

# **ACTIVATION OF THE RESERVE COMPONENT**



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COMMANDANT INSTRUCTION 3061.2A

Subj: ACTIVATION OF THE RESERVE COMPONENT

- Ref:
- (a) Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1 (series)
  - (b) Reserve Duty Status and Participation, COMDTINST 1001.2 (series)
  - (c) Accessing the Reserve Components (RC), DoDI 1235.12
  - (d) Title 10, United States Code
  - (e) Title 14, United States Code
  - (f) Reserve Policy Manual, COMDTINST M1001.28 (series)
  - (g) Coast Guard Medical Manual, COMDTINST M6000.1 (series)
  - (h) Body Composition Standards Program, COMDTINST 1020.8 (series)
  - (i) Personnel and Pay Procedures TTP, PPCINST M1000.2 (series)
  - (j) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
  - (k) Joint Travel Regulations (JTR)
  - (l) Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST 1900.4 (series)
  - (m) The Separation History and Physical Examination (SHPE) For The DoD Separation Health Assessment (SHA) Program, DoDI 6040.46
  - (n) Screening the Ready Reserve, DoDI 1200.7
  - (o) Personnel Security and Suitability Program, COMDTINST M5520.12 (series)
  - (p) Individual Medical Readiness Program, DoDI 6025.19
  - (q) Deployment Limiting Medical Conditions for Servicemembers and DoD Civilians, DoDI 6490.07
  - (r) Government Travel Charge Card (GTCC) Program Policies and Procedures, COMDTINST M4600.18 (series)
  - (s) Special Needs Program, COMDTINST 1754.7 (series)
  - (t) Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series)

- (u) Coast Guard Personnel Allowance List (PAL) Manual, COMDTINST M5312.14 (series)
  - (v) Coast Guard Supplement to the Joint Travel Regulations (CGS-JTR), COMDTINST M4600.17 (series)
  - (w) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
  - (x) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)
  - (y) Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series)
  - (z) Management of Regular and Reserve Retired Military Members, DODI 1352.01
  - (aa) Coast Guard Recruiting Manual, COMDTINST M1100.2 (series)
  - (bb) Pregnancy in the Coast Guard, COMDTINST 1000.9 (series)
  - (cc) Military Separations, COMDTINST M1000.4 (series)
  - (dd) Deployment Health, DoDI 6490.03
  - (ee) Leave and Liberty Policy and Procedures, DoDI 1327.06
  - (ff) Administrative Investigations Manual, COMDTINST M5830.1 (series)
  - (gg) Physical Disability Evaluation System, COMDTINST M1850.2 (series)
  - (hh) Title 37, United States Code
  - (ii) Military Substance Abuse and Behavioral Addiction Program, COMDTINST 1000.10 (series)
  - (jj) Discipline and Conduct, COMDTINST M1600.2 (series)
  - (kk) DoD Yellow Ribbon Reintegration Program (YRRP), DoDI 1342.28
  - (ll) Invitational Travel Authorizations, COMDTINST 12570.3 (series)
  - (mm) Title 38, United States Code
  - (nn) Joint Publication 4-05, Joint Mobilization Planning
  - (oo) DoD Dictionary of Military and Associated Terms – June 2020
1. PURPOSE. This Instruction describes authorities and policies governing pre-activation preparation, activation, and post-activation requirements of the Coast Guard Reserve.
  2. ACTION. All Coast Guard unit Commanders, Commanding Officers, Officers-in-Charge, Deputy/Assistant Commandants, chief of headquarter directorates must comply with the policies contained.
  3. AUTHORIZED RELEASE. Internet release is authorized.
  4. DISCUSSION. The Reserve Component provides operationally capable and ready personnel to support Coast Guard surge and activation requirements in the Homeland and abroad. This Instruction will provide clear guidance on authorities, purpose, duration and activation and deactivation requirements for reservists to support contingencies.

5. DIRECTIVES AFFECTED. Accessing and Activation of the Reserve Component, COMDTINST M3061.2 and Active Duty for Operational Support (ADOS), COMDTINST 1330.1E are hereby cancelled.
6. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide administrative guidance for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.
7. MAJOR CHANGES. Major changes incorporated into this version include clarification of recall under Title 10 U.S.C. §12302, a new chapter outlining reservists' civilian employment protection, update to Separation History and Physical Examination (SHPE) and Limited Health Assessment (LHA) requirements, and incorporates content previously located in the Active Duty for Operational Support (ADOS), COMDTINST 1330.1E.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. The Office of Environmental Management, Commandant (CG-47) reviewed this Commandant Instruction and the general policies contained within, and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. This Commandant Instruction will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental requirements, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).
9. DISTRIBUTION. Electronic distribution in the Directives System Library. Intranet/Pixel Dashboard: Directives Pubs, and Forms - PowerApps (appsplatform.us) . If Internet released: Commandant Instructions (uscg.mil) , Coast Guard Forms (uscg.mil) .
10. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with Records & Information Management Program Roles and Responsibilities, COMDTINST 5212.12 (series) and the records retention schedule located on the Records Resource Center Microsoft SharePoint site at: <https://uscg.sharepoint-mil.us/sites/cg61/SitePages/CG-611-RIM.aspx> .
11. FORMS. Suggested changes and/or corrections for immediate action may be submitted to [USCG.Forms@uscg.mil](mailto:USCG.Forms@uscg.mil) .
12. SECTION 508. This policy is created to adhere to accessibility guidelines and standards as promulgated by the U.S. Access Board with consideration of Information and Communications Technology (ICT) requirements. If accessibility modifications are needed for this artifact, please communicate with the Section 508 Program Management Office (PMO) at [Section.508@uscg.mil](mailto:Section.508@uscg.mil). Concerns or complaints for non-compliance of policy and/or artifacts may be directed to the Section 508 PMO, the Civil Rights Directorate (<https://www.uscg.mil/Resources/Civil-Rights/>) for the Coast Guard, or to the U.S. Department of Homeland Security at [accessibility@hq.dhs.gov](mailto:accessibility@hq.dhs.gov).

13. REQUEST FOR CHANGES. Units and individuals may formally recommend changes through the chain of command using the Coast Guard Memorandum. Comments and suggestions from users of this Instruction are welcomed. All such correspondence may be emailed to Commandant (CG-R55) at: [HQS-DG-LST-CG-R55@uscg.mil](mailto:HQS-DG-LST-CG-R55@uscg.mil).

/REBECCA A. DREW/  
Captain, U.S. Coast Guard Reserve  
Acting Assistant Commandant for Reserve

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## CHAPTER 1. INTRODUCTION

### A. Purpose. This Instruction:

1. Describes the methods and policies for supporting Active Component (AC) Forces when AC capacity or capability is insufficient.
2. Outlines activation types to assist decision makers and planners in optimizing Coast Guard (CG) Reserve Component (RC) personnel usage during a contingency response.
3. Describes the processes by which reservists transition to active duty (AD) and release from active duty (RELAD) upon the completion of that period of AD.
4. Provides the standards for the personnel actions necessary to support contingency response operations.
5. Establishes supplemental policy to Reference (a), Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1 (series), Reference (b), Reserve Duty Status and Participation, COMDTINST 1001.2 (series), and Reference (c), Accessing the Reserve Components (RC), DoDI 1235.12 for the purpose of outlining the roles and responsibilities in the activation and deactivation of the RC during contingency operations.
6. Provides a summary of the authorities as established in Reference (d), Title 10 United States Code (U.S.C.) and Reference (e), Title 14 U.S.C.
7. Addresses the screening of reservists to fulfill a request for forces (RFF) during a contingency response.

### B. Discussion.

1. The RC provides operationally capable and ready personnel to augment regular CG Forces, and provides a global capability in support of CG strategic guidance and the national defense strategy.
2. Activation requirements are met through initial qualifications, medical and administrative readiness, and the further development of skills and competencies through specialty training and on the job experience through augmentation.

### C. Statutory Authorities. The CG and CG Reserve obtain duty status and mission authority from Reference (d) Title 10 U.S.C. and Reference (e) Title 14 U.S.C.:

1. Reference (d), Title 10 U.S.C. §10101. Identifies the CG Reserve as a RC of the armed forces.
2. Reference (d), Title 10 U.S.C. §10102. States “the purpose of each reserve component is to provide trained units and qualified persons available for active duty in the armed forces, in the time of war or national emergency, and at such other times as the national

security may require, to fill the needs of the armed forces whenever more units and persons are needed than are in the regular component.”

3. Reference (e), Title 14 U.S.C. §309. Describes the Director of the CG Reserve as the principal advisor to the Commandant on CG Reserve matters and may have such additional functions as the Commandant may direct.
  4. Reference (e), Title 14 U.S.C. §3701. Provides the basic operating authority for the CG Reserve, under the direction of the Commandant.
  5. Reference (e), Title 14 U.S.C. §3704. Specifically confers upon any member of the CG Reserve serving on AD or inactive-duty training “the same authority, rights, and privileges in the performance of that duty as a member of the Regular Coast Guard of corresponding grade or rating.”
- D. Applicability. This Instruction applies to the issuance of activation orders pursuant to and subject to limitations prescribed in Reference (d), Title 10 U.S.C. and Reference (e), Title 14 U.S.C.
- E. Roles and Responsibilities.

1. Deputy Commandant for Operations (DCO):
  - a. Develop and oversee the execution of operational planning, policy, and international engagement at the strategic level; and
  - b. Upon receipt of a request for forces from DoD or other agencies, coordinate with Operational Commanders (OC), the Director of Operational Logistics (DOL), and Coast Guard Cyber Command (CGCYBER).
2. Assistant Commandant for Reserve (CG-R):
  - a. Request and obtain annual Title 14 U.S.C. §3713 recall authorization approval from DHS to be delegated to Area Commanders (Areas), DOL, and CGCYBER.
  - b. Publish RC strategic direction in alignment with the CG Strategy, applicable statutes, and DoD, DHS, and CG policies;
  - c. Develop, issue, and maintain, activation, deactivation, policy in alignment with statutes, DoD policy, and specific CG authorities;
  - d. Monitor the statutory authorities utilized to activate and deploy reservists and engage the legislative change process when authorities are insufficient to meet expected contingency needs;
  - e. Coordinate with other CG programs to ensure related activation and deactivation policy is aligned with applicable operational requirements;

- f. Direct the enforcement and implementing of policy, programs, and guidance for the activation and deactivation of the RC;
  - g. Manage reserve capabilities to quantify and allocate RC resources toward meeting contingency response requirements;
  - h. Ensure benefits and entitlements practices specific to Reserve activation and deactivation are in accordance with law in coordination with the Assistant Commandant for Military Personnel (CG-1M);
  - i. Coordinate with Assistant Commandant for Military Personnel (CG-1M) to maintain an accurate database of Reserve activations to ensure compliance with policies and laws;
  - j. Coordinate with DoD to receive project codes to create the Operational Identifier (OP ID) and standard remark entries for contingency orders;
  - k. Coordinate with the Assistant Commandant for Resources (CG-8) on financial matters relative to recall funding and to develop financial policies and guidance to support contingencies; and
  - l. Develop and manage a scalable Yellow Ribbon Reintegration Program (YRRP) designed to meet the needs of personnel under a variety of activation and budgetary conditions.
3. Assistant Commandant for Military Personnel (CG-1M) is responsible for the maintenance of relevant military personnel policy.
- a. CG Personnel Service Center (CG PSC):
    - (1) Manage the Individual Ready Reserve (IRR) to include annual screening and mustering when directed, in accordance with Reference (d), Title 10 U.S.C. §12319, to maximize readiness and personnel support;
    - (2) Authorize and approve required actions (order type, duration, and funding) for reservists who may be retained on AD for disciplinary, administrative, or medical purposes;
    - (3) Coordinate the CG-wide staffing of reservists in support of contingency operations to include appropriate provisions for using reservists on a voluntary basis in accordance with Reference (a), Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1 (series);
    - (4) Identify reservists or units recommended to fill activation requirements to operational commanders; and
    - (5) Execute surge staffing activation and deactivation actions in alignment with operational commander requirements.

- b. CG Pay and Personnel Center (PPC):
  - (1) Provide orders preparation guidance to field units; and
  - (2) Develop procedural guidance and tracking tools relative to optimizing the recall of reservists for contingency operational support.
- 4. Areas, DOL-1, and CGCYBER:
  - a. Develop and implement actions necessary for alert notification and activation of the RC;
  - b. Validate Incident Commander surge staffing requests and provide competency-based activation requirements for sourcing by CG PSC;
  - c. Provide oversight to ensure activated reservists are operationally and administratively ready;
  - d. Execute internal surge staffing activations and deactivations in alignment with operational commander requirements;
  - e. Execute activations and deactivations in accordance with Assistant Commandant for Reserve (CG-R) and CG PSC authorities and procedures, and in accordance with applicable policies and procedural guidance; and
  - f. Utilize the OP ID on Reserve Orders in support of specific contingencies.
- 5. DOL-1, District (dxr), PAC-13 and CGCYBER:
  - a. Monitor and support readiness and training of reservists and prioritize attainment of position-assigned competencies;
  - b. Monitor activation status and advise DOL and District Commander on readiness impacts;
  - c. Validate Incident Commander surge staffing requests to be filled internally;
  - d. Execute surge staffing activations and deactivations in alignment with operational commander requirements for requests to be filled internally;
  - e. Ensure activated reservists are operationally and administratively ready prior to deployment;
  - f. Authorize Reserve activation orders in accordance with established law and policy; and
  - g. Ensure deactivated reservists are processed and re-integrated in accordance with established law and policy.

6. Incident Commanders:
  - a. Provide competency-based activation requirements to Areas, Districts, DOL, and CGCYBER; and
  - b. Initiate recall and RELAD processes and rotation timelines upon contingency activation and finalize sustainment plans prior to releasing the first reservist.
7. Commanding Officers and Officers-In-Charge:
  - a. Ensure reservists within their command are in compliance with activation requirements and are available for world-wide deployment;
  - b. Provide training and required resources to reservists;
  - c. Ensure operational and administrative readiness of reservists; and
  - d. Ensure deactivated reservists are processed and re-integrated in accordance with established law and policy.
8. Servicing Personnel Office (SPO) and Personnel and Administration (P&A):
  - a. Issue orders in accordance with requirements contained in Reference (f), Reserve Policy Manual, COMDTINST M1001.28 (series), Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series), Reference (h), Body Composition Standards Program, COMDTINST 1020.8 (series), Reference (i), Personnel and Pay Procedures TTP, PPCINST M1000.2 (series), Reference (j), Coast Guard Pay Manual, COMDTINST M7220.29 (series), Reference (k), Joint Travel Regulations (JTR), and event specific guidance;
  - b. Complete deactivation processing during the final 60 days prior to the end of orders or as soon as practicable for activations of less than 60 days, in accordance with Reference (f), Reserve Policy Manual, COMDTINST M1001.28 (series), Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series), Reference (h), Body Composition Standards Program, COMDTINST 1020.8 (series), Reference (i), Personnel and Pay Procedures TTP, PPCINST M1000.2 (series), Reference (j), Coast Guard Pay Manual, COMDTINST M7220.29 (series), Reference (k), Joint Travel Regulations (JTR); and
  - c. Issue a Certificate of Release or Discharge from Active Duty, DD Form 214, to all eligible reservists, in accordance with Reference (c), Accessing the Reserve Components (RC), DoDI 1235.12 and Reference (l), Certificate of Release or Discharge From Active Duty, DD Form 214, COMDTINST 1900.4 (series).

**CHAPTER 2. CONTINGENCY RESPONSE AND FORCE ALLOCATION**

- A. General. A contingency response may require reserve personnel to augment AC forces.
- B. Contingency Defined: In accordance with Reference (d), Title 10 U.S.C. §101 (a)(13), the term "contingency operation" is:
1. A military operation that is either designated by the Secretary of Defense as a contingency operation or becomes a contingency operation as a matter of law;
  2. Any other provision of law during a war or national emergency declared by the President or Congress; or
  3. A serious natural or manmade disaster, accident, catastrophe, act of terrorism, or transportation security incident in accordance with Reference (e), Title 14 U.S.C. §3713.
- C. Subsequent Contingency Activations. An activated reservist may have a change in operational assignments which will require relocation from one response to another. It is critical that these shifts between operations are documented and appropriately monitored.
1. Orders must be amended to reflect evolving events with corresponding lines of accounting, appropriate travel entitlements, and revised order notes.
  2. Medical impacts and requirements may differ by contingency. Prior to deactivating from one contingency and activating to a subsequent contingency, reservists must complete a Limited Health Assessment in accordance with Reference (i), Personnel and Pay Procedures TTP, PPCINST M1000.2 (series), and Reference (m), The Separation History and Physical Examination (SHPE) For The DoD Separation Health Assessment (SHA) Program, DoDI 6040.46. In the event a member is found in a status other than Available for Full Duty (AFFD), refer to chapter 7 of this Instruction.
  3. In accordance with Reference (c), Accessing the Reserve Components (RC), DoDI 1235.12, reservists ordered to AD should be deactivated at the same site to which they were initially ordered to AD. DOL-1, District (dxr), PAC-13, and CGCYBER may change the deactivation site if deactivation at a different site proves more practical for the CG.
  4. Before reservists report to a subsequent duty location and whenever practical, they should administratively check-in at the activation site.

**CHAPTER 3. PRE-ACTIVATION READINESS**

- A. General. The CG Reserve is a contingency force. As such, all reservists must achieve and maintain readiness to respond to the needs of the Service.
- B. Screening. The Ready Reserve (Selected Reserve (SELRES) and Individual Ready Reserve (IRR)) are continuously screened to ensure their immediate availability for AD in accordance with Reference (c), Accessing the Reserve Components (RC), DoDI 1235.12 and Reference (n), Screening the Ready Reserve, DoDI 1200.7. SELRES members must have a comprehensive medical readiness assessment annually in accordance with Reference (d), Title 10 U.S.C. §10206. Additionally, administrative and personal readiness must be screened annually. While certain screening criteria (e.g., Annual Screening Questionnaire (ASQ), body composition standards, etc.) have established evaluation cycles, others (e.g., competencies, currency, etc.) require consistent engagement by commands to ensure compliance with established standards.
- C. Elements of Readiness.
1. Annual Screening Questionnaire. The ASQ is a method to screen reservists, capturing civilian employment information and the member's acknowledgment of their recall obligations. Additionally, it identifies emergency-essential and key employees required to support continuity of government and public health in accordance with Reference (n), Screening the Ready Reserve, DoDI 1200.7, for potential removal from the Ready Reserve.
  2. Initial Active Duty for Training (IADT). Reservists must complete IADT in accordance with chapter 6.B.1 of this Instruction.
  3. Qualifications, Certifications, and Competencies. All Reserve positions must be assigned a contingency-based competency and reservists must train to meet the basic qualification standards and maintain certification as appropriate for these competencies. Additional competencies may be assigned at the unit level; however, the position assigned competency takes priority.
  4. Security Clearances. SELRES personnel must have an appropriate background investigation, obtain a security clearance, and maintain eligibility at the level commensurate with their assigned duties in accordance with Reference (o), Personnel Security and Suitability Program, COMDTINST M5520.12 (series).
  5. Medical. SELRES personnel must meet Individual Medical Readiness (IMR) standards established in Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series) and Reference (p), Individual Medical Readiness Program, DoDI 6025.19.
    - a. Reservists are responsible for notifying their chain of command as soon as practical of any change in their medical or dental condition, even if the change occurred while in a duty status.
    - b. The authority to administer medical and dental screening necessary to ensure

reservists activated for 30 days or greater meet standards for deployment is provided by Reference (d), Title 10 U.S.C. §1074a(f). Reservists on orders greater than 30 days must be screened medically to confirm they are AFFD to ensure the enduring health and safety of reservists during deployment based on the location to which they are scheduled to deploy. If not AFFD they must RELAD prior to the 30th day.

Commands must ensure reservists with deployment limiting medical conditions, as defined in Reference (q), Deployment Limiting Medical Conditions for Servicemembers and DoD Civilians, DoDI 6490.07, have their status evaluated.

6. Body Composition Standards. Compliance with body composition standards must be maintained, and reservists not in compliance with body composition standards must not be issued voluntary or involuntary orders, except for Active Duty for Training-Annual Training (ADT-AT), in accordance with Reference (h), Body Composition Standards Program, COMDTINST M1020.8 (series).
7. Government Travel Charge Card (GTCC). All SELRES personnel must maintain a GTCC account in good standing to facilitate activation requirements in accordance with Reference (r), Government Travel Charge Card (GTCC) Program Policies and Procedures, COMDTINST M4600.18 (series) and the Travel and Transportation Reform Act of 1998.
8. Family Care Plan. A Family Care Plan is required for dual-military and single parent reservists to ensure servicemembers with dependents establish adequate arrangements for dependent care during activations or other periods of unavailability in accordance with Reference (b), Reserve Duty Status and Participation, COMDTINST 1001.2 (series). Designated guardians must have a power of attorney to act on behalf of the servicemember with respect to dependent medical care and CG support services. Guardians should be aware of the procedures to access support services.
9. Special Needs. Enrollment in the CG Special Needs Program is mandatory for reservists activated for 181 days or longer who have dependent family members diagnosed with medical, psychological, physical, or educational special needs in accordance with Reference (s), Special Needs Program, COMDTINST 1754.7 (series). Reservists on AD for less than 181 days are not eligible for enrollment in the Special Needs Program, unless eligible for the Extended Care Health Option (ECHO) of TRICARE.
10. Capital Assets. Commands must maintain the facilities, boats, aircraft, Information Technology (IT) equipment, software, special missions equipment, and support equipment necessary to respond to contingencies. Competencies and qualifications assigned to SELRES personnel must align with these assets.
  - a. Personal Equipment. Commands are responsible for properly outfitting assigned reservists with mission and safety essential equipment required for their positions. Reservists are responsible for maintaining mission and safety essential equipment and coordinating with their commands to replace or repair damaged equipment.
  - b. Data Systems Access. SELRES and authorized IRR personnel are provided access to

the CG network at no cost to personnel or units. Reservists should maintain and utilize access to the network to facilitate communication with their commands, complete electronic training, etc. Regular network access is required to ensure reservists' accounts remain accessible when activated.

- D. Deployability. The decision to deploy a reservist who does not meet CG readiness standards, unless otherwise restricted by law, is at the discretion of the commanding officer or incident commander. Reservists must immediately notify their commands in writing if they become non-deployable and work toward a command approved resolution. Long-term non-deployability can result in a Reserve Component Category (RCC) change or administrative separation.

**CHAPTER 4. ACTIVE DUTY FOR OPERATIONAL SUPPORT (ADOS)**

- A. General. ADOS is used to support AC and RC missions providing the necessary skilled personnel to temporarily support existing or emerging requirements. ADOS-AC may be used in support of designated contingency operations as defined in Reference (d), Title 10 U.S.C. §101(a) (13) or non-contingency operations. Areas, DOL, and CGCYBER are responsible for coordinating requests for Reserve support.
- B. Voluntary Recall to Active Duty. When additional personnel or specific skills are needed to meet mission requirements, SELRES volunteers possessing those skills may be requested. IRR members may also volunteer; however, use of the IRR must be coordinated with Commander (CG PSC-Reserve Personnel Management (RPM)).
1. Authority. Pursuant to Reference (d), Title 10 U.S.C. §12301(d), reservists may voluntarily accept orders to AD. Unit commanders are authorized to recall reservists under their command to AD, with the reservist's consent, for steady state, emergency, or disaster response. Order issuing authorities can be found in Reference (b), Reserve Duty Status and Participation, COMDTINST 1001.2 (series).
    - a. ADOS orders provide a means for commands to obtain additional military personnel through the employment of the Ready Reserve.
      - (1) ADOS is restricted to situations where special skills are required that cannot be satisfied by onboard resources or when use of supplemental resources are necessary to meet temporary, peak-workload, new, or one-time surge requirements as outlined in Reference (a), Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1 (series).
      - (2) Generally, a maximum of 100 reservists for a maximum of 30 days each may be used on ADOS in response to any single contingency. If a contingency is expected to require a larger response, activation under Title 14 may be considered.
    - b. A reservist activated under this authority must only be used for the funding organization's intended purpose or mission. Re-deployment or reassignment of reservists for other purposes may constitute a misappropriation of funds, (e.g., reservists activated for hurricane response may not be reassigned to support overseas enduring missions on the same set of orders).
    - c. Impacted commands may request outside support. An RFF must be submitted to Commander, Personnel Service Center, Personnel Services Division, Surge Staffing Section (CG PSC-PSD-SSS), in accordance with Reference (a), Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1 (series) and annual guidance provided by the Areas when the personnel requirements to support a single event are beyond the operational commander's organic capabilities. Reservists recalled from other commands count against the single contingency limit.

C. Funding and Management.

1. All non-contingency ADOS costs, including pay and benefits, travel and per diem, and PCS transfer costs (when applicable) are the responsibility of the sponsoring unit or program and must adhere to Reference (t), Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series). Commands requesting personnel for ADOS support must make every effort to utilize personnel residing in their local areas.
2. For short-term non-contingency ADOS the sponsoring unit or program must provide financial accounting information to the order-approval authority in accordance with procedures outlined in Reference (a), Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1 (series).
3. Long-Term non-contingency ADOS.
  - a. Sponsoring units must provide the accounting information that will fund the Standard Personnel Cost (SPC) to the appropriate cap manager. After orders have been executed, the Office of Resource Management, Pay and Benefits Execution Division (CG-832) will transfer funds from the identified accounts. Total personnel costs include pay, entitlements, PCS, and centralized support costs.
  - b. Financial responsibility for reservists completing over 18 years total active duty service is the responsibility of the unit or program that employed them when they reached retirement “sanctuary” until the reservist reaches regular retirement eligibility at 20 years total active duty. Prior to reaching retirement “sanctuary,” units must follow the waiver process for over 16/18 years total active duty service as outlined in this Chapter. Units are required to obligate enough funds to cover the entire “sanctuary” period.
4. Reservists recalled to ADOS-AC for contingency operations are funded through the contingency ID cost center as designated by the Office of Resource Management, Budget Execution Division (CG-833).
5. Any ADOS funded from an appropriation other than the Operating and Support (O&S) or Personnel and Related Support Costs (PPA) appropriations must be approved by the Office of Resource Management, Appropriations Management Division (CG-831), prior to issuance of orders. In accordance with Reference (t), Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series), Procurement, Construction, and Improvements (PC & I) related personnel costs, including ADOS, are funded from the annual PC & I personnel compensation appropriation rather than the multi-year project funds.

6. ADOS Temporary Position Management.
  - a. ADOS cap managers are authorized to request ADOS position creation from the Office of Resource Management, Pay and Benefits Division (CG-832) for long-term, non-contingency ADOS. Commander, Personnel Service Center, Personnel Services Division, Surge Staffing Section (CG PSC-PSD-SSS) is authorized to request ADOS position creation from Office of Organizational Analysis, Personnel Allowance Division (CG-811) for long-term contingency ADOS.
  - b. Office of Resource Management, Pay and Benefits Division (CG-832) will approve creation of an ADOS position per the ADOS cap manager's request only after the funding source has been arranged. The ADOS position termination date will match termination of the funding.
- D. Travel, Entitlements, and Per Diem. In accordance with Reference (i), Personnel and Pay Procedures TTP, PPCINST M1000.2 (series) and Reference (k), Joint Travel Regulations (JTR), orders must not be amended to retroactively change entitlements for duty already performed unless the facts and circumstances clearly demonstrate an administrative error. All requests for policy waivers, retroactive entitlement changes, or special secretarial process determinations concerning pay, allowances, or benefits must be justified by the sponsoring unit in writing to the Office of Military Personnel (CG-1M1).
  1. Detailed instructions regarding transportation, travel and per diem allowances are outlined in Paragraphs 032301 and 030302 of Reference (k), Joint Travel Regulations (JTR) and Reference (v), Coast Guard Supplement to the Joint Travel Regulations (CGS-JTR), COMDTINST M4600.17 (series). Members should consult their servicing administrative office for specific guidance on travel entitlements.
  2. Travel and per diem allowances may be authorized for any reservist on active duty who must travel from outside of the local commuting area to the assigned duty station, in accordance with Paragraphs 032301 and 030302 of Reference (k), Joint Travel Regulations (JTR).
  3. There is no travel allowance entitlement for travel between the home and duty station when:
    - a. Both are in the corporate limits of the same city or town; or
    - b. The member chooses to commute daily between home and the place of active duty even though they would otherwise be entitled to travel and per diem allowances.
  4. Travel allowance entitlements for one roundtrip for the duration of the duty may be authorized when the order-issuing official determines both home and duty station are within a Reasonable Commuting Distance (RCD) of each other, and the nature of duty involved permits commuting.

5. Activated reservists are authorized the applicable automobile or motorcycle mileage rate for one round trip between home and duty station.
6. If additional travel away from the duty station is required, separately prepared temporary duty (TDY) orders must be issued in accordance with Paragraph 032301 of Reference (k), Joint Travel Regulations (JTR).
7. Reservists on long-term, non-contingency, ADOS who accept a follow-on set of short-term ADOS without a break in service, are not authorized TDY travel allowances unless authorized an exception under Reference (t), Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series).
8. PCS travel and transportation allowances are payable when active duty for other than training is 181 days or more at any one location. This includes travel to and from multiple duty locations if duty is 181 days or more at one location, in accordance with Reference (k), Joint Travel Regulations (JTR). A reserve component member training at one location for 140 or more days (20 weeks) is in a PCS status.
9. Per diem may be authorized in accordance with Reference (k), Joint Travel Regulations (JTR) for reservists performing ADOS outside the local area of a reservist's primary residence or Place Entered Active Duty (PLEAD). Per diem rate is based on the maximum locality rate of the TDY site.
10. Per diem, if authorized, cannot be waived by the reservist.
11. Reservists on long-term, non-contingency ADOS (181 days or more) are not entitled to per diem regardless of subsequent modification to a PCS order, unless authorized an exception under Reference (k), Joint Travel Regulations (JTR).
12. For members performing ADOS remotely, military pay and allowances will remain based on the member's Permanent Duty Station (PDS), regardless of the alternate worksite location, unless otherwise authorized in accordance with Reference (j), Coast Guard Pay Manual, COMDTINST M7220.29 (series). For approved remote work requests in conjunction with a PCS, travel and transportation entitlements remain based on actual travel performed and the PDS to which ordered. Exceptions must be routed through the chain of command for approval by Office of Military Personnel (CG-1M1).

E. Waivers.

1. For all waivers, the request must be forwarded to the appropriate entity as identified under each limitation, by the unit where duty is being performed. The content of the waiver is outlined in Appendix E of this Instruction. A valid waiver must be routed from the receiving command through:
  - a. The reservist's PDS (unit Commanding Officer or Commander);
  - b. The receiving District (if appropriate);

- c. The receiving Area/DOL for consideration; and
  - d. Headquarters unit or CG PSC as appropriate, when required by this Instruction.
2. Waiver requests submitted to the receiving Area/DOL for written authorization and requests:
    - a. Must include mission requirements, funding, justification, workforce factors, and Full-Time Equivalent (FTE) position availability;
    - b. May be denied subject to funding, lack of authorization, significant concerns with the reservist's performance, or other factors; and
    - c. Should be submitted at least 90 days prior to the commencement date of the orders, but not less than 60 days.
  3. ADOS waiver requirements.
    - a. If the same non-contingency, non-reimbursable ADOS requirement will exist for three or more consecutive years, a waiver request to continue resourcing the requirement through ADOS must be submitted by the sponsoring unit or program to Assistant Commandant for Reserve (CG-R), through the Office of Workforce Forecasting and Analysis (CG-1B2) and Office of Resource Management (CG-83), to determine whether the requirement is permanent or temporary.
    - b. Permanent billet needs require submission of a resource proposal for permanent funding, or a reprogramming offset. ADOS may be used to cover resource gaps until resource proposals are approved but must not be used in lieu of submitting a resource proposal for permanent billet needs.
  4. Unless a requested waiver has been approved on existing ADOS orders, deactivation requirements must be completed as outlined in chapter 7 of this instruction and Reference (i), Personnel and Pay Procedures TTP, PPCINST M1000.2 (series).

F. Limitations.

1. Reservists must not be issued orders to perform active duty unless they are AFFD in accordance with Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series) except for MEDHOLD orders in accordance with Reference (d), Title 10 U.S.C. §12301(h). Consult Commander (CG PSC-RPM) for exceptions or waivers.
2. Reservists transferred from the SELRES to the Standby Reserve (ISL) due to unsatisfactory performance must not perform any type of active duty unless Commander (CG PSC-RPM) authorizes orders.
3. Reservists not in compliance with body composition standards in accordance with Reference (h), Body Composition Standards Program, COMDTINST 1020.8 (series), must not be issued voluntary or involuntary active duty orders, except for ADT-AT.

4. Reservists who are Commanding Officers must only be allowed to perform ADOS at their assigned unit, or for short-term boards, panels, or schools/training. No waiver is available.
5. Short-term ADOS is TDY and must not exceed 180 total consecutive days whether as a single set of orders or multiple sets of orders. Multiple sets of consecutive short-term non-contingency ADOS orders, totaling 181 days or more, require a 31-day break in service or a waiver in accordance with Reference (k), Joint Travel Regulations.
6. Back-to-back long-term to short-term, or short-term to long-term, ADOS does not require a 31-day break in service.
7. Reservists over 60 years of age, CWOs and enlisted beyond 30 years time-in-service, and Reserve Officers with over 30 years of total commissioned service may not perform ADOS without an approved waiver from Commander (CG PSC-RPM).
8. Reservists who have not completed IADT may not be assigned to active duty on land outside the United States and its territories and possessions until the member has completed the basic training requirements, in accordance with Reference (d), Title 10 U.S.C. §671. No waiver is available.
9. Personnel Force Innovations (PFIs). Reservists are not authorized to seek military employment through the DoD PFI program or participate in the DHS Surge Capacity Force Program.
10. Annual Leave. In accordance with Reference (w), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series) and Reference (j), Coast Guard Pay Manual, COMDTINST M7220.29 (series), reservists may only use leave when on active duty periods of 30 days or more. Extending a current active duty period or issuing new active duty orders for the purpose of using accrued annual leave is not authorized. Unused accrued leave remaining in a reservist's annual leave account at the end of an ADOS period may be retained for use on future active duty, or sold at the conclusion of the active duty period. Refer to Reference (j), Coast Guard Pay Manual, COMDTINST M7220.29 (series) for guidance regarding career lump-sum leave sell-back policy.
11. Long-term ADOS Cap.
  - a. Sponsoring programs or commands must stay within their Assistant Commandant for Resources (CG-8) annually allocated ADOS ceiling. FTE holders are authorized to further distribute all or a portion of their allocation to subordinate units or operations.
  - b. Exceptions to long-term ADOS cap requirements for three or more consecutive years include:
    - (1) ADOS performed in support of a contingency operation; or
    - (2) ADOS performed in support of a reimbursable agreement in accordance with Reference (u), Coast Guard Personnel Allowance List (PAL) Manual,

## COMDTINST M5312.14 (series).

12. Reservists are authorized to perform ADOS for other services via Military Interdepartmental Purchase Request (MIPR), Memorandum of Understanding (MOU), or reimbursable agreements in response to a validated Request for Forces (RFF) via the Areas, Deputy Commandant for Operations (CG- DCO), or Director of Operational Logistics, Office of Personnel and Reserve Force Readiness (DOL-1) and in accordance with Reference (u), Coast Guard Personnel Allowance List (PAL) Manual, COMDTINST M5312.14 (series).
13. The use of reservists from other military services for Coast Guard ADOS is authorized; however, their participation is subject to the requirements and restrictions of their parent service. Any command or headquarters office seeking to use another service's reservist under ADOS is responsible for establishing a liaison with the appropriate command and for completing any required arrangements or documentation. Requests for use of other military reserve personnel in an ADOS status must be in the form of an Inter-Service Support Agreement (ISSA) or a MIPR.
14. Reservists must not perform active duty (except ADT-AT) if the reservist has accrued, or will accumulate due to the length of ADOS assigned any of the following:
  - a. Over 16 years total active duty. Waiver request packages (including endorsements with comments) must be forwarded through the chain of command to Commander (CG PSC-RPM) for consideration, prior to the commencement of orders.
  - b. Over 18 years total active duty (sanctuary). Reservists on active duty (except ADT-AT) who accumulate 18 years of cumulative active duty must not be involuntarily released (other than for physical disability or for cause) from that duty until they have accrued 20 years of active duty and become entitled to a regular retirement in accordance with Reference (d), Title 10 U.S.C. §12686. Waiver request packages must be forwarded through Office of Resource Management, Pay and Benefits Division (CG-832) to receive written authorization from Commander (CG PSC-RPM), prior to the commencement of orders.

G. Cancellation or Early Termination of Orders.

1. Termination of long-term orders (181 days or more in duration) other than Extended Active Duty (EAD) by the issuing authority requires the following:
  - a. Notify the reservist and Commander (CG PSC-RPM), in writing, of the intent to terminate active duty orders 60 days in advance, if possible, but not less than 45 days from the intended RELAD date.
  - b. Close coordination between the command, member, servicing administrative office/SPO, and servicing medical staff to adequately determine the amount of time required for deactivation; and
  - c. Deactivate the reservist in accordance with chapter 7 of this instruction and Reference

- (i), Personnel and Pay Procedures TTP, PPCINST M1000.2 (series).
2. Termination of short-term orders (180 days or less in duration) by the issuing authority requires the following:
    - a. Notify the reservist, in writing, of the intent to terminate active duty orders as soon as the command or issuing authority determines the duty is no longer required. Members should anticipate being RELAD within 15 days after notification unless additional processing time is required. Medical hold or Active Duty for Health Care (ADHC) orders must be terminated when the member becomes AFFD;
    - b. Provide written justification for early termination of orders 15 days in advance, if possible, of the intended RELAD date to the cognizant Reserve Force Readiness System (RFRS) staff or Commander (CG PSC-PSD-SSS) as applicable;
    - c. Close coordination between the command, member, servicing administrative office/SPO, and servicing medical staff to adequately determine the amount of time required for deactivation; and
    - d. Deactivate the reservist in accordance with Reference (i), Personnel and Pay Procedures TTP, PPCINST M1000.2 (series).

#### H. SELRES PDS Assignment Impacts.

1. Reservists must receive command endorsement from their PDS prior to starting or extending ADOS orders.
2. Reservists in receipt of PCS orders must receive command endorsement from the receiving command prior to starting or extending ADOS orders.
3. All short-term ADOS (180 days or less) must be performed in a TDY status and reservists must remain in their permanent Reserve position on the PAL.
4. Reservists who receive multiple sets of consecutive short-term ADOS orders totaling 181 days or more, must be required to vacate their SELRES position unless waived by Commander (CG PSC-RPM) or if all the ADOS is performed at the same unit where they are permanently assigned. A 31-day break in service waiver does not constitute an exemption from this Section.
5. Long-term non-contingency ADOS.
  - a. Requires assignment to a temporary position at the unit where duty is performed.
  - b. Applicability of PCS entitlements remains in accordance with Reference (i), Personnel and Pay Procedures TTP, PPCINST M1000.2 (series), Reference (j), Coast Guard Pay Manual, COMDTINST M7220.29 (series) and Reference (k), Joint Travel Regulations.

- c. Reservists must be removed from their permanent Reserve position on PAL.
- 6. Reservists performing long-term contingency ADOS at their PDS must not be re-assigned to a temporary ADOS position. They will remain assigned to their permanent funded Reserve position on the PAL.
- 7. Reservists on long-term ADOS or consecutive short-term ADOS totaling 181 days or more must compete for assignment to a permanent Reserve position on PAL as part of the deactivation process.
- 8. Reservists who fail to successfully compete for a SELRES position will be RELAD to the IRR. O-5 and O-6 reservists may also be placed in an Individual Augmentation Duty (IAD) status.

I. Duties and Responsibilities.

- 1. Assistant Commandant for Resources (CG-8).
  - a. Establish and maintain a ceiling each fiscal year for long-term ADOS-AC to manage the funding and FTE associated with reservists serving on non-contingency ADOS-AC;
  - b. Annually designate and announce cap managers and publish FTE allocations;
  - c. Approval authority in coordination Commander (CG PSC-RPM) for policy waivers pertaining to over 18 years total active duty (Sanctuary); and
  - d. Create temporary ADOS positions for long-term, non-contingency ADOS-AC, long-term ADOS-RC, long-term contingency ADOS-AC, and reimbursable positions on PAL per the cap manager, DOL-1 or Commander (CG PSC-PSD-SSS).
- 2. Assistant Commandant for Military Personnel (CG-1M). Appeal authority for policy waivers pertaining to over 18 years total active duty (Sanctuary).
- 3. Assistant Commandant for Reserve (CG-R). Appeal authority for all types of ADOS waivers covered in this Instruction, excluding 18 year “sanctuary” waivers addressed above.
- 4. Office of Reserve Policy and Requirements Integration (CG-R5). Issue and maintain Coast Guard policy governing ADOS in alignment with applicable statutes, DoD policy and guidance, and specific Coast Guard authorities.
- 5. Office of Reserve Resources, Readiness, and Analysis (CG-R8). Establish and maintain ceiling each fiscal year for long-term ADOS-RC to manage the funding and FTE associated with reservists serving on ADOS-RC.

6. Office of Military Personnel (CG-1M1).
  - a. Issue and maintain Coast Guard policy governing pay, allowances, and benefits in alignment with applicable statutes, DoD policy and guidance, and specific Coast Guard authorities; and
  - b. Approval authority for policy waivers pertaining to retroactive order changes and special Secretarial Process determinations concerning pay, allowances, or benefits.
7. Office of Counterterrorism & Defense Operations (CG-ODO). Establish and maintain a ceiling each fiscal year for Reserve personnel resources in support of DoD designated contingency operations.
8. Commander, Personnel Service Center, Reserve Personnel Management (CG PSC-RPM).
  - a. Centrally manage long-term, non-contingency ADOS with the assistance of the cognizant RFRS staff;
  - b. Issue and maintain procedural guidance on Coast Guard Reserve assignment and ADOS policy;
  - c. Solicit long-term, non-contingency ADOS including ADOS-AC, ADOS-RC, and reimbursable positions;
  - d. Establish and manage the selection of authorized long-term, non-contingency, ADOS positions;
  - e. Act as approval authority for policy waivers pertaining to over 16 and 18 (in coordination with Assistant Commandant for Resources (CG-8) years of total active duty, over 60 years of age, over 30 years of total service scenarios, and retention of SELRES positions during multiple sets of consecutive short-term ADOS orders totaling 181 days or more;
  - g. Track reservists with over 15 years of total cumulative active duty service and evaluate for continued active duty; and
  - h. Develop and maintain an ADOS process guide with Commander (CG PSC-PSD-SSS).
9. Commander, Personnel Service Center, Personnel Services Division, Surge Staffing Section (CG PSC-PSD-SSS).
  - a. Centrally manage the solicitation of contingency ADOS in accordance with Reference (a), Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1 (series);
  - b. Review and comment on policy, process, and procedures for contingency ADOS in

- Reference (a), Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1 (series), including requests and solicitations;
- c. Request position creation to Office of Organizational Analysis, Personnel Allowance Division (CG-811) when issuing long-term ADOS orders in support of a contingency;
  - d. Authorize Coast Guard reservists contingency ADOS-AC in accordance with Reference (a), Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1 (series). This excludes members of Coast Guard Port Security Units (PSUs); and
  - e. Develop and maintain a contingency ADOS process guide with Commander (CG PSC-RPM).
10. Pacific and Atlantic Area-15 Staff.
- a. Receive RFF from DoD or other agencies, coordinate with operational commander, and provide allocations and management of resources;
  - b. Define personnel requirements and provide guidance as necessary to ensure that operational needs are met without overly degrading unit capabilities within each organization's chain-of-command;
  - c. Prioritize operational needs in accordance with the 11 statutory Coast Guard missions against available resources when reviewing ADOS requests; and
  - d. Pacific Area, Deployable Specialized Forces Support Branch (PAC-13) is the issuing authority for orders related to PSU units and Coastal Riverine Forces (CRFs);
11. District (dxr), PAC-13, and Director of Operational Logistics, Reserve Force Readiness Division (DOL-1).
- a. Validate that reservists are operationally and administratively ready for activation;
  - b. Authorize Reserve activation orders in accordance with established law and policy;
  - c. Validate requests for short-term ADOS, 180 days or less in duration;
  - d. Validate official deactivation notification received from the unit that deactivated the member as specified in this Instruction;
  - e. Serve as final authorizing official for contingency ADOS orders that fall within their area of responsibility; and
  - f. Ensure that reservists are deactivated properly including completion of re- integration activities.

## 12. Funds Resource Manager.

- a. Validate and fund requests for short-term ADOS in accordance with this Instruction and applicable financial resource management guidelines; and
- b. Validate and coordinate funding for long-term, non-contingency ADOS via the chain of command to the cognizant cap manager through the Office of Resource Management, Pay and Benefits Division (CG-832).

## 13. Cap Manager.

- a. Manage ADOS caps in accordance with annual resource guidance applicable to each duty type and funding source;
- b. Track long-term ADOS FTE against ADOS caps annually authorized by Assistant Commandant for Resources (CG-8);
- c. Non-contingency ADOS cap managers are the approval authority for long-term non-contingency ADOS requests within their total authorized cap. Validated and funded ADOS requests are forwarded to Commander (CG PSC-RPM) for solicitation, selection, and assignment action;
- d. LANT-1, PAC-1, and DOL-1 are approval authority for contingency ADOS requests within their total authorized Reserve Month allocation.
- e. Approval authority for policy waivers pertaining to short-term, back-to-back ADOS waiver requests that require a 31-day break in service; and
- f. Request ADOS position creation to Office of Resource Management, Pay and Benefits Division (CG-832) based on validated resourced ADOS requirements at specific Coast Guard units or activities.

## 14. Sponsoring Unit or Program.

- a. Request for short-term ADOS-AC supported by District (dxr), Areas, or DOL, must be routed through the cognizant funds resource manager for validation in accordance with Reference (a), Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1 (series). Validated and funded requests, with by-name-candidate preference if one exists, are forwarded to Commander (CG PSC-PSD-SSS) for solicitation;
- b. Request for ADOS-RC must be forwarded to the Reserve Resource Management Division (CG-R82) through the cognizant RFRS staff for validation. Validated and funded request, with by-name-candidate preference if one exists, are forwarded to Commander (C -PSC-PSD-SSS) for solicitation;
- c. Request long-term, contingency ADOS support via their chain of command to their cognizant contingency cap manager;

- d. Request for long-term, non-contingency ADOS support via their chain of command to their cognizant cap manager through their funds manager;
- e. May nominate a qualified and available candidate for short-term or contingency ADOS in accordance with Reference (a), Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1 (series); and
- f. Report utilization of ADOS allocation to the chain of command and cognizant cap managers.

#### 15. Providing Unit.

- a. Provide command endorsement for reservists requesting ADOS opportunities. Ensure endorsement addresses the following:
  - (1) Qualification, certification, and currency;
  - (2) Acceptance of potential gapped SELRES positions; and
  - (3) Individual activation readiness.
- b. Ensure own and subordinate unit reservists are operationally and administratively ready for activation; and
- c. Ensure reservists are processed properly for deactivation including completion of re-integration activities.

#### 16. Receiving Unit.

- a. Provide a sponsor to incoming reservist;
- b. Provide all command, administrative, and personnel support activities for reservists assigned to ADOS positions;
- c. Notify reservist of intent to RELAD in sufficient time to complete processing in accordance with this Instruction, Reference (i), Personnel and Pay Procedures TTP, PPCINST M1000.2 (series), and Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series);
- d. Ensure reservist meets requirements for deactivation in accordance with Reference (a), Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1 (series) and Reference (u), Coast Guard Personnel Allowance List (PAL) Manual, COMDTINST M5312.14 (series) prior to RELAD. Notify sponsoring unit or program, servicing and home District (dxr) or DOL-1 staff immediately if reservist does not meet all requirements for deactivation; and
- e. Ensure ADOS positions and the individual assigned to the position are under the operational, tactical, and administrative control of the unit or activity to which they

are assigned.

17. Servicing Personnel Office (SPO).

- a. Issue orders in accordance with policy requirements and event specific guidance. Additional orders or amendments to existing ADOS orders involving no break in service will be issued by the servicing SPO holding the reservist's service record/personnel data record (PDR);
- b. Ensure that the reservist's home District (dxr), PAC-13, or DOL-1 staff and local RFRS staff are forwarded copies of all additional orders and amendments;
- c. Complete deactivation processing during the final 60 days prior to end of orders or as quickly as practicable for activations of less than 60 days, in accordance with this Instruction, Reference (i), Personnel and Pay Procedures TTP, PPCINST M1000.2 (series), and Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series);
- d. Issue Certificate of Release or Discharge from Active Duty, DD Form 214 to eligible reservists, in accordance with Reference (l), Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST 1900.4 (series); and
- e. Amend RELAD orders for reservists departing long-term ADOS who are in receipt of SELRES PCS orders. Reservists who fail to compete for SELRES assignment will be RELAD to the IRR.

18. Reservist.

- a. In accordance with this Instruction and Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series), reservists must be current in the following prior to executing ADOS orders:
  - (1) Personal readiness for activation;
  - (2) Medical readiness with IMR showing AFFD and no Deployment-Limiting Medical Conditions (DLMCs) in accordance with Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series). Although a PHA and dental examination are a part of IMR, reservists must not be denied orders to perform active duty solely due to the lack of either;
  - (3) Annual screening questionnaire;
  - (4) Weigh-in validating that reservist is in compliance with Reference (h), Body Composition Standards Program, COMDTINST 1020.8 (series); and
  - (5) Satisfactory participation requirements in accordance with Reference (b), Reserve Duty Status and Participation, COMDTINST 1001.2 (series); and

- b. Compete for assignment to a permanent SELRES position within the normal assignment process prior to RELAD from long-term non-contingency ADOS.

## CHAPTER 5. ACTIVATION

A. General. Reservists may be recalled to AD in response to national emergencies, manmade, or natural disasters. The decision to utilize the RC is based on an assessment by the Incident Commander. Contingency duration, personnel fatigue, personnel capacity and capability, and AC backfill should be analyzed. Considerations for voluntary versus involuntary recall are:

1. Time expediency.

- a. The authority to activate personnel in advance of a potential incident is provided by Reference (e), Title 14 U.S.C. §3713. Reservists must be provided at least a 48-hour notification and are required to initiate travel within 48 hours of notification but may voluntarily report earlier.
- b. A member of the RC who is ordered to AD under Reference (d), Title 10 U.S.C. §§12301 – 12305 for a period of more than 30 days in support of a contingency operation must be provided not less than 30-days notification before the activation date, with a goal of 180 days. Some situations may require more immediate activation which requires approval by the Secretary of Homeland Security in accordance with Reference (c), Accessing the Reserve Components (RC), DoDI 1235.12.
- c. In addition to involuntary recall, there are voluntary methods which allow for both SELRES and IRR personnel to be activated.

2. Critical skillsets. If a contingency response requires a specific set of specialized skills, a reservist may volunteer to serve in a capacity outside of their military specialty, that they are otherwise qualified to perform, but cannot be involuntarily ordered to do so.

B. Involuntary Recall to Active Duty. The nature of the event will dictate the provision of law utilized for activation and the issuance of orders in accordance with Appendix B of this Instruction.

1. Authority.

- a. Full Mobilization. Personnel of all RCCs are subject to involuntary activation under this duty type in accordance with Reference (d), Title 10 U.S.C. §12301(a).
  - (1) The purpose of full mobilization is for response in time of war or national emergency declared by Congress and authorized by the Secretary concerned.
  - (2) The recall of a reservist under this authority is authorized for the duration of the war or emergency and for six months thereafter.
- b. Partial Mobilization. All personnel of the Ready Reserve are subject to involuntary activation under this duty type in accordance with Reference (d), Title 10 U.S.C. §12302.
  - (1) The purpose of a partial mobilization is for response in time of national

emergency declared by the President and authorized by the Secretary concerned.

- (2) Once an Executive Order declaring a national emergency is issued, Assistant Commandant for Reserve (CG-R) will initiate the request from Commandant to the Secretary of Homeland Security to grant involuntary recall authority for the emergency, for any non-DoD support activities.
  - (3) For involuntary recall actions in support of DoD operations, the authority has been delegated to the Commandant as per procedures in Reference (c), Accessing the Reserve Components (RC), DoDI 1235.12.
  - (4) By policy, the recall of reservists under this authority must not exceed 365 - consecutive days per activation, inclusive of leave, in-processing, and out-processing.
  - (5) By law, an individual reservist may not be recalled for more than 24 consecutive months. By policy, activations beyond 24 cumulative months for the same contingency operation require Office of Reserve Policy and Requirements Integration (CG-R5) approval. An exception to this policy applies for members attached to a PSU mobilization. These members may exceed 24 cumulative months but may not exceed 24 consecutive months at the conclusion of the deployment for which they are activated.
  - (6) Reservists who exceed 24 months and transition to orders under Reference (d), Title 10 U.S.C. §12301(d), will be removed from their SELRES assignment.
- c. Presidential Recall. All Ready Reserve personnel are subject to involuntary activation under this duty type in accordance with Reference (d), Title 10 U.S.C. §12304.
- (1) The purpose of these orders is for an emergency when the President determines that it is necessary to augment AC forces in response to a named operational mission.
  - (2) By law, the recall of a reservist under this authority may not exceed 365 consecutive days, inclusive of leave, in-processing, and out-processing.
- d. Domestic Response. All personnel of the CG Ready Reserve are subject to involuntary activation under this duty type in accordance with Reference (e), Title 14 U.S.C. §3713.
- (1) The purpose of these orders is for the emergency augmentation of the CG during, or to aid in prevention of, an imminent serious natural or manmade disaster, accident, catastrophe, act of terrorism, or transportation security incident as authorized by the Secretary of Homeland Security.
  - (2) An involuntary recall may be invoked by a cognizant authority if there is an inadequate number of volunteers, more than one district is affected, the mission duration may exceed 30 days, or the requirement exceeds the voluntary recall

limits to respond to a domestic emergency.

- (3) The Secretary of Homeland Security annually delegates the authority to involuntarily activate reservists to the Commandant. The Commandant then further delegates this authority to recall up to a pre-determined number of Ready Reservists and days.
  - (a) Assistant Commandant for Reserve (CG-R) initiates the request from the Commandant to the Secretary of Homeland Security to grant involuntary recall authority for a pre-determined period of time.
  - (b) Commandant delegates to the cognizant authority the ability to involuntarily recall a designated number of Ready Reserve personnel for the duration of the DHS approved authority.
- (4) The cognizant authorities must notify Commandant of their intent to exercise involuntary recall authority prior to execution.
- (5) Incident-specific policy may be issued by the Assistant Commandant for Resources (CG-8), Assistant Commandant for Reserve (CG-R), and CG PSC upon notification of the cognizant authority's intent to recall reservists.
- (6) This policy implements internal force generation controls by further restricting the statutory limitations set forth in Reference (e), Title 14 U.S.C. §3713. Involuntary recall under this authority is limited to not more than 60 cumulative days in any four-month period and not more than 120 cumulative days in any two-year period.
- (7) When operational commanders require additional personnel resources, they must submit an RFF to Commander (CG PSC-PSD-SSS) in accordance with Reference (a), Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1 (series) and annual guidance provided by the Areas.
- (8) Once involuntary authority has been granted for a contingency, reservists must be ordered to AD under the involuntary authority. However, after completion of the authorized Title 14 duration, a reservist may be voluntarily retained on short-term ADOS under Reference (d), Title 10 U.S.C. §12301(d) for not more than 180 days in accordance with this Instruction and Reference (k), Joint Travel Regulations (JTR).

#### C. Retired Reserve.

1. Retired Reserve personnel are subject to involuntary AD only if it is determined there are not enough qualified reservists in an active status available in accordance with Reference (d), Title 10 U.S.C. §12307.
2. During full mobilization and declaration of war or national emergency by Congress, retirees are categorized by precedence of the likelihood of recall in accordance with Reference (z), Management of Regular and Reserve Retired Military Members, DODI

1352.01.

- a. Category I. Non-disability retired military members under 60 years old and who have been retired 5 years or less.
  - b. Category II. Non-disability retired military members under 60 years old and have been retired more than 5 years.
  - c. Category III. Retired military members including those retired for disability or any retired member over 60 years old.
3. In accordance with Reference (d), Title 10 U.S.C. §12301(d) and at the discretion of the Secretary of Homeland Security, Retired Reserve personnel may be voluntarily recalled to AD with their consent.
  4. Commander (CG PSC-RPM) is the issuing authority for AD recall orders to Retired Reserve personnel.
  5. Retired reservists performing AD remain in a Retired Reserve status.

D. Notifications.

1. Other than full mobilization.
  - a. The primary means of notification is via the chain of command.
  - b. At the time of notification, SELRES personnel will be provided information either verbally or in writing on the nature of the recall, duration of the duty, and reporting site location and date. This information should include enough detail to allow the reservist to properly prepare for the assignment.
2. Full mobilization. During a full mobilization, conditions are expected to be so exigent that time does not allow for advanced notification. Upon declaration of full mobilization by Congress, directions will be issued by Assistant Commandant for Reserve (CG-R).
3. Other reservists and retirees. IRR, Standby Reserve, and Retired Reserve personnel should not report to any CG unit until they are notified and their presence specifically ordered. If they are contacted, they will be directed where to report.

E. Contingency Orders to Active Duty. Ready Reserve personnel must be prepared to execute orders to AD in the event of a contingency. The CG will issue orders to reservists recalled to AD in the most expeditious manner possible to facilitate reservists' notification to employer, family, and other planning considerations.

1. Reservists who consent to duty under Reference (d), Title 10 U.S.C. §12301(d) or who have been involuntarily activated must report to AD as ordered unless it is physically impossible or would clearly be a threat to the health, welfare, or safety of self or others to do so. DOL-1, District (dxr), PAC-13, CGCYBER, and operational commanders will

verify the circumstances and issue instructions to the reservist, including affirmation of original orders, deferment, delay, exemption, or other administrative action as appropriate.

2. Once a reservist is identified for involuntary mobilization under Reference (d), Title 10 U.S.C. §§12301 – 12305, orders should be issued as soon as possible and at least 30 days before the scheduled duty to allow reservists time to prepare for activation and early identification (EID) for medical benefits. Should the operational situation warrant, or the reservist requests, the Secretary of Defense or Secretary of Homeland Security may waive the 30 day notification requirement pursuant to Reference (c), Accessing the Reserve Components (RC), DoDI 1235.12 and Appendix B of this Instruction.
3. Prior to activation, reservists must receive written orders. In emergency conditions, the Commandant may use verbal orders to speed response times. Verbal activation approvals may not be delegated below the Flag Officer level and must be accompanied with written documentation. Official orders must be provided as soon as practicable.
4. Start and end dates of orders must be expeditiously processed to promptly start and stop authorized pay, allowances, entitlements, and benefits.
  - a. An extension of orders beyond the original expiration date requires amending the end date to the current orders prior to order expiration.
  - b. New orders must be issued when there is a change in recall authority or contingency.
  - c. Subject to availability of funds, orders anticipated to crossover fiscal years should have travel order numbers and lines of accounting issued on the original order or via amendment prior to the end of the fiscal year.
5. Voluntary activation orders must be issued as soon as practicable to allow a reservist sufficient time to prepare for AD. An extension of voluntary orders beyond the original expiration date requires voluntary acceptance by the reservist.
6. Reservists selected for activation who have accrued or will accumulate over 16/18 year's total AD must apply for a waiver in accordance with Reference (f), Reserve Policy Manual, COMDTINST 1001.28 (series).
7. Mobilization-to-dwell ratios for involuntary mobilization under Reference (d), Title 10 U.S.C. §§12301 – 12305 must be considered when activating reservists in accordance with Reference (c), Accessing the Reserve Components (RC), DoDI 1235.12 and chapter 7 of this Instruction, or Reference (e), Title 14 U.S.C. §3713.
8. Reservists (and retirees under the conditions of full mobilization) may be recalled until they reach age 60. When selecting a reservist for activation, their age should be noted to ensure they will not reach age 60 before the end of their orders in support of the contingency.
9. Reservists may be subject to recall until they reach the 30th anniversary of their pay base

date for chief warrant officers and enlisted; or 30 total years of commissioned service for commissioned officers.

10. Reservists may reenlist or extend enlistment outside of normal policy to ensure sufficient obligated service remains for the expected duration of their contingency support orders. In cases where a Reserve officer is scheduled to separate or retire prior to the completion of AD orders, Commander (CG PSC-RPM) must be contacted.
  11. SELRES personnel have the highest priority for involuntary recall, followed in decreasing priority by IRR personnel, Standby Reservists (not otherwise excused prior to mobilization by reason of critical civilian employment or hardship), and non-disability Retired Reserve personnel.
  12. Reservists must notify their civilian employer of their recall status upon receipt of orders or as soon as practicable. Units may not contact civilian employers directly unless specifically requested to do so in writing by the reservist.
- F. Additional Considerations. In addition to matching skill sets to force requirements, the following must be considered:
1. Reservists may not perform travel prior to receiving written orders.
  2. Office of Reserve Policy and Requirements Integration (CG-R5) will create OP IDs for orders issuance in support of contingency operations. Separate OP IDs for Title 14 or Title 10 involuntary, ADOS, and Medical Hold (MEDHOLD) orders will be created for each contingency.
  3. Assistant Commandant for Resources (CG-8) will promulgate specific guidance if Stafford Act funds or Oil Spill Liability Trust Fund is available.
- G. Deferments and Hardships. Reservists may receive short-term deferments from AD if they are hospitalized, temporarily unqualified for medical reasons, experiencing an unexpected temporary hardship, or unqualified due to lack of prescribed training.
1. DOL-1, District (dxr), and appropriate operational commander will take into account the length and nature of any previous involuntary activations while using their discretion to grant hardship deferments for financial, family, and civilian employment per the guidelines outlined in Reference (n), Screening the Ready Reserve, DoDI 1200.7.
  2. Ready Reservists whose immediate recall to AD during an emergency would create an extreme personal or community hardship must be transferred to the Standby Reserve, Retired Reserve, or will be separated, unless exempted in accordance with Reference (f), Reserve Policy Manual, COMDTINST M1001.28 (series) and Reference (n), Screening the Ready Reserve, DoDI 1200.7.
  3. AC personnel who RELAD and affiliate with the SELRES will be offered the opportunity to defer being subject to involuntary activation for a period of one year from the date of affiliation with the SELRES. Personnel may waive their deferment at any time

if they wish to make themselves available for either voluntary or involuntary activation by signing an appropriate Administrative Remarks, Form CG-3307. The deferment may be cancelled at any time should the Commandant or other cognizant authority determine the national security needs of the country require it. Deferment eligibility and additional criteria are found in Reference (aa), Coast Guard Recruiting Manual, COMDTINST M1100.2 (series).

4. Personal Situations.

- a. As outlined in chapter 3 of this Instruction, single parents and military couples will have effective family care plans to provide care for their dependents; therefore, most childcare situations would not justify a family deferment.
- b. After a birth event, a post-partum birth parent will be deferred from involuntary activation in accordance with the timeline prescribed in Reference (bb), Pregnancy in the Coast Guard, COMDTINST 1000.9 (series). A post-partum member may accept voluntary orders with clearance by a CG medical officer and approval from the first O-6 or GS-15 in the chain of command.
- c. From the date an adoption is finalized, a reservist may be deferred from involuntary deployment for the period prescribed in Reference (a), Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1 (series). The reservist may voluntarily waive this deferment.
- d. A reservist ordered to AD who becomes a single parent because of unforeseen circumstances (e.g., the death of a spouse, incapacitation of a spouse, etc.) may apply for a humanitarian or hardship deferment in accordance with Reference (c), Accessing the Reserve Components (RC), DoDI 1235.12.

5. Professional Situations.

- a. Involuntary activation of personnel in the Ready Reserve engaged as students in a full-time accredited training program in the health professions must be consistent with policies pertaining to AD personnel in the same status. If the training cycle of AD students will not be interrupted for a given contingency operation or operational mission, then the training programs of Ready Reserve students should not be interrupted by an involuntary call to AD. Policies pertaining to the assignment of Reserve students, interns, residents, or fellows in the health professions must conform to Reference (n), Screening the Ready Reserve, DoDI 1200.7.
- b. Reservists are not required to serve on AD while preparing for the clergy at a recognized theological, divinity school, seminary, or similar institution of higher education per Reference (c), Accessing the Reserve Components (RC), DoDI 1235.12 and in accordance with Reference (d), Title 10 U.S.C. §12317.
- c. When necessary, "Select-and-Direct" authority may be exercised by Commander (CG PSC-PSD-SSS), Areas and DOL to recall reservists to meet all mission-critical and contingency operation requirements. When a reservist's command feels the rationale for an assignment decision is inadequate, the commanding officer or their

representative may appeal for further clarification from PSC-PSD via the chain of command. Consideration should be given to personnel with temporary conditions not covered above that would cause a serious long-term impact on the reservist if recalled and will be balanced against the needs of the Service.

- d. An activated reservist with a hardship may request relief via humanitarian assignment (HUMS) in accordance with Reference (w), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series) or hardship discharge in accordance with Reference (cc), Military Separations, COMDTINST M1000.4 (series). The reservist must remain on AD until a determination is made.

H. Use of Reservists Serving in a Training or Support Status. The following considerations apply when using reservists currently in an active or inactive duty status to support a contingency.

1. ADT-AT, Inactive Duty Training (IDT), or non-contingency ADOS periods for SELRES may not be scheduled to fulfill operational needs during a contingency.
  - a. If a reservist is already performing training, either on IDT or Active Duty for Training (ADT) orders and is reassigned to provide direct or indirect contingency support, their orders must be immediately reissued to ADOS-AC.
  - b. Reservists currently on AD or in receipt of orders for another purpose may be reissued contingency orders and reassigned to the operation if they possess critical skillsets necessary to the response.
2. When the Area, DOL or District commander determines that current resources are insufficient to respond to an emergency (natural disaster or domestic emergency), Ready Reserve personnel may be ordered to AD without their consent during the scheduled timeframe of their IDT. Retention of reservists beyond their regularly scheduled IDT without 48-hour notification requires consent of the reservist. IDT drills may be rescheduled but cannot exceed 48 paid drills during a fiscal year. Drills may not be rescheduled for periods of AD that encompass 30 days or greater.
3. Reservists undergoing IADT should not be activated in support of a contingency unless all other personnel resources have been exhausted.
4. IRR personnel serving on IDT or ADT orders must continue to perform duty as assigned until such time their recall is necessary or original orders end date. Once authority for recall of IRR personnel is received, cognizant authority may cancel the remainder of their orders and reassign them as necessary under the appropriate involuntary authority.

## CHAPTER 6. DEPLOYMENT

- A. General. All reservists should be prepared for activation and deployment within 48 hours as required under Reference (e), Title 14 U.S.C. §3713. The RC's mission is to meet operational demands to mitigate crises to support the contingency requirement of the Service, the Department of Homeland Security, the Department of Defense, and the Nation. The RC must be versatile and agile in response to evolving mission demands and risks.
- B. Limitations. Plans for deploying the RC must be sufficient to respond to contingencies and include the relief procedures and timelines. This process must be initiated immediately upon event or contingency activation and finalized prior to completion of the first activation wave turnover.
1. IADT. consists of AD for basic military training and technical skill or rate training (e.g., basic training, Direct Entry Petty Officer Training (DEPOT), and A-School). RC personnel must complete basic training requirements on initial entry into the military service. A minimum of 84 days of training (to include active and inactive orders) must be completed before reservists are deployable outside the United States and its territories and possessions, in accordance with Reference (d), Title 10 U.S.C. §671.
    - a. Reservists undergoing IADT may only be considered for recall if all other personnel resources are exhausted.
    - b. High school students enlisted under the 'RK' program, who meet the IADT requirement may only be considered for involuntary recall to AD under Reference (d), Title 10 U.S.C. §§12301 – 12305 or Reference (e), Title 14 U.S.C. §3713, if all other personnel resources are exhausted.
  2. Reporting Requirements. When a contingency response is required, DOL-1, District (dxr), PAC-13, or CGCYBER must immediately define and communicate the reporting process and requirements.
  3. Reporting Site. Upon activation, reservists will be directed by the order issuing authority where to report.
    - a. Activation Site. Upon reporting to the activation site, reservists will receive administrative, legal, operations, and safety in-brief. Considerations must be made by the order issuing authority to determine the necessity of an activation support team to provide required assistance to activated reservists. Before deploying to the contingency location, all reservists must be at minimum, medically screened per Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series) and administratively screened to ensure suitability for deployment. This requirement is not met by the annual Periodic Health Assessment (PHA).
      - (1) Deployment health activities will be conducted in accordance with Reference (dd), Deployment Health, DoDI 6490.03.
      - (2) Reservists deployed on expeditionary deployments that last more than 30 days

must complete the following Deployment-Related Health Assessments:

- (a) Pre-Deployment Health Assessment, DD Form 2795 should be completed prior to departure to assess the reservist's health before possible deployment outside of the United States and certain specified domestic deployments.
  - (b) In-Theater Mental Health Assessment once deployed for more than 179 days in accordance with Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series).
- (3) Reservists must hand carry the Adult Preventive and Chronic Care Flowsheet, DD Form 2766, to the activation site in accordance with Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series).
- b. Contingency Location. Upon reporting to the contingency location, reservists must receive a briefing to include Incident Commander guidance and area familiarization.
  - c. Personnel Support Plan. A personnel support plan must be drafted as early as possible in the event a contingency becomes a long-term event.

C. Redeployment.

1. Redeployment planning decisions are based on the operational environment at the time of redeployment. Areas, DOL, or CGCYBER are responsible for redeployment planning under their purview. This planning should be considered at the outset of an operation and continually refined as the operation matures.
2. Reservists may be reassigned within the same contingency under the authority of the funding organization.
3. Reservists activated under an external funding authority may only support the originally funded contingency. Reservists who are reassigned beyond the scope of the originally funded purpose or mission must be issued new orders with the appropriate line of accounting and OP ID.

**CHAPTER 7. DEACTIVATION**

- A. General. This chapter outlines general policies and considerations for releasing reservists from a contingency operation.
- B. Reporting Requirements. Assistant Commandant for Reserve (CG-R) must ensure deactivations are reported through the Reserve Components Common Personnel Data System (RCCPDS), to the Defense Manpower Data Center (DMDC), and through Defense Readiness Reporting System (DRRS) for any activations under Reference (d), Title 10 U.S.C. §§12301 – 12305 in accordance with Reference (c), Accessing the Reserve Components (RC), DoDI 1235.12.
- C. Deactivation Planning. Proper planning for deactivation will ensure a smooth transition for reservists returning to their pre-activation status.
1. The following considerations should be balanced by the command when preparing to deactivate a reservist:
    - a. Reservists on AD for a period of 30 days or more accrue leave at the same rate as AD personnel. Reservists must be provided an opportunity to utilize accrued leave.
    - b. Early deactivation must be completed in accordance with procedures outlined in Reference (i), Personnel and Pay Procedures TTP, PPCINST M1000.2 (series).
    - c. Reservists activated on short-term orders, who are slated for early termination of orders must be given as much advanced notice as practicable.
    - d. Reservists identified for early deactivation should be considered for reassignment within the same contingency prior to deactivation.
    - e. Voluntary contingency ADOS orders under Reference (d), Title 10 U.S.C. §12301(d) may be amended or cancelled prior to the start date either at the request of the reservist or the Command. Commands must notify reservists and the issuing authority immediately upon amendment or cancellation of ADOS orders. Amendment or cancellation requests from reservists must be in writing to the issuing authority through the appropriate chain of command. Once a reservist commences AD, that duty is no longer considered voluntary for purposes of termination.
    - f. A reservist who requests early termination of orders must obtain written approval from the command they are supporting. The command must notify District (dxr), DOL-1, or PAC-13 (short-term orders) or Commander (CG PSC-RPM) and Commander (CG PSC-PSD-SSS) (long-term orders) in the event an amendment, cancellation, or termination of orders is required.
    - g. The command may terminate orders, without reservist consent, at any time with as much advance notice as is practicable. Commands must inform the issuing authority of their intent to terminate orders. Orders may be terminated for, but not limited to, the following reasons:

- (1) The needs or good of the Service;
  - (2) Completion of mission requirements;
  - (3) Documented failure of the reservist to adequately perform the requirements of the duty for which they were activated (e.g., failure to qualify/maintain qualifications, or lapse of activation readiness condition);
  - (4) Documented failure to meet required standards or other non-disciplinary conduct problems (e.g., alcohol incidents, failure to meet body composition standards, etc.);
  - (5) Misconduct leading to disciplinary action in accordance with the Uniform Code of Military Justice (UCMJ), Reference (d), Title 10 U.S.C. Chapter 47; or
  - (6) Medical hold or ADHC orders must be terminated when the reservist becomes AFFD.
2. Extending periods of activation. Once activation orders are issued, every effort should be made for the end date to remain unchanged. This permits the reservist, their family, and employer to plan accordingly for their return, however, based on Service need orders may be extended.
- a. Extension of an activation will only be approved due to mission requirements that necessitated the original activation order. Examples include pre-deployment training or operational commander requirements, as determined by the Commandant, and approved at the level specified in Table 7-1;
  - b. Extension of activations pursuant to Reference (d), Title 10 U.S.C. §§12301(a), 12302, or 12304, may subsequently be extended subject to the legal constraints of Reference (d), Title 10 United States Code, this Instruction, and Service policies. Approval authority is assigned in Table 7-1;
  - c. The Commandant may approve requests for extensions to existing involuntary activations. The extension must be approved 30 days prior to the original end date, and may not extend more than 30 days beyond the original end date, and may not conflict with law or any other provision in Reference (c), Accessing the Reserve Components (RC), DoDI 1235.12;
  - d. The Secretary of Homeland Security may approve requests to extend involuntary activations if approval will occur less than 30 days prior to the original end date, or if the activation is extended more than 30 days beyond the original end date;
  - e. Reservists may request an extension beyond the original end date by consenting in writing. Approval authority is the first flag officer in the chain of command. The activation must still be authorized by the Commandant and the extension cannot exceed statutory limits;

- f. A reservist on AD, who files an unrestricted sexual assault report and is expected to RELAD prior to a Line of Duty (LOD) determination, with their consent, will be retained on AD in accordance with Reference (d), Title 10 U.S.C. §12323. A reservist eligible for continuation on AD under this Section must be informed as soon as practicable of the option to request continuation on AD; and
- g. Under delegation of the President’s authority in Executive Order 12728 (as amended by Executive Order 13286), the Secretary of Homeland Security may suspend any law relating to promotions, retirement, or separation of any reservist deemed essential to the national security of the United States. Reservists, including those on AD pursuant to Reference (d), Title 10 U.S.C. §§12301(a), 12302, and 12304, may be subject to stop loss in accordance with Reference (d), Title 10 U.S.C. §12305, Reference (e), Title 14 U.S.C. §3733 and Reference (c), Accessing the Reserve Components (RC), DoDI 1235.12.

Approved extension date to original end date or end of operational mission	Length of Extension*	Commandant	Secretary Of Homeland Security
≥ 30 Days	≤ 30 Days	X	
≥ 30 Days	> 30 Days		X
< 30Days	Any		X
*Subject to the statutory limits of Reference (d), Title 10 U.S.C. §§12301 – 12305			

**Table 7-1. Activation Extension Approval Criteria**

D. Dwell. Reservists are provided a period of respite following release from involuntary AD to support a balanced utilization of the total force. It is determined by the statutory authority and duration under which the involuntary orders were issued and any applicable policies or regulations.

1. Calculating dwell.

- a. The activation period is calculated from the start date of involuntary orders to the date of deactivation. For example, six months of involuntary activation followed by 24 months dwell yields an activation-dwell ratio of 1:4.
- b. Activation pursuant to Reference (d), Title 10 U.S.C. §12301(d) and Reference (e), Title 14 U.S.C. §3713, are considered dwell for the purpose of calculating a reservist’s activation-to-dwell ratio. Reservists in a period of dwell following an involuntary activation, may serve on ADOS and involuntary orders under Reference (e), Title 14 U.S.C. §3713, and this time will credit towards satisfaction of dwell guidelines.

2. Activation-to-dwell ratio.

- a. Activation-to-dwell ratio for contingency operations under Reference (d), Title 10 U.S.C. §§12301(a), 12302, and 12304, is detailed in Reference (c), Accessing the Reserve Components (RC), DoDI 1235.12.

- b. An activation-to-dwell ratio will not be considered for activations pursuant to Reference (e), Title 14 U.S.C. §3713 in either pre-activation or post-activation decisions.
- c. Reservists may be activated in dwell under involuntary activation authorities for which the identified reservists have volunteered, consented, elected to waive notification or dwell requirements, or otherwise agreed to the activation via an Administrative Remarks, Form CG-3307 entry, regardless of dwell or number of days between activation approval and activation date.
- d. Reservists activated in support of a domestic response under Reference (e), Title 14 U.S.C. §3713 orders are authorized for not more than 60 days in any four-month period and not more than 120 days in any two-year period in accordance with Reference (b), Reserve Duty Status and Participation, COMDTINST 1001.2 (series).

Activation-to-dwell ratio:	Authority to Waive	
	Commandant	Secretary of Homeland Security
≥ 1:4	X	
< 1:4 <sub>1</sub>		X
<sup>1</sup> The Commandant may approve activation requests for units with activation-to-dwell ratios less than 1:4 when all the reservists are being involuntarily activated for the first time, provided all other Secretary of Defense guidelines are met.		

**Table 7-2. Authority to Waive Dwell Time**

2. Duty under dwell.

- a. Active Duty - Other Than Training (ADOT), IDT, and ADT may be performed during dwell time.
- b. Global demands may require activation earlier than the standard activation-to-dwell ratio. Such exceptions must be temporary and require approval from the first flag officer or higher authority in the reservist’s chain of command in accordance with Reference (c), Accessing the Reserve Components (RC), DoDI 1235.12.
- c. Secretary of Homeland Security approval is required for activation requests pursuant to Reference (d), Title 10 U.S.C. §§12301(a), 12302, and 12304, when the reservist’s dwell ratio is less than 1:4. Activation-to-dwell ratio will not be used as a force structure shaping tool in accordance with Reference (c), Accessing the Reserve Components (RC), DoDI 1235.12.
- d. Activating reservists with an activation-to-dwell ratio of less than 1:4 requires the first flag officer or higher in the chain of command to certify that qualified volunteers, reservists that have not previously been involuntarily activated, and those with at least a 1:4 activation-to-dwell ratio were considered for the mission first.

- e. Unless waived by the individual concerned, no reservist with less than 12 months' dwell will be involuntarily activated except in the case of Reference (d), Title 10 U.S.C. §§12301(a), or 12304 subsection (b).
- E. Post-Deployment Mobilization Respite Absence (PDMRA) compensates activated reservists based on designated duty location and duration. Reservists must be on AD to use PDMRA days. It is not chargeable as leave in accordance with Reference (w), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series) and Reference (ee), Leave and Liberty Policy and Procedures, DoDI 1327.06.
- 1. Accrual.
    - a. The issuing authority may extend the activation end date, within statutory limitations, to allow reservists to utilize PDMRA. Additional PDMRA days will not be accrued during the activation extension for this purpose.
    - b. Reservists who transition from involuntary Reference (d), Title 10 U.S.C. §§12301(a), 12302, or 12304 orders to voluntary Reference (d), Title 10 U.S.C. §12301(d) orders in support of a contingency may carry-over PDMRA. They may not carry PDMRA to non-contingency orders.
    - c. Reservists who are also federal, state, or local government civilian employees garner further restriction on the use of PDMRA in accordance with Reference (ee), Leave and Liberty Policy and Procedures, DoDI 1327.06.
    - d. Unused PDMRA cannot be sold and does not have a cash value in accordance with Reference (w), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).
  - 2. Calculations.
    - a. Reservists activated within their dwell due to operational needs may qualify for PDMRA.
    - b. Eligible reservists begin to accrue PDMRA beginning on the activation start date through the activation end date.
    - c. Activations within the United States and its territories and possessions are not eligible for PDMRA regardless of activation type.
    - d. The P&A office will determine if reservists are authorized to receive PDMRA.
    - e. Activation under Reference (e), Title 14 U.S.C. §3713 does not impact Reference (d), Title 10 U.S.C. §§12301 – 12305 dwell time and earns no PDMRA entitlement.

- F. Personnel Separation Requirements. Reservists must meet the following separation requirements prior to RELAD for orders greater than 30 days:
1. A medical examination is required within 12 months of separation in accordance with Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series).
    - a. If an examination has not been completed within 12 months, a Report of Medical Assessment, DD Form 2697, is required;
    - b. Any illness, injury, or disease must be documented in the reservist's health record and a LOD determination will be made in accordance with Reference (ff), Administrative Investigations Manual, COMDTINST M5830.1 (series);
    - c. A PHA must be completed for reservists being released from contingency (non-expeditionary) active duty (greater than 30 days) if their annual PHA is due within the next 90 days. For members deployed outside of the United States, the PHA should be completed upon return to the United States;
    - d. A Limited Health Assessment (LHA) on the modified SF 600 and Separation History and Physical Examination (SHPE) must be completed prior to separation from AD in accordance with Reference (i), Personnel and Pay Procedures TTP, PPCINST M1000.2 (series) and Reference (m), The Separation History and Physical Examination (SHPE) for the DoD Separation Health Assessment (SHA) Program, DoDI 6040.46 under the following conditions:
      - (1) Reservists must complete a SHPE and mental health assessment when separating after 180 days or more of continuous AD service, or when separating with greater than 30 days of continuous AD service in support of a contingency operation and are being retired, discharged, or dismissed from SELRES within 90 days of the end of orders.
      - (2) Members who are not being retired, discharged, or dismissed from SELRES within 90 days of the end of orders are not required to complete a SHPE or mental health assessment unless requested by the member.
      - (3) Members requesting a SHPE should schedule the exam at least 30 days prior to RELAD. If the SHPE cannot be completed prior to RELAD, members should be issued MEDHOLD orders in accordance with Reference (d), Title 10 U.S.C. §12301(h).
      - (4) If a member elects not to complete a SHPE, an LHA must be completed. Telehealth may be utilized to complete an LHA, however, members reporting new health concerns may require an in-person evaluation.
      - (5) When required by the Commandant, complete a SHPE at a military treatment facility or Department of Veterans Affairs (VA) medical facility. A VA provided SHA meets the requirements for a military SHPE and mental health assessment.

2. Certificate of Release or Discharge. Reservists will receive a DD Form 214 when:
  - a. Released from a period of AD when they have served 90 days or more, or were ordered to AD in support of a contingency operation, as defined in Reference (d), Title 10 U.S.C. §101 (a) (13); Reference (e), Title 14 U.S.C. §3713, regardless of the number of days served on AD; or as required by the Commandant in accordance with Reference (l), Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST 1900.4 (series); or
  - b. Separated for cause or for physical disability, regardless of the length of time served on AD in accordance with Reference (l), Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST 1900.4 (series).
3. Disciplinary, Administrative, or Medical Action. Reservists under investigation or pending disciplinary actions pursuant to Reference (d), Title 10 U.S.C. Chapter 47, also known as the “Uniform Code of Military Justice (UCMJ),” or those pending administrative or medical actions, may be kept on AD until resolution of their cases when retention is authorized under applicable law. Such cases may require a change in status or orders for the affected reservist to either Reference (d), Title 10 U.S.C. §802(d) or MEDHOLD.
  - a. Reservists may be recalled to AD for disciplinary actions for UCMJ violations that occurred while in a duty status.
  - b. Reservists with a mandatory separation (due to a statutory limitation i.e., 30 years commissioned service, UCMJ, etc.) must not be retained in an active status.
  - c. Reservists who incur injury or illness in the line of duty and are slated for mandatory separation must be separated as required and are entitled to post-separation medical treatment at no cost to the member in accordance with Reference (d), Title 10 U.S.C. §1074a.
4. Enlistment Expiration. Reservists whose enlistment would have expired during their AD period will be expeditiously discharged unless they are qualified for and request reenlistment. This does not apply to reservists if their enlistment was extended without their consent in accordance with Reference (d), Title 10 U.S.C. §12305. Those reservists requesting to reenlist in the Ready Reserve, and who are otherwise eligible to reenlist, will be immediately reenlisted to prevent a break in service.
5. AD Protection (Sanctuary). Reservists ordered to ADOT, who, on the date they would otherwise RELAD are within two years of becoming eligible for retired pay or retainer-pay under a purely military retirement system other than retired pay for non-regular service, must not be involuntarily released from AD until they become eligible for that pay, unless approved by the Secretary of Homeland Security, in accordance with Reference (d), Title 10 U.S.C. §12686.

6. SELRES assignment. Reservists activated to serve on involuntary AD in support of a contingency or ADOS at their assigned unit will retain their assigned SELRES positions and therefore do not require assignment to new positions upon deactivation.
7. Deactivation Site Requirements. Reservists ordered to AD should be deactivated at the same activation station or site to which they were initially ordered to report on AD. DOL, District (dxr), PAC-13, or CGCYBER may change the deactivation site if deactivation at a different site or location proves more efficient to the CG. Reservists activated with their parent unit will, so far as practical, be deactivated with that unit.
8. Responsibilities.
  - a. Activation Unit. The unit where the duty is being performed must notify the reservist of intent to RELAD in sufficient time to complete processing in accordance with Reference (b), Reserve Duty Status and Participation, COMDTINST 1001.2 (series), Reference (i), Personnel and Pay Procedures TTP, PPCINST M1000.2 (series), and Reference (g) Coast Guard Medical Manual, COMDTINST M6000.1 (series) and;
    - (1) Ensure reservists meet requirements for deactivation in accordance with Reference (a), Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1 (series) prior to RELAD;
    - (2) Notify orders issuing authority and home District (dxr), DOL-1, PAC-13, or CGCYBER staff immediately if a reservist does not meet requirements for deactivation;
    - (3) Reservists who RELAD and are identified as other than AFFD must have clear duty status documentation;
      - (a) The member's PDS is responsible for initiating a LOD determination. Orders must not be involuntarily terminated until LOD is completed, the reservist is AFFD or until the resulting incapacitation cannot be materially improved by further hospitalization or treatment and the case has been processed and finalized through the Physical Disability Evaluation System (PDES) in accordance with Reference (gg), Physical Disability Evaluation System, COMDTINST M1850.2 (series);
      - (b) Entitlements upon RELAD will be in accordance with Reference (hh), Title 37 U.S.C. §§204(g) or 204(h). Orders and care authorized under this subsection will be continued until terminated, with the reservist's consent, the reservist is found AFFD, or the reservist has been separated or retired;
      - (c) Reservists on orders with an original duration of 31 days or more, who would otherwise be continued on AD at the expiration of the orders because of an injury, illness, or disease incurred or aggravated in the LOD, but who elect to leave AD, will be entitled to medical and dental care for the Service-connected medical or dental condition at an authorized medical treatment facility in accordance with Reference (d), Title 10 U.S.C. §1074a, upon

RELAD until benefits are terminated;

- (d) The activation unit must notify the reservists' SPO, Commander (CG PSC-RPM), District (dxr), Area-15, DOL-1, PAC-13, or CGCYBER as appropriate, of the RELAD; and
  - (e) When applicable, additional notifications may be required for reservists in accordance with Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series) and Reference (bb), Pregnancy in the Coast Guard, COMDTINST 1000.9 (series).
- (4) The activation unit is responsible for initiating administrative or disciplinary action in accordance with Reference (ii), Military Substance Abuse and Behavioral Addiction Program, COMDTINST 1000.10 (series) and Reference (jj), Discipline and Conduct, COMDTINST M1600.2 (series);
  - (5) The activation unit will update the member's record with any medals, awards, or competencies earned by the reservist while activated; and
  - (6) The activation unit notifies the SPO if the reservist has uncollected CG Mutual Assistance (CGMA) loan(s) that need to be collected from final AD pay. The activation unit also coordinates the repayment plan with CGMA headquarters if a lump-sum deduction from the reservist's final pay is not appropriate.
- b. SPO. The SPO must complete deactivation processing during the final 60 days prior to the end of orders or as soon as practicable for activations of less than 60 days, in accordance with Reference (b), Reserve Duty Status and Participation, COMDTINST 1001.2 (series), Reference (i), Personnel and Pay Procedures TTP, PPCINST M1000.2 (series), and Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series) and;
    - (1) Issue a DD Form 214 to eligible reservists, in accordance with Reference (l), Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST 1900.4 (series) and chapter 7.F of this Instruction;
    - (2) Amend RELAD orders for reservists departing long-term ADOS who have successfully competed for Reserve assignment through the assignment process; and
    - (3) Transmit separation transactions and process final AD payment.
  - c. PDS. The PDS ensures reservists are processed for deactivation in accordance with established law and policy including completion of re-integration activities:
    - (1) Assist reservists in validating DD Form 214 information and report any discrepancies to the SPO, then provide member copy to reservist; and
    - (2) Assist reservist with final travel claim.

- d. Reservists share responsibility in the deactivation process, they must:
- (1) Report any known illness, injury, or disease sustained or aggravated in the LOD prior to RELAD;
  - (2) Update contact and direct deposit bank account information if there are any changes;
  - (3) Complete Career Intentions Worksheet (CG-2045) to denote desires concerning disposition of accrued leave;
  - (4) Verify all DD Form 214 information is correct; and
  - (5) Provide DD Form 2766 to PDS medical provider.
- G. Transitional Assistance Management Program (TAMP) provides 180 days of premium-free transitional health care benefits to Service members and eligible dependents after regular TRICARE benefits end in accordance with Reference (d), Title 10 U.S.C. §1145.
1. Reservists separating from a period of more than 30 consecutive days of AD served in support of a contingency operation are eligible;
  2. TAMP eligibility is determined by the Coast Guard and documented in the Defense Enrollment Eligibility Reporting System (DEERS);
  3. The 180-day TAMP period begins upon the reservist's separation or RELAD;
  4. TAMP status will automatically update in DEERS when a reservist executes new qualifying orders or eligibility expires. Reservists on ADT or IDT maintain TAMP eligibility;
  5. TAMP coverage continues to run concurrently if reservists execute voluntary orders including Reference (d), Title 10 U.S.C. 12301(d) and Reference (d), Title 10 U.S.C. 12301(h) within their 180-day eligibility period. Upon RELAD from non-contingency orders, reservists must contact their assigned P&A office and Managed Care Support Contractor (MCSC) (regional TRICARE office) to resume TAMP eligibility;
  6. Reservists who execute new contingency orders of greater than 30-consecutive days, earn a new 180-day period of TAMP eligibility upon RELAD; and
  7. Reservists with a newly diagnosed condition related to their active-duty service may qualify for an additional 180 days of care beyond their regular TAMP coverage period through Transitional Care for Service-Related Conditions (TCSRC) program.
- H. Deactivation Evaluation Considerations.
1. Officer Evaluation Report (OER). Reserve officers may require a concurrent OER in accordance with Reference (x), Officer Accessions, Evaluations, and Promotions,

COMDTINST M1000.3 (series).

- a. Inactive Duty Promotion List (IDPL) officers on AD, including multiple sets of orders with no break in service, 181-consecutive days or greater must follow the Active Duty Promotion List (ADPL) submission schedule;
  - b. IDPL officers performing AD of any length at their PDS must have the performance documented in their regular OER and not a concurrent OER;
  - c. IDPL officers performing AD for 30 days or less at a unit other than their PDS may have the performance documented in a concurrent OER or in their regular OER, with input from the unit where AD was completed; and
  - d. IDPL officers performing AD for over 30 days but less than 181 days at a unit other than their PDS must have the performance documented in a concurrent OER.
2. Enlisted Evaluation Report (EER). Enlisted reservists may require an unscheduled evaluation when activated. The responsible command is determined in accordance with Reference (y), Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series).
- a. Evaluations for enlisted reservists performing temporary AD at a unit other than their PDS due to involuntary activation or on short-term ADOS (180 days or less) for at least 60 days are the responsibility as follows:
    - (1) The temporary duty unit must provide an evaluation if more than 92 days has elapsed since the last regular evaluation report;
    - (2) The activation unit must provide supporting documentation to the reservists' PDS if less than 92 days have elapsed since the last regular evaluation report; or
    - (3) Reservists performing AD at their PDS will submit a regular EER.
  - b. Contingency long-term ADOS (181 days or more) at a unit other than reservist's PDS is considered a permanent change of station (PCS). Commands will ensure reservists sign the counseling sheet for transfer evaluation report no later than 15 days before departing the unit to allow adequate time for counseling and appeal processing if required. The effective date must be the departure date of the reservist.
- I. Post-Expeditionary Deployment Requirements in accordance with Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series).
1. Electronic Deployment Health Assessments (EDHA). All reservists who are on an expeditionary deployment (e.g., Patrol Forces Southwest Asia (PATFORSWA)) for 30 or more consecutive days must complete a post deployment health assessment electronically.
    - a. Responsibility and timeline for the EDHA. Reservists are responsible for completing

deployment health assessments within the appropriate timelines as follows:

- (1) Post-Deployment Health Assessment (PDHA), DD Form 2796. No earlier than seven days prior to returning and no later than 30 days after returning to the home station; and
  - (2) Post-Deployment Health Reassessment (PDHRA), DD Form 2900. During the three-to six-month period after returning from deployment a healthcare provider will discuss any health concerns indicated on the form with the reservist and make referrals to appropriate healthcare or community-based services if further evaluation or treatment is needed.
- b. EDHA healthcare provider review process.
- (1) PDHA, DD Form 2796. For the PDHA, DD Form 2796, reservists must schedule a medical appointment with an Independent Duty Health Services Technician or Medical Officer as soon as possible, after completing the PDHA, DD Form 2796; and
  - (2) PDHRA, DD Form 2900. For the PDHRA, DD Form 2900, reservists must schedule a medical appointment in accordance with Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series) after completing the PDHRA, DD Form 2900.
2. Reservists requiring a more detailed medical evaluation or treatment must, with the reservist's consent, be retained on AD until the reservist is determined to be AFFD, or until the resulting incapacitation cannot be materially improved by further hospitalization or treatment and the case has been processed and finalized through the PDES in accordance with Reference (gg), Physical Disability Evaluation System, COMDTINST M1850.2 (series).
    - a. Reservists no longer on AD, who have been diagnosed with deployment related health conditions, should contact their chain of command to initiate a LOD; and
    - b. Combat veterans are eligible for care for five-years post discharge or RELAD in the VA health system for any illness or injury, even if there is insufficient medical evidence to conclude that their illness is attributable to their military service.
  3. Refusal to Complete Deployment Health Assessment Forms. Reservists who refuse to complete the PDHA, DD Form 2796 or PDHRA, DD Form 2900, will have a Chronological Record of Care, Form SF-600 entry to that effect placed in their health record. No further legal or medical action will be required. Reservists can request to complete a PDHA, DD Form 2796 or PDHRA, DD Form 2900 for any reason and at any time (even if the reservist was not on an expeditionary deployment).
  4. Mental Health Assessments. Reservists deployed in connection with an expeditionary deployment for 30 or more consecutive days, must complete four mental health assessments within the below timelines. The DoD PHA, used by the CG, contains a

Mental Health Assessment and fulfills this requirement if completed within the specified windows in accordance with Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series):

- a. Within two months prior to deployment, DD Form 2795;
  - b. Between three and six months after return from deployment (PDHRA, DD Form 2900);
  - c. Between seven and 12 months after return from deployment (with the PHA); and
  - d. Between 16 and 24 months after return from deployment (with the PHA).
- J. Separation or Retirement Examination. Reservists on orders for greater than 30 days or on orders other than for training for 30 days or less and who are separating or retiring from the Ready Reserve (SELRES or IRR) are required to complete an examination. The reserve member can request to complete the form DD Form 2807 and DD Form 2808 or DD Form 2697 to coincide with a current PHA. Separation or retirement examinations are optional for reservists on orders other than for training for 30 days or less in accordance with Reference (g), Coast Guard Medical Manual, COMDTINST M6000.1 (series).

## CHAPTER 8. YELLOW RIBBON REINTEGRATION PROGRAM (YRRP)

- A. General. The YRRP assists personnel in transitioning between their military and civilian roles. YRRP coordinates events that educate, train, and offer health, financial, well-being, and readiness resources. Management of the CG YRRP resides in Assistant Commandant for Reserve (CG-R).
- B. Eligible Individuals. In accordance with Reference (kk), DoD Yellow Ribbon Reintegration Program (YRRP), DoDI 1342.28, eligible individuals are reservists, to include personnel of the IRR, individual augmentees, and their family members or designated representatives.
- C. Duties and Responsibilities.
1. CG YRRP Manager will:
    - a. Develop scalable YRRP programming and events designed to meet the needs of military surge personnel in accordance with Reference (kk), DoD Yellow Ribbon Reintegration Program (YRRP), DoDI 1342.28.
    - b. Provide support programs in geographically central locations and as often as necessary to ensure maximum opportunity for participation by eligible individuals.
    - c. Organize and prioritize in-person Pre, Mid, and Post-Deployment events. Pre and Post-Deployment events are normally held while the reservist is on orders, but this does not preclude reservists from attending events while on inactive duty orders. Pre-Deployment events should be scheduled well in advance of the orders start date to allow sufficient time for deployment preparedness.
      - (1) Issue Invitational Travel Authorizations (ITA) in accordance with Reference (ll), Invitational Travel Authorizations, COMDTINST 12570.3 (series), Reference (hh), Title 37 U.S.C. §4811, Reference (k), Joint Travel Regulations (JTR) and Reference (v), Coast Guard Supplement to the Joint Travel Regulations (CGS-JTR), COMDTINST M4600.17 (series). The number of family members and designated representatives eligible for ITAs may be limited by YRRP.
  2. Assistant Commandant for Health, Safety, and Work-Life (CG-1K). Coordinates execution of support services policy, programs, and technical authority. They will provide support to YRRP and eligible individuals, including but not limited to family support, transition assistance, personal financial management, CG SUPRT, Employee Assistance Program (EAP), and the Ombudsman Program.
  3. HSWL SC. Provide execution support to YRRP and eligible individuals.
  4. Cognizant District and PACAREA Legal Office. Provide legal support to eligible individuals, which may include power of attorney, wills, trusts, estate planning, family care plans, housing issues, child custody issues, and help with preparation of legal documents.

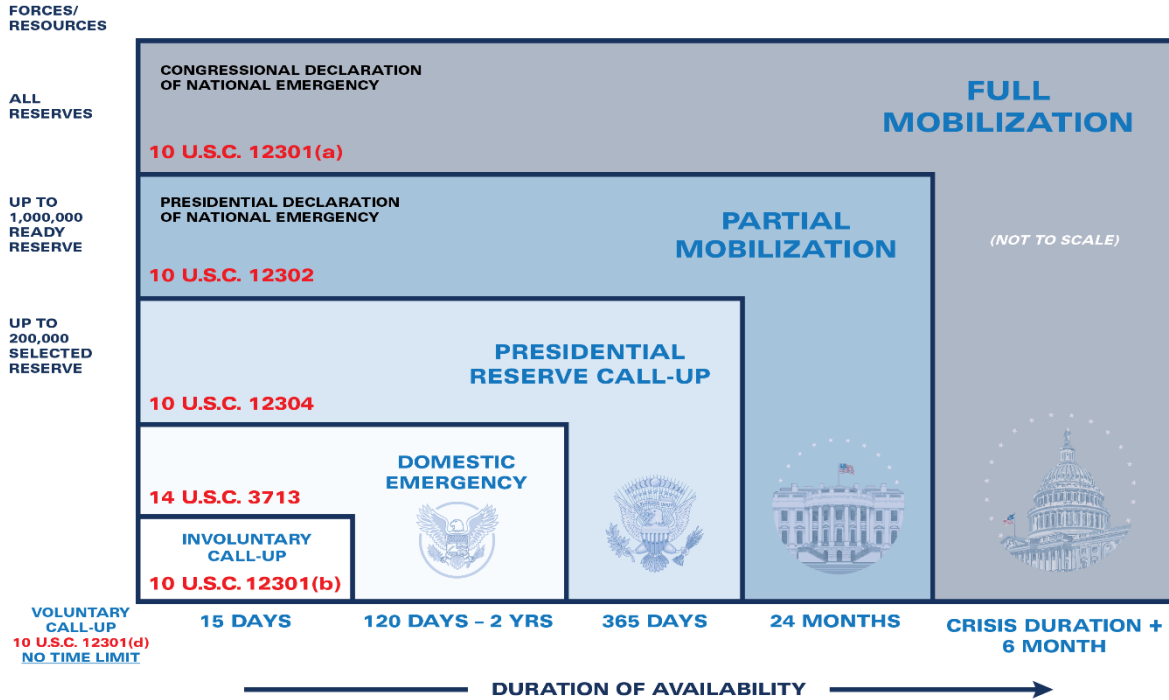
5. Chaplain Corps. Chaplains provide support to the YRRP by leading sessions, serving as course facilitators, and offering confidential counseling to eligible individuals.
6. Area, District Commander, DOL, and CGCYBER will:
  - a. Ensure subordinate commands facilitate program participation, authorize duty for, and otherwise support, efforts in coordination with the CG YRRP.
  - b. Provide one Flag Officer to YRRP events upon invitation. Primary consideration will be given to Flag Officers having administrative or operational control of the activated or deployed personnel or unit.
7. Commanding Officers and Officers-In-Charge will:
  - a. Ensure eligible individuals are identified and, in coordination with CG YRRP, are provided access to and complete YRRP events and activities.
  - b. Encourage unit Ombudsmen to maintain family member contact information and regularly communicate with and support families and designated individuals of deployed reservists. Assistance with establishing a unit Ombudsman can be obtained from the Area Regional Ombudsman Coordinators assigned to LANT and PAC Areas, HSWL Regional Practice Ombudsman Coordinators, or the Ombudsman Program Manager in the Family Services Division (CG-1K12).
8. RC Personnel. Attendance at YRRP events and activities are required for reservists activated for an accumulated 90 days or more. Reservists must coordinate registration and participation with CG YRRP through their chain of command. Participants will be provided information about resources available to enhance resiliency and manage the rigors of the military lifestyle and stressors caused by activation or deployment.
  - a. Reservists may forgo IDT drills in the first 60 calendar days after returning from qualifying periods of AD in accordance with Reference (b), Reserve Duty Status and Participation, COMDTINST 1001.2 (series), with the exception of YRRP events.
9. Family Members and Designated Representatives. Family member participation is strongly encouraged to address the unique stressors and in order to ensure awareness of community, support programs, benefits, entitlements, and available resources. Mid-Deployment events are designed solely for the benefit of family members and designated representatives. Acceptance of ITAs and travel to YRRP events requires attendance at and participation in event activities.
10. Event Protocol. In-person conference-style YRRP events are a priority, when possible, to include general assembly meetings, breakout and informational sessions. Family members and designated representatives are authorized ITAs for official travel. Therefore, they are expected to participate in all event activities for the duration of the authorization. Reservists may be held responsible for all expenses if they, their family members, or designated representatives execute travel and fail to participate in event activities.

**CHAPTER 9. RESERVISTS' CIVILIAN EMPLOYMENT PROTECTION**

- A. General. The USERRA, Reference (mm), Title 38 U.S.C. Chapter 43, requires employers to provide employees who are military servicemembers time away from their jobs to perform military duty. Employers must treat reservist-employees as though they had never left employment, including any scheduled pay raises, promotions, credit for longevity, and vacation. Employers may not discriminate against or take retribution against employees for exercising their military duty. An employer is only required to guarantee reemployment for a period not to exceed five years if the employee accepts voluntary orders. However, this does not mean that the employer cannot hire an employee back who exceeds the five-year cap on voluntary orders, it simply means the reservist is no longer protected for reemployment rights under USERRA.
- B. Exemptions.
1. The following types of service are statutorily exempt from USERRA five-year cumulative service limit in accordance with Reference (mm), Title 38 U.S.C. §4312.
    - a. Periods of service performed by Coast Guard RC members ordered to or retained on active duty under the following authorities: 10 U.S.C. §688, 10 U.S.C. §12301(a), 10 U.S.C. §12301(g), 10 U.S.C. §12302, 10 U.S.C. §12304, 10 U.S.C. §12305, 14 U.S.C. §2127, 14 U.S.C. §2128, 14 U.S.C. §2308, 14 U.S.C. §2309, 14 U.S.C. §2314, and 14 U.S.C. §3713.
    - b. Service performed to fulfill periodic Coast Guard Reserve training requirements as prescribed by 10 U.S.C. §10147 (i.e., ADT-AT and IDT).
  2. USERRA provides authority for the Commandant of the Coast Guard to designate certain other periods of service as exempt from the five-year limit. These exemptions are promulgated bi-annually by Assistant Commandant for Reserve (CG-R).
  3. Service members and employers with questions regarding exemption status or determination for a given period of service should route inquiries to the Commander (CG PSC-RPM).

**APPENDIX A. MOBILIZATION AUTHORITIES**

**Reserve Force Activation Options**



**Figure A-1. Reserve Force Activation Options**

## APPENDIX B. RECALL REQUIREMENTS AND LIMITATIONS

Purpose of Duty	Full Mobilization	Partial Mobilization	Presidential Recall	Domestic Response	Active Duty For Operational Support (ADOS)
<b>Legal Authority</b>	10 U.S.C. §12301 (a)	10 U.S.C. §12302	10 U.S.C. §12304	14 U.S.C. §3713	10 U.S.C. §12301 (d)
<b>Voluntary vs. Involuntary</b>	Involuntary	Involuntary	Involuntary	Involuntary	Voluntary
<b>Statutory Limitations</b>	Period of emergency plus 6 months.	Not more than 24 consecutive months.	Not more than 365 consecutive days. Not more 200,000 SELRES at one time, not more than 30,000 IRR at once.	Not more than 120 days in 24 months.	N/A
<b>Policy Limitations</b>	N/A	Not more than 12 months at any one time. Not more than 12 months Boots on Ground (BOG). Not more than 24 cumulative months for the same contingency without COMDT (CG-R5) approval.	Not more than 365 consecutive days.	Not more than 60 days in any 4-month period and not more than 120 days in any 2-year period.	Not more than 12 months on a single set of orders.
<b>Notification Requirements</b>	At least 30 days.	At least 30 days.	Not subject to a 30-day minimum.	48 hours.	N/A
<b>IRR</b>	Yes	Yes	Yes	Yes	Yes
<b>Activation approval to activation date in support of time-critical emergent requirements:</b>	≥ 30 days Commandant < 30 Days SEC DHS.	≥ 30 days Commandant < 30 Days SEC DHS.	≥ 30 days Commandant < 30 Days SEC DHS.	48 hours.	N/A
<b>Dwell</b>	1:4 without SEC DHS approval.	1:4 without SEC DHS approval.	1:4 without SEC DHS approval.	Refer to statutory and policy limitations listed on this chart.	Activation under this authority is considered dwell.*
Recruits participating in split-phase IADT program during the interphase period are not eligible to be considered for recall to AD under Reference (d), Title 10 U.S.C. or Reference (e), Title 14 U.S.C., unless all other personnel resources have been exhausted. * Activations under 10 U.S.C. §12301(d) do not incur a dwell period following RELAD. Reservists in a period of dwell following an involuntary activation may serve on ADOS and this time will credit towards satisfaction of dwell requirements.					

Table B-1. Recall Requirements and Limitations

## APPENDIX C. DEFINITIONS

**Activation:** Order to active duty, other than for training, in the federal service.

**Activation Wave:** Planned rotation of reservists used during ongoing contingencies where pre-identified, geographically based, replacements are sourced and deployed for a designated duration.

**Active Duty for Operational Support (ADOS):** Provides a means for commands to obtain the services of additional military personnel through the voluntary active duty employment of the Ready Reserve.

**Active Duty for Training (ADT):** A tour of active duty which is used for training members of the Reserve Components to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as the national security requires. The member is under orders that provide for return to inactive duty when the period of active duty for training is completed. This includes annual training, special tours of active duty for training, school tours, and the initial duty for training performed by non-prior service enlistees.

**Active Duty - Other Than Training (ADOT):** Active duty that includes ADOS-AC, ADOS-RC, Medical Hold (MEDHOLD), Active Duty Health Care (ADHC), and involuntary recall orders.

**Annual Screening Questionnaire (ASQ):** A Direct Access-based questionnaire that is required by Title 10 U.S.C. Chapter 1007 and completed by Ready Reservists (Selected Reservists (SELRES) and Individual Ready Reservists (IRR)) to document activation readiness.

**Coast Guard Readiness:** The organizational ability to meet mission demands. The elements of readiness are personnel, materiel, and governance.

**Community and outreach:** Provides information or resources to organizations that connect groups, organizations, or people who might not otherwise have access to services.

**Contingency Operation:** A military operation, as defined in Title 10 U.S.C. §101(a) (13) (A-B) that:

- a. Is designated by the Secretary of Defense as an operation in which reservists of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
- b. Results in the call to, order to, or retention on active duty of reservists of the Uniformed Services pursuant to Title 10 U.S.C. §§688, 12301(a), 12302, 12304, 12305, 12306, or 12406 or any other provision of law during a war or during a national emergency declared by the President or the Congress.

**Defense Enrollment Eligibility Reporting System (DEERS):** The definitive centralized personnel data repository of identity and enrollment and eligibility verification data and associated contact information on members of the Department of Defense Components, members

of the Military Services, and other personnel as designated by the Department of Defense and their eligible dependents and associated contact information.

**Demobilization:** As defined in Reference (nn), Joint Publication 4-05, Joint Mobilization Planning:

- a. The process of transitioning a conflict or wartime military establishment and defense-based civilian economy to a peacetime configuration while maintaining national security and economic vitality.
- b. The process necessary to release from active duty, or federal service, units and Reserve Component members who were ordered to active duty or called to federal service.

**Deployment:** The relocation of forces and materiel to desired operational areas. Deployment encompasses all activities from origin or home station through destination, specifically including intra-continental United States, intra-theater, and intra-theater movement legs, staging, and holding areas.

**Designated Representative:** A person chosen by the reservist in lieu of family who may attend YRRP events in support of the reservist.

**Domestic Emergency:** A serious natural disaster (such as a hurricane, severe storm, earthquake, or flood) or man-made disaster (such as pollution, marine or environmental disaster, civil disturbance, transportation security incident, or act of terrorism), accident or catastrophe.

**Dwell:** That period of time between the release from active duty pursuant to §§12301(a), 12302, 12304, 12304(a), and 12304(b) of 10 U.S. Code and the reporting date for a subsequent tour of such active duty. Such time includes any active duty performed in accordance with §§12301(b) and 12301(d) of 10 U.S. Code between such two periods of active duty pursuant to §§12301(a), 12302, 12304, 12304(a), and 12304(b) of 10 U.S. Code.

**Employer Support of the Guard and Reserve (ESGR):** A Department of Defense organization that seeks to develop and promote a culture in which all-American employers support and value the Military Service of their employees by recognizing outstanding support, increasing awareness of Uniformed Services Employment and Reemployment Rights Act, and resolving conflict through mediation.

**Expeditionary Deployments:** Include active duty and reserve CG members supporting DoD troop movements resulting from a Joint Chiefs of Staff/Combatant Command deployment for 30 continuous days or more to a location outside the United States where there is not a fixed U.S. military medical treatment facility (MTF). Operation Iraqi Freedom (OIF) and Operation Enduring Freedom (OEF) are examples of expeditionary deployments.

**Extended Care Health Option (ECHO):** Provides extended health care coverage to active duty family members with qualifying mental or physical disabilities. ECHO offers integrated services and supplies beyond those offered by TRICARE.

**Family Care Plan:** A document that outlines the person(s) who will provide care for a member's dependent family members in the absence of the member due to military duty (training exercises, temporary duty, deployments, etc.). The plan outlines the legal, medical, logistical, educational, monetary, and religious arrangements for care of the member's dependent family members. The plan should include all reasonably foreseeable situations and be sufficiently detailed and systematic to provide for a smooth, rapid transfer of responsibilities to the caregiver in the absence of the member.

**Family Members:** May include spouse, children, parents, grandparents, or siblings as recognized by DEERS as dependents.

**Humanitarian Assignment (HUMS):** A special assignment authorized to alleviate a hardship so severe an emergency leave cannot fully resolve it.

**Inactive Duty Training (IDT):** Periods scheduled for the performance of formal training, unit training, or augmentation training (four hours minimum for pay; two hours minimum for retirement points only), in accordance with Reference (b), Reserve Duty Status and Participation, COMDTINST 1001.2 (series).

**Invitational Travel Authorization (ITA):** A document that allows the Federal Government to reimburse the travel expenses of a non-government individual when the individual is providing a direct benefit or service to the Coast Guard.

**Limited Health Assessment (LHA):** The LHA is a standardized Standard Form (SF) 600. Assessment will include a record review / verification (if available), deployment health history, mental health assessment, and an individual medical readiness review. Adjustments to the LHA, dependent on the contingency response, may be made with the approval from Health, Safety, and Work-Life Service Center (HSWL SC). The LHA is a screening conducted face-to-face, with a Health Services Technician (HS), or a healthcare provider if no HS is available, during the deactivation process, prior to the end of active duty orders for reservists, to identify any changes in the member's health during their deployment.

**Mobilization:** As defined in Reference (oo), DoD Dictionary of Military and Associated Terms – June 2020:

- a. The process of assembling and organizing national resources to support national objectives in time of war or other emergencies.
- b. The process by which the Armed Forces of the United States, or part of them, are brought to a state of readiness for war or other national emergency.

**Ombudsman:** A volunteer (e.g., spouse, reservist, Auxiliarist, etc.) that is designated by a command to serve as a link between the command and families. Ombudsmen assist the command in its functions of providing information and related services to families regarding sources of assistance available to them, Coast Guard and command policies, and activities of interest to family members.

**Post-Deployment Mobilization Respite Absence (PDMRA):** A period of absence not chargeable as leave that compensates reservists when mobilized to designated duty locations beyond established thresholds.

**Redeployment:** The transfer or rotation of forces and materiel to support another commander's operational requirements, or to return personnel, equipment, and materiel to home and/or demobilization stations for reintegration and/or out-processing.

**Reintegration:** The process of enhancing the resiliency and sustainability of both family and members for prolonged deployments. This process includes an understanding of the military, military life, and the support mechanisms which are available to deal with the separations and anxieties associated with deployments and military life. This reintegration process begins during pre-deployment and extends through the post-deployment period until members and their families are successfully returned to their functional state in society.

**Reserve Component (RC):** 1. The Armed Forces of the United States Reserve Component consists of the Army National Guard of the United States, the Army Reserve, the Navy Reserve, the Marine Corps Reserve, the Air National Guard of the United States, the Air Force Reserve, and the Coast Guard Reserve. 2. The CG RC is a locally trained, globally deployable, contingency-based, integrated workforce providing operationally ready personnel to meet surge operation requirements in the Homeland and abroad within the Coast Guard's six operational mission programs.

**Reserve Component Categories (RCC):** There are three different reserve component categories, Ready Reserve (Selected Reserve (SELRES) and Individual Ready Reserve (IRR)), Standby Reserve (Active Status List (ASL) and Inactive Status List (ISL)), and Retired Reserve.

**Separation History and Physical Examination (SHPE):** A complete history, review of systems, and physical exam performed by the DoD as part of the Separation Health Assessment (SHA) Program in accordance with the standards set forth in the 2013 VA/DoD MOA. It is intended to meet the statutory and DoD requirements for a separation exam. The reservist's input is documented on DD Form 2807-1 and the physical examination and physician assessment on DD Form 2808 or equivalent electronic medical record templates.

**Servicemembers Civil Relief Act (SCRA):** Provides financial and legal protections for active-duty members, reserve members, and their families.

**Transition Assistance Advisor (TAA):** An individual in each State or U.S. territory, provided by the TAA Program, to serve as the point of contact to assist members and their families in Veterans Affairs benefits and healthcare services. Each TAA also provides assistance in obtaining entitlements through the TRICARE Military Health System and access to community resources.

**Transitional Assistance Management Program (TAMP):** Provides 180 days of premium-free transitional health care benefits after regular TRICARE benefits end.

**Uniform Services Employment and Re-employment Rights Act of 1994 (USERRA):** A Federal law that establishes rights and responsibilities for uniformed Service members and their

civilian employers. The law is intended to ensure that persons who serve or have served in the Armed Forces, Reserve, National Guard, or other uniformed Services: (1) are not disadvantaged in their civilian careers because of their service; (2) are promptly reemployed in their civilian jobs upon their return from duty; and (3) are not discriminated against in employment based on past, present, or future military service. The law is intended to encourage non-career uniformed service so the United States can enjoy the protection of those Services, staffed by qualified people, while maintaining a balance with the needs of private and public employers who also depend on these same individuals.

**Veterans Service Organizations (VSO):** Private, non-profit groups that advocate on behalf of veterans. Additional information is available at <http://www.va.gov/vso/index.cfm>.

**Yellow Ribbon Event:** Unit or command-hosted Yellow Ribbon Reintegration Program training period that is funded to gather members, families, or designated representatives for deployment cycle related training. All events focus on preparation for the successful reintegration of the Reserve Component member, family member, or designated representative as applicable.

**Yellow Ribbon Reintegration Program (YRRP):** A DoD and CG-wide effort to promote the well-being of Reserve members, their families, and communities, by connecting them with resources throughout the deployment cycle.

**APPENDIX D. ACRONYMS**

<b>ACRONYM</b>	<b>MEANING</b>
<b>AC</b>	Active Component
<b>AD</b>	Active Duty
<b>ADHC</b>	Active Duty for Health Care
<b>ADOS</b>	Active Duty for Operational Support
<b>ADOT</b>	Active Duty - Other Than Training
<b>ADPL</b>	Active Duty Promotion List
<b>ADT</b>	Active Duty for Training
<b>ADT-AT</b>	Active Duty for Training – Annual Training
<b>AFFD</b>	Available for Full Duty
<b>ASD (M&amp;RA)</b>	Assistant Secretary of Defense for Manpower and Reserve Affairs
<b>ASL</b>	Active Status List
<b>ASQ</b>	Annual Screening Questionnaire
<b>AT</b>	Annual Training
<b>CG</b>	Coast Guard
<b>CGMA</b>	CG Mutual Assistance
<b>CHCBP</b>	Continued Health Care Benefit Program
<b>CONUS</b>	Continental United States
<b>DEERS</b>	Defense Enrollment Eligibility Reporting System
<b>DEPOT</b>	Direct Entry Petty Officer Training
<b>DHS</b>	Department of Homeland Security
<b>DMDC</b>	Defense Manpower Data Center
<b>DoD</b>	Department of Defense
<b>DOL</b>	Director of Operational Logistics
<b>DPFSC</b>	Defense Personnel and Family Support Center
<b>DRRS</b>	Defense Readiness Reporting System
<b>DXR</b>	District Reserve Force Readiness
<b>ECHO</b>	Extended Care Health Option
<b>EDHA</b>	Electronic Deployment Health Assessments
<b>EER</b>	Enlisted Evaluation Report
<b>EID</b>	Early Identification
<b>ESGR</b>	Employer Support of the Guard and Reserve
<b>GTCC</b>	Government Travel Charge Card
<b>HSWL</b>	Health, Safety, and Work-Life
<b>HSWL SC</b>	Health, Safety, and Work-Life Service Center
<b>HUMS</b>	Humanitarian Assignment
<b>IAD</b>	Individual Augmentation Duty
<b>IADT</b>	Initial Active Duty for Training
<b>IDPL</b>	Inactive Duty Promotion List
<b>IDT</b>	Inactive Duty Training
<b>IRR</b>	Individual Ready Reserve
<b>ISL</b>	Inactive Status List
<b>ITA</b>	Invitational Travel Authorization

<b>ACRONYM</b>	<b>MEANING</b>
<b>LANTAREA</b>	Atlantic Area
<b>LOD</b>	Line of Duty
<b>MCSC</b>	Managed Care Support Contractor
<b>OCO</b>	Overseas Contingency Operation
<b>OCONUS</b>	Outside the Continental United States
<b>OER</b>	Officer Evaluation Reports
<b>OP ID</b>	Operational Identifier
<b>PACAREA</b>	Pacific Area
<b>PAL</b>	Personnel Allowance List
<b>PDHA</b>	Post-Deployment Health Assessment
<b>PDHRA</b>	Post-Deployment Health Reassessment
<b>PDMRA</b>	Post-Deployment Mobilization Respite Absence
<b>PDS</b>	Permanent Duty Station
<b>PHA</b>	Periodic Health Assessment
<b>PPE</b>	Personal Protective Equipment
<b>PSC</b>	Personnel Service Center
<b>PSC-RPM</b>	Personnel Service Center- Reserve Personnel Management
<b>RC</b>	Reserve Component
<b>RCC</b>	Reserve Component Categories
<b>RCCPDS</b>	Reserve Components Common Personnel Data System
<b>RELAD</b>	Release from Active Duty
<b>RF</b>	Request for Forces
<b>SCRA</b>	Servicemembers Civil Relief Act
<b>SELRES</b>	Selected Reserve
<b>SHA</b>	Separation Health Assessment
<b>SHPE</b>	Separation History and Physical Examination
<b>SOP</b>	Standard Operating Procedures
<b>SPO</b>	Servicing Personnel Office
<b>TAA</b>	Transition Assistance Advisor
<b>TAMP</b>	Transitional Assistance Management Program
<b>TCSRC</b>	Transitional Care for Service-Related Conditions
<b>TDY</b>	Temporary Duty
<b>UCMJ</b>	Uniform Code of Military Justice
<b>U.S.C.</b>	United States Code
<b>USERRA</b>	Uniform Services Employment and Re-employment Rights Act
<b>VA</b>	Department of Veterans Affairs
<b>VSO</b>	Veterans Service Organizations
<b>YRRP</b>	Yellow Ribbon Reintegration Program

## APPENDIX E. WAIVER REQUESTS

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commander  
United States Coast Guard  
Atlantic Area

### Street  
City, State, Zip  
Staff Symbol:  
Phone:  
Email:

1306(ENL) OR 1301(O)  
DD MMM YYYY

## MEMORANDUM

From: (requesting POC) FirstName MI LastName, RANK  
UNIT

To: Area/DOL  
Thru: (1) Member's PDS  
(2) District (dxr)

Subj: ADOS BACK-TO-BACK WAIVER REQUEST FOR RANK/RATE FIRST/MIDDLE  
INITIAL/LAST NAME, EMPLID#####

Ref: (a) Activation of the Reserve Component, COMDTINST 3061.2 (series)

1. Request approval to retain RANK/RATE FIRST/LAST NAME on short-term ADOS-AC orders for an additional ##### days for the period of DD/MMM/YYYY – DD/MMM/YYYY, without a 31-day break in service. Duty location will be ADOS UNIT. Member's current ADOS orders were issued from DD/MMM/YYYY thru DD/MMM/YYYY. Member is currently assigned to (reservist's Permanent Duty Station (PDS), not unit where reservist is performing ADOS).

2. Requirement:

a. State if this position is an existing or emergent requirement and is in support of what type of activity, operation, etc.

b. How long has requirement existed?

c. Anticipated timeframe of this requirement? (i.e., for DWH- This requirement is not permanent. The response is ongoing and there is not a pre-determined end date, etc.).

d. Any other pertinent information for this requirement- enter here.

3. Member circumstances:

a. Member is currently (state what member is doing-this is the "why" it is important to keep member in current role/position).

b. Relevant experience/subject matter expertise and how it is tied to mission requirements.

- c. Member does not require any additional waivers (ensure service record has been vetted against all waivers, such as 16/18 years; over 30 years; etc.).
4. Dates and duration of member's previous ### sets of orders are as follows:
  - a. ### of days, type of order, service dates as per DA (i.e., 180 days of ADOS-AC, DD/MMM/YYYY-DD/MMM/YYYY).
  - b. Enter one line per each set of orders-no truncating!
  - c. There should be a separate line and cover the past 4 years.
5. Member currently has (name of current waiver here (if applicable)) in place with expiration date of DD/MMMY. Or if no waiver in place, state such.
6. Member's PDS has been notified and positively endorses the new ADOS period.
7. Member is currently within body composition standards.
8. Member has been counseled on potential impacts to their SELRES billet and SELRES assignment process.

#

- Enclosures: (1) Direct Access Reserve Orders history print out  
(2) Direct Access Reserve Retirement Point Statement print out (this is a SOCS statement and may/may not be available)  
(3) Current waiver (if any)