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| Commander  U.S. Coast Guard | Street  Cit or town, state, zip code  Staff Symbol: (xxx)  Phone: (xxx) xxx-xxxx  Fax: (xxx) xxx-xxxx  Email: Email@ uscg.mil  1331 (officer) or 1336 (enlisted) |

**MEMORANDUM**

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| From: | Command, First, MI. Last, Rank  Unit, Title (endorsement must come from requesting command not the member) | Reply to Attn of: | Supervisors Department  Rank FI. Last  Phone |

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| To:  Thru: | CG PSC-RPM   1. CGD District (dxr) 2. LANT-1, PAC-1, DOL-1 3. First Flag endorsement required for Over 18 |
| Subj: | REQUEST to retain Rank first MI Last, EMPLID, uSCGR TO REMAIN ON ACTIVE DUTY OVER 16 or 18 (Pick one) YEARS combined active service |

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| Ref: | 1. Reserve Policy Manual, COMDTINST M1001.28 (series) 2. Activation of the Reserve Component, COMDINST 3061.2A (series)(ADOS Only) 3. Active Duty for Operational Support (ADOS), COMDTINST 1330.1 (series) 4. Any previous waivers requests or authorizations. |

1. In accordance with references (a,b,c), I request authorization to retain Rank First MI Last, EMPLID, USCGR beyond 16 or 18 years combined active service.
2. As per references (a,b,c,d), the following information pertains to this request:
3. Service Need: Brief description of active duty type (Short or Long Term ADOS-AC or ADOS-RC, Title 10. Include proposed dates of orders. *Please be mindful that the authorization process can take up to 6 weeks and that proposed order dates should reflect this. Member can not start AD orders bringing them over 16 or 18 years without authorization in place*. Include work description, including unit, department, project, etc. Explain why this person is the only person capable of doing this job.
4. Member Circumstances: Include the following items. Number of combined active duty and total years served, this can be generated from points statement, see your P&A, RFRS, SPO, or DXR for calculations. Provide as an enclosure most up to date Reserve Member Balance (Points Statement), current age and birth date, current drilling unit name. Discuss any previous waivers such as over 16, over 30 or over 60. Discuss qualifications, and relevant personal or professional circumstances. Discuss previous active duty orders and current set of orders (unit, order type, dates, assignment).

1) Brief History of Active Duty Assignments:

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| **Unit** | **Order Type** | **From** | **To** | **Assignment** |
| CG First District (DRMC) | ADOS-AC Short Term | 01 OCT 08 | 22 MAR 09 | Command Center SAR Controller |
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1. Alternatives: Describe alternatives to retaining or bringing a reservist member on active duty. Why is this individual the only person capable of doing this job? Discuss RP’s that may have been submitted previously and discuss the status of that RP.
2. Describe impact to mission performance, readiness, etc. Also impact if request is denied.
3. Commitment to Annual FTE and Funding: This portion needs to be addressed only for over 18 requests. Discuss funding for this position, how its budgeted, Discuss if the position is exempt from the annual FTE ceilings and allocations. Discuss who the FTE Cap Manager is and if that manager has funding until 20 years of active service.

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| Enclosures: | (1) SOCS (ONLY for 16/18 Waiver Requests; should be requested through PPC)  (2) Previous Waivers  (3) Any other items that pertain to this request |