| DEPARTMENT OF HOMELAND SECURITYU.S. COAST GUARD**ADMINISTRATIVE REMARKS** |
| --- |
| **PRIVACY ACT STATEMENT**Pursuant to 5 U.S.C. §552a(e)(3), this Privacy Act Statement serves to inform you of why DHS is requesting the information on this form.**AUTHORITY**: 14 U.S.C. § 505**PURPOSE**: To document a USCG service member’s achievements, accomplishments, Uniform Code of Military Justice (UCMJ) infraction(s), or any other USCG military pay or personnel activity.**ROUTINE USES:** Authorized USCG officials will use this information to validate a USCG service member’s achievements, accomplishments, UCMJ infraction(s) or any other USCG military pay or personnel activity. Any external disclosures of information within this record will be made in accordance with DHS/USCG-014, Military Pay and Personnel, 76 Federal Register 66933 (October 28, 2011).**CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION:** Providing this information is voluntary. However, failure to provide this information may result in a delay in administrating this form. |
| Entry Type: Assignment and Transfer (A&T-10B) Transfer to the ISL.Reference: (a) Reserve Policy Manual, COMDTINST M1001.28 (series) (b) Reserve Duty Status and Participation, COMDTINST 1001.2 (series)  (c) Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series)Responsible Level: UnitEntry: DDMMMYYYY: Counseled on this date on your transfer to the Standby Reserve, Inactive Status List (ISL) for the following reason(s):[state reason(s) for transfer]. Your Training/Pay Category is L (transferred to the Standby Reserve ISL instead of separating pursuant to Title 10 U.S.C. §1209) or N (all other members).Your Military Service Obligation (MSO) [ends/ended] on DDMMMYYYY. CG PSC-RPM is your Commanding Officer. Direct any correspondence to:Commander (CG PSC-RPM)Personnel Service CenterU.S. Coast Guard Stop 72002703 Martin Luther King Jr Ave SEWashington DC 20593-7200Email: HQS-SMB-CGPSC-rpm-3-Query@uscg.mil Web Site: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/Reserve-Personnel-Management-PSC-RPM/RPM-3/> A. B. SEA, YNCS, USCGCG Unit, Anywhere  |

Scan original into member's CGMHRR

CG-3307 (09/23)

Expiration: 09/33 PREVIOUS EDITIONS ARE OBSOLETE Page 1 of 3

| DEPARTMENT OF HOMELAND SECURITYU.S. COAST GUARD**ADMINISTRATIVE REMARKS** |
| --- |
| Entry*: (Continued from previous page)*DDMMMYYYY: I have been counseled and understand the reason(s) for the above action. I agree to comply with the requirements listed below and on the following page. I understand the consequences of non-compliance.Mandatory requirements in ISL (*Initial each entry below and on the following page*):\_\_\_\_\_\_\_ (1) I understand I may be ordered to active duty in time of war or national emergency if determined there are not enough qualified reservists in an active status available to meet Service requirements, in accordance with Title 10 U.S.C. §12301(a).\_\_\_\_\_\_\_ (2) I shall answer all official correspondence from the Coast Guard, including but not limited to correspondence communicated by regular mail, email, or phone. \_\_\_\_\_\_\_ (3) I shall promptly advise Commander (CG PSC-RPM) of changes of address, contact information, marital status, number of dependents, civilian education or employment, and any physical condition or other factors that would affect my immediate availability for active duty military service.\_\_\_\_\_\_\_ (4) I shall maintain required seabag items, in accordance with Uniform Regulations, COMDTINST M1020.6 (series), for a period of up to four years.\_\_\_\_\_\_\_ (5) I shall surrender my Government Travel Charge Card and Common Access Card. I understand I am eligible for a DD Form 2 (Reserve) ID card.\_\_\_\_\_\_\_ (6) [Enlisted Only] I understand I am not eligible to reenlist or extend my enlistment contract while in the ISL unless there is a service need as approved by Commander (CG PSC-RPM).\_\_\_\_\_\_\_ (7) I understand while in the ISL I may not train for pay or retirement points and do not accrue credit for qualifying years of federal service for retirement, in accordance with Title 10 U.S.C. §12734 and §12735.\_\_\_\_\_\_\_ (8) I understand while in the ISL, I am ineligible for promotion or advancement.\_\_\_\_\_\_\_ (9) I understand my time in the ISL counts toward my 30-years total service (enlisted/CWO) or 30- years total commissioned service (officer). \_\_\_\_\_\_\_ (10) I understand upon transfer to the ISL, many benefits such as Tricare Reserve Select, Montgomery GI Bill-SR, ability to transfer Post 9-11 GI Bill Education Benefits to dependents, military bonuses, SGLI, and Thrift Savings Plan (TSP) are suspended or terminated.\_\_\_\_\_\_\_ (11) I fully understand if I do not maintain all requirements, I may be discharged or retired, as appropriate.\_\_\_\_\_\_\_ (12) [Officers Only] I understand that officers who have been in the ISL for 3 or more years are screened for transfer to the Retired Reserve or separation, as appropriate as per Title 10 U.S.C. §12683 and reference (a).  |

Scan original into member's CGMHRR

CG-3307 (09/23)

Expiration: 09/33 PREVIOUS EDITIONS ARE OBSOLETE Page 2 of 3

| DEPARTMENT OF HOMELAND SECURITYU.S. COAST GUARD**ADMINISTRATIVE REMARKS** |
| --- |
| Entry*: (Continued from previous page)*\_\_\_\_\_\_\_ (13) If placement into the ISL is due to body fat non-compliance, I understand that I have 365 days to get into compliance or be transferred to the Retired Reserve or separated, as appropriate.\_\_\_\_\_\_\_ (14) If placement into the ISL is due to declining to execute SELRES assignment orders, I understand that I may request to transfer to the IRR after a minimum of 12 months.\_\_\_\_\_\_\_ (15) I understand my transfer is not complete until the effective date of my written orders. FIRST MI. LAST |
|   | 2. NAME OF UNIT PREPARING THIS FORM      |
| 3. NAME OF MEMBER (Last, First, Ml)      | 4. EMPLOYEE ID NUMBER       | 5. GRADE/RATE      |

Scan original into member's CGMHRR

CG-3307 (09/23)

Expiration: 09/33 PREVIOUS EDITIONS ARE OBSOLETE Page 3 of 3