

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD

RESERVE APPLICANT ACCESSION WORKSHEET

CG RC USE ONLY

Request Date (Recruiter Completes)	Issue Date (CG RC Accessions ONLY)	Position Number Assigned (CG RC Accessions ONLY)
Request Type (Recruiter Completes) <input type="checkbox"/> Recruiting Office <input type="checkbox"/> In-Service Transfer Team (ISTT)		Unit Assigned (CG RC Accessions ONLY)
		DEPTID Assigned (CG RC Accessions ONLY)

SECTION I: APPLICANT INFORMATION

1. Name (Last, First, MI)			2. EMPLID (current CG only)	3. Rate (current CG only)	
4. Street Address			8. Telephone (primary)		
5. City	6. State	7. Zip Code	9. Email (primary)		
10. Prior Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	a. Branch	b. Rating/MOS	c. Paygrade	d. Time in Service ____ Years ____ Months	e. Separation Code

SECTION II: RESERVE ACCESSION/TRANSITION PROGRAM

11. Reserve Program (e.g., RA, RK, RN, RQ, RX, PSDA-RQ, RELAD, DISCHARGE, IRR)	a.
b. If applicant is RX, RQ, or RN and is eligible to submit a Rate Determination Package (RDP), has the RDP been submitted to CG RC? <input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION III: UNIT REQUESTED

12. Unit Requested (Unit Name) a. First Choice b. Second Choice	c. Is unit within RCD? (100 miles or 3 hours normal weather/traffic drive). If NO, refer to 12.d. <input type="checkbox"/> Yes <input type="checkbox"/> No	d. Has applicant signed CG-3307, stating they understand the potential time or financial impact of assignment outside RCD? <input type="checkbox"/> Yes <input type="checkbox"/> No
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SECTION IV: RATE REQUESTED

13. Rate Requested	a. Desired Rate	b. Alternate Rate
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SECTION V: AUTHENTICATION

14. Applicant Name	15. Applicant Signature	16. Date
17. Recruiter Name	19. Recruiter Signature	20. Date
18. Recruiting Office		
21. CG RC Representative Signature		22. Date

