from an active status as the result of twice failing of selection, and who on 30 June following the approval date of the board report on which the second failure of selection occurs has completed:

- (1) At least 18 but less than 19 years of service for retirement computed under Reference (d), Title 10 U.S.C. §12732, may not be discharged or transferred from an active status without their consent before the earlier of the following dates:
  - (a) The date on which they are entitled to be credited with 20 years of service, or
  - (b) The third anniversary of the date on which they would otherwise be discharged or transferred from an active status.
- (2) At least 19 but less than 20 years of service for retirement computed under Reference (d), Title 10 U.S.C. §12732, may not be discharged or transferred from an active status without the officer's consent before the earlier of the following dates:
  - (a) The date on which they are entitled to be credited with 20 year service; or
  - (b) The second anniversary of the date on which they would otherwise be discharged or transferred from an active status.
- g. Reserve officers, when retained in accordance with Section A.6.g. of this Chapter, are an additional number to those otherwise authorized, as long as they remain in an active status, in accordance with Reference (d), Title 10 U.S.C. §12646(c).
7. Selection and Promotion of Reserve Flag Officers. Reserve captains in an active status will be eligible for consideration for promotion to rear admiral (lower half) at the beginning of the promotion year in which they complete three years Time-in-Service (TIS) in the grade of captain, in accordance with Reference (w), Title 14 U.S.C. §3742.
  - a. Reserve officers serving in an active status in the grade of captain and selected for promotion will be tendered an appointment to the grade of rear admiral (lower half) on the date a vacancy occurs, or as soon thereafter as practicable, unless that officer's promotion is lawfully withheld, in accordance with Reference (w), Title 14 U.S.C. §3740.
  - b. Reserve officers serving in an active status in the grade of rear admiral (lower half) will be promoted to the grade of rear admiral, if acceptable to the President and the Senate, on the date the officer has served two years in an active status in the grade of rear admiral (lower half), or in the case of a vacancy occurring prior to having served two years in an active status, on the date the vacancy occurs if the officer served at least one year in an active status in the grade of rear admiral (lower half), in accordance with Reference (w), Title 14 U.S.C. §3754.
8. Promotion List. The recommendations of selection boards as approved by the Commandant (for promotion to lieutenant commander and below) and as approved by the President (for promotion to commander and above) constitute a list of selectees from which the promotions of Reserve officers will be made, in accordance with Reference (w), Title 14 U.S.C. §3740.
  - a. The name of an officer will remain on a promotion list until promoted, removed by the President for cause, or failure of the Senate to consent to the appointment of an officer to the grade of commander, captain or rear admiral (lower half), in accordance with Reference (d), Title 10 U.S.C. §12203 and Reference (w), Title 14 U.S.C. §3749.

- b. If an existing promotion list has not been exhausted by the time a new promotion list for officers of the same grade has been approved, those officers on the older list will be tendered promotions before the newer list is used, in accordance with Reference (w), Title 14 U.S.C. §3740.
  - c. A Reserve officer will not lose precedence when transferred to or from the ADPL, nor will that officer's date of rank be changed due to the transfer, in accordance with Reference (w), Title 14 U.S.C. §3736.
9. Removal from a Promotion List. The President may, for cause, remove the name of any officer from a promotion list. If the Senate does not consent to the appointment of a Reserve officer to the grade of captain and above, that officer's name will be removed from the approved list of selectees, in accordance with Reference (d), Title 10 U.S.C. §12203. Under either of these circumstances, the officer continues to be eligible for consideration for promotion, in accordance with Reference (w), Title 14 U.S.C. §3749.
- a. If recommended for promotion by the next selection board and promoted, that officer will be assigned the date of rank and precedence that would have been assigned if the officer's name had not been previously removed.
  - b. If not recommended by the next selection board, or, having been recommended for promotion, the officer's name is again removed by the President or by failure of the Senate to consent to the appointment, the officer will be considered for all purposes to have twice failed to be selected, in accordance with Reference (w), Title 14 U.S.C. §3749.
    - (1) The name of an officer will be removed from a promotion list if the officer declines the promotion or fails to meet the requirements for promotion in the allotted time.
    - (2) An officer, who expressly declines a promotion, when tendered, will be removed from the promotion list and transferred from an active status.
10. Process for Promotion. A Reserve officer whose name is on an approved promotion list will be promoted to the next higher grade at the same time or as soon thereafter as practicable as the officer's running mate is promoted, in accordance with Reference (w), Title 14 U.S.C. §3740. Reserve captains and rear admirals (lower half) are promoted to the grades of rear admiral (lower half) or rear admiral, respectively, on the soonest date provided, in accordance with Section A.7 of this Chapter.
- a. Reserve officers will be notified of their promotions through the Officer Promotion Authorization Listing (OPAL). Each month, the OPAL will be published in a general message. The OPAL will list all officers who are scheduled for promotion through the last day of that month and whose Service records indicate compliance with the requirements of this Chapter. The information provided must include:
    - (1) Grade to which promoted; and
    - (2) Date of rank.

- b. The officer's command must, if the officer in fact meets the requirements, forward a copy of the OPAL to the officer and ensure that the officer's personnel record is updated to reflect the promotion. If the officer does not meet the requirements for promotion, Commander (CG PSC-RPM) must be notified immediately.
- c. Commander (CG PSC-RPM) must issue promotion certificates for Reserve officers.
- d. A Reserve officer promoted under this Section is considered to have accepted the promotion unless delivery thereof cannot be effected, in accordance with Reference (w), Title 14 U.S.C. §3746.
- e. A Reserve officer who has served continuously since taking the oath of office, in accordance with 5 U.S.C. §3331, is not required to take a new oath of office upon appointment in a higher grade, in accordance with Reference (w), Title 14 U.S.C. §3746.

11. Delay of Promotion.

- a. Under no circumstances will an appointment to a higher grade be tendered, including an appointment for an officer assigned to the IRR, until the following conditions have been met:
  - (1) The Reserve officer is found to be physically qualified by a current, approved and documented physical exam and the officer's character of service since selection has been verified as satisfactory, in accordance with Reference (w), Title 14 U.S.C. §3745; and
  - (2) The AC running mate has been promoted, all officers of the same grade of higher precedence on any prior promotion list have been tendered an appointment, and the Secretary exercises promotion authority;
- b. If an officer cannot meet the physical requirements or other criteria listed above at the time the officer's running mate is promoted, promotion must be withheld until they meet the requirements, in accordance with Reference (p), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series). The command must notify Commander (CG PSC-RPM) prior to the authorized promotion date.
  - (1) If the officer subsequently meets the requirements prior to the convening date of the next promotion board, Commander (CG PSC) will authorize promotion with a date of rank at the time the officer would have been promoted had the promotion not been delayed. However, pay and allowances accrue from the effective date of appointment, not the date of rank;
  - (2) If the officer fails to meet promotion requirements prior to the convening date of the next promotion board, transfer from an active status will take effect on the day prior to the convening date of the board; and
  - (3) Once an officer in an inactive status becomes physically qualified or meets the other requirements for promotion, they may submit documentation to Commander (CG PSC- RPM) and request to be returned to an active status. The officer will then be reconsidered by a selection board and if selected will be placed on the new promotion list. A Reserve officer is not considered to have previously failed to be selected when eliminated from a list of selectees for promotion solely as a result of

being removed from an active status.

- c. Reserve officers are not excluded from promotion if physically disqualified by a medical board for duty at sea or in the field, if:
    - (1) The disqualification results from injuries received in the LOD; and
    - (2) Those injuries do not incapacitate the officer from other duties in the grade to which the officer is to be promoted, in accordance with Reference (w), Title 14 U.S.C. §3745.
  - d. The Secretary may delay the promotion of an officer who is under investigation or against whom proceedings of a court-martial or a board of investigation are pending, without prejudice until completion of the investigation or proceedings.
    - (1) A promotion may not be delayed for more than one year after the date the officer would otherwise have been promoted, unless the Secretary determines a further delay is necessary in the public interest.
    - (2) An officer whose promotion is delayed under this provision and who is subsequently promoted will be given the date of rank and precedence on the IDPL the officer would have held had the promotion not been so delayed.
12. Frocking. The provisions of Reference (p), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series) apply to frocking of Reserve officers. Additionally, Reserve officers may be frocked when the Reserve officer's running mate has been promoted but the Reserve officer cannot be promoted due to lack of a vacancy at the higher grade. The date of rank for the higher grade will be the date the Reserve officer's running mate is promoted. Pay and allowances for the higher grade will accrue from the date of appointment.
- B. Reserve Chief Warrant Officers (CWOs). The policies and procedures established for promotion and lateral change in specialty for active duty CWOs, in accordance with Reference (p), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series), apply to Reserve CWOs except as modified by this Section. For Reserve CWOs not serving on EAD, the point of contact is Commander (CG PSC-RPM). Reserve CWOs will not lose precedence when transferred to or from active duty, nor will their dates of rank be changed due to the transfer.
- 1. Failure of Selection. Failure of selection of a Reserve CWO occurring while serving on either inactive duty or active duty will count for all purposes as a failure of selection.
    - a. CWOs are not considered to have failed to be selected if they were not considered by a selection board due to administrative error. If they are selected by the next successive selection board and promoted they will be given the date of rank, date of appointment and position on the IDPL in the grade to which promoted they would have held had they been selected by the first selection board.
    - b. CWOs who twice fail to be selected are removed from an active status on 30 June following the approval date of the board report upon which the second failure of selection occurs. CWOs may remain in an active status if eligible for retention as described below, or given an opportunity to transfer to the Retired Reserve, if qualified, or will be transferred to the ISL or discharged, as directed by Commander (CG PSC-RPM).

- c. Authority may be requested from Commander (CG PSC-RPM) to enlist or reenlist in the Coast Guard Reserve, if the request is approved, the pay grade will be determined by Commander (CG PSC-RPM).
  - d. CWOs of any grade who are due to be removed from an active status as the result of twice failing of selection, and who on 30 June following the approval date of the board report on which the second failure of selection occurs and who has completed:
    - (1) At least 18 but less than 19 years of service for retirement computed, in accordance with Reference (d), Title 10 U.S.C. §12732, may not be discharged or transferred from an active status without their consent before the earlier of the following dates:
      - (a) The date on which they are entitled to be credited with 20 year service; or
      - (b) The 30 June following the date the member completes 20 years of service.
    - (2) At least 19 but less than 20 years of service for retirement computed, in accordance with Reference (d), Title 10 U.S.C. §12732, may not be discharged or transferred from an active status without the officer's consent before the earlier of the following dates:
      - (a) The date on which they are entitled to be credited with 20 year service; or
      - (b) The second anniversary of the date on which they would otherwise be discharged or transferred from an active status.
2. Delay of Promotion. If a Reserve CWO cannot meet the physical requirements or other criteria at the time authorized for promotion, it will be withheld until they meet the requirements. The command must notify Commander (CG PSC-RPM) prior to the authorized promotion date.
- a. If the officer subsequently meets the requirements prior to the convening date of the next promotion board, Commander (CG PSC-RPM) will authorize promotion with a date of rank at the time the CWO would have been promoted had the promotion not been delayed. However, pay and allowances accrue from the effective date of appointment, not the date of rank.
  - b. If the CWO fails to meet promotion requirements prior to the convening date of the next promotion board, transfer from an active status will take effect on the day prior to the convening date of the board.
  - c. Once a CWO in an inactive status becomes physically qualified or meets the other requirements for promotion, they may submit documentation to Commander (CG PSC-RPM) and request to be returned to an active status.
3. Effect of Removal from an Active Status on Promotion. Reserve CWOs removed from an active status prior to being considered for promotion to the next higher grade will, upon return to an active status, have their dates of original appointment and time of service in permanent grade adjusted for promotion purposes to reflect their time on the ISL.
- a. The time spent on the ISL will be added to the date of their original appointment and subtracted from the time of service in the permanent grade for the purposes of determining when the warrant officer will be considered for selection for promotion to



- the next higher grade and for establishing the date of rank if selected for promotion.
- b. A CWO recommended for promotion by a selection board but not promoted because of removal from an active status will be considered by the first annual selection board after returning to an active status and, if selected, will be placed on a recommended list of selectees for promotion. A Reserve CWO is not considered to have previously failed to be selected when eliminated from a list of selectees for promotion solely as a result of being removed from an active status.
- C. Reserve Enlisted Members. The provisions of Reference (e), Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series), apply to Reserve enlisted members except as modified by this Section. The point of contact for all Reserve enlisted advancements is Commander (CG PSC-RPM). Enlisted reservists serving on EAD compete for advancement, in accordance with Reference (e), Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series).
1. Advancement in pay grades E-5 through E-9 is accomplished through a RSWE competition. The exam is administered every year on the last Saturday in October. Reserve enlisted members in the Ready Reserve (SELRES and IRR) and ASL, and reservists on EAD may compete in the RSWE when fully qualified. There are no sea service requirements for Reserve enlisted advancements.
  2. Additional Eligibility Requirements for Advancement to E-7, E-8, or E-9. Senior enlisted candidates must have at least two years of SELRES eligibility remaining as computed from the 1 January terminal eligibility date following the RSWE to be eligible for advancement. Reservists scheduled for separation, due to reach their 30 year pay base date anniversary, or reaching the maximum age for mandatory retirement during the two- year period following the terminal eligibility date are ineligible to compete for further advancement. Command or Surfman certification is not a prerequisite to compete for advancement to BMCS or BMCM for Reservists.

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## CHAPTER 8. SEPARATION, RETIREMENT, TRANSFER TO THE RETIRED RESERVE

- A. Separation of Officers. The provisions of Reference (z), Military Separations, COMDTINST M1000.4 (series), concerning separation of officers, also apply to officers in the Reserve, except as specifically modified in this Section. The modifications apply to Reserve officers not serving on EAD or RCMs. Commander (CG PSC-RPM) is the point of contact regarding all separation purposes for Reserve officers except those Reserve officers serving on EAD and RCMs, who are managed by Commander (CG PSC-OPM).
1. Resignation. A Reserve officer's letter of resignation must set forth the reason for the resignation and must be submitted in standard memorandum format to Commander (CG PSC-RPM) via the chain of command. Each resignation will be considered on its individual merits, taking into account the interests of national security and the needs of the Coast Guard.
    - a. The resignation of a Reserve officer may not be accepted if:
      - (1) The member has remaining military or contractual service obligation unless the resignation is submitted along with a request for conditional release for the purpose of becoming a member of another Armed Force; or
      - (2) Received when state of emergency exists during which the needs of the Service clearly preclude acceptance of a resignation.
    - b. A Reserve officer who becomes a regular or ordained minister of religion is entitled upon their request to be discharged from their Reserve appointment, in accordance with Reference (d), Title 10 U.S.C. §12682. The resignation of a Reserve officer may be accepted if accompanied by written evidence they have become a regular or duly ordained minister of religion. The ministry must be the officer's primary vocation; their religious faith group must be recognized substantially for religious purposes; their standing in the faith group must be recognized as that of a minister or leader; and they must be certified by an applicable official of the faith group to be a fully qualified member of the clergy in good standing.
    - c. Unqualified resignations may be submitted up to one year in advance, but must be submitted in sufficient time to reach Commander (CG PSC-RPM) at least three months prior to the requested date of resignation.
    - d. Resignations may be withdrawn with the approval of Commander (CG PSC-RPM).
    - e. The Commandant may retain officers beyond the requested resignation date based on the needs of the Service in accordance with Reference (d), Title 10 U.S.C. §12305.
  2. Involuntary Separation. Officers in an active status (SELRES, IRR, ASL), with at least five years service as commissioned officers, cannot be separated without their consent except under an approved recommendation of a board of officers, in accordance with Reference (d), Title 10 U.S.C. §12683.

- a. Separation for cause of Reserve officers serving on active duty will apply equally to inactive duty Reserve officers, in accordance with Reference (z), Military Separations, COMDTINST M1000.4 (series).
  - b. Provisions concerning separation of Reserve officers as a result of unsatisfactory participation can be found in Reference (a), Reserve Duty Status and Participation Manual, COMDTINST M1001.2 (series).
3. Mandatory Retirement of Reserve Flag Officers. Unless retained in or removed from an active status under any other law, a Reserve rear admiral or rear admiral (lower half) will be retired on 1 July of the promotion year immediately following the promotion year in which that officer completes four years of service after the appointment of the officer to rear admiral (lower half), in accordance with Reference (w), Title 14 U.S.C. §3754.
4. Separation of Officers After 30 Years Service. All Reserve commissioned officers in pay grades O-6 and below, who are not carried on an approved list of selectees for promotion to the grade of rear admiral (lower half), will be removed from an active status after completion of 30 years total commissioned service. The total commissioned service of an officer who has served continuously in the RC following appointment in the grade of ensign will be computed from the date on which that appointment was accepted, in accordance with Reference (w), Title 14 U.S.C. §3751.
- a. A Reserve officer initially appointed in a grade above ensign is considered to have whichever period of commissioned service is greater of the following:
    - (1) The total commissioned service actually performed in a grade above CWO (including commissioned service performed in other components prior to appointment in the Coast Guard Reserve); or
    - (2) The same total commissioned service as an officer of the Coast Guard who has served continuously from an original appointment as ensign, who has not lost numbers or precedence, and who is, or was at the time of original appointment, immediately junior to the Reserve officer.
  - b. The Date of Commission column of the Register of Officers, PSCINST M1427.1 (series) is used as a guide for determining when officers may be removed from an active status. They will be removed on 30 June immediately following completion of 30 years total commissioned service.
  - c. CWOs will be removed from an active status after completion of 30 years of total service. To satisfy a specific Service need, the Commandant may defer mandatory transfer from an active status due to years of Service. CWOs who want to continue in an active status beyond 30 years must request a waiver from Commander (CG PSC- RPM) via the chain of command in accordance with Chapter 5, Section R of this Manual.
5. Reserve Officer Mobilization Screening. In accordance with Reference (d), Title 10 U.S.C. §12683, Commander (CG PSC-RPM) must annually screen officers in the ISL for transfer to the Retired Reserve or separation for officers who have been in the ISL for more than three years, and have limited potential for mobilization. Retention in the ISL will be guided by the following:

- a. Officers who possess critical skills, which would benefit the Coast Guard in the event of mobilization, will be recommended for retention in the ISL;
  - b. Officers will not be recommended for retention in the Standby Reserve (ASL or ISL) solely to allow them to reach the age necessary to qualify for transfer to RET-1, unless they retain potential for mobilization; and
  - c. Officers who show potential for future active participation in training may be recommended for return to an active status provided they were not transferred to the ISL as a result of selection or retention board action.
- B. Separation of Enlisted Members. The provisions of Reference (z), Military Separations, COMDTINST M1000.4 (series), concerning separation of enlisted members apply to enlisted members in the Ready Reserve, except as specifically modified in this Section. The modifications apply to enlisted reservists not serving on EAD. Commander (CG PSC-RPM) is the point of contact regarding all separation purposes for enlisted reservists.
1. Physical examination requirements. Requirements will be based on the type of discharge in accordance with Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series).
  2. Early Separations. The only early separations authorized for reservists are early discharge for immediate reenlistment, such as when the normal date of expiration of enlistment falls on the date when the reservist is not scheduled to perform duty. Early separation to pursue education is not authorized for reservists not serving on long-term active duty.
  3. Personal or Extreme Community Hardship. Transfers from the SELRES to the Standby Reserve (ASL or ISL), as opposed to separation, due to personal or extreme community hardship must be processed, in accordance with Chapter 5, Section O of this Manual.
  4. Regular or Ordained Minister of Religion. A Reserve enlisted member who becomes a regular or ordained minister of religion is entitled, upon their request, to be discharged from their Reserve enlistment, in accordance with Reference (d), Title 10 U.S.C. §12682. A Reserve enlisted member's request for separation may be approved if accompanied by written evidence they have become a regular or duly ordained minister of religion. The ministry must be the member's primary vocation; their religious faith group must be recognized substantially for religious purposes; their standing in the faith group must be recognized as that of a minister or leader; and they must be certified by an applicable official of the faith group to be a fully qualified member of the clergy in good standing.
  5. Date and Time of Separation While Not in a Duty Status. The discharge of a reservist who is not on duty on the date of separation takes effect at 2400 hours on the effective date of separation, regardless of when the separation documents are received in the mail.
  6. 30 Years of Total Service. Enlisted members will be removed from an active status after completing 30 years of total service; the Service need not be satisfactory. To satisfy a specific Service need, the Commandant may defer mandatory transfer from an active status due to years of service. Enlisted members who want to continue in an active status beyond 30 years must request a waiver from Commander (CG PSC-RPM) in accordance with Chapter 5, Section R of this Manual.
  7. Reserve High Year Tenure (HYT). Reserve HYT is flexible by rate and designed to improve management of the enlisted workforce by better balancing the need for experienced

personnel with greater advancement opportunity. Reserve HYT will consider total TIS, which counts all years of military service (Active and Reserve from any Service component), including those in which reservists may not have earned enough points to receive a satisfactory year towards a non-regular retirement. Those members not retained will be retired or separated in accordance with this Chapter and Reference (z), Military Separations, COMDTINST M1000.4 (series).

- a. Legal Authority. The legal authority for this policy is contained in Reference (d), Title 10 U.S.C. §12681.
- b. Candidates. Reserve HYT applies to all Ready Reserve (SELRES and IRR) enlisted members who reach or exceed the Professional Growth Points (PGPs) detailed below by Fiscal Year (FY):
  - (1) The PGP for E-3/E-4 will be 20 years in 2016/2017, and 10 years for 2018 and beyond.
  - (2) The PGP for E-5 will be 24 years in 2016/2017, and 22 years for 2018 and beyond.
  - (3) The PGP for E-6 will be 26 years in 2016/2017, and 24 years for 2018 and beyond.
  - (4) The PGP for E-7 will be 28 years in 2016/2017, and 26 years for 2018 and beyond.
  - (5) The PGP for E-8 will be 30 years in 2016/2017, and 28 years for 2018 and beyond.
  - (6) The PGP for E-9 will be 30 years in 2016 and beyond.
- c. Other Coast Guard Policies.
  - (1) Physical Disability. The PDES process does not exempt a member from becoming a HYT candidate. Members undergoing the physical disability evaluation system (PDES) process will not be separated or retired for HYT until the PDES process is complete. Reference (q), Physical Disability Evaluation System (PDES), COMDTINST M1850.2 (series), will take precedence over Reserve HYT policy for Reserve enlisted members awaiting an AFFD determination;
  - (2) Misconduct. Commander (CG PSC-RPM) may suspend Reserve HYT non-continuation retirement or separation orders pending the disposition of any offense; and
  - (3) Other Personnel Boards.
    - (a) Non-retained members are not eligible for a reenlistment board as described in Reference (z), Military Separations, COMDTINST M1000.4 (series).
    - (b) Non-retained members are not entitled for an administrative separation board as described in Reference (z), Military Separations, COMDTINST M1000.4 (series).

- d. Pay-Grade, Advancement, Time-in-Rate (TIR), and Reduction in Pay-Grade. Reserve HYT policy is based solely on total TIS and is not impacted by current pay-grade, advancements, TIR, or reductions in pay grade. Reserve HYT candidates that have not advanced following identification as a HYT candidate, will be removed from the advancement eligibility list and separated in accordance with procedures prescribed by Commander (CG PSC-RPM).
- e. Reenlistments and Extensions. Members may reenlist or extend their enlistment in accordance with Reference (d), Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series). Regardless of their end of contract date, non-retained members will retire in accordance with Reference (z), Military Separations, COMDTINST M1000.4 (series) and other retirement policies in this Chapter.
- f. Waiver Panel. Requests to continue beyond established Reserve HYT PGP's may be authorized by a waiver panel recommendation and final approval by Commander (CG PSC-RPM).
  - (1) Ratings identified as undermanned will be considered for a Reserve HYT waiver, based on Service need.
  - (2) Members who recently competed for advancement, but were unable to advance due to no vacancies in the next pay grade will be considered for a Reserve HYT waiver.
  - (3) Reserve PGP's should have precedence over obligated service; however, a waiver may be granted if a member is in a position/rating where PGP waivers are in the best interest of Service needs.

C. Sanctuary.

- 1. Non-Regular Retirement Sanctuary. In accordance with Reference (d), Title 10 U.S.C. § 12646 and § 1176, a Reserve officer or enlisted member serving in an active status who is selected to be involuntarily separated (other than for physical disability or for cause), or whose term of enlistment expires and who is denied reenlistment (other than for physical disability or for cause), and who on the date on which the member is to be discharged or transferred from an active status at least 18 but less than 20 years of satisfactory qualifying federal service as computed in accordance with Reference (d), Title 10 U.S.C. § 12732, may not be discharged, denied reenlistment, or transferred from an active status without the member's consent before the earlier of the following:
  - a. If as of the date on which the member is to be discharged or transferred from an active status the member has at least 18, but less than 19, years of satisfactory qualifying federal service:
    - (1) The date on which the member is entitled to be credited with 20 years of service; or
    - (2) The third anniversary of the date on which the member would otherwise be discharged or transferred from an active status.
  - b. If as of the date on which the member is to be discharged or transferred from an active status the member has at least 19, but less than 20, years of satisfactory qualifying federal service:

- (1) the date on which the member is entitled to be credited with 20 years of service; or
    - (2) the second anniversary of the date on which the member would otherwise be discharged or transferred from an active status.
  - c. An officer who is retained in an active status is an additional number to those otherwise authorized.
2. Regular Retirement Sanctuary. A member of an RC who is on active duty and is within two years of becoming eligible for retired pay or retainer pay under a military retirement system, may not be involuntarily released (other than for physical disability or for cause) from that duty before they become eligible for that pay, unless the release is approved by the Secretary, in accordance with Reference (d), Title 10 U.S.C. §12686(a). The requirements to manage members approaching 16 and 18 years of total combined active duty are as follows:
- a. A reservist must not perform any type of active duty, except ADT-AT, without prior approval from Commander (CG PSC-RPM), if it results in the member accumulating 16 years or more of combined active service. A request for a reservist to be retained beyond 16 years total combined active service must follow Commander (CG PSC-RPM) published guidelines. Approval of this request is not a commitment to authorize the reservist to enter into sanctuary. Approval must be based on mission requirements, funding, justifications, and Full Time Equivalent (FTE) position availability and all factors must be satisfactorily addressed and endorsed by the chain of command.
  - b. A reservist must not perform any type of active duty, except ADT-AT, without prior approval from Commander (CG PSC-RPM), if it results in the member accumulating 18 years or more of total combined active service. A request for retention beyond 18 years of total combined active service is a statutory obligation that must be strictly adhered to as long as all requirements have been met. Requests must be based on mission requirements, funding, justifications, and FTE position availability and all factors must be satisfactorily addressed and endorsed by the chain of command through the 20<sup>th</sup> year of active service.
  - c. The requesting command must forward a request to retain a reservist beyond 16 or 18 years active service no later than 90 days prior to the desired commencement of orders. The request must be endorsed by the first Flag Officer or Senior Executive Service (SES) member in the chain of command of the unit requesting the employment of the reservist. The Flag or SES must base their endorsement primarily on specific mission requirements of the position being filled and the capability of the member desired to perform those functions.
  - d. A copy of a request to retain a reservist beyond 18 years active service must be forwarded via official correspondence to Commandant (CG-833) and Commandant (CG-R).
  - e. All reservists with greater than 15 years of total combined active service must request a SOCS from Commanding Officer (CG PPC). A SOCS is a required part of all 16 and 18 year waiver requests.



- f. A request will be denied if there is Flag or SES level disapproval, no funding or FTE is identified, or if there are significant concerns with regard to the member's record.
  - g. Final appeal authority will reside with Commandant (CG-13) in consultation with the Office of Resource Management, Commandant (CG-83) regarding funds availability. The review will consist solely on policy, workforce requirements, and the practicality of the reservist as a mobilization asset.
  - h. Under certain rare circumstances, a reservist retained beyond 20 years may be considered for active duty assignment actions by Commander (CG PSC-OPM) or Commander (CG PSC-EPM).
- D. Conditional Release for Inter-Service Transfer. Reserve members may initiate requests for conditional release to transfer to the AC or to another component of the Armed Forces after completing three years of their military service obligation. Members must complete and forward a Request for Conditional Release, Form DD-368, through their chain of command to Commander (CG PSC-RPM) for approval. Members of the IRR who are not assigned to units and members of the Standby Reserve (ASL or ISL) must forward requests for conditional release to Commander (CG PSC-RPM). Conditional releases requested by members serving on EAD and RCMs are managed by Commander (CG PSC-EPM) or Commander (CG PSC-OPM) as appropriate.
1. Transfers may only be approved for one of the following reasons:
    - a. The member has no opportunity to affiliate with a Coast Guard unit within RCD of their permanent residence;
    - b. The member is offered an enlistment or appointment to serve in an AC of the Armed Forces, or is accepted for enrollment in an Armed Force's officer training program;
    - c. The member has special experience or professional, educational, or technical background which would be of greater value to the gaining Service and which outweighs the value of previous training in the Coast Guard Reserve; or
    - d. The transfer would serve the best interests of national security and of the member concerned to such a degree as to outweigh the value of previous training in the Coast Guard Reserve.
  2. Only members with satisfactory participation will be considered for conditional release.
  3. If a conditional release is approved, discharge will take effect on the day proceeding the day in which the member is enlisted or appointed in the gaining Service. The type and character of the discharge issued will be "Honorable."
  4. Separation as a result of conditional release for an inter-Service transfer does not constitute fulfillment of a military service obligation. Service prior to discharge will count towards fulfillment of the obligation.
- E. Mandatory Separation for Age. Reservists serving in an active status will be removed from an active status upon reaching age 60.

1. Any member qualified for retirement who does not request to be transferred to the Retired Reserve will be transferred to the ISL on the day the member reaches 60 years of age, in accordance with Reference (d), Title 10 U.S.C. §12731 and Reference (w), Title 14 U.S.C. §3753, and subject to the provisions of Reference (d), Title 10 U.S.C. §12646, §12683, and §12686. Qualified members of the SELRES, and reservists continued on active duty due to incapacitation, who are awaiting final adjudication of a PDES case, may request transfer to the Retired Reserve for immediate recall to active duty or the Ready Reserve solely for that purpose, in accordance with Chapter 6, Section H of this Manual.
  2. A member not qualified for retirement (and not statutorily precluded from discharge) will be discharged without board proceedings, unless Commander (CG PSC-RPM) approves the member's request to defer retirement until age 62 (or sooner if the member becomes retirement qualified in the interim). In the case of a reservist on EAD or RCMs, Commander (CG PSC-EPM) or Commander (CG PSC-OPM) must act on requests to defer removal from an active status.
  3. Reserve officers O-6 and below who are not on extended active duty and are authorized to remain in an active status must be transferred to the Retired Reserve or separated no later than the day they reach 60 years of age, in accordance with Reference (w), Title 14 U.S.C. §3753.
  4. Reserve flag officers who are authorized to remain in an active status must be transferred to the Retired Reserve or separated no later than the day they reach 64 years of age, in accordance with Reference (w), Title 14 U.S.C. §3753.
- F. Retirement. In accordance with Reference (d), Title 10 U.S.C. §12731 and Reference (w), Title 14 U.S.C. §3705, a reservist is entitled, upon application, to non-regular retired pay if the member:
1. Has attained the applicable eligibility age of 60 years, or for purposes of early retirement, as described in Reference (a), Reserve Duty Status and Participation Manual, COMDTINST M1001.2 (series), regarding RCCs may not be less than 50 years of age;
  2. Is not entitled to receive military retired pay under any other provision of law;
  3. Has performed at least 20 years of satisfactory qualifying federal service as computed, in accordance with Reference (d), Title 10 U.S.C. §12732; and
  4. For members who completed the years of qualifying service on or after 25 April 2005, there is no minimum RC service requirement in accordance with Reference (aa), Service Credit for Non-Regular Retirement, DoDI 1215.07. A member with a combination of 20 qualifying years of active duty and Reserve service may be eligible to receive non-regular retirement whether they are currently serving in the AC or RC. Commanding Officer (CG PPC-RAS) must notify each person who has completed the years of service required for eligibility for retirement. Notice will be sent, in writing, to the person concerned within one year after the person becomes eligible in accordance with Reference (d), Title 10 U.S.C. §12731.
- G. Retirement Categories. The five categories of the Retired Reserve, as described in Reference (a), Reserve Duty Status and Participation Manual, COMDTINST M1001.2 (series), are detailed below.

1. Retirement with Pay (RET-1). Includes reservists who complete at least 20 years of satisfactory federal service and have reached age 60, or who qualify for early retirement as prescribed below, are eligible for transfer to RET-1 status upon request. Reservists must apply for RET-1 at least 90 days in advance of their requested retirement date via a Reserve Retirement Transfer Request, Form CG-2055A, and route to Commanding Officer (CG PPC- RAS) through Commander (CG PSC-RPM). When transferred to RET-1, reservists receive a blue United States Uniformed Services Identification Card, DD Form 2S (RESRET) and are eligible for the same benefits available to active duty retirees.
  - a. A member of the Ready Reserve (SELRES and IRR) who performs active duty under Reference (d), Title 10 U.S.C. §12301(a), §12301(d), §12302, §12304 (after January 28, 2008) or Reference (w), Title 14 U.S.C. §3713 (after December 31, 2011) will have their eligibility age for receipt of retired pay reduced below 60 years of age, but not less than 50 years of age, in accordance with Reference (d), Title 10 U.S.C. §12731 and Reference (aa), Service Credit for Non-Regular Retirement, DoDI 1215.07.
    - (1) Eligibility age will be reduced by three months for each aggregate of 90 days on which the member performs active duty or performs such active service in any one fiscal year between January 28, 2008 and September 30, 2014.
    - (2) Eligibility age will be reduced by three months for each aggregate of 90 days on which the member performs active duty or performs such active service in any one or two consecutive fiscal years after September 30, 2014.
    - (3) Active duty performed in accordance with Reference (d), Title 10 U.S.C. §12301(h) will be treated as a continuation of the original call or order to active duty or active service for the purpose of reducing the eligibility age for a non-regular retirement in accordance with this Section.
    - (4) Active duty for training (IADT, ADT-AT, and ADT-OTD), and EAD for members serving as RCMs are non-qualifying early retirement active duty periods.
    - (5) Requests for early retirement must be made in the same year of the assumed retirement date. Requests submitted more than a year before the assumed retirement date may not be processed.
  - b. A member ordered to active duty (ADOS or EAD) will receive credit for all days served, regardless of the nature of the duties performed (e.g., whether performing training or operational support duties), in accordance with Reference (d), Title 10 U.S.C. §12301(d).
  - c. Eligible reservists must apply for retired pay to Commanding Officer (CGPPC-RAS).
    - (1) Members who are within six-months of their 60<sup>th</sup> birthday will receive a Coast Guard Retired Pay Account Worksheet, Form CG-4700, from Commanding Officer (CG PPC- RAS) and are not required to submit a Reserve Retirement Transfer Request, Form CG- 2055A.
    - (2) Those in a retired status who apply later than their eligibility date may receive pay retroactive to the day they were eligible, up to six years.

- (3) There will be no retroactive pay entitlement for those reservists who choose to remain in an active status once they have become early retirement eligible.
      - d. Eligibility for health care benefits remains at age 60.
      - e. Reserve Component Survivor Benefit Plan (RCSBP) election must be made upon eligibility of retired pay. RCSBP rates have been changed to reflect coverage before age 60.
  2. Retirement Awaiting Pay (RET-2). Includes reservists who have completed the required qualifying years of service for non-regular retired pay, and who are not yet 60 years of age, or have not applied for non-regular retirement pay, in accordance with Reference (d), Title 10 U.S.C. Chapter 1223. Reservists must apply for RET-2 at least 90 days in advance of their requested retirement date via a Reserve Retirement Transfer Request, Form CG- 2055A and route to Commanding Officer (CG PPC-RAS) through Commander (CG PSC- RPM).
    - a. Upon attainment of RET-2 status, members are entitled to unlimited commissary, exchange, and Morale, Well-Being and Recreation (MWR) benefits. Unless recalled to active duty, RET-2 reservists are not entitled to earn pay and allowances, retirement points, receive military legal assistance, or medical and dental care.
    - b. Reservists in RET-2 receive a red United States Uniformed Services Identification Card, DD Form 2S (RESRET).
  3. Retirement for Physical Disability (RET-3). Includes reservists who are retired for physical disability in accordance with Reference (d), Title 10 U.S.C. Chapter 61; who have 20 years of service creditable for retired pay according to Section 12733 or who are more than 30 percent disabled.
  4. Retirement for RC Members with 20 Years of Active Duty Service (RET-4). Includes reservists who have completed 20 or more years of active duty service and retire with a regular retirement, in accordance with Reference (d), Title 10 U.S.C. Chapter 571 and Reference (w), Title 14 U.S.C. §3705.
  5. Voluntary Separation Incentive (VSI) (RET-5). Includes reservists who are receiving retired pay for reasons other than age, Service requirement, or physical disability. This category is restricted to those who are retired under special conditions as determined by the Assistant Secretary of Defense (ASD) Reserve Affairs (RA) in accordance with Reference (bb), Reserve Components Common Personnel Data System (RCCPDS), DoDI 7730.54 and Reference (d), Title 10 U.S.C. §1175.
- H. Separation Pay (SEP PAY). Reservists involuntarily separated from active duty following at least six continuous years, but less than 20 years, of active duty immediately prior to separation may be eligible for SEP PAY in accordance with Reference (m), Coast Guard Pay Manual, COMDTINST M7220.29 (series).
- I. Qualifying Years of Service. A qualifying year of satisfactory service for non-regular retired pay is a full anniversary year during which a member of the RC is credited with a minimum of 50 retirement points. An accumulation of 20 such years is one requirement necessary to qualify for non-regular retired pay, in accordance with Reference (d), Title 10 U.S.C. Chapter 1223.

1. Anniversary year is different from the 1 October fiscal year. The reservist's anniversary year is based on the date of entry (or reentry) into the Coast Guard and extends to the day preceding the anniversary of entry in accordance with Reference (aa), Service Credit for Non-Regular Retirement, DoDI 1215.07.
  - a. On, or after, May 13, 2003, the anniversary date for a reservist will be their DIEMS, or for a break in service, the first day of the current continuous service period.
  - b. Prior to May 13, 2003, reservists may elect to retain their adjusted anniversary date, or have it adjusted in accordance with Section H.1.a above.
2. The periods used for crediting of qualifying years for non-regular retirement will be based on anniversary years that are calculated from an anniversary date. The anniversary year is established by the date the member entered into an active status.
3. The start date (month and day) for each successive anniversary year will not be adjusted unless the member has a break in service. A break in service occurs only when a member transfers to the ISL, the Temporary Disability Retired List (TDRL), the Retired Reserve, or is discharged for longer than 24 hours. There will be no break in service if the member transfers directly to another AC or RC.
4. A member who has a break in service that occurs during an anniversary year will be credited with a partial year for non-regular retirement. When a partial year occurs, the member must meet the minimum retirement point requirements for the member's service to be credited as a partial year toward a qualifying year. Partial years of qualifying service may be combined and credited toward total qualifying service. For the purpose of determining entitlement to retired pay, in accordance with Reference (d), Title 10 U.S.C. §12732, years of satisfactory federal service are computed by totaling all anniversary years in which at least 50 points have been credited on the following basis:
  - a. One point for each day of active duty in an Active or Reserve component of an Armed Force.
  - b. One point for each day of commissioned service in the National Oceanic and Atmospheric Administration (NOAA) or Public Health Service (PHS).
  - c. In the case of enlisted members of the Armed Forces who have served as a cadet or midshipman, but who did not later receive or do not hold a commission as an officer, service as a cadet or midshipman at a Service Academy will be included and counted as active duty;
  - d. One point for each authorized IDT drill, RMP, ATP or FHD period performed;
  - e. 15 points a year for membership in an RC of an Armed Force; and
  - f. Points earned by satisfactory completion of authorized Coast Guard correspondence courses.
5. The following service may not be counted in determining retirement entitlements:
  - a. Service in the ISL of an RC or in a non-federally recognized status in the National Guard; and
  - b. Service in the Fleet Reserve or Fleet Marine Corps Reserve.

- J. Calculation of Regular Retired Pay for RC Members with 20 Years of Active Duty Service (RET-4). In accordance with Reference (d), Title 10 U.S.C. §1405, the computation of the years of service is computed by adding:
1. Years of active service; and
  2. The years of service with which the member would be entitled to be credited under Reference (d), Title 10 U.S.C. §12733. The member's years of service and any fraction of such a year are computed by dividing 360 into the sum of the following:
    - a. The member's days of active service; and
    - b. One day for each point credited to the member under Reference (d), Title 10 U.S.C. §12732, but not more than the point totals in Section J of this Chapter.
      - (1) One point for each attendance at a drill or period of equivalent instruction;
      - (2) Points at the rate of 15 a year for membership in a Reserve Component of the armed forces;
      - (3) One point for each day on which funeral honors duty is performed for at least two hours, unless the duty is performed while in a status for which credit has already been awarded; and
      - (4) Points credited for the year under Reference (d), Title 10 U.S.C. §2126(b):
        - (a) Correspondence courses; and
        - (b) EBDL.
- K. Calculation of Non-Regular Retired Pay.
1. In accordance with Reference (d), Title 10 U.S.C. §12739, the monthly retired pay upon RET-1 status is the product of:
    - a. Retired base pay as computed in accordance with Reference (d), Title 10 U.S.C. §1406 or §1407; and
    - b. 2.5 percent of the years of service credited to a member, in accordance with Reference (d), Title 10 U.S.C. §12733, not to exceed 75% of the monthly pay base upon which the computation is based.
  2. For the purpose of computing retired pay, in accordance with Reference (d), Title 10 U.S.C. §12739, years of service and any fraction of such a year are computed, in accordance with Reference (d), Title 10 U.S.C. §12733, by dividing 360 into the sum of the following:
    - a. Total number of points earned for Active Duty; plus
    - b. The total number of points earned for inactive service, subject to the inactive duty point caps listed below (FHD is not subject to annual inactive duty point caps):
      - (1) 60 points for any one anniversary closing before 23 September 1996;
      - (2) 75 points for anniversary years closing on or after 23 September 1996, but before 30 October 2000;

- (3) 90 points for anniversary years closing on or after 30 October 2000, but before 30 October 2007; and
  - (4) 130 points for anniversary years closing on or after 30 October 2007.
- c. One point for each authorized FHD period performed.
3. A person in active service may not receive retirement points for other activities concurrently. A maximum of 365 points (366 points in a leap year) may be awarded in an anniversary year. Retirement points must be credited in the anniversary year in which the duty is performed or the correspondence course is completed.
- L. Electronic-Based Distributed Learning (EBDL). This section has been superseded by COMDTINST 1500.7(series)
  - M. Retirement Points Statement. Reserve retirement points data is available in Direct Access for self service, command, and SPO users. It provides the number of points earned during the last anniversary year and the cumulative total for members' complete military career. Reservists who find discrepancies on their retirement point statement must send a request for correction with supporting documents to their SPO. If the SPO cannot resolve the case, they must request a SOCS, in accordance with Reference (c), Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series).
  - N. Completion of Satisfactory Service. Commanding Officer (CG PPC-RAS) must notify members in writing within one year of completing satisfactory federal service (RET-2) for retirement purposes, and of eligibility for retired pay (RET-1). The written notification is commonly called "the 20-year letter." The notification will contain information about the RCSBP. The member must make an RCSBP election within 90 days of receipt of the notification.
  - O. Grade for Retirement and Retired Pay.
    1. Retired pay for members with Dates of Initial Entry into Military Service (DIEMS):
      - a. Prior to 8 September 1980 is computed based on the highest grade satisfactorily held at any time in the Armed Forces and the Commandant's determination the member's performance in that grade was satisfactory, in accordance with Reference (d), Title 10 U.S.C. §1406; and
      - b. After 7 September 1980 is computed based on averaging the highest 36-months' basic pay, whether or not consecutive, in accordance with Reference (d), Title 10 U.S.C. §1407.
    2. Unless entitled to a higher grade under another provision of law, a Reserve commissioned officer who is transferred to the Retired Reserve is entitled to be placed on the retired list in the highest grade satisfactorily held (24 hours for Coast Guard Reserve) in the Armed Force in which they are serving on the date of transfer.

P. Computing Credited Retirement Points. Retirement points that may be credited for an anniversary year can be computed, as illustrated in Figure 8-1.

<b>Computing Credited Retirement Points</b>		
<b>Points may be earned in the following manner:</b>		<b>Computed by Adding</b>
Inactive Duty	One point for each authorized single IDT drill performed in a pay or without pay status. Two points for each authorized multiple IDT drill performed in a pay or without pay status. One point for each ATP performed. One point for each authorized RMP performed in a pay or without pay status.	_____ Total_____
Funeral Honors Duty	One point for each authorized FHD period performed in a pay or without pay status.	Total_____
Courses	Approved course retirement point credit.	Total_____
Membership Points	15 points for each anniversary year of Reserve membership in an active status. Pro-rated in the case of less than a full anniversary year.	Total
Subtotal	Inactive Duty + FHD + courses + Membership points. Maximum [60/75/90/130] points (FHD is not subject to maximum). See Section K of this Chapter for Calculation of Retired Pay for Non-Regular Service to determine which maximum point total applies.	
Adjusted Subtotal		
Active Duty	One point per day for performance of active duty (includes EAD, ADT, & ADOT).	Total_____
Final Total	Adjusted subtotal + Active Duty, not to exceed 365 points (366 in leap years).	Total_____

Figure 8-1: Computing Credited Retirement Points



- Q. Computing Reserve Retired Pay. Non-regular retired pay can be computed, as illustrated in Figure 8-2.

<b>Computing Reserve Retired Pay</b>	
Rounding Instructions: Round 4 or less down and 5 or more up.	
Step #1	<p>Divide the total number of retirement points by 360. Carry to 3 decimal places; round to 2 decimal places.</p> <p>Example:  <math>4,735 / 360 = 13.152</math> rounded to 13.15</p>
Step #2	<p>Multiply result of Step #1 by 2.5% (0.025). Carry to 5 decimal places; round to 4 decimal places.</p> <p>Example:  <math>13.15 \times 0.025 = 0.32875</math> rounded to 0.3288</p>
Step #3	<p>Multiply result of Step #2 by Monthly Basic Pay. Carry to 3 decimal places; round to 2 decimal places.</p> <p>Example:            (uses monthly Base Pay for E-8 over 22 from 2012 pay tables)  <math>\\$4901.70 \times 0.3288 = \\$1611.678</math> rounded to \$1611.68</p>
Note #1	<p>Monthly base pay is dependent upon the law in effect upon DIEMS. For members with DIEMS on or before 7 Sep 1980, use base pay on the retirement date for the highest grade held satisfactorily by the person at any time in the Armed Forces; for members with DIEMS after 7 Sep 1980, use high 36 month's average of basic pay, whether or not consecutive.</p>
Note #2	<p>All Reserve retirees are entitled to military pay raises equivalent to the same amount as their active duty counterparts who are retired.</p>
Note #3	<p>Upon RET-1, Commanding Officer (CG PPC) must send the retiree a letter showing the computations used in determining retired pay, gross retired pay, deductions from pay, and net retirement pay.</p>

Figure 8-2: Computing Reserve Retired Pay

R. Computing Retirement Points for Partial Anniversary Years. Table 8-1 can be used to determine if a partial anniversary year may count toward qualifying service.

<b>Gratuitous points for membership in an Active Status in a RC</b>					
Days in an active status		Points to be credited	Days in an active status		Points to be credited
From	Through		From	Through	
01	12	0	183	206	8
13	36	1	207	231	9
37	60	2	232	255	10
61	85	3	256	279	11
86	109	4	280	304	12
110	133	5	305	328	13
134	158	6	329	352	14
159	182	7	353	365(6)	15
Days in an active status		Points to be credited	Days in an active status		Points to be credited
From	Through		From	Through	
01	07	01	183	189	26
08	14	02	190	197	27
15	21	03	198	204	28
22	29	04	205	211	29
30	36	05	212	219	30
37	43	06	220	226	31
44	51	07	227	233	32
52	58	08	234	240	33
59	65	09	241	248	34
66	73	10	249	255	35
74	80	11	256	262	36
81	87	12	263	270	37
88	94	13	271	277	38
95	102	14	278	284	39
103	109	15	285	292	40
110	116	16	293	299	41
117	124	17	300	306	42
125	131	18	307	313	43
132	138	19	314	321	44
139	146	20	322	328	45
147	153	21	329	335	46
154	160	22	336	343	47
161	168	23	344	350	48
169	175	24	351	357	49
176	182	25	358	366	50

Table 8-1: Computing Retirement Points for Partial Anniversary Years

- S. Requesting Retirement. Members may request transfer to RET-1 or RET-2 status, as applicable, at any time after receipt of notification of completion of 20 years satisfactory federal service, in accordance with Reference (d), Title 10 U.S.C. §12731(d) and Section S of this Chapter. Retirement requests may be submitted up to one year in advance; however, the request must be received by Commander (CG PSC-RPM) at least 100 days prior to the requested date of retirement. Commander (CG PSC-RPM) must route all approved requests to Commanding Officer (CG PPC-RAS) at least 90 days prior to the approved date of retirement.
1. Commanding Officer (CG PPC-RAS) must provide a Coast Guard Certificate of Retirement, Certificate of Appreciation from the President of the United States, and a Coast Guard Certificate of Appreciation for a member's spouse, to each member's assigned command, in accordance with Reference (z), Military Separations, COMDTINST M1000.4 (series).
  2. Reservists who remain in an active status may request transfer to RET-1 status upon reaching age 60 or eligibility for early receipt of retired pay, in accordance with Reference (d), Title 10 U.S.C. §12731. Requests to transfer directly to RET-1 are the same as procedures for transfer to RET-2. Any member qualified for retirement who does not request to be transferred to the Retired Reserve, in accordance with Section E of this Chapter, will be transferred to the ISL on the day the member reaches age 60. Enlisted members who are eligible to receive retired pay will only be retained in the Ready Reserve beyond age 60 to fulfill compelling needs of the Service and upon approval of a member's written request to Commander (CG PSC-RPM).
  3. Any enlisted member or CWO qualified for retirement who does not request transfer to the Retired Reserve will be transferred to the ISL on the day the member completes 30 years total service. Any commissioned officer who does not request transfer to the Retired Reserve will be transferred to the ISL on 30 June immediately following completion of 30 years total commissioned service in accordance with Chapter 5, Section R of this Manual.
  4. No physical standards are prescribed and no physical examination is specifically required for reservists to transfer to a retired status. Upon transfer to the Retired Reserve, members no longer accumulate retirement points and are not considered for promotion. Members who request retirement must cease drilling as of the day prior to the requested retirement date, regardless of receipt of retirement request approval. No payment or point credit will be given to a member for drilling on or after the day of requested retirement.
- T. Retirement Privileges and Obligations.
1. Full-time coverage under Veterans' Group Life Insurance (VGLI) is available for members who are retired in accordance with Reference (z), Military Separations, COMDTINST M1000.4 (series).
  2. All non-regular retirees are authorized full use of military exchanges, commissaries, and other base facilities.
  3. Reservists who are retired with pay at age 60 and their eligible dependents are entitled to medical and dental care at military facilities; benefits are the same as those available to members who retire from active duty. Those reservists who are eligible for early receipt of retired pay are not entitled to medical and dental benefits until reaching age 60.

4. Social Security and Civil Service retirement pay benefits may be received concurrently with military retired pay.
  5. Members of the Retired Reserve are liable for active duty in time of war, national emergency declared by Congress, or when otherwise authorized by law, upon determination by the Secretary of DHS, with the approval of the Secretary of Defense, that adequate numbers of Ready and Standby reservists are not readily available. Members in a retired status may be recalled to active duty, subject to their own consent, at the discretion of the Secretary of DHS, in accordance with Reference (d), Title 10 U.S.C. §12301(a).
  6. Retired reservists must keep Commanding Officer (CG PPC-RAS) advised of their current address.
- U. Concurrent Retirement and Disability Pay (CRDP). Reserve members who qualify for VA disability compensation may qualify for concurrent receipt of retired pay and disability pay. Reservists must be eligible for retired pay to qualify for CRDP. If a reservist is placed on a disability retirement, but would be eligible for military retired pay in the absence of the disability, then the reservist may be entitled to receive CRDP, in accordance with Reference (d), Title 10 U.S.C. §1414. Further information can be found on the VA website, <http://www.va.gov/>.
- V. Former Members. Former members are those members who have been discharged from the Service and who maintain no military affiliation. Members meeting one or more of the eligibility requirements for retirement may request discharge instead of being transferred to the Retired Reserve, or may be discharged instead of being transferred to the Retired Reserve if a board of officers convened to consider the reservist's separation from the Reserve, so recommends. Such actions not prejudicial to the member concerned regarding retirement pay since the right to receive such pay and personal medical benefits are not dependent upon membership in a RC at the time of qualification.
1. Members who have been certified eligible for retirement benefits will not be discharged unless a letter of understanding has been signed indicating the member's complete awareness that this decision may lead to substantial impact on the final retired pay calculation.
  2. Former members of the Coast Guard Reserve who were involuntarily separated, or who were not offered reenlistment or reappointment due to the statutory age limit or because of their failure to meet the prescribed physical standards in effect at the time of separation, may be reappointed or reenlisted in the same rank or rate for the purpose of qualifying for placement in the Retired Reserve. Such former members must, with the submission of such application, simultaneously apply to Commander (CG PSC-RPM) and be found qualified for immediate placement in the Retired Reserve. The eligibility requirements for such placement are the same as for current members, but the applicant must have met at least one of such requirements at the time of last separation.
    - a. Since failure to meet prescribed physical standards is one reason for transfer to the Retired Reserve, no physical standards are prescribed and no physical examination will be required as a condition of reappointment or reenlistment of former members.

- b. Reappointment or reenlistment may not be warranted for many different reasons regardless if the member meets one or more of the eligibility requirements provided.
3. Retirement eligible former members may apply for RET-1 status, in accordance with Reference (d), Title 10 U.S.C. Chapter 1223. Former members and their eligible dependents have benefits and privileges associated therewith which require identification cards that are in accordance with Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals, DoDI 1000.13.
- W. Disability and Separation. Cases involving disability must be processed in accordance with Chapter 2 of Reference (z), Military Separations, COMDTINST M1000.4 (series), and Reference (q), Physical Disability Evaluation System, COMDTINST M1850.2 (series). If a reservist meets the provisions of PDES, orders will be issued for separation or retirement, as applicable. See Reference (m), Coast Guard Pay Manual, COMDTINST M7220.29 (series) for more information. Reference (d), Title 10 U.S.C. Chapter 61, provides for the disability retirement of those members of the Armed Forces who qualify in accordance with the requirements listed below.
1. Permanent Disability Retirement List (PDRL). Members found to have a permanent disability rated at 30 percent or greater, or have 20 or more years of satisfactory federal service, may be placed on the PDRL (RET-3 status).
- a. Members on Active Duty for More Than 30 Days. A member of the RC entitled to basic pay, who is called or ordered to active duty for 31 days or more, and is determined by the Commandant to be unfit to perform their duties because of physical disability incurred while entitled to basic pay, may be permanently retired with retired pay, if the Commandant also determines that:
- (1) The member's disability is of a permanent nature;
  - (2) Is not a pre-existing condition or the result of their intentional misconduct or willful neglect, and was not incurred during a period of unauthorized absence; and
  - (3) Either:
    - (a) The member has at least 20 years satisfactory federal service computed, in accordance with Reference (d), Title 10 U.S.C. §12733, or
    - (b) The disability is at least 30 percent, and either:
      - The member has at least eight years of service computed, in accordance with Reference (d), Title 10 U.S.C. §12733;
      - The disability is the proximate result of performing active duty; or
      - The disability was incurred in the LOD.
- b. Members on Inactive Duty or Active Duty for 30 Days or Less. A member of the Reserve not covered by the above Section, who is determined by the Commandant to be unfit to perform the duties of their office, grade, rank, or rating because of physical disability resulting from injury, may be permanently retired with retired pay, if the Commandant also determines the disability is:

- (1) Of a permanent nature;
  - (2) The result of performing active or inactivated duty; or
  - (3) Not a pre-existing condition or the result of the member's intentional misconduct or willful neglect, and was not incurred during a period of unauthorized absence; and
  - (4) Either:
    - (a) The member has at least 20 years service computed, in accordance with Reference (d), Title 10 U.S.C. §12733; or
    - (b) The disability is at least 30 percent.
2. Temporary Disability Retirement List (TDRL). Upon determination that a member would be qualified for retirement, the Commandant will, if it is determined the disability may be permanent, place the member on the TDRL, with retired pay. A physical examination must be completed, in accordance with Reference (q), Physical Disability Evaluation System, COMDTINST M1850.2 (series).
- a. The Commandant must make the final determination of the case of each member on the TDRL five years after that member was placed on the list, with medical evaluations every 18 months to determine whether:
    - (1) The disability has stabilized and become permanent; or
    - (2) The member is AFFD.
  - b. If at that time the disability continues to exist, it will be considered permanent.
  - c. A Service member who remains NFD and on the TDRL for five or more years must be:
    - (1) Retired for longevity, if eligible (i.e., 20 years of service); or
    - (2) Put on the PDRL if they have under 20 years of service; and
    - (3) Medically separated with severance pay if the disability is under 30 percent.
  - d. Time on the TDRL does count towards the longevity for retirement pay.
3. Grade on Retirement for Disability. Unless entitled to a higher grade under some other provision of law, a member retired for physical disability is entitled to the highest of the following:
- a. The grade or rank in which the member was serving when placed on the TDRL, or retired;
  - b. The highest temporary grade or rank in which the member served satisfactorily;
  - c. The permanent Regular or Reserve grade to which the member would have been promoted had it not been for the physical disability; or
  - d. The temporary grade to which the member would have been promoted had it not been for the physical disability, if eligibility for that promotion was required to be based on cumulative years of service in grade and disability was discovered.

4. Computation of Disability Retired Pay.
  - a. Disability retired pay is computed by multiplying the monthly base pay of the grade to which entitled by either:
    - (1) 2.5% years of service credited, in accordance with Reference (d), Title 10 U.S.C. §12733; or
    - (2) The percentage of disability on the date when retired, or when placed on the TDRL.
  - b. The retired pay of members placed on the TDRL must be adjusted, if necessary, so that it is at least 50 percent of the basic pay of the grade to which entitled.
  - c. In no case may the disability pay exceed 75 percent of the basic pay of the grade to which entitled.
5. Separation for Disqualifying Physical Condition. The command must initiate separation action when a reservist is found to have a permanent disqualifying physical condition and the condition is determined not to be the result of performing active or inactive duty. Relevant medical and administrative documentation must be forwarded via official correspondence with recommendations to Commander (CG PSC-RPM) for final determination and separation authority. The appropriate Training Center commanding officer has final separation authority for Reserve members undergoing IADT. Reservists must be notified of their right to request retention waivers for disqualifying physical conditions in accordance with Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series).
6. Member with Physical Disability. In the case of a SELRES member who no longer qualifies for SELRES membership solely because of a physical disability that renders the member unfit to participate in regular training, Commander (CG PSC-RPM) may determine to treat this member as having met the service requirements for non-regular retirement if the member has completed at least 15, but less than 20, years of service, in accordance with Reference (d), Title 10 U.S.C. §12731b. Such determination will not be made if:
  - a. The disability was the result of the member's intentional misconduct, willful neglect, or willful failure to comply with standards and qualifications for retention; or
  - b. The disability was incurred during a period of unauthorized absence.

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**APPENDIX A. TRAINING/PAY CATEGORIES (TRAPAY CATS)**

**See Reference (a), Reserve Duty Status and Participation Manual,  
COMDTINST M1001.2 (series)**

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**APPENDIX B. HISTORY OF THE COAST GUARD RESERVE****A. Establishment and Early History of the Coast Guard Reserve.**

1. The Coast Guard Reserve was established by the passage of the Coast Guard Auxiliary and Reserve Act of 19 February 1941. The act also established the Coast Guard Auxiliary under its present name (the Auxiliary had formerly been known as the Coast Guard Reserve).
2. The new Coast Guard Reserve was modeled after the Naval Reserve as a military component. It was composed of the Regular Reserve and Temporary Reserve. Regular Reserve members served on active duty “for the duration” while Temporary Reserve members were volunteers and former Auxiliary members whose paid and unpaid services were still needed in a military capacity for coastal patrols and port security work.
3. In April 1941, the first groups of 1,720 Temporary and Regular reservists were brought into the Service. By 1 December 1941 the Regular Reserve consisted of 245 officers and 1,366 enlisted men.
4. From 1 February 1942 to 7 August 1945, enlistment of men in the regular service was suspended. This was necessary because a regular enlistment generally was for three years, and the Coast Guard did not wish to find itself with thousands of excess officers and enlisted personnel whose enlistment contracts had not expired when the war ended.
5. On 23 November 1942, Congress enacted Public Law 773 establishing the Woman’s Reserve as a branch of the Coast Guard. Members of this branch became known as SPARS for Semper Paratus, Always Ready.
6. As a result of these policies and programs, Coast Guard reservists greatly outnumbered regulars during the war. As illustrated in Table B-1, Coast Guard personnel procurements from December 1941 to December 1945 were as follows:

<b>COAST GUARD PERSONNEL PROCUREMENTS</b>	<b>OFFICER</b>	<b>ENLISTED</b>
Regulars- (Currently referred to as AC members)	3,298	13,528
Draftees		16,131
Reservists	7,500	160,936
SPARS	978	11,868
Total	11,776	202,463

Table B-1: Coast Guard Personnel Procurements from December 1941 to December 1945

7. In addition, during this period, approximately 125,000 members of the Coast Guard Temporary Reserve were enrolled.
8. At the conclusion of World War II, all but a few reservists were released to inactive duty or discharged. The Women's Reserve was terminated in July 1947, but was reestablished in August 1949. Although there was no formal Reserve organization in the immediate post-war years, some reservists in the larger population centers held meetings periodically,

maintaining an informal Reserve structure without pay or credit of any kind.

9. By late 1949, there was a growing realization that Reserve forces were necessary for the nation's security. The enactment of the Magnuson Act in August 1950 resulted in a significant expansion of Coast Guard responsibilities with respect to the safety and security of the nation's ports, waterways and waterfront facilities. At about this same time, Congress earmarked funds for the establishment of a paid drilling Reserve in support of these port security responsibilities. The first organized Coast Guard Reserve unit was formed in Boston in October 1950, setting the framework of today's Coast Guard Reserve.

B. Regulatory/Policy Time-Line.

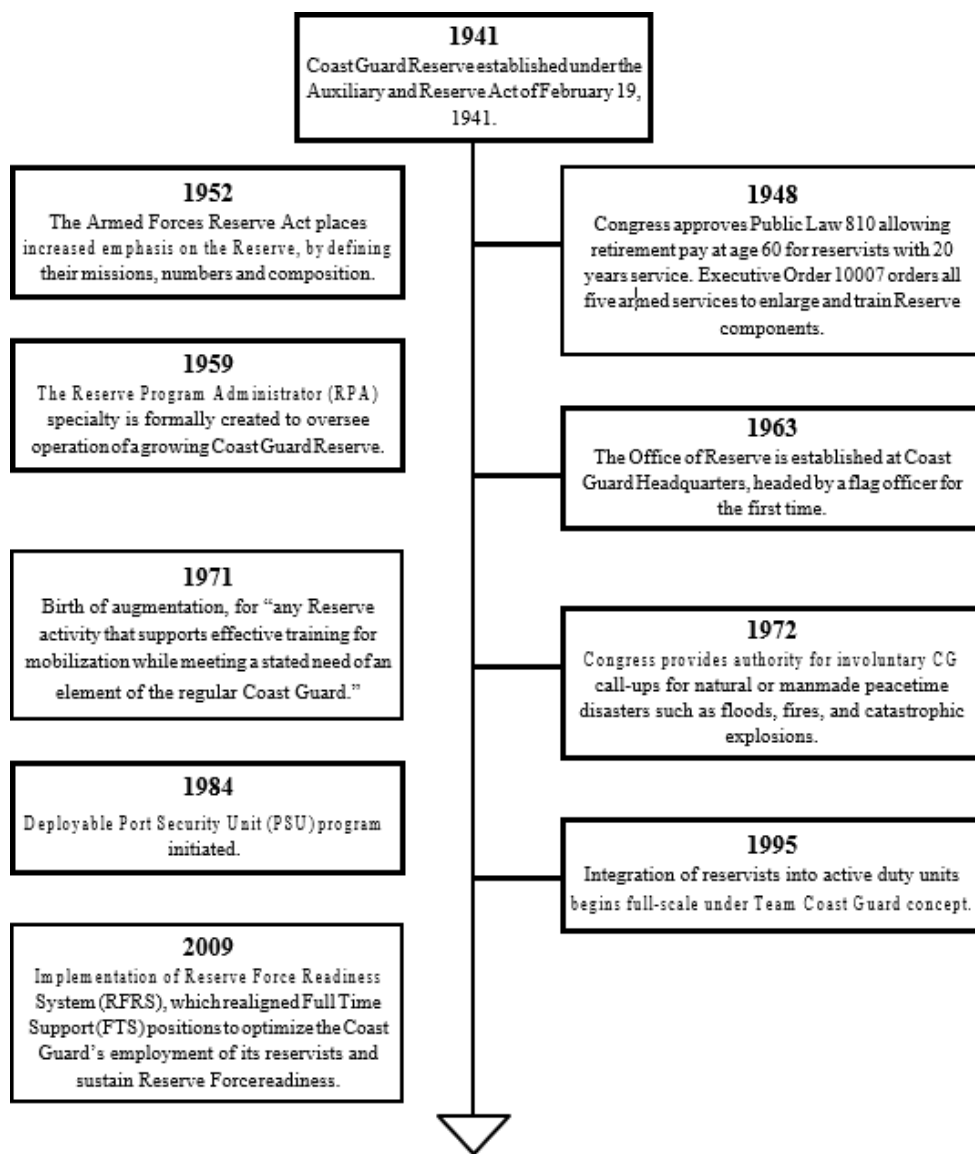


Figure B-1: Regulatory/Policy Time-Line

C. Operational Milestones.1. 1940s:

- a. 29 July 1942: The first domestic Volunteer Port Security Force (VPSF) is formed in Philadelphia. Twenty-two more are established at U.S. ports during the war.
- b. 23 November 1942: The Women's Reserve of the Coast Guard is established. Training for Women's Reserve (SPAR) officers begins at the Coast Guard Academy in June 1943, and recruitment of African-American women is authorized in October 1944.
- c. 29 January 1945: Transport USS *Serpens* sinks at Guadalcanal with two survivors from a crew of 250. Losses include 17 Coast Guard and 176 Coast Guard Reserve personnel.
- d. More than 167,000 personnel serve in the Coast Guard Reserve and an additional 125,000 personnel serve in the Coast Guard Temporary Reserve during World War II. They participate in all Coast Guard mission areas.

2. 1950s:

- a. 26 June 1950: The Korean War begins. During the first year of the war, 675 Coast Guard reservists volunteer for active duty.
- b. October 1950: The first Organized Reserve Training Unit Port Security (ORTUPS) is established in Boston.

3. 1960s: 1966: The seven-year Coast Guard involvement in the Vietnam War begins.4. 1970s:

- a. 1972: The Ninth District's Summerstock program is established. Reservists from around the nation begin to be summoned annually to help fill seasonal positions at Great Lakes small boat stations.
- b. 1973: The first involuntary recall of Coast Guard reservists is authorized to support flood response operations in the mid-west, and 134 reservists are recalled.

5. 1980s:

- a. 2 June 1980: Reservists are involuntarily recalled to support the Mariel Boat Lift exodus from Cuba.
- b. 12 April 1981: The Coast Guard Reserve begins augmentation of security zones for space shuttle operations in Florida.
- c. 24 March 1989: The T/V *Exxon Valdez* spills 10.8 million gallons of oil into Alaskan waters. Coast Guard reservists on voluntary orders provide 65% of the manpower during the three-year cleanup response.

6. 1990s:

- a. 2 August 1990: Iraq invades Kuwait, prompting the first involuntary recall of Coast Guard reservists under Presidential Recall Authority, for operational deployment of

- PSUs to the war zone: PSU 303 (Milwaukee) deployed to Dammam Saudi Arabia, PSU 302 (Cleveland) deployed to Manama Bahrain, and PSU 301 (Buffalo) deployed to Al Jubayl Saudi Arabia. Altogether, 1,650 reservists are involuntarily recalled to support military operations in the U.S. and Persian Gulf, and nearly 200,000 work equivalent days of support are provided.
- b. 1 September 1992: Hurricanes Andrew in Florida and Iniki in Hawaii prompt the involuntary recall of 247 reservists to assist in response operations. Involuntary recall authority is received for 12 additional hurricane/flood responses between 1992 and 1996.
  - c. August 1994: The “Team Coast Guard” message is released, formally beginning the Coast Guard Reserve’s integration with the AC.
  - d. September 1994: Two Port Security Units and a Harbor Defense Command deploy to Haiti in support of Operation Uphold Democracy: PSU 303 (Milwaukee) to Port Au Prince, PSU 302 (Cleveland) to Cape Haitian, and Harbor Defense Command 201.
  - e. 19 July 1996: TWA flight 800 explodes over the ocean off of Long Island, NY. Voluntary recall orders are issued to 98 reservists to assist in recovery operations.
7. 2000s:
- a. 11 September 2001: Terrorists attack the World Trade Center and the Pentagon, and the Coast Guard Reserve surges immediately with up to 1100 members on involuntary recall orders by 14 September in order to meet the immediate need to secure our nation’s domestic port infrastructure. By mid-October, at the height of the recall, over 2700 reservists have responded to augment Coast Guard forces. This is the largest surge of Coast Guard Reserve forces since World War II.
  - b. 20 March 2003: The U.S.-led coalition launches Operation Iraqi Freedom (OIF) in Iraq. The Coast Guard recalls 4,753 reservists under involuntary and voluntary orders in support of OIF, to provide security on Iraqi gas and oil platforms, port security and harbor defense in key Iraqi ports, stateside military out load operations, and support functions. PSU 313 (Tacoma), PSU 311 (LA/LB), and PSU 309 (Port Clinton) deployed to Iraq and Kuwait.
  - c. 29 August 2005: Hurricane Katrina, one of the strongest storms to impact the United States, slams the Gulf Coast, causing widespread devastation in her path. New Orleans, Louisiana; Mobile, Alabama; and Gulfport, Mississippi bear the brunt of Katrina’s force. The Coast Guard recalls 771 reservists. Less than a month later, on 24 September 2005, Hurricane Rita, the second category 5 hurricane of the season, hits the Gulf Coast along the Texas/Louisiana border. The Coast Guard is authorized to recall up to 1,600 reservists under 14 U.S.C. 3713 for Katrina and Rita. Overall, 876 reservists responded.
  - d. 1 September 2008: Hurricane Gustav makes landfall near Grand Isle, Louisiana. The Coast Guard recalls 60 reservists for response operations.
  - e. 9 September 2008: Hurricane Ike crashes into Galveston Island, Texas, causing major damage to buildings and oil refineries. Coast Guard responders include 159 reservists.

8. 2010s:

- a. 12 January 2010: A devastating 7.0-magnitude earthquake strikes near Port-au-Prince, Haiti, killing thousands and leaving the nation in shambles. 204 Coast Guard reservists mobilize with just 48-hours notice, to provide port security and humanitarian aid in the days and weeks following the earthquake.
- b. 20 April 2010: The Mobile Offshore Drilling Unit (MODU) Deepwater Horizon explodes in the Gulf of Mexico, killing 11 workers before sinking into the ocean and spilling 4.9 million barrels of oil into the Gulf. Deepwater Horizon is called the worst environmental disaster in U.S. history. More than 7,000 active and Reserve personnel respond to the spill, 2,638 were reservists.
- c. 29 August 2011: Hurricane Irene transitions to an extra-tropical cyclone near the Vermont/New Hampshire border after impacting much of the East Coast of the United States. She causes widespread flooding and destruction in her path. The Coast Guard responds, recalling 52 reservists.
- d. 29 October 2012: Hurricane Sandy (unofficially known as "Super-storm Sandy") affected 24 states, was the second-costliest hurricane in United States history, and the deadliest and most destructive hurricane of the 2012 Atlantic hurricane season. Coast Guard responders included 172 reservists.
- e. June - November 2017: A historic and devastating Atlantic hurricane season with four hurricanes making landfall: Harvey, Irma, Maria, and Nate (the first three were classified as major hurricanes, which affected roughly 25.8 million people and a combined \$265 billion in damage). The Coast Guard's response saved over 12,000 lives and included 1,168 mobilized reservists.
- f. March - November 2019: The DHS responds to an unprecedented migration and humanitarian crisis at the Southwest Border. 319 Coast Guard Reserve members were mobilized to support Customs and Border Protection and Immigration and Customs Enforcement with the safe, orderly care and processing of 651,965 migrants attempting to gain access to the United States during this time.

c. Post WWII SELRES Strength. The figure below shows Coast Guard SELRES strength after World War II. When reservists were first organized into a SELRES in 1950, there were only 293 members. The highest level attained to date was 17,815 members in 1969.

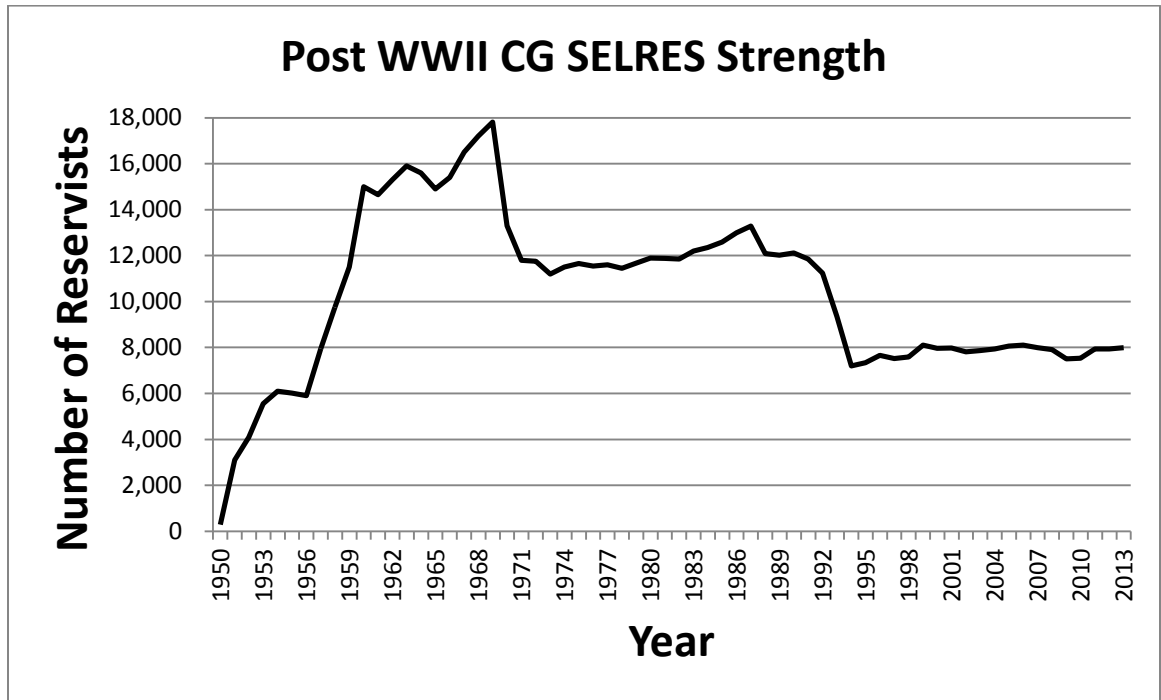


Figure B-2: Post WWII SELRES Strength



**APPENDIX C. ACRONYMS**

<b><u>Acronym</u></b>	<b><u>Name</u></b>
<b>AC</b>	Active Component
<b>AD</b>	Active Duty
<b>ADHC</b>	Active Duty for Health Care
<b>ADOS</b>	Active Duty for Operational Support
<b>ADOS-AC</b>	Active Duty for Operational Support-Active Component
<b>ADOS-RC</b>	Active Duty for Operational Support-Reserve Component
<b>ADOT</b>	Active Duty Other than for Training
<b>ADPL</b>	Active Duty Promotion List
<b>ADT</b>	Active Duty for Training
<b>ADT-AT</b>	Active Duty for Training-Annual Training
<b>ADT-OTD</b>	Active Duty for Training-Other Training Duty
<b>AFC</b>	Allotment Fund Code
<b>AFFD</b>	Available for Full Duty
<b>AFLD</b>	Available for Limited Duty
<b>AO</b>	Assignment Officer
<b>ASD</b>	Assistant Secretary of Defense
<b>ASL</b>	Active Status List (Standby Reserve)
<b>AT</b>	Annual Training
<b>ATP</b>	Additional Training Period
<b>BAH</b>	Basic Allowance for Housing
<b>BAS</b>	Basic Allowance for Subsistence
<b>BIA</b>	Benefits Issuing Authority
<b>CDAR</b>	Command Drug and Alcohol Representative
<b>CG</b>	Coast Guard
<b>CG-11</b>	Health, Safety & Work-Life Directorate
<b>CG-111</b>	Office of Work Life
<b>CG-112</b>	Office of Health Services
<b>CG-12A</b>	Workforce Forecasting and Analysis
<b>CG-13</b>	Reserve & Military Personnel Directorate
<b>CG-83</b>	Office of Resource Management
<b>CG-833</b>	Personnel Allowance & Staffing Division
<b>CGIS</b>	Coast Guard Investigative Service
<b>CG-R</b>	Assistant Commandant for Reserve
<b>CGRC</b>	Coast Guard Recruiting Command
<b>CGS-JFTR</b>	Coast Guard Supplement to the Joint Federal Travel Regulations
<b>CMC</b>	Command Master Chief
<b>CMA</b>	Clothing Maintenance Allowance
<b>CMSA</b>	Competency Management System Administrator
<b>CRDP</b>	Concurrent Retirement and Disability Pay
<b>CSEL</b>	Command Senior Enlisted Leader
<b>CWO</b>	Chief Warrant Officer
<b>DCO</b>	Direct Commission Officer

APPENDIX C to COMDTINST M1001.28D

<b><u>Acronym</u></b>	<b><u>Name</u></b>
<b>DEERS</b>	Defense Enrollment Eligibility Reporting System
<b>DEPOT</b>	Direct Entry Petty Officer Training
<b>DIEMS</b>	Date of Initial Entry into Military Service
<b>DHS</b>	Department of Homeland Security
<b>DLMC</b>	Deployment Limiting Medical Condition
<b>DoD</b>	Department of Defense
<b>DoDD</b>	Department of Defense Directive
<b>DoDI</b>	Department of Defense Instruction
<b>DOL</b>	Director of Operational Logistics
<b>DSF</b>	Deployable Specialized Forces
<b>DTF</b>	Dental Treatment Facility
<b>EAD</b>	Extended Active Duty
<b>EBDL</b>	Electronic-Based Distributed Learning
<b>EER</b>	Enlisted Employee Review
<b>EO</b>	Executive Order
<b>EOCT</b>	End of Course Test
<b>EPLO</b>	Emergency Preparedness Liaison Officer
<b>EPME</b>	Enlisted Professional Military Education
<b>ERATS</b>	Enlisted Rating Advancement Training System
<b>ETR</b>	Electronic Training Request
<b>FHD</b>	Funeral Honors Duty
<b>FLPP</b>	Foreign Language Proficiency Pay
<b>FPEB</b>	Formal Physical Evaluation Board
<b>FRMM</b>	Financial Resource Management Manual
<b>FTE</b>	Full-Time Equivalent
<b>FTS</b>	Full-Time Support
<b>FY</b>	Fiscal Year
<b>GAL</b>	Global Address List
<b>HIV</b>	Human Immunodeficiency Virus
<b>HS</b>	Health Services Technician
<b>HSWL</b>	Health, Safety, and Work-Life
<b>HYT</b>	High Year Tenure
<b>IAD</b>	Individual Augmentation Duty
<b>IADT</b>	Initial Active Duty Training
<b>IDP</b>	Individual Development Plan
<b>IDPL</b>	Inactive Duty Promotion List
<b>IDT</b>	Inactive Duty Training
<b>IME</b>	Individual Medical Equipment
<b>IMR</b>	Individual Medical Readiness
<b>IRR</b>	Individual Ready Reserve
<b>IS</b>	Independent Study
<b>ISL</b>	Inactive Status List (Standby Reserve)
<b>ISTT</b>	In-Service Transfer Team

<b><u>Acronym</u></b>	<b><u>Name</u></b>
<b>ITP</b>	Individual Training Plan
<b>JTR</b>	Joint Travel Regulations
<b>IIRB</b>	Individual Involuntary Retirement Board
<b>LOD</b>	Line of Duty
<b>MAW</b>	Maximum Allowable Weight
<b>MEB</b>	Medical Evaluation Board
<b>MED HOLD</b>	Medical Hold
<b>MGIB</b>	Montgomery G.I. Bill
<b>MSAB</b>	Medical Support Allowance Billet
<b>MT</b>	Mandated Training
<b>MWR</b>	Morale Well-Being and Recreation
<b>NAFD</b>	Not Available for Duty
<b>NMA</b>	National Military Association
<b>NOAA</b>	National Oceanic and Atmospheric Administration
<b>NOE</b>	Notice of Eligibility
<b>OCS</b>	Officer Candidate School
<b>OCUI</b>	Officer Candidate Under Instruction
<b>OE</b>	Operating Expense
<b>OER</b>	Officer Evaluation Report
<b>OJT</b>	On-the-Job Training
<b>OMSEP</b>	Occupational Medical Surveillance and Evaluation Program
<b>OOS</b>	Opportunity of Selection
<b>OPAL</b>	Officer Promotion Authorization Listing
<b>PAC</b>	Pacific Area
<b>PAL</b>	Personnel Allowance List
<b>PCS</b>	Permanent Change of Station
<b>PDES</b>	Physical Disability Evaluation System
<b>PDHRA</b>	Post-Deployment Health Reassessment
<b>PDR</b>	Personnel Data Record
<b>PDRL</b>	Permanent Disability Retirement List
<b>PDS</b>	Permanent Duty Station
<b>PEBD</b>	Pay Entry Base Date
<b>PGP</b>	Professional Growth Point
<b>PHA</b>	Periodic Health Assessment
<b>PHS</b>	Public Health Service
<b>PPC</b>	Pay and Personnel Center
<b>PPC-RAS</b>	Pay and Personnel Center - Retiree & Annuitant Services Branch
<b>PSC-EPM</b>	Personnel Services Center - Enlisted Personnel Management Division
<b>PSC-OPM</b>	Personnel Services Center - Officer Personnel Management Division
<b>PSC-PSD-DE</b>	Personnel Services Center – Disability Evaluations
<b>PSC-PSD-SSB</b>	Personnel Services Center - Surge Staffing Branch
<b>PSC-RPM</b>	Personnel Services Center - Reserve Personnel Management Division
<b>PSU</b>	Port Security Unit

APPENDIX C to COMDTINST M1001.28D

<b><u>Acronym</u></b>	<b><u>Name</u></b>
<b>PY</b>	Promotion Year
<b>R2R</b>	Regular to Reserve
<b>RA</b>	Reserve Affairs
<b>RC</b>	Reserve Component
<b>RCC</b>	Reserve Component Category
<b>RCCPDS</b>	Reserve Components Common Personnel Data System
<b>RCD</b>	Reasonable Commuting Distance
<b>RCM</b>	Reserve Component Manager
<b>RCSBP</b>	Reserve Component Survivor Benefit Plan
<b>RELAD</b>	Release from Active Duty
<b>RET-1</b>	Retirement With Pay
<b>RET-2</b>	Retirement Awaiting Pay
<b>RET-3</b>	Retired Due To Physical Disability
<b>RET-4</b>	Retired With 20 Years Active Duty Service
<b>RET-5</b>	Retired Due To Voluntary Separation Incentive
<b>RFF</b>	Request for Forces
<b>RFRS</b>	Reserve Force Readiness System
<b>RHRP</b>	Reserve Health Readiness Program
<b>RILO</b>	Retire in Lieu of Orders
<b>RMP</b>	Readiness Management Period
<b>ROCI</b>	Reserve Officer Candidate Indoctrination
<b>ROCMP</b>	Reserve Officer Corps Management Plan
<b>RSWE</b>	Reserve Service-Wide Examination
<b>RT</b>	Reserve Training
<b>SAPR</b>	Sexual Assault Prevention and Response
<b>SDAP</b>	Special Duty Assignment Pay
<b>SEFP</b>	Senior Education and Fellowship Program
<b>SELRES</b>	Selected Reserve
<b>SEP PAY</b>	Separation Pay
<b>SERA</b>	Senior Enlisted Reserve Advisor
<b>SES</b>	Senior Executive Service
<b>SGLI</b>	Servicemembers' Group Life Insurance
<b>SILO</b>	Separate in Lieu of Orders
<b>SOCS</b>	Statement of Creditable Service
<b>SPO</b>	Servicing Personnel Office
<b>SRDC</b>	Selected Reserve Direct Commission
<b>SSS</b>	Selective Service System
<b>TAMP</b>	Transitional Assistance Management Program
<b>TCSRC</b>	Transitional Care for Service-Related Conditions
<b>TDRL</b>	Temporary Disability Retirement List
<b>TDY</b>	Temporary Duty
<b>TIG</b>	Time-in-Grade
<b>TIR</b>	Time-in-Rate

<b>Acronym</b>	<b>Name</b>
<b>TIS</b>	Time-in-Service
<b>TLD</b>	Temporary Limited Duty
<b>TONO</b>	Travel Order Number
<b>TQC</b>	Training Quota Management Center
<b>TQS</b>	Total Qualifying Service
<b>TRAPAY CAT</b>	Training/Pay Category
<b>U.S.C.</b>	United States Code
<b>UCMJ</b>	Uniform Code of Military Justice
<b>USERRA</b>	Uniformed Services Employment and Reemployment Rights Act
<b>USMTF</b>	Uniformed Services Military Treatment Facility
<b>VA</b>	U.S. Department of Veterans' Affairs
<b>VGLI</b>	Veterans' Group Life Insurance
<b>VSI</b>	Voluntary Separation Incentive
<b>YRRP</b>	Yellow Ribbon Reintegration Program