

## 6. WAIVERS.

a. The waiver request process, for the rare exceptions addressed below, is designed to ensure thorough, deliberate consideration of requests resulting in sound decisions that balance the interests of the unit, the individual, and the Coast Guard as a whole.

b. The following conditions apply to all waiver requests covered by this Instruction:

(1) **Waiver Criteria.** The waiver request shall be evaluated based on mission requirements, funding, justification, workforce factors, and full time equivalent (FTE)/position availability. All factors must be satisfactorily addressed in the waiver request package.

(2) **Waiver Denial.** Reasons waiver requests may be denied include but are not limited to:

1. Flag level disapproval;
2. No funding or FTE identified;
3. Significant concerns with the member's performance record; or
4. Other limiting factors.

(3) Unless a requested waiver has been approved, demobilization and RELAD requirements shall be completed as outlined in Chapters 3 & 11 of reference (i). **The reservist is not authorized to start ADOS orders until the requested waiver has been approved.**

(4) For all waivers below, except short-term ADOS and ADOS requirements, the request shall be forwarded to Commander, CG Personnel Service Center (PSC-rpm) no later than 90 days prior to the desired commencement of orders. Operationally exigent requests may receive prioritized consideration.

c. **Short Term ADOS.** ADOS cap managers will consider waiver requests to the 31-day break as long as the total days on active duty does not exceed the 180 day limit; the ADOS cap managers shall process requests that meet the criteria within 30 days of receipt.

d. **Over 16 Years Total Active Duty.** The waiver request package shall be endorsed by the chain of command through the first flag officer and forwarded to CG Personnel Service Center (PSC-rpm). The endorsement must include comments on the specific mission requirement and the capability of the recommended individual.

e. **Over 18 Years Total Active Duty (Sanctuary).** For a reservist to be authorized to perform ADOS resulting in accumulation of 18 years or more of combined active duty, follow all conditions of [paragraph 6.d](#) of this Instruction, and provide a copy of the waiver request package to Office of Resource Management Personnel Allowance, Commandant (CG-833-MilPay), and the Office of Reserve Affairs, Commandant (CG-131).

f. ADOS Requirements.

(1) If the same non-contingency, non-reimbursable ADOS requirement will exist for three consecutive years, a waiver request to continue resourcing the requirement through ADOS shall be submitted by the sponsoring unit or program to the Director of Reserve and Military Personnel Policy, Commandant (CG-13), via the Office of Workforce Forecasting and Analysis, Commandant (CG-12A) and Office of Resource Management, Commandant (CG-83), to determine whether the requirement is permanent or temporary.

(2) Permanent billet needs require submission of a resource proposal for permanent funding, or a reprogramming offset. ADOS can be used to cover resource gaps until resource proposals are approved but should not be used in lieu of submitting a resource proposal for permanent billet needs.

g. **1095 Rule**. The waiver request package shall be endorsed by the chain of command where duty is being performed through the first flag officer. The endorsement must include comments on the specific mission requirement and the unique capabilities of the individual.

h. **Over 60 years of Age**. The waiver request package shall be endorsed by the reservist's permanently assigned chain of command through the unit commanding officer. The endorsement must include comments on the specific mission requirement and the unique capabilities of the individual.

i. **Over 30 years Total Service**. The waiver request package shall be endorsed by the reservist's permanently assigned chain of command through the unit commanding officer. The endorsement must include comments on the specific mission requirement and the unique capabilities of the individual.

j. **Pay, Allowances, and Benefits**. All requests for policy waivers, retroactive entitlement changes, or special secretarial process determinations concerning pay, allowances, or benefits must be fully justified by the sponsoring unit in writing to Commandant (CG-122).