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FM COMCOGARD PSC ARLINGTON VA
TO ALCGPSC
INFO COGARD CAMSLANT HQ COMMS DET WASHINGTON DC
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ALCGPSC 096/12
SUBJ: CENTRALIZATION OF LONG-TERM NON-CONTINGENCY ACTIVE DUTY FOR
OPERATIONAL SUPPORT (ADOS) MANAGEMENT
A. Active Duty for Operational Support (ADOS), COMDTINST 1330.1
(Series)
B. COMDT COGARD 031920Z AUG 12, ALCOAST 358/12
C. Obtaining Personnel Resources to Meet Surge Requirements,
COMDTINST 5400.1 (Series)
D. Title 14 U.S.C.
E. Title 10 U.S.C.
F. Reserve Policy Manual, COMDTINST M1001.28 (Series)
1. Pursuant to Refs (A) and (B), this ALCGPSC implements management
of long-term, non-contingency ADOS management at Personnel Service
Center, Reserve Personnel Management Division (CG PSC-rpm).
2. Background:
A. The decision to centralize long-term, non-contingency ADOS
management at CG PSC-rpm supports a fair, transparent ADOS selection
process, provides consistency with current reserve and active duty
PCS assignment functions and optimizes assignment decisions to meet
service needs. IAW Refs (A) through (C), CG PSC-psd-ssb (Surge
Staffing Branch) retains responsibility for TDY/Surge Staffing
functions, including short-term ADOS and ADOS performed in support of
contingency operations.
B. To the extent possible, the long-term, non-contingency ADOS
assignment process will mirror the established PCS assignment
process. All long-term, non-contingency ADOS assignments will be
managed within Direct Access. Effective FY13, MRTT will no longer be
used to solicit requests for long-term, non-contingency ADOS support.
Procedures for long-term, non-contingency ADOS are outlined in
paragraph 4 below.
3. Applicability: CG PSC-rpm will manage the following ADOS:
A. Long-term ADOS-AC authorized by CG-8 for a given fiscal year as
part of the annual ceiling. Fiscal year ADOS-AC ceilings are
announced annually by CG-8 via ALCOAST message.
B. Long-term ADOS authorized by CG-8 in support of an approved
reimbursable agreement.
C. Long-term ADOS-RC authorized by CG-131.
4. Long-term ADOS Management Processes/Procedures:
A. ADOS Requestor. The ADOS requestor is responsible for acquiring
funding and providing CG PSC-rpm with position requirements for ADOS
solicitation.
(1) Funding: Units/entities requesting long-term ADOS must provide CG
PSC-rpm with an approved ADOS position number. A valid ADOS position
number ensures ADOS funding has been approved by CG-8 for ADOS-AC or
by CG-131 for ADOS-RC. ADOS requestors should contact their ADOS cap
manager, as identified annually by CG-8 via ALCOAST message, with any
questions concerning funding and position numbers.
(2) Requirements: ADOS requestors shall submit ADOS support
requirements to CG PSC-rpm via CGMS using the Request for Long-Term
ADOS Support message template available on the CG PSC-rpm-2 web page
at: www.uscg.mil/psc/rpm/rpm2/ados.
B. Members.
(1) Interested applicants shall apply for ADOS positions via E-resume
submission in Direct Access IAW the applicable solicitation message.
(2) E-resumes shall be forwarded to the designated assignment officer
(AO) via the members chain of command. All ADOS E-resumes require
command endorsement.

(3) Members are responsible for complying with the requirements outlined in paragraph 5.C.(1) of Ref (A), to include obtaining all necessary waiver approvals (e.g., 16/18 years active duty, age 60, 1095 Rule, etc.).

(4) A reservist who accumulates 20 or more years total active duty shall normally request retirement no later than six months prior to the end of the orders under which a regular retirement was earned IAW Chapter 11 of Ref (D) (for officers and enlisted) or Chapter 65 of Ref (E) (for Chief Warrant Officers). Chapter 8 of Ref (F) provides information and guidance on specific retirement policy.

C. CG PSC-rpm. CG PSC-rpm is responsible for:

(1) Soliciting volunteers for all funded ADOS positions via CGMS. (Solicitation messages will be announced via ALCGRSV message).

(2) Creating a slate of candidates based on E-resume submissions and selecting the best-qualified applicant to meet service needs.

(3) Notifying the selected member, his/her current command and the ADOS requestor of the selection.

(4) Processing the PCS assignment of the selected candidate to the ADOS position and providing the PCS TONO and line of accounting. (The members SPO is responsible for providing PCS entitlement counseling to the selected member in conjunction with receipt of PCS orders).

(5) Providing applicable information to the members SPO via CGMS for creating ADOS orders in conjunction with the ADOS assignment. (The members SPO is responsible for creating ADOS orders IAW applicable procedures).

5. Successful implementation of this centralized ADOS process will require flexibility and coordination at all levels of the Coast Guard. CG PSC-rpm is committed to working closely with all stakeholders to ensure the smoothest transition possible.

6. CG PSC-rpm POCs: LCDR Rick Howell, (202) 493-1780 or CWO Dan Meek, (202) 493-1795.

7. RDML Dave Callahan, Commander, Personnel Service Center, sends.

8. Internet release authorized.

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