

Reserve High Year Tenure FAQs

1. What is Reserve High Year Tenure (R-HYT)?

R-HYT is a workforce management tool designed to ensure that enlisted reservists maintain steady progression throughout their careers. R-HYT has established specific career length of service gateways (Professional Growth Points – PGP). As a workforce management tool, it is designed to increase personnel flow, compel members to advance in their rating, and allow more consistent training and advancement opportunities for the workforce.

2. Who is a candidate for R-HYT?

All enlisted members of the Ready Reserve are evaluated for R-HYT. This includes all enlisted reservists assigned to the Selected Reserve (SELRES) and the Individual Ready Reserve (IRR).

3. What are the PGPs?

As identified in COMDTINST M1001.28C, Art. 8.B.7. The PGPs apply to the R-HYT cycle of the same year and align with the Fiscal Year (FY). For example, the 2018 PGPs are applicable to Fiscal year 2018 (FY18). The 2018 R-HYT cycle will review the records of members who will reach or exceed their 2018 PGP between 1 October 2017 and 30 September 2018. If not retained, those members will be discharged or retired no later than 1 October 2018 unless granted a waiver or allowed by 10 U.S.C. §1176(b) to serve past that date.

	2018 PGP (Yrs TIS)
E-9	30**
E-8	28
E-7	26
E-6	24
E-5	22
E-4	14
E-3	10
E-1/E-2	*

* Completion of current enlistment contract. Cannot extend or reenlist.

** Warrant and Enlisted personnel serving over 30 years of TIS will be removed from an active status IAW COMDTINST M1001.28C, Art. 8.S.3.

4. I have previously been granted a 30-year time in service (TIS) waiver. Am I still a R-HYT candidate?

No. However, any reservist with a 30-year TIS waiver must submit a completed Reserve Retirement Transfer Request, CG-2055A as directed in their waiver memo. In all cases, the retirement request must be received by CG PSC-RPM no later than 6 months prior to the end of the approved waiver to ensure all administrative steps are given enough time to be completed. The retirement date must be the first day after the waiver expires.

5. I have previously been granted a 60-year age waiver. Am I still a R-HYT candidate?

No. However, any reservist with a 60-year age waiver must submit a completed Reserve Retirement Transfer Request, CG-2055A as directed in their waiver memo. In all cases, the retirement request must be received by CG PSC-RPM no later than 6 months prior to the end of the approved waiver to ensure all administrative steps are given enough time to be completed. The retirement date must be the first day after the waiver expires.

6. I have earned at least 18 years of service toward a Reserve retirement, but not 20. Am I still a R-HYT candidate if my TIS exceeds my PGP?

Yes. However, members with more than 18 years of service toward a Reserve retirement but less than 20 as of 1 October 2018 will be retained in accordance with 10 U.S.C. §1176(b) until you have attained 20 years towards retirement.

7. Will the PGPs be adjusted?

Based on future analysis, PGPs may be tailored to balance the needs of the Service and the Reserve enlisted workforce. Additionally, as conditions change during the next few years, PGPs for select, critical ratings may be tailored to balance the needs of the Service and its members.

8. Will the R-HYT be rating specific?

No. R-HYT will apply to all enlisted Ready Reservists who exceed their PGP, regardless of rating.

9. Is someone managing each rating to ensure that there are still technically proficient members available to lead junior members?

The Coast Guard Reserve enlisted system of advancement is built on the premise of continual flow of personnel entering and departing the Reserve enlisted workforce. The Coast Guard values senior enlisted members' technical expertise and experience, but at the same time must also ensure a constant throughput of personnel. CG-12A, Workforce Planning Staff, monitors all enlisted rates/ratings to ensure an optimal balance exists between the senior enlisted technical expertise and the advancements of junior personnel. The Coast Guard must have a balance between senior and junior personnel to ensure workforce proficiency. The Rating Force Master Chiefs (RFMCs) and the Office of Reserve Affairs (CG-131) are included in these workforce reduction discussions to ensure the health of all Reserve enlisted ratings.

10. What service time is calculated for PGPs?

Total Time in Service (TIS) will be used to determine candidacy for R-HYT. TIS is a member's total military service time (Active and Reserve Components) from any Service Component. CG PSC-RPM will determine R-HYT candidacy using Pay Base Date (PBD) data in Direct Access.

11. How can I find my Pay Base Date (PBD) and calculate my TIS?

In the *Employee* module of Direct Access (top center), select *Tasks* and then select *My Member Info*. Select the *Create Report* button. When the report is generated, the PBD can be found in the *Service Dates* section.

To calculate TIS for R-HYT, determine the amount of time between your Pay Base Date (PBD) and 30 September 2018.

12. Where can I find my TIS calculation?

Reservists can determine current total Time in Service (TIS) by viewing the TIS calculation under the My Readiness tab in Coast Guard Business Intelligence (CGBI). Within the *Personal* tab, select the *Skills* tab, then view the *My Time* section. Various service calculations are available in this section.

13. Is TIS the same service time calculation as Total Qualifying Service time?

No, Total Qualifying Service (TQS) totals the "good years" of service toward a non-regular (Reserve) retirement. TQS, used to determine eligibility for a non-regular (Reserve) retirement, is visible on *My Reserve Points Statement* in Direct Access.

14. What if I am scheduled for PCS, how will this impact my assignment priority and/or billet selection?

R-HYT will not necessitate an adjustment to the normal assignment process. Assignment Officers (AOs) will proceed with their normal assignment practices. Reservists should submit an e-resume in accordance with current assignment year timelines if you are due to rotate or are tour complete as this remains a critical component for reassignment.

15. I am a R-HYT candidate and am taking the October RSWE; if I advance, which PGP will I fall under?

If a member is advanced to the next higher pay grade on or before 1 May, they may be retained, unless they exceed the R-HYT PGP for the pay grade to which they are advanced.

16. How do I submit a R-HYT waiver request?

The CG PSC-RPM R-HYT webpage has a template for waiver requests. Submit the endorsed memo, through your commanding officer, to ARL-SMB-CGPSC-RPM-R-HYT@USCG.mil. Command endorsements must provide a reason why a waiver should be granted and must be received by CG PSC-RPM no later than 31 January. The waiver request and endorsement cannot exceed two pages, combined.

17. What criteria are used for approving R-HYT PGP waivers?

The R-HYT PGP Waiver Panel is a two-phase process where all requests are evaluated by a panel specific for each rating.

The Phase One panel includes each member's Assignment Officer, Rating Force Master Chief (RFMC), and the applicable CG PSC-RPM-2 Central Assignments Coordinator. This phase includes a two-step panel process. During step one, the panel will assess each waiver request using a performance and conduct based methodology that focuses on leadership, accomplishment, performance, conduct, professional skills, professional growth, meeting Reserve participation standards, and adherence to Coast Guard Core Values.

During step two, the panel assesses each waiver using a needs-based methodology that focuses on critical skills and vacancies, Service needs, workforce rating strength, and impacts to advancements.

During Phase Two, Phase One recommendations are reviewed by the CG PSC-RPM-1 Branch Chief, CG PSC-RPM-2 Branch Chief, CG PSC CMC, CGRF-MC, and CG PSC-RPM Division Chief, who is the final approving authority.

18. When will I find out if my PGP waiver request has been approved?

R-HYT PGP waiver request determination will commence on or about May of the R-HYT year.

19. If I am granted a waiver, for how long will my waiver be good?

Approved waiver lengths will be based on the needs of the Service. R-HYT waivers will become effective on 1 October 2018.

- 20. Can a R-HYT candidate compete for advancement while on a waiver?**
R-HYT candidates with approved waivers beyond their PGPs are authorized to take the October Reserve Servicewide Examination (RSWE). If a member is advanced to the next higher pay grade prior to the end of the R-HYT PGP waiver period, they may be retained, unless they exceed the R-HYT PGP for the pay grade to which they are advanced.
- 21. I am a R-HYT candidate and am taking the October 2017 RSWE, will I still be separated or retired on 1 October 2018?**
2018 R-HYT candidates that have not advanced by 1 May 2018 and do not meet the 2018 PGP for their new paygrade, or have not received a PGP waiver, will be removed from the advancement eligibility list and separated or retired no later than 1 October 2018.
- 22. Why will I be removed from the advancement list if not advanced by 1 May?**
The 1 May deadline was established to allow the Service and R-HYT candidates sufficient time for processing administrative actions for separations, retirements, and assignments.
- 23. How do I submit a retirement request if I am a R-HYT candidate?**
If you qualify for a Reserve retirement, submit a Reserve Retirement Transfer Request (CG-2055A), through your command, to ARL-PF-CGPSC-RPM-1-Status@USCG.mil and copy ARL-SMB-CGPSC-RPM-R-HYT@USCG.mil. A link to form CG-2055A is available on the CG PSC-RPM R-HYT webpage. The CG-2055A must be submitted before 1 May 2018.
- 24. Is R-HYT a voluntary or involuntary retirement?**
R-HYT is a Convenience of the Government separation; however, members who are eligible for a non-regular (Reserve) retirement may request a voluntary retirement in lieu of separation.
- 25. I am a R-HYT candidate and retirement eligible; can I select a retirement date beyond 1 October 2018?**
No, once identified as a 2018 R-HYT candidate, any voluntary retirement dates must be effective no later than 1 October 2018. Members may request a retirement date PRIOR to 1 October 2018 if they meet retirement eligibility requirements.
- 26. What happens if I am retirement eligible and elect not to submit my retirement request by the established deadline?**
You will be transferred to the Inactive Status List (ISL) effective 1 October 2018.
- 27. If I am approved for voluntary retirement in lieu of R-HYT separation, will I retire under honorable conditions?**

Yes. If you are eligible for retirement in lieu of R-HYT separation, and are otherwise eligible for an honorable discharge, you will receive an honorable characterization of service.

28. Who can I contact regarding Post-911 education benefits for reservists?

All questions regarding education benefits for reservists should be directed to Mr. Jamie Vincent in CG-PSC-RPM-3 at: ReserveVAEducation@USCG.MIL.

29. I've been selected for a Reserve commissioning program, does R-HYT still apply to me?

HYT candidates selected for and awaiting appointment to officer or warrant grade will be excluded from R-HYT during the promotion year of selection.

30. If I am a R-HYT candidate, how will I be notified?

CG PSC-RPM will release an ALCGRSV when the R-HYT candidates are posted on the CG PSC-RPM R-HYT webpage.

By the established timelines, commands must review the records of all Reserve enlisted personnel assigned to their units to determine if they have any assigned personnel who should have been identified as a R-HYT candidate but were not listed, who were identified but should not have been listed, or have an open Physical Disability Evaluation System (PDES) case. Commands must immediately notify CG PSC-RPM via email if any assigned Reserve personnel meet any of these conditions. Email templates are available on the R-HYT webpage.

31. If I am NOT retirement eligible, how will I be separated?

CG PSC-RPM-1 will create a Separation Authorization that will be forwarded to your SPO for execution.

32. Someone in my command should have been included as a R-HYT candidate and wasn't, how do I let CG PSC-RPM know?

The CG PSC-RPM R-HYT webpage has a template that commands can use to notify CG PSC-RPM of erroneously excluded candidates. Submit the email to ARL-SMB-CGPSC-RPM-R-HYT@USCG.mil.

33. Someone in my command should NOT have been included as a R-HYT candidate but was, how do I let CG PSC-RPM know?

The CG PSC-RPM R-HYT webpage has a template that commands can use to notify CG PSC-RPM of incorrectly identified candidates. Submit the email to ARL-SMB-CGPSC-RPM-R-HYT@USCG.mil.

34. Someone in my command has an open Physical Disability Evaluation System (PDES) case pending, how do I let CG PSC-RPM know?

The CG PSC-RPM R-HYT webpage has a template that commands can use to notify CG PSC-RPM of the PDES status of candidates. Submit the email to ARL-SMB-CGPSC-RPM-R-HYT@USCG.mil.

35. I received a paper copy of these FAQs, how can I find them on-line and check for updates?

The R-HYT webpage URL is: <http://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/Reserve-Personnel-Management-PSC-RPM/RPM-1/R-HYT/>

36. Where can I email other questions regarding R-HYT?

ARL-SMB-CGPSC-RPM-R-HYT@USCG.mil