U.S. Department of Homeland Security
United States Coast Guard

Commandant
United States Coast Guard

2100 Second Street, S.W.
Washington, DC 20593-0001
Staff Symbol: G-WTR-1
Phone: (202) 267-1603
Fax: (202) 267-4243

COMDTNOTE 1001
5 JAN 04

COMMANDANT NOTICE 1001 CANCELLED: 5 JAN 05

Subj: CH-1 TO RESERVE POLICY MANUAL, COMDTINST M1001.28A

1. PURPOSE. This Notice publishes a change to the Reserve Policy Manual.

2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and chiefs of special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. Official distribution will be made via the Coast Guard Directives System CD on the World Wide Web at http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm and on the intranet web site at http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm. No paper distribution will be made of this Notice. Internet release is authorized. An electronic version can also be found on the Coast Guard Headquarters intranet web site at http://cgweb.uscg.mil/g-w/reserve/Pubs/RPM.pdf and on the Coast Guard Reserve internet web site at http://www.uscg.mil/hq/reserve/pubs/RPM.pdf.

3. DIRECTIVES AFFECTED. None.

4. SUMMARY. Emboldened text and a vertical line in the outside page margin denote major changes. Purely editorial changes are not highlighted, e.g., changing Department of Transportation to Department of Homeland Security, HRSIC to PSC, and CGHRMS to Direct Access. Major changes are summarized as follows:

   a. Adds Record of Changes page;

   b. 1.A.2 – Performance Measures: adds additional criteria;

   c. 1.C.2 – The Ready Reserve: reservists performing ADSW for a period greater than 139 days and Extended Active Duty are counted in the Active component end strength;

   d. 1.C.4 – The Retired Reserve: rewritten for clarity;

   e. 2.B.1 & 2.B.7 – Meals while on Inactive Duty Orders: incorporates ALCOAST 337/03;

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	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	1	1	1		1	1	1		1	1		1	1	1	1		1		1		1					
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f. 4.A.2 – SELRES Satisfactory Participation: changes formula for determining number of drills for reservists who enter the SELRES partway through a fiscal year;

g. 4.B.2.a – Compliance Measures: clarified to include Ready Reservists with no remaining SELRES obligation;

h. 6.B.3 – NOE for Authorized Medical Treatment: adds ISC authorization to fund travel for members to attend medical appointments in connection with an NOE;

i. 7.A.2 – Definitions: adds definition of Active Status;

j. 7.C.1 – General: rewritten for clarity;

k. 7.C.2 – Final Multiple for Advancement: clarifies SWE policy for reservists on EAD in accordance with ALCOAST 366/02; corrects maximum TIR credit from 120 to 60 months;

l. 7.C.7 – Advancement of RELADs: changes PSC (adv) message response from two to five days;

m. 8.A.5 & 8.B.3 – Mandatory Discharge for Age: changed to reflect all reservists, including Standby Reserve; establishes action official for requests from reservists on EAD for age waivers;

n. 8.C.4 – Calculation of Retired Pay: corrects U.S.C. references;

o. 8.C.13 – Privileges: authorizes commissary and exchanges privileges for all members of the Retired Reserve in accordance with the 2004 National Defense Authorization Act;

p. 8.D.2 and 8.D.3 – Members on Inactive or Active Duty: corrects U.S.C. references; and,

q. 8.D.8 – Special Rule for Members with Physical Disabilities Not Incurred in Line of Duty: delegates authority to the Personnel Command (rpm) to treat certain physically disabled SELRES members as having met Service requirements for non-regular retirement.

5. PROCEDURES. Remove and insert the following pages:

Remove	Insert
--	Record of Changes (ahead of Page i)
1.A Pages 5-6	1.A Pages 5-6
1.C Pages 17-18	1.C Pages 17-18
1.E Pages 25-26	1.E Pages 25-26
2.B Pages 7-8	2.B Pages 7-8
2.B Pages 13-14	2.B Pages 13-14
3.A Pages 5-6	3.A Pages 5-6
3.B Pages 7-8	3.B Pages 7-8
3.B Pages 11-12	3.B Pages 11-12
3.C Pages 17-18	3.C Pages 17-18

Remove (cont'd)	Insert
4.A Pages 3-4	4.A Pages 3-4
4.B Pages 11-12	4.B Pages 11-12
5.A Pages 3-4	5.A Pages 3-4
6.B Pages 11-14	6.B Pages 11-14
6.B Pages 17-20	6.B Pages 17-20
7.A Pages 3-6	7.A Pages 3-6
7.A Pages 11-12	7.A Pages 11-12
7.B Pages 17-20	7.B Pages 17-20
7.C Pages 23-26	7.C Pages 23-26
8.A Pages 5-6	8.A Pages 5-6
8.B Pages 11-12	8.B Pages 11-12
8.C Pages 15-28	8.C Pages 15-28

6. FORMS/REPORTS. Forms listed throughout this change are available on the internet:

CG PSC-2055A Reserve Retirement Transfer Request (http://www.uscg.mil/hq/psc/forms/)
CG PSC-4700 Coast Guard & NOAA Retired Pay Account Worksheet and Survivor Benefit Election (http://www.uscg.mil/hq/psc/forms/)

R. J. Papp, Jr. /s/
Rear Admiral, U.S. Coast Guard
Director of Reserve and Training

Encl: (1) CH-1 to Reserve Policy Manual, COMDTINST M1001.28A

RECORD OF CHANGES

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	BY WHOM ENTERED
1	5 JAN 04	5 JAN 04	RPM ADMINISTRATOR

e. Titles 10 and 14 of the U. S. Code confer authority to recall reservists to active duty as follows:

Citation	Enabling Authority	In Response to:	Type & Limitation
14 U.S.C. 712	Secretary of Homeland Security	Serious natural or manmade disasters, accidents or catastrophes	Involuntary. Not more than 30 days per four-month period or 60 days per two-year period.
10 U.S.C. 12301(a)	Congress	War or national emergency declared by Congress	Involuntary. Duration of war or national emergency plus six months.
10 U.S.C. 12301(d)	Designated Authority (ADSW or EAD)	Any event	Voluntary. Retain only with member consent.
10 U.S.C. 12302	President	National emergency declared by the President	Involuntary. Not more than 24 consecutive months.
10 U.S.C. 12304	President	SELRES augmentation for any mission deemed necessary by President	Involuntary. Not more than 270 days.

(Figure 1-1)

The number and scope of statutory emergency and involuntary recalls has increased dramatically in recent years. In the ten years following DESERT SHIELD and DESERT STORM (1991 to 2001) reservists were involuntarily recalled 32 times, versus just 3 times during the previous two decades.

1.A.2 Performance Measures

The Coast Guard Reserve measures its performance using the following criteria:

a. Readiness of reservists and units for assigned missions, measured by the Readiness Management System, including

   (1) Overall Strength: total number of Selected Reserve (SELRES) members compared to the number of Reserve positions on the Personnel Allowance List (PAL);

   (2) Quality of Match: percent of reservists in the ranks and ratings required by their assigned PAL positions;

   (3) Qualification: percent of reservists fully qualified for their assigned PAL positions.

b. Qualification Progress:

   (1) Percent of SELRES members who meet training syllabus milestones associated with their assigned PAL positions, commensurate with 48 IDT Drills and 12 days ADT annually;

   (2) Percent of reservists enlisted through non-prior service accession programs that have completed the training required by their enlistment contracts.

c. Participation:

   (1) Percent of SELRES members who meet satisfactory participation standards outlined in Chapter 4.A of this Manual;

   (2) Percent of SELRES members who meet medical and dental readiness requirements;

   (3) Percent of Ready Reservists who have completed the Annual Screening Questionnaire.

d. Retention and advancement:

   (1) Command retention: number of SELRES retained compared to number of SELRES lost;

   (2) Command advancement: percent of SELRES members qualified to compete in the Servicewide Examination (SWE).

e. Payroll system performance; and,

f. Percent of personnel evaluations submitted, both officer and enlisted.

apply to perform Active Duty Special Work (ADSW) or Readiness Management Periods (RMPs) for pay. **(Within the meaning of section 1.C.1, reservists performing ADSW for a period greater than 139 days and Extended Active Duty are removed from the Ready Reserve and counted in the Active component end strength.)**

(2) Non-drilling IRR members shall be assigned to the Personnel Command (rpm).

1.C.3 The Standby Reserve

The Standby Reserve consists of reservists who are in neither the Ready Reserve nor the Retired Reserve, who are liable for involuntary recall to active duty only as provided in 10 U.S.C. 12301 and 12306. Membership in the Standby Reserve shall be limited to those individuals having mobilization potential. The Standby Reserve includes the following:

a. **Active Status List, Standby Reserve.** This category contains reservists who may be ordered to active duty in time of war or national emergency if it is determined that not enough qualified Ready Reservists are available in the categories required. Members on the Active Status List (ASL) may participate in Reserve training activities without pay, may earn retirement points, and are eligible for promotion; they shall be assigned to CGPC-rpm. The ASL, Standby Reserve includes:

(1) Members who have been transferred from the Ready Reserve because of temporary hardship, disability, or other cogent reasons, and who intend to return to the Ready Reserve. Members with a military service obligation may temporarily be placed in the Standby Reserve, but shall be transferred back to the Ready Reserve at the earliest possible date.

(2) Key employees, as outlined in Chapter 5 of this Manual, in public or private employment, who have been transferred from the Ready Reserve to ensure the continuity of the Federal Government and to prevent conflicts between emergency manpower needs of civilian activities and the military during mobilization.

(3) Theology students transferred to the Standby Reserve for the duration of their civilian ministerial studies at accredited theological or divinity schools pursuant to 10 U.S.C. 12317.

(4) Commissioned officers retained in an active Reserve status after completing eighteen or more, but less than twenty, years of service under 10 U.S.C. 12646.

(5) Members whose retention on the ASL, for reasons other than those specified in subparagraphs (1) through (4) above, is considered to be in the best interest of the service. These personnel may be retained on the ASL for no more than two years.

b. **Inactive Status List, Standby Reserve.** This category contains reservists who may be ordered to active duty in time of war or national emergency if it is determined that not enough qualified reservists in an active status are available in the categories required.

Members on the Inactive Status List (ISL) may not train for pay or retirement points, are not eligible for promotion, and do not accrue credit for qualifying years of service for retirement in accordance with Chapter 1223 of 10 U.S.C.; they shall be assigned to Coast Guard Personnel Command (rpm). The ISL, Standby Reserve includes:

(1) Volunteers, not required by law or regulation to remain in an active status, who possess requisite skills that the Coast Guard may require in a mobilization.

(2) Members who were on or were eligible to be placed on the ASL, Standby Reserve but who were instead placed on the ISL in order to prevent an inequity with regard to their pay, promotion or retirement points.

(3) Members with at least twenty years of service computed in accordance with 10 U.S.C. 12732, who have been determined to have a disability rated at less than 30%, and who have been transferred to the ISL instead of separated for that disability, under 10 U.S.C. 1209.

1.C.4 The Retired Reserve

The Retired Reserve consists of reservists who have met satisfactory service requirements for non-regular retirement and have requested transfer to retired status, or reservists who have been retired for physical disability. **Retired reservists are ineligible for promotion (or for consideration for promotion).** Former members having completed satisfactory service creditable for non-regular retirement, but who elected to be discharged from the Reserve component, are not part of the Retired Reserve and have no military status. Retired reservists are liable to be involuntarily ordered to active duty only as provided in 10 U.S.C. 12301(a) and 12307, if it is determined that not enough qualified reservists in an active status are available in the categories required; they may be recalled to active duty, subject to their own consent, at the discretion of the Secretary of Homeland Security, **as provided in 10 U.S.C. 12301(d). The Personnel Command may issue active duty recall orders to retired reservists or may authorize them to perform training duty or earn retirement points. It is not necessary to place members in the Ready Reserve for these purposes; they remain members of the Retired Reserve.** The Retired Reserve includes:

a. **RET-1:** Reserve members who have completed the requisite qualifying years creditable for non-regular retired pay and are receiving retired pay (at, or after, age 60) under Chapter 1223 of 10 U.S.C.

b. **RET-2:** Reserve members who have completed the requisite qualifying years creditable for non-regular retired pay and are not yet 60 years of age, or are age 60 and have not applied for non-regular retirement pay.

c. **DISABILITY RETIREE:** Reserve members retired for physical disability under 10 U.S.C. 1201, 1202, 1204, or 1205. Members have completed 20 years of service creditable for regular retired pay, or are 30-percent or more disabled and otherwise qualified.

1.E.2 Enlisted Programs

Specific requirements and procedures for Reserve enlisted accessions are outlined in the Coast Guard Recruiting Manual, COMDTINST M1100.2 (series), but the following are brief descriptions of training and service obligations for the different enlisted accession programs.

a. **RP** – this program is designed to recruit and train personnel with no prior military service who are available for approximately six consecutive months to complete IADT. IADT for RP reservists includes recruit training and completion of Class "A" school. After IADT, RP reservists are transferred from TRAPAY CAT F to A and report to their units to begin drilling. RP reservists incur a six-year SELRES obligation upon recruitment, including time served on IADT. The remaining two years of their eight-year MSOs may be served in the IRR.

b. **RY** – this program is designed to recruit and train personnel with no prior military service. There are no guarantees of Class "A" School. The program consists of IADT that includes recruit training, after which the member proceeds directly to perform on-the-job training (OJT) of not less than 90 days or more than 139 days, normally at the unit to which the reservist will be assigned to drill, but may be a unit with a similar mission. Once IADT is completed, the member is transferred from TRAPAY CAT F to A and begins drilling. RY reservists must complete performance qualifications and correspondence courses for E-3 within one year of release from IADT. Requests to extend the one-year deadline may be submitted to the servicing ISC (pf) via the chain of command. RY reservists may request class "A" School at any time during the first three years of enlistment. Selection for "A" School is based on service needs, funding, and quota availability. RY reservists incur a six-year SELRES obligation upon recruitment, including time served on IADT. The remaining two years of their eight-year MSOs may be served in the IRR.

c. **RK** – this program is designed to recruit and train college students or students entering their last year of high school who have no prior military service, by implementing a split-phase IADT period. Phase I consists of recruit training, and may begin anytime but is normally scheduled in the summer. Failure to complete Phase I will generally result in discharge. After basic training is completed, RK reservists are transferred from TRAPAY CAT F to B, and begin their inter-phase period. Members are required to drill at their assigned unit an average of four drills per month (for a maximum of 48 paid drills per fiscal year) over the duration of the inter-phase period, where they work to advance to E-3. Then they are placed back in TRAPAY CAT F to attend Class "A" School for Phase II of IADT, which is performed during the summer after recruit training. Upon completion of Class "A" School, RK reservists transferred to TRAPAY CAT A and return to their drilling units. If the RK reservist is re-phased and unable to complete the school due to a prior documented educational commitment, they are rescheduled for Phase II the following summer. RK reservists who fail Class "A" School return to their units with no further IADT required. RK reservists incur a six-year SELRES obligation upon recruitment, including time served on IADT. The remaining two years of their eight-year MSOs may be served in the IRR.

d. **RX** – this program is designed to recruit and train non-prior service applicants who possess skills acquired in the civilian sector that qualify them for enlistment in pay grades E-4 and above. RX reservists will complete Reserve Enlisted Basic Indoctrination (REBI) as IADT before being transferred to TRAPAY CAT A and reporting to a unit to begin drilling. RX reservists must complete performance qualifications and pass the rating related and MRN Petty Officer correspondence course s for level enlisted into within two years of release from IADT. Requests to extend the two-year deadline may be submitted to the servicing ISC (pf) via the chain of command. RX reservists incur a six-year SELRES obligation upon recruitment, including time served on IADT. The remaining two years of their eight-year MSOs may be served in the IRR.

e. **RM** – this program, **which is closed to new accessions,** is designed to recruit freshman and sophomore students at the California Maritime Academy, Great Lakes Maritime Academy, State University of New York Maritime College, Massachusetts Maritime Academy, Maine Maritime Academy, and Texas A&M University at Galveston. The requirements and procedures for enlistment in this program are outlined in Maritime Academy Reserve Training Program (MARTP), COMDTINST 1131.22 (series). RM reservists incur a six-year SELRES obligation upon recruitment, including time served on IADT. The remaining two years of their eight-year MSOs may be served in the IRR. RM reservists complete REBI for Phase I of IADT, then transfer to TRAYPAY CAT B to begin drilling at a unit. They complete ADT-AT in addition to drilling for subsequent years until all requirements for the receipt of a Reserve commission have been completed (graduation from their institution, and acquisition of a third mate, third assistant engineer, or 1600 ton license). If not selected for a Coast Guard Direct Commission Officer (DCO) program or Officer Candidate School (OCS) to serve on active duty, then MARTP graduates will attend Reserve Officer Candidate Indoctrination and complete their initial service obligation in the Ready Reserve. Graduates sailing in the maritime industry may satisfy drilling obligations by assignment to TRAPAYCAT E, where they are not required to drill on a monthly basis but must perform at least 30 days of ADT-AT a year.

f. **RJ** – this program is for prior-service (Coast Guard) enlisted members in pay grades E-3 and above, who are released from active duty with remaining military obligation. They are transferred to TRAYPAY CAT A to begin drilling at their assigned units and additional IADT is not required. Non-rated RJ reservists may attend Class "A" School if funding and quotas are available. There is generally no SELRES obligation for RELADs with at least 4 years of active service, only an obligation to remain in the Ready Reserve.

g. **RN** – this program is for prior-service (other than Coast Guard) enlisted members, E-3 and above, with remaining military obligation. RN reservists attend REBI for IADT before being transferred to TRAPAY CAT A to begin drilling at a unit, but ISC (pf)s may provide authorization for RN reservists to drill before IADT attendance on a case-by-case basis to take advantage of unique or seldom-scheduled unit training opportunities. RN reservists may attend Class "A" School if funding and quotas are available. There is generally no SELRES obligation for members with at least 4 years of prior active duty service, only an obligation to remain in the Ready Reserve.

Chapter 2 Section B
INACTIVE DUTY ORDERS AND REQUIREMENTS

In this Section:

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2.B.7	Meals while on Inactive Duty Orders	13

2.B.1 Inactive Duty Orders

Inactive duty orders shall be generated in writing in advance of reservists reporting for duty. Normally, orders should be issued at least one month before the scheduled duty period or periods to allow the reservist time to provide notification to civilian employers and family members. Laws pertaining to a reservist's employment and reemployment rights, medical and pay entitlements resulting from injury while traveling to and from duty, and UCMJ authority all require official orders, as well as meal and berthing authorizations, if applicable.

a. Commands shall schedule and issue written orders in advance of duty dates. Verbal orders may be issued in time-critical or emergency situations, but orders in writing must follow as soon as possible. Screen-printing the orders module of Direct Access and signing the printed copy can be used to generate inactive duty orders. If another method is used, the orders must include, at a minimum:

(1) Identification of the reservist(s) by name.

(2) Dates, beginning and ending times for each date, and type (single IDT drill/multiple IDT drill /RMP/ FHD) of each period of duty.

(3) Purpose of duty (full descriptions of authorized program designations for purpose of duty can be found in Measuring the Contribution of Reserve Duty, COMDTINST 5310.3 (series), and a quick-reference chart can be found in Chapter 6.D of Personnel and Pay Procedures Manual, PSCINST M1000.2 (series)).

(4) Location where each period of duty is to be performed.

(5) Meals authorized, as subsistence-in-kind (SIK) or commuted rations (COMRATS) (specify which), applying rules outlined in Chapter 12 of the Pay Manual, COMDTINST M7220.29 (series). **Also see Section 2.B.7 of this Manual.**

Example of Individual Orders:

IDT Orders for: MK2 Adams, Carl B.

Date	Times	Type	Duty Purpose	Report to:	Meals Auth
19 Jan 02	0800-2400	M	Search & Rescue - SR	CG STA Ponce de Leon	**CR** – L/D
20 Jan 02	0000-1600	M	Law Enforcement - LE	CG STA Ponce de Leon	**CR** – B/L
16 Feb 02	0800-2400	M	Search & Rescue - SR	CG STA Ponce de Leon	**CR** – L/D
17 Feb 02	0000-1300	M	Law Enforcement - LE	CG STA Ponce de Leon	**CR** – B/L
22 Feb 02	0700-1130	S	Search & Rescue - SR	CG STA Mayport	NONE
16 Mar 02	0800 2400	M	Law Enforcement - LE	CG STA Ponce de Leon	**CR** – L/D
17 Mar 02	0000-1600	S	Search & Rescue - SR	CG STA Ponce de Leon	**CR** – B/L

(Figure 2-2)

2.B.7 Meals while on Inactive Duty Orders

a. Subsistence in kind (SIK) by appropriated fund dining (AFD) facilities (Coast Guard or other uniformed service), non-appropriated funds activity (NAFA), or by contracted commercial sources is not authorized for reservists performing Inactive Duty for Training (IDT) with pay, except under the following circumstances:

(1) **Enlisted reservists performing IDT with pay on a career sea pay-eligible vessel with an APF dining facility aboard shall receive SIK.**

(2) **Enlisted reservists may receive SIK whenever a unit has an approved waiver to this policy. Waiver authority is delegated to Integrated Support Commands. Waivers shall only be granted when unusual and compelling circumstances exist at a unit where no APF dining facilities for pay-as-you-go (PAYGO), NAFA, or commercial food service alternatives are reasonably available, or where unit training will be degraded without SIK.**

(3) **Reserve officers and enlisted personnel performing non-pay IDT may be provided SIK if the IDT site has an APF dining facility. SIK for non-pay personnel from contracted commercial sources is not authorized unless the unit has an approved waiver described in subparagraph (2).**

b. Enlisted personnel performing IDT with pay shall normally be authorized commuted rations (COMRATS) in accordance with chapter 12-E-4, U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), except when provided SIK in accordance with 2.B.7.a above. IDT personnel shall not concurrently receive COMRATS and SIK.

c. Personnel authorized COMRATS may purchase their IDT meals on a PAYGO basis at APF dining facilities, NAFA, or commercial sources.

d. Reserve officers performing IDT with pay are not authorized COMRATS or SIK.

Chapter 2 Section B
INACTIVE DUTY ORDERS AND REQUIREMENTS

c. Active Duty for Training – Other Training Duty (ADT-OTD), which is authorized training in addition to IADT or ADT-AT, to include on-the-job training, for individuals or units to enhance proficiency. ADT-OTD can provide specialized skill training, refresher and proficiency training or professional development, and can provide reservists with additional active duty days to attend formal courses of instruction that exceed 15 days. Training conducted using ADT-OTD must have a clear end result such as certification, re-certification, qualification, completion of performance qualifications, or graduation from a formal course of instruction. The training must be related to the member's position, specialty or rating. Use of ADT-OTD for general unit augmentation without any clear training benefit to the member is unauthorized.

3.A.4 Active Duty Other than for Training (ADOT)

This category of active duty is used to provide Reserve support to either Active component or Reserve component missions. Training may occur in the conduct of ADOT. The types of ADOT are:

a. Active Duty Special Work (ADSW), for the Active Component (ADSW-AC) or for the Reserve Component (ADSW-RC), which is active duty for reservists, authorized from applicable military or reserve appropriations (AC funded or RC funded) to support AC or RC programs, respectively. The purpose of ADSW is to provide the necessary skilled manpower assets to temporarily support existing or emerging requirements.

b. Extended Active Duty (EAD), which is active duty for reservists who serve in an Active component duty status. It is used to provide Reserve support to fill occasional personnel shortages in specific pay grades, ratings or specialties when active duty Coast Guard resources fall short of requirements.

c. Reserve Program Administrator (RPA) duty, which is performed by certain Reserve officers on extended active duty to organize, administer, recruit, instruct, or train members of the Reserve component. RPAs are included in the full-time support (FTS) numbers provided for the Reserve component and do not count against Coast Guard Active component end strengths.

d. Involuntary Active Duty, which is used in support of military operations when the President or the Congress determines that Reserve forces are required to augment the Active component. It is also used in support of response to domestic emergencies when the Secretary of Homeland Security determines that augmentation of Coast Guard Active forces is required. Involuntary duty may also include reservists in a captive status and reservists ordered to active duty for disciplinary reasons. Reservists who are involuntarily recalled do not count against Coast Guard Active component end strengths. There are limits to the number of times and duration an individual may be recalled within a set time period under involuntary active duty (see Coast Guard Manpower Mobilization and Support Plan, COMDTINST M3061.1 (series)).

e. Active Duty for Health Care (ADHC), which provides for reservists to be ordered to or continued on active duty for periods of more than 30 days while being treated for (or recovering from) injuries or illnesses incurred or aggravated in the line of duty (see Chapter 6.A.6.d of this Manual).

Chapter 3 Section B
ACTIVE DUTY ORDERS AND REQUIREMENTS

In this Section:

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Chapter 3 Section B
ACTIVE DUTY ORDERS AND REQUIREMENTS

3.B.1 Active Duty Orders

Active duty orders shall be generated in writing, in advance of reservists reporting for duty. Normally, orders should be issued at least one month before the scheduled duty to allow reservists time to provide notification to civilian employers and family members. Laws pertaining to a reservist's employment and reemployment rights, medical and pay entitlements resulting from injury while traveling to and from duty, and UCMJ authority all require official orders, as do travel and per diem allowances and advances, if applicable.

a. Requests for ADT-AT, ADT-OTD, and ADSW orders must be submitted by the member following the instructions on form CG-3453. Supervisors in the chain of command or commanding officers shall forward active duty requests to their servicing ISC (pf) in order for written orders to be issued well in advance of duty dates. Verbal orders may be issued in time-critical or emergency situations, but orders in writing must follow as soon as possible. At a minimum, the orders must include:

   (1) Identification of the reservist by name.

   (2) Reporting location.

   (3) Reporting date and number of days of duty, and whether the duty is to be consecutive or non-consecutive. If non-consecutive, indicate date by which duty is to be completed.

   (4) Duty type (ADT-AT, ADT-OTD, ADSW-AC, etc.). For types other than ADT-AT, a statement must be included to indicate whether all or part of the duty will be credited toward the member's annual training requirement (duty must be rating, specialty or position related if it is to satisfy the annual training requirement).

   (5) Purpose of duty (full descriptions of authorized program designations for purpose of duty can be found in Measuring the Contribution of Reserve Duty, COMDTINST 5310.3 (series), and a quick-reference chart can be found in Chapter 6.D of Personnel and Pay Procedures Manual, PSCINST M1000.2 (series)).

   (6) Travel order number (TONO). If the duty is to be performed without pay, it shall be so indicated, and accounting data is not required. If the duty is to be performed for pay, three separate accounting strings should appear on the orders: one for basic pay, one for allowances, and one for FICA taxes.

   (7) Whether travel time and travel/transportation allowances are authorized; if so, clearly specify in accordance with Joint Federal Travel Regulations (JFTR). If travel allowances are authorized, a fourth accounting string must be added.

b. Orders shall not be retroactively amended to change entitlements for duty already performed unless all facts and circumstances clearly demonstrate that some provision previously determined and definitely intended was omitted through error. Retroactive amendments of entitlements require documentation concerning original intent, facts and

(2) the member chooses to commute daily between home and the place of active duty even though he or she would otherwise be entitled to travel and per diem allowances, or

(3) the order-issuing official determines that both are within a reasonable commuting distance of each other and that the nature of duty involved permits commuting.

However, members commuting under subparagraphs 2 and 3 above are authorized the applicable automobile or motorcycle mileage rate for one round trip between the home and duty station. If additional travel away from the duty station is required during a portion of the active duty period, separately prepared TDY orders shall be issued.

b. The JFTR and CG Supplement to Joint Federal Travel Regulations, COMDTINST M4600.17 (series), provide detailed instructions regarding transportation, travel and per diem allowances. The Personnel Service Center Travel Claims Assistance Team can be reached at 1-888-USCG-TVL for specific questions regarding Reserve travel entitlements. Every reservist performing active duty shall be authorized sufficient time to perform the travel involved, computed per the Personnel Manual, COMDTINST M1000.6 (series). Allowable travel time is considered active duty for all purposes normally ascribed to active duty.

3.B.6 Active Duty Order Issuing Authority

a. Issuing authority for the different types of active duty is as follows (approval authority for extensions of orders also apply):

(1) IADT orders are authorized by Coast Guard Recruiting Command (CGRC), with the exception of Phase II IADT orders (for reservists recruited under the RK accession program), which are authorized by Commandant (G-WTR-1) and processed via the servicing ISC (pf).

(2) All ADT-AT orders and ADT-OTD orders for 30 days or less are authorized by the servicing ISC (pf).

(3) ADT-OTD orders exceeding 30 days are authorized by Commandant (G-WTR-3) and processed via the servicing ISC (pf). In addition, reservists shall not perform more than 30 days of ADT-OTD in a fiscal year without receiving prior approval from Commandant (G-WTR-3).

(4) ADSW-AC orders are authorized by the funding command and are processed via the servicing ISC (pf).

(5) ADSW-RC orders for 30 days or less are authorized by the servicing ISC (pf).

(6) ADSW-RC orders exceeding 30 days are authorized by Commandant (G-WTR-3) and processed via the servicing ISC (pf). In addition, reservists shall not perform more than 30 days of ADSW-RC in a fiscal year without receiving prior approval from Commandant (G-WTR-3).

(7) EAD orders are authorized by CGPC-epm for enlisted members or CGPC-opm for officers. Requests for EAD shall be submitted via the servicing ISC (pf) to CGPC-epm in accordance with Recall of Enlisted Reservists to Extended Active Duty, COMDTINST 1141.3 (series), or via the servicing ISC (pf) to CGPC-opm in accordance with the Personnel Manual, COMDTINST M1000.6 (series).

(8) Orders for RPAs are authorized by CGPC-opm. Chapter 1 of the Personnel Manual, COMDTINST M1000.6 (series), provides guidance on appointment of RPAs.

(9) Involuntary recall orders are authorized by the servicing ISC or MLC (pf) once the Commandant has delegated Secretarial, Presidential or Congressional authority to the appropriate operational commander or commanders.

(10) ADHC orders are authorized by CGPC-rpm and processed via the servicing ISC (pf) in accordance with policy outlined in Chapter 6 of this Manual.

b. Reservists with 16 years or more of combined active service shall not perform any type of active duty except ADT-AT unless Commandant (G-W) authorizes orders. Reservists with 18 years or more but less than 20 years of combined active service shall not perform any type of active duty except ADT-AT unless Commandant (G-CCS) authorizes orders. Years of combined active service are calculated in accordance with Personnel and Pay Procedures Manual, PSCINST M1000.2 (series), by combining all prior active duty days, including prior service in an Active component, ADT and ADOT. Points earned by performing inactive duty or by completion of correspondence courses are not used when calculating combined active service.

c. Reservists shall not be issued orders to perform active duty unless in a Fit For Full Duty (FFFD) status (see Chapter 4.A.4 concerning waiver of AT requirement or Chapter 5.B.5 concerning deferment of active duty or transfer to the Standby Reserve due to temporary physical disqualification).

d. Reservists transferred from the SELRES due to unsatisfactory performance shall not perform any type of active duty unless Commandant (G-WTR) authorizes orders.

Schedule for Coast Guard Class "A" and "C" Resident and Exportable Training Courses, COMDTNOTE 1540).

c. Command approval of the training request (e.g., a command may want a member to obtain basic skills at the unit by performing on-the-job training before attending resident training, or may not want to send a reservist away to resident training for ADT-AT two years in a row, or may need all reservists assigned to perform their ADT-AT at the unit during a special non-recurring surge operation such as OPSAIL or the Olympics).

d. Overall demand for a particular class. Some classes are in high demand and a program manager must prioritize requests to determine who receives available quotas. Units that have recently sent several personnel to a particular class fall to a lower priority and quotas may go to another unit that has a greater need to obtain the training.

e. Duration of the class. Schools longer than two weeks require additional time commitment from reservists and require approval by an ISC (pf) to ensure availability of funds beyond the normal ADT-AT. Some Coast Guard Class "C" schools are designated reserve-specific because they were created specifically for those reservists who cannot attend longer courses because of their civilian job constraints. Information on these courses is available in Class Convening Schedule for Coast Guard Class "A" and "C" Resident and Exportable Training Courses, COMDTNOTE 1540.

3.C.3 Coast Guard Course Schedules

a. Coast Guard Class "A" and Class "C" School schedules are published annually in Class Convening Schedule for Coast Guard Class "A" and "C" Resident and Exportable Training Courses, COMDTNOTE 1540, which is available from unit educational services or training officers. An updated copy of this publication is also available over the Internet at the Training Quota Management Center (TQC) website: http://www.uscg.mil/hq/tqc.

b. Additional resident training schedules are published by some CGHQ and Area or MLC program managers and by some district and unit commanders. Exportable ("road show") training opportunities are available in some areas. Unit educational services or training officers should be the initial point of contact for obtaining the most up-to-date resident and exportable training opportunities and class schedules.

c. Many Department Of Defense (DoD) school quotas require up to three years advance notice before the Coast Guard can obtain a quota. Take this into account when reviewing available DoD training.

3.C.4 Application Process

a. The training request module of Direct Access shall be used for submitting Class "A" School and Short-Term Resident Training requests. For other types of courses, unit educational services or unit training officers can advise concerning specific procedures. Members generally apply for courses by submitting requests to their supervisors well in advance of scheduled class convenings. Supervisors forward the requests through the chain of command to unit training officers, who process the requests. Requests for courses that require more than 15 days of active duty or requests for reservists who have already performed ADT-AT for the fiscal year must be submitted via the servicing ISC (pf) to certify Reserve Training funds availability for additional ADT-OTD days.

b. For quotas managed by the Coast Guard Training Quota Management Center (TQC), units should receive word on reservists' selections approximately eight weeks before the class starts. Reservists shall submit requests for ADT orders as soon as they have been advised they have a quota. If the eight-week point has passed and a unit has not been notified, reservists may request their unit training officers contact TQC.

Chapter 4 Section A
PARTICIPATION STANDARDS

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Chapter 4 Section A
PARTICIPATION STANDARDS

4.A.1 Satisfactory Participation Defined

Satisfactory participation is defined as the fulfillment of contractual and training requirements. Satisfactory participation shall be considered a factor of performance and shall be reflected in members' performance evaluations.

4.A.2 SELRES Satisfactory Participation

SELRES members are obligated to:

a. Complete IADT;

b. Report per orders;

c. Attend 90% of scheduled, authorized paid IDT drills per fiscal year. To determine the appropriate number of drills to schedule for a reservist who enters the SELRES partway through a fiscal year, units should **divide the total number of drills scheduled annually by 12 months, and then multiply this number by the number of complete months remaining in the fiscal year. For example, a reservist entering the SELRES on 14 December will have nine complete months remaining in the fiscal year, which equals 36 drills (nine multiplied by four) for a unit that schedules 48 drills annually, or 45 drills (nine multiplied by five) for a unit that schedules 60 drills annually**;

d. Satisfy the annual training (AT) requirement;

e. Complete resident or correspondence courses required by the enlistment contract or commissioning program;

f. Answer official correspondence;

g. Respond to annual screening questionnaires;

h. Promptly notify the Coast Guard via the chain of command of changes of residence and changes of phone number(s) or mailing address, changes in marital status or number of dependents, changes in civilian education or civilian employment, and any physical condition or other factor that would affect the member's immediate availability for active military service;

i. Maintain physical fitness and weight standards. Different physical fitness standards are applied to different Coast Guard programs and can be found in the Training and Education Manual, COMDTINST M1500.10 (series). Maximum allowable weight standards can be found in Allowable Weight Standards for Coast Guard Military Personnel, COMDTINST 1020.8 (series). Medical Manual, COMDTINST M6000.1 (series), contains physical and dental exam standards and requirements; and,

j. Officers must accrue a minimum of 50 retirement points in an anniversary year to remain in an active status (10 U.S.C. 12642).

(1) They may be ordered involuntarily to active duty in accordance with 10 U.S.C. 12303 if they have not accumulated more than 24 months of combined active service, and shall be required to serve on active duty until their total service on active duty equals 24 months; requests for active duty are submitted via the servicing ISC (pf) to Commandant (G-WTR). They may be ordered to ADT-AT in accordance with 10 U.S.C. 10148, regardless of length of prior combined active service, for a period of not more than 45 days; requests for ADT-AT are submitted to the servicing ISC (pf).

(a) Individuals involuntarily ordered to active duty may request and be authorized a delay in reporting. Individuals whose involuntary orders to active duty would result in extreme community or personal hardship shall report for duty but may, at their request, be transferred to the Standby Reserve, the Retired Reserve, or may be discharged. Any request for a delay or transfer for hardship must be supported by documentation.

(b) If initial enlistments or other periods of military service would expire before the end of the required periods, they shall be extended to accommodate the required active duty service (10 U.S.C. 12303).

(c) Once service is completed, these members may be returned to their SELRES assignments, they may be transferred to the IRR, or they may be discharged if at the end of their enlistments.

(2) They may be transferred to or be retained in the IRR for the balance of their statutory MSO if they **have no remaining SELRES obligation and** still possess the potential for useful service if mobilized.

(3) Enlisted members may be discharged for unsatisfactory participation. Unless the member requests a hearing before an Administrative Discharge Board, the discharge process does not require convening a board to consider the circumstances and recommend appropriate action when the appropriate commander has recommended that the person be discharged under honorable conditions and that he or she does not possess the potential for useful service if mobilized. See article 12.B, Personnel Manual, COMDTINST M1000.6 (series).

(4) If a member fails to participate satisfactorily before completing the six year obligation incurred to qualify for Montgomery GI Bill – Selected Reserve (MGIB-SR) and has received educational benefits, such entitlement shall be suspended and the command may involuntarily order the member to active duty or initiate action to recoup funds in accordance with Montgomery GI Bill – Selected Reserve Educational Assistance Program, COMDTINST 1001.30 (series).

b. Members of the SELRES who have fulfilled their statutory MSO under 10 U.S.C. 651 and whose participation has been unsatisfactory, may be transferred to the IRR or the Standby Reserve, ISL, for the balance of their current enlistment if they still possess the potential for useful service if mobilized. They may also be discharged as outlined above if they do not possess the potential for useful service if mobilized.

c. Commissioned officers whose participation has been unsatisfactory must be reviewed for discharge by a board of officers when a board of officers is required by 10 U.S.C 12681 and 12683, or when a discharge under other than honorable conditions is recommended. For enlisted members whose participation has been unsatisfactory, an Administrative Discharge Board shall be convened, unless waived by the member, to consider the circumstances and recommend appropriate action when discharge under other than honorable conditions is recommended.

d. When SELRES members are ordered to active duty or transferred to the IRR because of unsatisfactory participation, copies of their orders shall be furnished through personal contact by a member of the command or by written transmittal. In either case, a written receipt must be obtained. When such efforts are unsuccessful, those orders shall be mailed to the member's most recent mailing address. Use certified mail, return receipt requested. Attach that receipt to a copy of the orders for proof of mailing and file with that member's personnel file. Individuals ordered to active duty who fail to report shall be separated for misconduct (see Article 12.B.18, Personnel Manual, COMDTINST M1000.6 (series)).

e. Individuals failing to comply with any involuntary order to active duty shall be reported as absent without official leave to civilian authorities. Such personnel are subject to the Uniform Code of Military Justice (UCMJ) as of their reporting date, whether or not they have reported to active duty. Violations of the UCMJ, including violations of Article 86, UCMJ, shall be handled on a case-by-case basis in accordance with existing laws and regulations.

4.B.3 Failure to Undergo Physical and Dental Examination

Members who fail to maintain required physical and dental examinations will be notified by their servicing ISC (pf), via the unit, that an examination must be completed within 30 days. If the member does not submit to the required examination within 30 days, the commanding officer shall document counseling in accordance with Section 4.B.1 and follow procedures for compliance measures in Section 4.B.2.

4.B.4 Failure to Respond to Annual Screening

a. Members of the Ready Reserve shall be screened at least annually to meet the provisions of 10 U.S.C. 10149 and to provide a Ready Reserve force composed of members who:

(1) Meet military service standards of mental, moral, professional, and physical fitness;

(2) Possess the military qualifications required in the various ranks, ratings, and specialties; and

Chapter 5 Section A
ASSIGNMENTS

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5.A.1 Assignment to Coast Guard Units

a. Certain Coast Guard units are allocated a number of SELRES positions on the Personnel Allowance List (PAL); they represent the highest priority positions that are best filled by reservists, given the Coast Guard's contingency requirements and its current array of missions and emphasis on those missions.

b. Assignment officers (AOs), located at servicing ISC (pf)s, assign reservists to positions at units in their respective geographic regions. Reservists are generally assigned to the units closest to their permanent home address that have appropriate vacant positions. AOs authorize assignments by issuing no-cost permanent change of station (PCS) transfer orders through Direct Access. The Direct Access assignment module (e-Resume) is the primary method for members to communicate their assignment preferences.

c. The AO must balance issues related to demand, supply, and the flow of people over time when authorizing assignments. The assignment system furnishes the available pool of reservists to units equitably by grades, rates, ratings, and total numbers to fill authorized allowances. In matching members to positions, AOs follow these basic assumptions:

(1) In distributing and assigning members, Service needs come first.

(2) The fact that a member holds a specific rate or rank means he or she is fully qualified to perform its duties.

(3) The structure of positions the Commandant authorizes for a specific unit is adequate to execute its mission satisfactorily.

5.A.2 Assignment Considerations

Assignment officers (AO) consider the needs, availability, and desires for professional development expressed by members. They must be able to compare needs, wants, constraints, and conditions to come to a judgment about an assignment. They will take into consideration all factors, issues and inputs; e.g., command concerns, member's desires and career development, and the needs of the service.

a. AOs will measure the degree of fit of the assignment of SELRES members to positions by considering *Quality of Match*. AOs shall attempt to meet all of the following criteria if possible, but at a minimum, shall meet the requirements of the first subparagraph below:

(1) Is the person's specialty the same as the position's specialty? Specialty is the rating (e.g., BM, PS, SK) for enlisted members, primary occupation code (e.g., 42 for port safety, 73 for readiness) for commissioned officers, and specialty (e.g., WEPS, ENG) for warrant officers. AOs will not assign an enlisted person to a position that requires

Chapter 6 Section B
INCAPACITATION REPORTING PROCEDURES

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Chapter 6 Section B
INCAPACITATION REPORTING PROCEDURES

6.B.1 Responsibilities

a. Reservists who are injured or who become ill while in a duty status as defined by Section 6.A.2.b of this chapter must immediately report the injury or illness to their commands, whether or not the injury or illness is considered by the member to be severe enough to warrant medical attention.

b. Commands shall document all injuries or illnesses reported by reservists, shall ensure that they immediately receive required medical and/or dental treatment when injured or become ill while in a duty status, and shall report all injuries and occupational illnesses in accordance with Safety and Environmental Health Manual, COMDTINST 5100.47 (series). At a minimum, a report of a reservist's illness or injury will be documented in his or her Coast Guard medical record through a narrative type SF 600 (Chronological Record of Medical Care) entry. The servicing ISC (pf) and CGPC-rpm shall be copied on all notifications involving incapacitation of reservists.

c. Commands shall refer cases in which a reservist is expected to remain incapacitated for more than six months to the Coast Guard Physical Disability Evaluation System (PDES).

d. Military treatment facility commanders shall, in accordance with DODI 1241.2, Reserve Component Incapacitation System Management, assign and train a manager for cases involving reservists who are not on active duty but require healthcare at that facility for an injury, illness, or disease incurred or aggravated in the line of duty. Coast Guard clinics and sick bays shall coordinate the management of incapacitated reservists with the appropriate ISC (pf) staff.

e. Medical officers or other designated authorities shall provide the member's command and servicing ISC (pf) with updated prognosis and duty status information at least once each month, until the member is found FFFD, 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.

f. Servicing ISC (pf)s shall authorize Notices of Eligibility (NOEs) for medical treatment in accordance with Section 6.B.3 of this chapter. They shall verify and forward claims for incapacitation pay to PSC (ses) in accordance with section 6.B.4 of this chapter.

g. CGPC-rpm shall maintain a system to track incapacitated reservists in accordance with DODI 1241.2, Reserve Component Incapacitation System Management, which shall include, at a minimum: the date when the injury, illness, or disease was incurred or aggravated; the type of injury, illness, or disease (i.e., ICD-9-CM/CDT-1/CPT codes described in Section 6.B.2.b); and the date the member was declared FFFD and released from active duty or eligibility for medical treatment was terminated if the member was not continued on active duty, or the date the member was separated or retired as the result of a PDES determination.

h. Commandant (G-WTR-3) shall maintain a system to track payment of incapacitation pay in accordance with DODI 1241.2, Reserve Component Incapacitation System Management, which shall include, at a minimum: the date when incapacitation pay commenced if the member was not continued on active duty and the applicable rule under table 57-3 of DoD 7000.14-R, Volume 7A (reproduced here as figure 6-1) which authorized such pay; and the date when incapacitation pay was terminated.

i. Commandant (G-WTR) shall review each case in which the member is projected to remain incapacitated for more than six months to determine if it is in the interest of fairness and equity to continue benefits paid under 37 U.S.C. 204(g) or 204(h).

6.B.2 Reporting Civilian Health Care

a. Reservists performing inactive duty or performing active duty for periods of 30 days or less may be provided care at military treatment facilities (MTFs), but are not reflected as eligible for healthcare in DEERS, which is used by servicing MLC (kma) staffs to verify eligibility when paying claims by civilian health care facilities. Therefore, whenever a command directs a reservist performing inactive duty or performing active duty for periods of 30 days or less to a civilian health care facility for treatment or evaluation, the servicing MLC (kma) must be notified within three working days, and servicing ISC (pf)s and CGPC-rpm shall be copied on such notification.

b. The notification shall include, at a minimum,

(1) The member's full name, rank or rate, and SSN.

(2) The member's duty status (e.g., ADT-AT, IDT, traveling to or from duty site) at the time the injury or illness occurred and the time and dates of the duty period. A copy of the member's orders shall be provided.

(3) The date/time, place, and circumstances of the injury or illness, and the date/time the member was seen by a medical provider.

(4) The name and location of the medical provider.

(5) The provider's diagnosis as reported by the International Classification of Diseases Clinical Modification (ICD-9-CM) Code for medical procedures, or American Dental Association Code on Dental Procedures and Nomenclature, Current Dental Terminology (CDT-1) Code for dental procedures. These codes can be obtained from the provider.

(6) The physician's Current Procedural Terminology (CPT) Code. This code can be obtained from the provider

(7) The estimated period of impairment, and anticipated disposition.

(8) The member's fitness for duty after treatment.

(9) A statement as to whether a request for Notice of Eligibility (NOE) has been sent to the servicing ISC (pf).

(10) A line of duty statement. Where doubt exists, indicate "undetermined" and refer to the procedures contained in the Administrative Investigations Manual, COMDTINST M5830.1 (series).

(11) A unit POC and phone number.

6.B.3 Notice of Eligibility (NOE) for Authorized Medical Treatment

a. A Notice of Eligibility (NOE) for authorized medical treatment is issued to a reservist not serving on active duty, to document eligibility for medical care as a result of an injury, illness, or disease incurred or aggravated in the line of duty.

b. Servicing ISC (pf)s will issue each NOE for a period not to exceed three months **and may authorize reimbursement for travel incident to medical and dental care in connection with the NOE.** A sample NOE is provided in figure 6-2. Commands requesting issuance of NOEs shall provide ISC (pf)s with the same information that is outlined in Section 6.B.2.b of this chapter, as soon as possible but not later than three working days after the initial medical evaluation and prognosis is completed. Commands shall immediately notify the servicing ISC (pf) and copy Personnel Command (rpm) for termination of the NOE when a member is found FFFD, 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.

c. Upon determination that the member will require treatment beyond the first three-month period of the NOE, commands shall notify the servicing ISC (pf) and may request extensions in one-month increments. Requests for NOE extensions shall indicate whether or not a medical board has been initiated. ISC (pf)s may not authorize extensions to allow an NOE to exceed six months.

d. The servicing ISC (pf) shall forward requests for one-month extensions to the Personnel Command (rpm) for NOEs extending beyond six months. As soon as a medical officer or designated authority determines that a reservist is expected to remain incapacitated for more than six months, the case shall be referred to the Coast Guard Physical Disability Evaluation System (PDES).

6.B.4 Claims for Incapacitation Pay

a. Claims for incapacitation pay shall be submitted to the servicing ISC (pf) via the chain of command. The servicing ISC (pf) shall verify entitlement in accordance with Section A of this chapter, and shall cite the applicable rule for payment outlined in figure 6-1. Claims with ISC (pf) endorsements shall then be forwarded to PSC (ses) for processing; copies of the endorsements shall be sent to Commandant (G-WTR-3).

b. If submitting a claim for pay and allowances due to a NFFD status (unable to perform military duties), the member must submit a statement declaring any earned income (see figure 6-4), enclose a copy of the NOE, medical officer's certification (see figure 6-5), and a letter from his or her civilian employer containing:

   (1) The employer's mailing address,

   (2) Supervisor's name and phone number,

   (3) Certification and reason that the member has not returned to work, and

   (4) Documentation of any normal wages, salaries, professional fees, tips, vacation pays, sick leave, disability insurance, or other compensation (if any) that the member has received.

   (5) In the case of a student in receipt of financial aid, certification that the member has not returned to school must be provided, along with documentation of financial aid received (if any).

c. If submitting a claim for lost civilian income as a result of a FFLD status, the member must submit a statement declaring any lost income (see figure 6-4), enclose a copy of the NOE, medical officer's certification (see figure 6-5), and a letter from his or her civilian employer containing:

   (1) The employer's mailing address,

   (2) Supervisor's name and phone number,

   (3) Reason that income or other compensation that has been reduced due to the injury or illness, and

   (4) Documentation of the amount of income or other compensation that has been reduced due to the injury or illness.

d. Certifications shall be provided for periods not to exceed one month. If a member's status changes from NFFD to FFLD, separate claims shall be provided for each status. Receipt of incapacitation pay depends upon prompt submission of the required certifications. Medical certifications should be completed during the member's scheduled visit(s) to the medical facility.

e. In accordance with 37 U.S.C. 204, incapacitation pay may not be provided for a period greater than 6 months unless directed by Commandant (G-WTR-3).

(Sample Claim for Incapacitation Pay)

6310
[*date*]

From: [*Rank Name SSN*], USCGR

To: CG PSC (ses)

Thru: [*Member's Command*]
CG ISC _____ (pf)

Subj: CLAIM FOR INCAPACITATION PAY

1. I hereby certify that during the period from _____ to _____ (period not to exceed one month),

   Choose one:

   ☐ I have not returned to civilian employment. I have not received nor have I a claim pending with the Department of Veterans Affairs or my current employer for any income, vacation pays, sick leave, pension, disability allowance, or disability compensation.

   ☐ I have returned to civilian employment, but have had my earned income reduced by the amount of $_____ due to the following reason(s) (e.g., reassignment to other duties, reduced working hours, absence(s) for medical appointment(s), etc.):
   _____
   _____

2. I received Workers Compensation, taxable unemployment benefits, or income from an income protection plan in the amount of $_____ (if none, so state):

#

Enclosures: (1) NOE dtd ____
(2) Medical Certification dtd ____
(3) Civilian Employer ltr dtd ____

(Figure 6-4)

Certificate of Physical Condition by Medical Authority

This is to certify that _____, USCGR was:

Choose one:

☐ Declared to be Not Fit For Duty (NFFD) and was undergoing medical treatment by me from _____ to _____ as the result of injury, illness or disease incurred or aggravated in the line of duty, was confined to bed rest at home or in the hospital or equivalent facilities, and was unable to perform military duties.

☐ Declared to be Fit For Limited Duty (FFLD) and was undergoing medical treatment by me on the following date(s): _____ as the result of injury, illness or disease incurred or aggravated in the line of duty. The nature of the injury or illness prevents the member from returning to civilian employment due to _____
_____.

☐ Declared to be Fit For Limited Duty (FFLD) and was undergoing medical treatment by me on the following date(s): _____ as the result of injury, illness or disease incurred or aggravated in the line of duty. There is no medical reason preventing the member from returning to his or her stated civilian occupation.

Progress report, limitations and prognosis as of _____(date):

Name and address of treatment facility (use address stamp if available):

Signature and Title of Medical Authority

(Figure 6-5)

(Sample ISC (pf) Incapacitation Pay Claim Verification)

6310
[*date*]

SECOND ENDORSEMENT on [*subject member*] memo 6310 of [*date*]

From: NAME
CG ISC _____ (pf)

To: CG PSC (ses)

Subj: CLAIM FOR INCAPACITATION PAY

Ref: (a) Reserve Policy Manual, COMDTINST M1001.28A

1. I have verified that the enclosed claim for the period from _____ to _____ meets the requirements for compensation outlined in Chapter 6.A of reference (a). Apply rule number (*choose 1 through 12*) of Table 57-3, DoD 7000.14-R, Volume 7A, DoD Financial Management Regulation, Military Pay Policy and Procedures – Active Duty and Reserve Pay (figure 6-1 of reference (a)).

2. Use the following Document ID to process payment:
(*record Document ID here*)

#

Copy: COMDT (G-WTR-3)
[*Member's Unit*]

(Figure 6-6)

Chapter 7 Section A
COMMISSIONED OFFICERS

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Chapter 7 Section A
COMMISSIONED OFFICERS

7.A.1 General

The authority for the selection, appointment, and promotion of Reserve officers above chief warrant officer, who are not serving on active duty, is contained in 10 U.S.C. and 14 U.S.C. This section does not apply to Reserve officers on extended active duty or to commissioned warrant officers. 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 (10 U.S.C. 12307).

7.A.2 Definitions

The following definitions apply to Reserve officer promotions:

a. **Active Status: Status of all reservists, except those on an Inactive Status List or in the Retired Reserve, including reservists performing EAD and long-term ADSW.**

b. **Promotion Year:** For purposes of this section, Promotion Year means the period that commences on 1 July of each year and ends on 30 June of the following year (14 U.S.C. 256a).

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 (14 U.S.C. 736).

d. **Date of Rank:** The date that determines the precedence of an officer on the Inactive Duty Promotion List (IDPL) (14 U.S.C. 736(a)). 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.

7.A.3 Inactive Duty Promotion List (IDPL)

a. The Commandant maintains a single lineal list of officers of the Coast Guard Reserve in an active status, the Inactive Duty Promotion List (IDPL).

   (1) Officers are listed on the IDPL in order of date of rank and seniority in the grades in which they are serving.

   (2) Officers serving in the same grade are listed in order of their seniority in grade per 14 U.S.C. 725.

b. A Reserve officer on active duty, other than for training, duty on a board, or duty of a limited or temporary nature (i.e. ADSW, involuntary recall or ADHC), if assigned to active duty from an inactive duty status, shall not be eligible for consideration for promotion on the IDPL (14 U.S.C. 728(a)).

(1) Reserve officers are placed on the IDPL unless they are serving on active duty pursuant to an active duty agreement, as provided in 14 U.S.C. 41a(a).

(2) Reserve officers serving as Reserve Program Administrators (RPAs) are not carried on the Active Duty Promotion List (ADPL) (14 U.S.C. 41a(a)).

c. Reserve officers rank and take precedence in their respective grades among themselves on the IDPL, and with ADPL officers, RPAs, and officers on the Permanent Commissioned Teaching Staff, per their respective dates of rank. All officers of the same grade who have the same date of rank shall take precedence as determined by the Secretary (14 U.S.C. 725(a)).

d. 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 (14 U.S.C. 727). Chapter 1 of the Personnel Manual, COMDTINST M1000.6 (series), and various Commandant Instructions covering specific Reserve officer commissioning programs contain the criteria for granting credit for date of rank and precedence.

7.A.4 Authorized Number and Distribution

a. The authorized number of commissioned officers, excluding chief warrant officers, in an active status shall not be exceeded unless the Secretary determines that more officers are needed for planned mobilization or excess results directly from the operation of law.

b. All Reserve officers in an active status, including those serving on active duty and excluding those with 18 years or more but less than 20 years of service who are retained under 10 U.S.C. 12646, count against the total authorized number (10 U.S.C. 12646(c)), (14 U.S.C. 724(a)).

c. The authorized number of Reserve officers in an active status below the grade of rear admiral (lower half) shall be distributed in grade in the following percentages:

(1) Captain – 1.5;

(2) Commander – 7.0;

(3) Lieutenant Commander – 22.0;

(4) Lieutenant – 37.0;

(5) Lieutenant (junior grade) and ensign – 32.5

However, when the number on board in a grade is less than the number authorized; the difference may be applied to increase the number authorized in a lower grade. 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 (14 U.S.C. 724).

d. A Reserve officer on the ADPL shall 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 shall 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 shall again be included in authorized grade distributions for Reserve officers in an active status (14 U.S.C. 728 (a)).

7.A.5 Assignment of Running Mates

a. 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 for selection or who has been considered but has not been recommended for continuation under 14 U.S.C. 289 will not be assigned as a running mate (14 U.S.C. 726(a)).

b. A Reserve officer on the ADPL shall, to the extent practicable and consistent with the limitations 14 U.S.C 726, 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.

c. A Reserve officer in an active status, not on the ADPL, shall be reassigned a new running mate if a previously assigned running mate is:

(1) Promoted from below the promotion zone,

(2) Removed from the ADPL,

(3) Suffers a loss of numbers,

(4) Fails of selection,

(5) Fails to qualify for promotion, or

(6) Declines an appointment after being selected for promotion.

The new running mate shall 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

(2) The officer's command will, if the officer in fact meets the requirements of this paragraph, 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, CGPC-rpm shall be notified immediately.

(3) CGPC-rpm will 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 (14 U.S.C. 735(a)).

e. A Reserve officer who has served continuously since taking the oath of office prescribed in 5 U.S.C. 3331 is not required to take a new oath of office upon appointment in a higher grade (14 U.S.C. 735(b)).

7.A.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 physically qualified by a current approved and documented physical examination and the officer's character of service since selection has been verified as satisfactory (14 U.S.C. 734).

(2) The active service 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 at the time the officer’s running mates is promoted, promotion will be withheld until he or she meets the requirements; the command shall so notify the Personnel Command (rpm) and the Personnel Service Center prior to the authorized promotion date.

(1) If the officer subsequently meets the requirements prior to the convening date of the next promotion board, CGPC-rpm 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.

(3) Once an officer in an inactive status becomes physically qualified or meets the other requirements for promotion, he or she may submit documentation to CGPC-rpm and request to be returned to an active status. The officer shall then be reconsidered by a

selection board and if selected shall be placed on the new promotion list. A Reserve officer is not considered to have previously failed of selection 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 line of duty, and

(2) Those injuries do not incapacitate the officer from other duties in the grade to which the officer is to be promoted (14 U.S.C. 734(b)).

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) However, unless the Secretary determines that a further delay is necessary in the public interest, a promotion may not be delayed for more than one year after the date the officer would otherwise have been promoted.

(2) An officer whose promotion is delayed under this provision and who is subsequently promoted shall be given the date of rank and precedence on the IDPL that the officer would have held had the promotion not been so delayed.

7.A.12 Frocking

a. Under the authority of 10 U.S.C. 777, officers who have been selected for, but not yet promoted to a higher grade may be authorized to wear the insignia for that next higher grade. An officer who is so authorized to wear the insignia of the next higher grade is said to be "frocked" to that grade. A Reserve officer on the IDPL may be considered for frocking when:

(1) 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; or

(2) The higher grade is needed for the officer to effectively carry out his/her duties.

b. IDPL officers selected for flag grade, at times, will not be promoted concurrently with their active duty running mates due to a lack of vacancies at the higher grade. In this case, frocking may be an appropriate measure to recognize the Reserve officer's achievement, at no cost to the government. In these cases, Commandant (G-WT) authorizes frocking to flag grade.

officer's consent before the earlier of the following dates:

(a) The date on which he or she is entitled to be credited with 20 years service, or

(b) The second anniversary of the date on which he or she would otherwise be discharged or transferred from an active status.

7.B.3 Delay of Promotion

a. If a Reserve chief warrant officer cannot meet the physical requirements or other criteria at the time authorized for promotion, it shall be withheld until he or she meets the requirements; the command shall so notify the Personnel Command (rpm) and the Personnel Service Center prior to the authorized promotion date.

(1) If the officer subsequently meets the requirements prior to the convening date of the next promotion board, CGPC-rpm will authorize promotion with a date of rank at the time the chief warrant 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 chief warrant 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.

b. Once a chief warrant officer in an inactive status becomes physically qualified or meets the other requirements for promotion, he or she may submit documentation to CGPC-rpm and request to be returned to an active status.

7.B.4 Effect of Removal from an Active Status on Promotion

a. Reserve chief warrant officers removed from an active status prior to being considered for promotion to the next higher grade shall, 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 Inactive Status List (ISL). The time spent on the ISL will be added to the date of their original appointment and subtracted from 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 chief warrant officer recommended for promotion by a selection board but not promoted because of removal from an active status shall be considered by the first annual selection board after returning to an active status and, if selected, shall be placed on a recommended list of selectees for promotion. A Reserve chief warrant officer is not considered to have previously failed of selection when eliminated from a list of selectees for promotion solely as a result of being removed from an active status.

Chapter 7 Section C
ENLISTED PERSONNEL

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Chapter 7 Section C
ENLISTED PERSONNEL

7.C.1 General

The provisions of the Personnel Manual, COMDTINST M1000.6 (series), apply to advancements of Reserve enlisted personnel except as specifically modified by this section. **The point of contact for all Reserve enlisted advancements is Personnel Command (rpm) (vice CGPC-epm as listed in the Personnel Manual.** Enlisted reservists serving on EAD compete for advancement in accordance with Recall of Enlisted Reservists to Active Duty, COMDTINST 1141.3 (series).

7.C.2 Final Multiple for Advancement

Advancement in pay grades E-5 through E-9 is accomplished through a Service Wide Examination (SWE) competition. The exam is administered every year on the third Saturday in October. Reserve enlisted personnel in the Ready Reserve and Standby Reserve, Active Status, **and reservists on EAD** may compete in the SWE when fully qualified. There are no sea service requirements for Reserve enlisted advancements. Candidates for advancement are rank-ordered according to a final multiple, computed as follows:

Factor	Maximum Credit	How Computed
Examination score	80	Examination Standard Score
Performance factor	50	See NOTE below.
Time in service (TIS)	20	• Months of active duty / 12 • Months of inactive service / 36 • Add the results • Maximum credit is 240 months
Time in pay grade in current rating (TIR) -Coast Guard service only	10	• Months of TIR / 6 • Maximum TIR credit is **60** months
Awards and medals	10	• Points allotted per CG PERSMAN
Note: Raw evaluation scores are converted by the formula: $M = (21D / 4k) + 13.25$ Where: M = final multiple component D = raw marks average for the SWE period k = number of dimensions on the evaluation form		

(Figure 7-1)

7.C.3 Evaluation Marks and Disciplinary Status

a. Good conduct for advancement purposes is defined as no unsatisfactory conduct mark on an enlisted evaluation, and no non-judicial punishment (NJP), court martial or civil conviction. Members are required to have the following minimum good conduct

(2) The four years immediately preceding participation in the SWE must be satisfactory federal service in the Coast Guard (either on active duty or in the SELRES) and in the examined rating. Temporary assignments to the IRR or Standby Reserve, Active Status shall not be disqualifying if the total period did not exceed 90 days and assignments were solely because of:

(a) Necessary delay in reassigning the candidate to a unit after release from EAD, ADSW-AC, ADSW-RC, or the candidate's relocation, or

(b) An official finding of not physically qualified due to a temporary medical condition.

(3) A reservist advanced to E-7 on or after 1 January 1999 must have completed either the Coast Guard Chief Petty Officer's Academy or one of the Department of Defense (DoD) Senior Enlisted Academies.

c. For advancement to E-9,

(1) A reservist must have a total of at least twelve years satisfactory federal service in one or more components of the Armed Forces (can be service on active duty or the SELRES or a combination of the two), and

(2) The six years immediately preceding participation in the SWE must be satisfactory federal service in the Coast Guard (either on active duty or in the SELRES) and in the examined rating. Temporary assignments to the IRR or Standby Reserve, Active Status shall not be disqualifying if the total period did not exceed 90 days and assignments were solely because of:

(a) Necessary delay in reassigning the candidate to a unit after release from EAD, ADSW-AC, ADSW-RC, or the candidate's relocation, or

(b) An official finding of not physically qualified due to a temporary medical condition.

d. Personnel who decline advancement to E-8 or E-9 or who voluntarily elect to be removed from an eligibility list shall be required to wait 2 years from the anniversary date of that election before being eligible to participate in future examinations for E-8 or E-9.

7.C.6 Hearing/Color and Security Clearance Requirements

In addition to requirements outlined in Chapter 5.C of the Personnel Manual, COMDTINST M1000.6 (series), the Investigator (IV) and Port Security Specialist (PS) ratings require normal color perception and hearing ranges, and require security clearance eligibility even if such clearance is not required for their present duties. See Section 7.C.10 of this chapter for SSBI and special certification requirements for the IV rating.

7.C.7 Advancement of RELADs

a. Personnel whose names appeared on the active duty SWE eligibility list for advancement to E-5 or E-6 within one year of separation from active duty, but were not advanced for any reason other than disciplinary, may be advanced to E-5 or E-6 without competing in the Reserve SWE if:

   (1) The commanding officer recommends their advancement within one year of separation from active duty,

   (2) The candidate's advancement multiple was at least as high as the lowest multiple used in advancing a reservist on the same exam, and

   (3) There are existing vacancies within the rate for which advancement is requested.

b. Recommendations for advancement to pay grades E-7, E-8, or E-9 under this section will not normally be approved unless there is a severe shortage in the requested rate in the Coast Guard Reserve.

c. Personnel in this category must meet all other eligibility requirements prior to being advanced.

d. Recommendations shall be submitted by message to the Personnel Service Center (adv) and the Personnel Command (rpm), and must state on which advancement list (the one in effect, or the one which will go into effect the following 1 January) the member requests placement. The message shall contain the member's final multiple from the last Active Duty SWE. Personnel Service Center (adv) will determine the member's reconstructed placement on the appropriate Reserve SWE eligibility list, and provide a message response within **five** working days.

e. Personnel eligible for advancement under this paragraph shall be advanced on the day specified.

7.C.8 Reduction in Rate

a. The three-month probationary period required for active duty members recommended for reduction in rate due to incompetence shall be extended to six months for SELRES reservists, during which they shall complete a minimum of 24 IDT drills.

b. When the reduction was made for sub-standard performance as distinguished from reduction as punishment, the individual may be recommended for SWE competition, if required, after serving one-half the normal number of required months in pay grade.

7.C.9 Lateral Changes in Rating

a. A reservist's rating may be changed in order to maximize the use of his or her skills while simultaneously meeting the needs of the Service. Lateral changes in rating are authorized based on position vacancies and the desires and qualifications of an individual.

(1) If an enlisted reservist plans to remain geographically stable in a location that has little or no requirement or training capacity for his or her particular rating, and

(a) the reservist is qualified or can within a reasonable time become qualified for a change to another rating where there are vacancies, then

(b) the change in rating shall be encouraged as the preferred alternative to overbilleting or asking the reservist to travel beyond RCD to fill a vacant position.

(2) A reservist may request a change in rating if there are local vacancies and he or she has a civilian occupation that would facilitate easier attainment and/or maintenance of qualifications in the new rating.

b. Individual lateral change in rating is defined as an individual changing rating without changing pay grade (e.g., BM3 to PS3). A reservist must be authorized to prepare for a lateral change in rating and must then perform the minimum requirements set forth in this section to complete the change. Requests to pursue change in rating must be sent either to CGPC-rpm or the servicing ISC as indicated below, via the chain of command (and Commandant (G-O-CGIS) in the case of IV rating), and must use the following format, with each item addressed in the order given:

(1) New rating requested (e.g., YN2, FS2).

(2) Reason for the request.

(3) Date of enlistment and expiration of obligated service, if any (YYYYMMDD).

(4) Current rate and date of rate (e.g., BM2, YYYYMMDD).

(5) Number of months served in the present rating (e.g., 18 months in BM rating).

(6) Correspondence courses successfully completed.

(7) Service schools completed (include dates and all Service branches).

(8) Other training applicable to both the present rating and the requested rating (including augmentation training duties and experience).

(9) Other justification for the requested change (including civilian skills).

c. Commanding officers shall endorse all requests for changes in rating. The following information shall be provided:

(1) Statement certifying accuracy of information contained in the member’s request.

(2) The individual's current position number and description, and anticipated position number and description if the change is approved.

(3) Ability of the unit to train the member in the new rating.

(4) A definite recommendation regarding the request.

(5) Desired date of transfer from the unit, if rating requested cannot be trained at the unit.

(6) Any information deemed pertinent to the request.

d. Servicing ISC (pf)s shall:

(1) Approve or deny requests for lateral changes in rating for personnel in pay grades E-4 through E-6, except for changes to ratings that require Class "A" School attendance. Approval or denial shall be determined after considering local existing and projected vacancies in both the present and requested ratings.

(2) Forward requests where the change would require Class "A" School attendance and requests from reservists in pay grades E-7 and above to CGPC-rpm for determination, providing a meaningful endorsement with supporting information concerning local existing and projected vacancies in both the present and requested ratings.

(3) Track personnel authorized to change ratings. Notify personnel when their authorization has expired, taking appropriate action to remove the reservist's training rating indicator IAW the section on Training Rating Indicators.

e. Once a reservist has been approved to pursue a change in rating, the appropriate training-rating indicator shall be assigned and he or she shall be assigned to a position in new rating. Reservists authorized to prepare for a change in rating shall train only in the rating requested and shall not be advanced in the current rating. This restriction remains until the change in rating is completed, the time authorized for change in rating expires, or the authorization to prepare for a change in rating is withdrawn.

(1) Personnel must complete all performance qualifications, correspondence courses, and all required rating nonresident courses for the requested rating up to and including the pay grade sought.

(2) When fully qualified, the member must be recommended, and shall participate in, the next regularly scheduled SWE competition for the new rating; the member's name must appear on the subsequent advancement list. The member must re-compete if the lateral is not completed during the SWE advancement cycle. If there is no Reserve SWE or Class "A" School requirement in the new rating, the commanding officer shall send a message to Personnel Service Center (adv), information addressee Personnel Command (rpm), requesting placement on the new rating's striker eligibility list. See Personnel Manual, COMDTINST M1000.6 (series), Article 5.E.

merits, taking into account the interests of national security and the needs of the Coast Guard. If the Secretary accepts a resignation, the Commandant will sign a certificate reflecting discharge.

(1) The resignation of a Reserve officer will normally not be accepted if he or she has remaining obligated military service or contractual obligation related to direct commission, unless the resignation is submitted along with a request for conditional release for the purpose of becoming a member of another Armed Force.

(2) The resignation of a Reserve officer will normally be accepted if accompanied by written evidence that he or she has become a regular or duly ordained minister of religion. The ministry must be the officer's primary vocation; his or her religious faith group must be recognized substantially for religious purposes; his or her standing in the faith group must be recognized as that of a minister or leader; and he or she must be certified by an applicable official of the faith group to be a fully qualified member of the clergy in good standing.

(3) The resignation of a Reserve officer will normally not be accepted if received when a state of emergency exists during which the needs of the service clearly preclude acceptance of a resignation.

b. Unqualified resignations may be submitted up to one year in advance, but shall be submitted in sufficient time to reach CGPC-rpm at least three months prior to the requested date of resignation.

c. Resignations may be withdrawn with the approval of CGPC-rpm.

d. The Commandant may, at his or her discretion, retain officers beyond the requested resignation date based on the needs of the Service.

8.A.4 Involuntary Separation

Officers 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 (10 U.S.C. 12683).

a. Provisions concerning separation for cause of Reserve officers serving on active duty in the Personnel Manual, COMDTINST M1000.6 (series), shall apply equally to inactive duty Reserve officers.

b. Personnel Manual references concerning severance pay for involuntarily separated officers do not apply, and provisions of article 12.A.15.g concerning physical qualification for separation do not apply.

c. Provisions concerning separation of Reserve officers as a result of unsatisfactory participation can be found in Chapter 4.B of this Manual.

8.A.5 Mandatory Separation for Age

a. In accordance with Coast Guard policy, reservists serving in **an active status** will be removed from an active status upon reaching age 60. Any member qualified for retirement, who does not request to be transferred to the Retired Reserve, will be transferred to the Standby Reserve Inactive Status List (ISL) on the day the member reaches 60 years of age, subject to the provisions of 10 U.S.C. 12683, 12646, and 12686. A member not qualified for retirement (and not statutorily precluded from discharge) shall be discharged without board proceedings, unless Commandant (G-WTR) 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 Extended Active Duty, the order-approving official, Personnel Command (opm), will act on requests to defer removal from an active status.**

b. Pursuant to 14 U.S.C. 742, Reserve officers O-6 and below 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 62 years of age; 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.

8.A.6 Separation After 30 Years Service

a. In accordance with 14 USC 740(a)(2), officers serving in the grade of captain (O-6) shall be removed from an active status after completion of 30 years total commissioned service, if they are not carried on an approved list of selectees for promotion to the grade of rear admiral (lower half).

(1) The total commissioned service of an officer who has served continuously in the Reserve following appointment in the grade of ensign shall be computed from the date on which that appointment was accepted.

(2) A Reserve officer initially appointed in a grade above ensign is considered to have whichever period of commissioned service is greater of the following:

(a) The total commissioned service actually performed in a grade above commissioned warrant officer (including commissioned service performed in other components prior to appointment in the U. S. Coast Guard Reserve), or

(b) The same total commissioned service as an officer of the regular 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.

(3) The TCS Years column of the Register of Reserve Officers, COMDTINST M1427.2 (series) is used as a guide for determining when captains will be removed from an active status. Captains will normally be removed on 30 June immediately following completion of 30 years total commissioned service.

(1) The member has no opportunity to affiliate with a Coast Guard unit within a reasonable distance of his or her home or place of business.

(2) The member is offered an enlistment or appointment to serve in an Active component of the Armed Forces, or is accepted for enrollment in an Armed Force's officer training program.

(3) The member has no remaining military service obligation and 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.

(4) The member has no remaining military service obligation and the transfer would serve the best interests of the national defense effort and of the member concerned to such a degree as to outweigh the value of previous training in the Coast Guard Reserve.

b. ISC (pf)s shall only consider members with satisfactory participation for conditional release.

c. If a conditional release is approved, discharge will take effect on the day preceding the day in which the member is enlisted or appointed in the gaining Service. The type and character of the discharge so issued shall be Honorable.

d. Separation as a result of conditional release for an inter-service transfer does not constitute fulfillment of military service obligations. Service prior to discharge will count towards fulfillment of the obligation.

e. Members of the IRR who are not assigned to units and members of the Standby Reserve shall forward requests for conditional release to CGPC-rpm.

8.B.3 Mandatory Discharge for Age

In accordance with Coast Guard policy, reservists serving in **an active status** will be removed from an active status upon reaching age 60. Any member qualified for retirement, who does not request to be transferred to the Retired Reserve, will be transferred to the Standby Reserve, Inactive Status List (ISL) on the day the member reaches 60 years of age. A member not qualified for retirement (and not statutorily precluded from discharge) shall be discharged without board proceedings, unless Commandant (G-WTR) 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 Extended Active Duty, the order-approving official, Personnel Command (epm), will act on requests to defer removal from an active status.**

8.C.3 Qualifying Years of Service

a. A qualifying year of satisfactory service for non-regular retired pay is a full year during which a Regular or Reserve member 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.

(1) The periods used for crediting of qualifying years for non-regular retirement shall be based on "anniversary" years that are calculated from an anniversary date. The date used to determine the anniversary year is established by the date the member entered into active service or into active status in a Reserve component.

(2) 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 an inactive status list, a temporary disability retired list, the Retired Reserve, or is discharged to civilian life for a period greater than 24 hours. There will be no break in service if the member transfers directly to another Regular or Reserve component.

(3) A member who has a break in service that occurs during an anniversary year shall be credited with a partial year for non-regular retirement. When a partial year occurs, the member must meet the minimum retirement point requirements set out in Section 8.C.11 of this chapter for the member's service to be credited as a partial year towards a qualifying year. Partial years of qualifying service may be combined and credited toward total qualifying service.

b. For the purpose of determining entitlement to retired pay in accordance with 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:

(1) One point for each day of active duty in an Active or Reserve component of an Armed Force, or each day of commissioned service in the National Oceanic and Atmospheric Administration or Public Health Service.
Note: 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 shall be included and counted as active duty.

(2) One point for each authorized IDT drill, RMP or FHD period performed.

(3) 15 points a year for membership in a Reserve component of an Armed Force.

(4) Points earned by satisfactory completion of authorized correspondence courses.

c. The following service may not be counted in determining entitlement to retirement:

(1) Service in an inactive section of a Reserve component or in a non-federally recognized status in the National Guard;

(2) Service in the Fleet Reserve or Fleet Marine Corps Reserve.

8.C.4 Calculation of Retired Pay

a. Monthly retired pay upon reaching age 60 as computed under 10 U.S.C. 12739 is the product of:

(1) Retired base pay as computed under 10 U.S.C. 1406 or 1407; and

(2) 2 ½ percent of the years of service credited to a member under 10 U.S.C. 12733, not to exceed 75% of the monthly pay base upon which the computation is based.

b. For the purpose of computing retired pay in accordance with 10 U.S.C. **12739**, years of service and any fraction of such a year are computed **in accordance with 10 U.S.C. 12733** by dividing 360 into the sum of the following:

(1) The member's days of active service, plus

(2) One day for each point earned under clause (2), (3) or (4) of paragraph 8.C.3.b above, but not more than:

(a) 60 days in any anniversary before the year that includes September 23, 1996;

(b) 75 days in the anniversary year that includes September 23, 1996, and in any subsequent year of service before the anniversary year that includes October 30, 2000; and

(c) 90 days in the anniversary year that includes October 30, 2000, and in any subsequent anniversary year.

c. 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.

8.C.5 Retirement Points for Correspondence Courses

a. Points can be earned for satisfactory completion of correspondence courses that have been evaluated for retirement point credit by CGPC-rpm, Commanding Officer, USCG Institute, or the Chief of Naval Personnel. The number of points for each course is in the course completion letter to the student. All retirement points for a course are credited on the date specified in the completion letter. For Coast Guard Institute courses, this is the date the end-of-course test is taken. For Navy courses, it is the date the last lesson is completed. Retirement point credit restrictions are:

(1) Point credit for completion of MRN and enlisted rate courses by officers must be approved by CGPC-rpm.

(2) No retirement points will be credited for any courses completed while a member is on active duty or on an inactive status list.

(3) Retirement points for a specific course can be credited only once.

8.C.6 Retirement Point Statements

A Reserve Retirement Point Statement is distributed by the Personnel Service Center (PSC) approximately three months following the end of the reservist's anniversary year, and 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 Reserve Retirement Point Statement shall send a request for correction with supporting documents via the chain of command to PSC (ses). In cases that PSC cannot resolve, PSC shall provide a meaningful endorsement with any additional supporting documents available and forward the request to Commander, Personnel Command (rpm) for resolution.

8.C.7 Completion of Satisfactory Service

PSC (ras) will notify members in writing within one year of completing satisfactory federal service for retirement purposes, of eligibility for retired pay at age 60. The written notification is commonly called the 20-year letter. The notification shall contain information about the Reserve Component Survivor Benefit Plan (RC-SBP), which is described in the Personnel Manual, COMDTINST M1000.6 (series). The member shall make an RC-SPB election within 90 days of receipt of the notification. Members believing that they have accumulated 20 years of satisfactory service and have not received their 20-year letters should first review their most recent retirement point statements for accuracy before pursuing any other action via the chain of command.

8.C.8 Grade for Retirement and Retired Pay

a. 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 CG Reserve) in the Armed Force in which he or she is serving on the date of transfer.

b. Retired pay for members with dates of initial entry to military service (DIEMS) 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 that the member's performance in that grade was satisfactory (10 U.S.C. 1406).

c. Retired pay for members with DIEMS after 7 September 1980 is computed based on averaging the highest 36-month's basic pay, whether or not consecutive (10 U.S.C 1407).

8.C.9 Computing Credited Retirement Points

The following worksheet may be used to compute the retirement points that may be credited for an anniversary year.

Worksheet for Computing a Year's Retirement Points		
Points may be earned in the following manner:		**Computed by Adding:**
Inactive Duty	One point for each authorized single IDT drill performed in a pay or a non-pay status. Two points for each authorized multiple IDT drill performed in a pay or non-pay status. One point for each authorized RMP performed in a pay or a non-pay status. One point for each authorized FHD period performed in a pay or a non-pay status.	_____ _____ _____ _____ Total: _____
Correspondence Courses	Approved correspondence course retirement point credit.	Total: _____
Membership Points	15 points for each anniversary year of Reserve membership in active status. Pro-rated in the case of less than a full AY.	Total: _____
Subtotal **Adjusted Subtotal**	Inactive Duty + Correspondence courses + Membership points. **Maximum [60/75/90] points** (see Section 8.C.4.B(2) to determine which maximum point total applies).	_____ _____
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)

8.C.10 Computing Reserve Retired Pay

The following worksheet may be used to compute non-regular retired pay.

Formula for Computing Reserve Retired Pay	
Rounding Instructions: Round 4 or less down and 5 or more up.	
Step #1	**Divide** the total number of retirement points by 360. Carry to 3 decimal places; round to 2 decimal places. **Example**: 4,735 / 360 = 13.152 rounded to 13.15
Step #2	**Multiply** result of Step #1 by 2 ½% (0.025). Carry to 5 decimal places; round to 4 decimal places. **Example**: 13.15 x 0.025 = 0.32875 rounded to 0.3288
Step #3	**Multiply** result of Step #2 by Monthly Basic Pay. Carry to 3 decimal places; round to 2 decimal places. **Example:** (uses monthly Base Pay for E-8 over 22 from 2002 pay tables) $3572.00 x 0.3288 = $1174.802 rounded to $1174.80
Note #1 **Note #2** **Note #3**	Monthly base pay is dependent upon the law in effect upon date of official entry to military service (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. All Reserve retirees are entitled to military pay raises equivalent to the same amount as their active duty counterparts who are retired. Upon retirement with pay at age 60, the Personnel Service Center will send the retiree a letter showing the computations used in determining retired pay, gross retired pay, deductions from pay, and net retirement pay.

(Figure 8-2)

8.C.11 Computing Retirement Points for Partial Anniversary Years

The following worksheet may be used to determine if a partial anniversary year may count toward qualifying service.

Gratuitous points for membership in an Active Status in a Reserve component for less than a full anniversary year.					
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
Minimum points required to establish a partial year as qualifying service					
Days in an active status		Points required	Days in an active status		Points required
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

(Figure 8-3)

8.C.12 Procedures for Requesting Retirement

a. Members may request transfer to RET-2 status at any time after receipt of notification of completion of 20 years satisfactory federal service per 10 U.S.C. 12731(d). Retirement requests may be submitted up to one year in advance, but shall be submitted in time to arrive at the Personnel Service Center (ras) at least three months prior to the requested date of retirement.

   (1) Requests shall be submitted on form CG PSC-2055A via the chain of command and servicing ISC (pf).

   (2) The Personnel Service Center (ras) shall 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. The certificate shall be presented to the member at a suitable ceremony in accordance with the Personnel Manual, COMDTINST M1000.6 (series), Chapter 12.C. If the member is assigned to the Inactive Ready Reserve or to the Standby Reserve, then the certificates shall be mailed to the member's home address.

b. Approximately six months prior to a retirement eligible reservist's 60th birthday, the Personnel Service Center (ras) will mail a Coast Guard & NOAA Retired Pay Account Worksheet and Survivor Benefit Plan (SBP) Election Form (CG PSC-4700), USCG Reserve Retirement Point Statement (CG-4175A), and a "How to Apply for Retired Pay and Survivor Benefit Plan" guide to the member. Members can also access the CG PSC form and guide on the PSC website at http://www.uscg.mil/hq/psc/. The forms should be completed and returned in sufficient time to reach the Personnel Service Center (ras) at least three months prior to the member's 60th birthday.

c. Reservists who remain in an active status in the Ready Reserve after becoming retirement eligible may request to transfer to RET-1 status upon reaching age 60. The procedures for requests to transfer directly to RET-1 are the same as procedures for transfer to RET-2 as outlined in subparagraph a. above. Any member qualified for retirement, who does not request to be transferred to the Retired Reserve, will be transferred to the Standby Reserve Inactive Status List (ISL) on the day the member reaches 60 years of age. 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 Coast Guard and upon approval of a written request submitted by the member to Commandant (G-WTR-1), via the chain of command. See Sections 8.A.5 and 8.B.3.

d. No physical standards are prescribed and no physical examination is specifically required for reservists to transfer to 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 payments or point credit will be given to a member for drilling on or after the day of requested retirement.

8.C.13 Privileges

a. Full-time coverage under Veterans' Group Life Insurance (VGLI) is available for members who are retired, including those who are retired without pay (RET-2) (See Chapter 18.D, Personnel Manual, COMDTINST M1000.6 (series)).

b. **Reservists retired with pay (RET-1) and without pay (RET-2) are authorized full use of military exchanges, commissaries, and other base facilities.**

c. Medical and dental care at military facilities is available for reservists who are retired with pay (RET-1) and their dependents as is available for members who retire from active duty.

d. Social Security and Civil Service retirement pay benefits may be received concurrently with military retired pay.

8.C.14 Obligations

a. Members of the Retired Reserve (RET-1 and RET-2) 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 Homeland Security, 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 Homeland Security.

b. Retired reservists must keep the Service advised of their current address. Address changes can be made by e-mailing the Personnel Service Center (ras) at psc-ras@hrsic.uscg.mil, or by submitting a written request to:

Commanding Officer (ras)
Coast Guard Personnel Service Center
444 S. Quincy Street
Topeka, Kansas 66683-3591

8.C.15 Limitations on Persons Receiving VA Benefits

a. Members receiving Department of Veterans' Affairs (VA) compensation or pension, who have never received retired pay, may waive such compensation or pension to receive retired pay.

b. Members who received VA compensation or pension that was waived to receive retired pay may waive such retired pay to again receive VA benefits, provided the VA determines that such retired pay may be waived.

c. Members who are receiving retired pay without ever having been under the VA for compensation or pension purposes, may waive such retired pay to receive VA benefits provided the VA determines that such retired pay may be so waived.

d. The question as to whether or not a member who has been permitted by VA to waive retired pay in order to receive VA benefits, may later waive such benefits to again receive retired pay, will be determined by the Personnel Service Center (ras) when an actual case is presented.

8.C.16 Former Members

a. Former members are those members who have been discharged from the Service and who maintain no military affiliation. Placement of a member in the Retired Reserve is not a matter of right. 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 action is not prejudicial to the individual concerned regarding retirement pay since the right to receive such pay and personal medical benefits are not dependent upon membership in a Reserve component at the time of qualification.

b. Members who have been certified eligible for retirement benefits shall 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.

c. 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 the Personnel Command (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.

(1) 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.

(2) Notwithstanding the fact that a former member meets one or more of the eligibility requirements provided for, reappointment or reenlistment may not be warranted for many different reasons. Each case will be treated on its own merits, and the individual concerned will be notified of the action taken.

d. Retirement eligible former members may apply to receive retired pay for non-regular service under Chapter 1223 of 10 U.S.C., if age 60 or older. Former members and their eligible dependents have benefits and privileges associated therewith which require identification cards that are delineated below:

(1) Department of Defense/Uniformed Services Identification and Privilege Cards (DD form 2765) are issued to former members who are receiving retired pay and who are 60 years of age or older. Uniformed Services Identification and Privilege Cards (DD form 1173) are issued to dependents of former members who are receiving retired pay and are 60 years of age or older.

(2) Uniformed Services Identification Cards (for Reserve Retired - DD Form 2 are issued to former members who are eligible for retired pay at age 60 years, but not yet age 60. Uniformed Services Identification and Privilege Cards (DD form 1173-1) are issued to dependents of former members who are eligible for retired pay at age 60 years but not yet age 60.

Chapter 8 Section D
DISABILITY RETIREMENT, SEVERANCE AND SEPARATION

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Chapter 8 Section D
DISABILITY RETIREMENT, SEVERANCE AND SEPARATION

8.D.1 General

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. Cases involving disability are processed in accordance with the Personnel Manual, COMDTINST M1000.6 (series), and Physical Disability Evaluation System, COMDTINST M1850.2 (series). If an evaluee meets the provisions of the Physical Disability Evaluation System, orders shall be issued for the evaluee's separation with severance pay or retirement, as applicable (see U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series)).

8.D.2 Members on Active Duty for More than 30 Days

A member of the Reserve entitled to basic pay, who is called or ordered to active duty for more than 30 days who is determined by the Commandant to be unfit to perform the duties of his or her office because of physical disability incurred while entitled to basic pay, may be permanently retired with retired pay, if the Commandant also determines that:

a. The member's disability is of a permanent nature, and

b. Is not a pre-existing condition or the result of his or her intentional misconduct or willful neglect, and was not incurred during a period of unauthorized absence, and

c. Either:

(1) The member has at least 20 years satisfactory federal service computed under 10 U.S.C. **12733** (see Section 8.C.4.b of this Manual), or

(2) The disability is at least 30 percent, and either

(a) The member has at least eight years of service computed under 10 U.S.C. **12733**,

(b) The disability is the proximate result of performing active duty, or

(c) The disability was incurred in line of duty.

8.D.3 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 that:

a. The disability is of a permanent nature, and

b. Is the proximate result of performing active or inactive duty, or

c. Is 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

d. Either:

(1) The member has at least 20 years service computed under 10 U.S.C. **12733**, or

(2) The disability is at least 30 percent.

8.D.4 Temporary Disability Retired List

Upon determination that a member would be qualified for retirement but for the fact that their disability is not determined to be permanent, the Commandant shall, if it is determined that the disability may be permanent, place the member on the Temporary Disability Retired List (TDRL), with retired pay. Physical examinations shall be completed as prescribed in Chapter 8 of Physical Disability Evaluation System, COMDTINST M1850.2 (series). Commandant shall make a final determination of the case of each member on the TDRL five years after that member was placed on the list. If at that time the disability continues to exist, it shall be considered to be permanent.

8.D.5 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, which was found to exist as a result of a physical examination for promotion.

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 as a result of that member's physical examination for promotion.

8.D.6 Computation of Retired Pay

a. Disability retired pay is computed by multiplying the monthly base pay of the grade to which entitled by either:

(1) 2-1/2 percent of years of service credited under 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.

8.D.7 Separation for Disqualifying Physical Condition

a. The unit commander shall initiate separation action when a reservist is found to have a permanent disqualifying physical condition and the condition is determined to be not the proximate result of performing active or inactive duty. Relevant medical and administrative documentation shall be forwarded with recommendations to CGPC-rpm, copying the servicing ISC (pf), for final determination and separation authority. Commanding Officer, Training Center Cape May has final separation authority for Reserve personnel undergoing IADT.

b. Reservists shall be notified of their right to request retention waivers for disqualifying physical conditions. Medical waiver procedures are contained in section 3.A.8, Medical Manual, COMDTINST M6000.1 (series).

8.D.8 Special Rule for Members with Physical Disabilities Not Incurred in Line of Duty

a. By the authority of 10 U.S.C. 12731b, in the case of a SELRES member who no longer meets the qualifications for SELRES membership solely because the member is unfit because of physical disability, the **Personnel Command (rpm)** may determine to treat the member as having met the service requirements for non-regular retirement if the member has completed at least 15, and less than 20, years of service.

b. Such determination shall not be made if:

(1) 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

(2) The disability was incurred during a period of unauthorized absence.