



COMDTINST 1330.1E
12 MAY 2020

COMMANDANT INSTRUCTION 1330.1E

Subj: ACTIVE DUTY FOR OPERATIONAL SUPPORT (ADOS)

- Ref:
- (a) Title 10, United States Code, §12301(d)
 - (b) Reserve Policy Manual, COMDTINST M1001.28 (series)
 - (c) Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1 (series)
 - (d) Personnel Resources and Reprogramming Manual, COMDTINST M5312.13 (series)
 - (e) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series)
 - (f) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
 - (g) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
 - (h) Military Separations, COMDTINST M1000.4 (series)
 - (i) Military Drug and Alcohol Policy, COMDTINST M1000.10 (series)
 - (j) Discipline and Conduct, COMDTINST M1600.2 (series)
 - (k) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)
 - (l) Coast Guard Medical Manual, COMDTINST M6000.1 (series)
 - (m) Pregnancy in the Coast Guard, COMDTINST 1000.9 (series)
 - (n) Military Personnel Casualties and Decedent Affairs, COMDTINST M1770.9 (series)
 - (o) Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series)
 - (p) The Joint Travel Regulations (JTR)
 - (q) Accessing the Reserve Components (RC), DoDI 1235.12
 - (r) Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series)
 - (s) Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST 1900.4 (series)

1. PURPOSE. This Instruction outlines the policies, responsibilities, and utilization of Reserve support under Active Duty for Operational Support (ADOS).
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements must comply with the provisions of this Instruction. Internet release is authorized.

DISTRIBUTION – SDL No. 170

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NON-STANDARD DISTRIBUTION:

3. DIRECTIVES AFFECTED. Active Duty for Operational Support (ADOS), COMDTINST 1330.1D is cancelled.
4. BACKGROUND. The Coast Guard has the authority to augment regular forces with Reserve Component (RC) members on voluntary active duty under Reference (a). The Coast Guard's modern operating environment is highly dynamic and requires a flexible and adaptive workforce. This policy governs Reserve augmentation of active forces based in law to meet operational needs while working within regulatory and financial constraints.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is itself a rule. It provides operational guidance for Coast Guard personnel and is not intended to, nor does it impose legally binding requirements on any party outside the Coast Guard.
6. MAJOR CHANGES. Major changes to this Instruction include:
 - a. Removal of the individual limitation requirement for a reservist to complete no more than 1,095 days of ADOS out of the previous 1,460 days;
 - b. Clarifies when short-term ADOS waivers apply;
 - c. Added additional waiver requirements for reservists executing ADOS orders that would bring the reservist's total cumulative active duty to over 14 years;
 - d. Removed definitions, as these are accessible in both this Instruction and Reference (b); and
 - e. Updated guidance on reserve policies based on statutory and applicable Department of Defense (DoD) policies issued subsequent to the previous version of this Instruction.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Instruction is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion DHS (CATEX) A3 from further environmental analysis in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 and the Environmental Planning (EP) Implementing Procedures (IP).
 - b. This Instruction will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policy in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA) and Environmental Effects Abroad of Major Federal Actions, Executive Order 12114, Department of Homeland Security (DHS) NEPA policy, Coast Guard Environmental Planning policy, and compliance with all other applicable environmental mandates.
8. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.dcms.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.

9. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
10. POLICY. ADOS provides a means for commands to obtain the services of additional military personnel through the active duty employment of the Ready Reserve.
- a. ADOS is restricted to situations that meet one of the following criteria:
- (1) Special skills are required that cannot be satisfied by onboard resources; or
 - (2) Use of supplemental resources are necessary to meet temporary, peak-workload, new, or one-time surge requirements in accordance with Reference (c).
- b. Types and Applicability. All policy and guidance in this Instruction apply only to members of the Ready Reserve activated under Reference (a):
- (1) ADOS in support of the Active Component (ADOS-AC);
 - (2) ADOS in support of the Reserve Component (ADOS-RC);
 - (3) Short-term ADOS (180 days or less in duration);
 - (4) Long-term, non-contingency ADOS (181 days or more);
 - (5) ADOS performed in support of a reimbursable agreement in accordance with Reference (d); and
 - (6) This Instruction does not apply to any member of the Standby or Retired Reserve, or Active Duty under any other authorizing statute.
- c. Waivers.
- (1) The waiver process for each individual and organizational limitation is notated under each limitation, ensuring sound decisions that balance the interests of the Coast Guard, unit, and the individual. Unless a requested waiver has been approved on existing ADOS orders, demobilization requirements must be completed as outlined in Reference (e). Reservists are not authorized to start ADOS until the requested waiver has been approved.
 - (2) For all waivers, the request must be forwarded to the appropriate entity as identified under each limitation, regardless of change in position, duty, or location, by the unit where duty is being performed. The content of the waiver is outlined in Enclosure (1). A valid waiver must be routed from the receiving command through:
 - (a) The reservist's permanent unit (unit commanding officer or Commander);
 - (b) The receiving District (if appropriate); and
 - (c) The receiving AREA/Director of Operational Logistics (DOL) for consideration.

- (3) In each case, waiver request packages, when required, are submitted to the receiving AREA/DOL cap manager for written authorization. All waiver request memos/packages covered by this Instruction:
 - (a) Must include, and be evaluated based on, mission requirements, funding, justification, workforce factors, and full time equivalent (FTE) position availability.
 - (b) May be denied at any time subject to funding or lack of authorization, significant concerns with the reservist's performance record, or other limiting factors.
 - (c) May be submitted at least 90 days prior to the desired commencement date of the orders, but no less than 60 days.
- (4) ADOS Waiver Requirements.
 - (a) If the same non-contingency, non-reimbursable ADOS requirement will exist for three or more consecutive years, a waiver request to continue resourcing the requirement through ADOS must be submitted by the sponsoring unit or program to the Assistant Commandant for Reserve (CG-R), via the Office of Workforce Forecasting and Analysis (CG-126) and Office of Resource Management (CG-83), to determine whether the requirement is permanent or temporary.
 - (b) Permanent billet needs require submission of a resource proposal for permanent funding, or a reprogramming offset. ADOS may be used to cover resource gaps until resource proposals are approved but must not be used in lieu of submitting a resource proposal for permanent billet needs.

d. Limitations.

- (1) Individual Limitations.
 - (a) Reservists who are Commanding Officers must only be allowed to perform ADOS at their assigned unit, or for short-term boards, panels, or schools/training. No waiver is available.
 - (b) Short-term ADOS cannot exceed 180 total consecutive days whether as a single set of orders or multiple sets of orders, in accordance with Reference (b). Multiple sets of consecutive short-term non-contingency ADOS orders, totaling 181 days or more, require a 31-day break in service or a waiver.
 - (c) Back-to-back long-term to short-term ADOS does not require a 31-day break in service.
 - (d) Back-to-back short-term to long-term ADOS does not require a 31-day break in service.
 - (e) Accrual of Total Active Duty (Any Type). A reservist cannot be assigned to ADOS if the reservist has accrued, or will accumulate due to the length of ADOS assigned:
 - 1) Over 14 years total active duty. Waiver request packages (including endorsements with comments) must be forwarded, through the chain of command to LANT, PAC, or DOL for consideration.

- 2) Over 16 years of active duty. Waiver request packages (including endorsements with comments) must be forwarded, through the chain of command to Commander (CG-PSC-RPM) for consideration.
 - 3) Over 18 years of active duty (sanctuary). Waiver request packages (including endorsements with comments) must be forwarded, through the chain of command and Staffing Division (CG-833), to receive written authorization from Commander (CG-PSC-RPM).
- (f) Over 60 years of age. A reservist cannot be assigned ADOS over 60 years of age without written authorization from Commander (CG-PSC-RPM).
- (g) Over 30 years of total service. CWOs and enlisted personnel, in accordance with Reference (b), cannot be assigned ADOS beyond their 30 year time in service anniversary without Commander (CG-PSC-RPM) approval. Reserve Officers, in an active status, with over 30 years of total commissioned service, are ineligible for ADOS or contingency orders. Waiver request packages (and endorsements with comments) must be forwarded through the chain of command, to receive written authorization from Commander (CG-PSC-RPM) in accordance with Reference (b).
- (h) Reservists who have not completed Initial Active Duty for Training (IADT) may not be assigned to active duty on land outside the United States and its territories and possessions until the member has completed the basic training requirements, in accordance with Reference (a). No waiver is available.
- (i) Personnel Force Innovations (PFIs). Reservists are not authorized to seek military employment through the DoD PFI program or participate in the DHS Surge Capacity Force Program.
- (j) Annual Leave. In accordance with References (f) and (g), reservists may only use leave when on active duty periods of 30 days or more. Extending a current active duty period or creating a new active duty consecutive set of orders for the purpose of using accrued annual leave is not authorized. Unused accrued leave remaining in a reservist's annual leave account at the end of an ADOS period may be retained for use on future active duty, or sold, subject to career lump-sum leave sell-back regulations.
- (2) Organization Limitations.
- (a) Long-Term ADOS Cap.
- 1) Sponsoring programs or commands must stay within their Assistant Commandant for Resources (CG-8) annually allocated ADOS ceiling (allocated annually as Full-Time Equivalent (FTE)). FTE holders are authorized to further distribute all or a portion of their allocation to subordinate units or operations. Cap managers and FTE allocations will be announced annually as specified in paragraph 11.a. of this Instruction.
 - 2) Exceptions to long-term ADOS cap requirements that will exist (or have existed) for three or more consecutive years include:
 - a) ADOS performed in support of a contingency operation; or

- b) ADOS performed in support of a reimbursable agreement in accordance with Reference (d).
 - (b) Selection for ADOS. In accordance with Reference (c), there are many criteria governing the selection of the best candidate including, but not limited to: command recommended by-name-candidates, qualifications, experience, familiarity with staff or project, availability, and geographic proximity of a reservist's residence to the duty site.
 - (c) Coast Guard Reservists Performing ADOS for Other Services. Coast Guard reservists are authorized to perform ADOS for other services via Military Interdepartmental Purchase Request (MIPR), Memorandum of Understanding (MOU), or reimbursable agreements when brokered through a validated Request for Forces (RFF) via the AREAs, Deputy Commandant for Operations (CG-DCO), or Director of Operational Logistics, Office of Personnel and Reserve Force Readiness (DOL-1) and in accordance with Reference (d).
 - (d) Reservists from other Military Services. The use of reservists from other military services for Coast Guard ADOS is authorized; however, their participation is subject to the requirements and restrictions of the reservist's parent service. Any command or headquarters office seeking to use another service's reservist under ADOS is responsible for establishing a liaison with the appropriate command and for completing any required arrangements or documentation. Requests for use of other military reserve personnel in an ADOS status must be in the form of an Inter-Service Support Agreement (ISSA) or a MIPR, whichever is applicable.
- e. Documentation.
- (1) Orders.
 - (a) Laws pertaining to a reservist's employment and reemployment rights, higher education opportunities, medical and pay entitlements resulting from injury while traveling to and from duty, and UCMJ authority all require official orders. Authorization for travel and per diem allowances and advances require official orders. ADOS orders must be created and documented in accordance with Reference (c), via Direct Access, in advance of reservists reporting for duty. Verbal orders are not authorized for ADOS.
 - (b) Orders should be issued at least 30 days before reporting or immediately if selected with less than 30 days before the scheduled duty. This advance notification period allows reservists time to provide notification to civilian employers and family members.
 - (2) Cancellation or Termination of Orders.
 - (a) Individuals may request cancellation prior to execution or early termination of ADOS orders. Requests must be in writing from the reservist to the order issuing authority through the appropriate chain of command.
 - (b) The Coast Guard may terminate ADOS orders at any time, but in accordance with References (b) and (e), as much advance notice should be afforded to the reservist as is practicable. Reasons for possible involuntary termination of orders by the Coast Guard include, but are not limited to:

- 1) Earlier than anticipated completion of mission requirements;
 - 2) Loss of funding;
 - 3) Failure of the reservist to adequately perform the requirements of the duty for which they were activated (e.g., failure to qualify/maintain qualifications, or lapse of mobilization readiness condition);
 - 4) Failure to meet required standards or other non-disciplinary conduct problems (e.g., failure to meet weight standards, etc.);
 - 5) Misconduct leading to disciplinary action, after due process is complete;
 - 6) Any other exceptions or situations in accordance with References (h) through (l); and
 - 7) The good of the Service.
- (c) The issuing authority must discuss the reason and implications of terminating orders with the servicing Reserve Force Readiness System (RFRS) staff, as far in advance as practicable, before notifying the reservist of the intent to terminate orders.
- (3) Duty Status Documentation. Clear duty status documentation and notification in Direct Access is critical for accurate management of reservists. The unit where the reservist is deactivated from ADOS must notify, through an official memorandum, the reservist's Servicing Personnel Office (SPO), Commander (CG-PSC-RPM), District RFRS, AREA or DOL-1 as appropriate, of the Release from Active Duty (RELAD). Additional notifications for the following may be required for reservists:
- (a) Who are identified as any duty status other than Available For Full Duty (AFFD) in accordance with References (l) and (m);
 - (b) Who are designated as missing or in a captive status while on ADOS must be in accordance with References (e), (f), and (g);
 - (c) Who dies while on ADOS must be in accordance with Reference (n); and
 - (d) The unit where the duty is being performed is responsible for initiating administrative or disciplinary action in accordance with References (i) and (j).
 - (e) When applicable, the unit where the duty is being performed is responsible for initiating a Line of Duty (LOD) determination. ADOS orders shall not be terminated until LOD is completed/member is AFFD. Timely processing of LOD is critical to ensure member receives proper care and entitlements.
- f. Funding Responsibility.
- (1) All ADOS costs, including pay and benefits, travel and per diem, and Permanent Change of Station (PCS) transfer costs (when applicable) are the responsibility of the sponsoring unit or program and must adhere to Reference (o). Commands requesting personnel for ADOS support must make every effort to utilize qualified personnel residing in their local areas.

- (2) Short-Term ADOS. The sponsoring unit or program must provide financial accounting information to the order-approval authority in accordance with procedures outlined in Reference (c) for short-term ADOS.
- (3) Long-Term ADOS.
 - (a) Sponsoring units must provide the accounting line that will fund the Standard Personnel Cost (SPC) to the appropriate cap manager. After orders have been executed, the Office of Resource Management, Personnel Allowance and Staffing Division (CG-833) will transfer funds from the identified accounts. To determine the SPC costs, use the SPC & Standard Rates tool located under “Tools” on the Office of Resource Management, Financial Analysis Division (CG-832) CG Portal page. Total personnel costs include pay, entitlements, medical, and centralized support costs.
 - (b) Financial responsibility for reservists completing over 18 years total active duty service is the responsibility of the unit or program that employed them when they reached retirement “sanctuary” until the reservist reaches regular retirement eligibility at 20 years total active duty. Prior to reaching retirement “sanctuary,” units must follow the waiver process for over 14/16/18 years total active duty service as outlined in Reference (b), and Paragraphs 10.d.(1)(f.1) through 10.d.(1)(f.3) of this Instruction. Units are required to obligate enough funds to cover the entire “sanctuary” period.
- (4) Contingency Operations. Reservists recalled to ADOS-AC for contingency operations are supported by specific funding associated with the contingency ID cost center as designated by the Office of Resource Management, Personnel Allowance and Staffing Division (CG-833).
- (5) Reimbursable Positions. Reimbursable positions are managed by the Office of Resource Management, Budget Execution Division (CG-831), in accordance with References (d) and (o).
- (6) Other Coast Guard Appropriations. Any ADOS funded from an appropriation other than the Operating and Support (O&S) or Personnel and Related Support Costs (PPA) appropriations must be approved by Office of Resource Management, Budget Execution Division (CG-831), prior to issuance of orders. In accordance with Reference (o), Procurement, Construction, and Improvements (PC & I) related personnel costs, including ADOS, are funded from the annual PC & I personnel compensation appropriation rather than the multi-year project funds. Contact Office of Resource Management, Budget Execution Division (CG-831), for more information.
- (7) ADOS Temporary Position Management. ADOS cap managers are authorized to request ADOS position creation from the Office of Resource Management, Personnel Allowance and Staffing Division (CG-833) for all long-term, non-contingency ADOS. Commander, Personnel Service Center, Personnel Services Division, Surge Staffing Section (CG-PSC-PSD-SSS) is authorized to request ADOS position creation from Commandant (CG-833) for all long-term contingency ADOS.
- (8) Office of Resource Management, Personnel Allowance and Staffing Division (CG-833) will create an ADOS position per the ADOS cap manager’s request only after

- the funding source has been arranged. The ADOS position termination date will match termination of the funding.
- g. Pay, Allowances, and Benefits.
- (1) Personnel under ADOS orders are authorized pay, allowances, and benefits in accordance with References (b), (e), (f), (g), (l), and (p).
 - (2) In accordance with Reference (e), orders cannot be amended to retroactively change entitlements for duty already performed unless the facts and circumstances clearly demonstrate an administrative error, or that some provision previously determined and definitely intended, was erroneously omitted.
 - (3) Per Diem.
 - (a) Per diem may be authorized in accordance with Reference (p) for reservists performing ADOS outside the local area of a reservist's primary residence or Place Entered Active Duty (PLEAD). Per Diem rate is based on the maximum locality rate of the TDY site.
 - (b) Per Diem, if authorized, cannot be waived by the reservist.
 - (c) In accordance with Reference (p), reservists on long-term, non-contingency ADOS (181 days or more) are not entitled to per diem regardless of subsequent modification to a PCS order, unless authorized an exception under Reference (p).
 - (4) Travel and Transportation.
 - (a) Reservists on long-term, non-contingency, ADOS who accept a follow-on set of short-term ADOS without a break in service, are not authorized TDY travel allowances unless authorized an exception under Reference (o). PCS travel and transportation allowances are payable when active duty for other than training is 181 days or more at any one location. This includes travel to and from multiple duty locations if duty is 181 days or more at one location, in accordance with Reference (p).
 - (b) PCS entitlements for long-term, non-contingency ADOS are authorized in accordance with Reference (p). Questions concerning PCS accounting lines and reimbursement should be directed to Deputy Commandant for Mission Support, Pay & Benefits Execution Division (CG-DCMS-831).
 - (5) 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 the Office of Military Personnel (CG-133).
- h. Reserve Assignments.
- (1) All short-term ADOS (180 days or less) must be performed in a TDY status and reservists must remain in their permanent Reserve position on the Personnel Allowance List (PAL).
 - (2) Reservists who receive multiple sets of consecutive short-term ADOS orders totaling 181 days or more must be required to vacate their SELRES position unless all of the

ADOS is performed at the same unit where they are permanently assigned. A 31 day break in service waiver does not constitute an exemption from this Section.

- (3) Long-term non-contingency ADOS.
 - (a) Requires assignment to a temporary position at the unit where duty is performed.
 - (b) Applicability of PCS entitlements remains in accordance with References (e), (g), and (p).
 - (c) Reservists must be removed from their permanent Reserve position on PAL.
 - (d) Reservists must compete for assignment to a permanent Reserve position on PAL as part of the deactivation process in accordance with procedures prescribed by Commander (CG-PSC-RPM).
- (4) Reservists performing long-term contingency ADOS at the Deployable Specialized Forces (DSF) unit where they are permanently assigned must not be re-assigned to a temporary ADOS position. They will remain assigned to their permanent funded Reserve position on the PAL.
- (5) Reservists on long-term ADOS or consecutive short-term ADOS totaling 181 days or more must compete for assignment to a permanent Reserve position on PAL as part of the deactivation process in accordance with procedures prescribed by Commander (CG-PSC-RPM).
- (6) Reservists who fail to successfully compete for a Selected Reserve (SELRES) position will be RELAD to the Individual Ready Reserve (IRR). O-5 and O-6 reservists may also be placed in an Individual Augmentation Duty (IAD) status.
- (7) Reservists in receipt of reserve PCS orders must receive positive command endorsement from the receiving command prior to starting or extending ADOS orders.

11. RESPONSIBILITIES.

- a. Assistant Commandant for Resources (CG-8).
 - (1) Establish and maintain a ceiling each fiscal year for long-term ADOS-AC to manage the funding and FTE associated with reservists serving on non-contingency ADOS-AC;
 - (2) Annually designate and announce cap managers and publish FTE allocations;
 - (3) Approval authority for policy waivers pertaining to over 18 years total active duty (Sanctuary); and
 - (4) Create temporary ADOS positions for Long-term, non-contingency ADOS-AC, Long-term ADOS-RC, Long-term contingency ADOS-AC; and reimbursable positions on PAL per the cap manager, DOL-1 or Commander (CG-PSC-PSD-SSS).
- b. Assistant Commandant for Human Resources (CG-1). Appeal authority for policy waivers pertaining to over 18 years total active duty (Sanctuary).
- c. Assistant Commandant for Reserve (CG-R). Appeal authority for all types of ADOS, excluding 18 year "sanctuary" waivers addressed above in 11.b., waivers covered in this

Instruction. The review must be limited to a consideration of policy, workforce requirements, and the practicality of the reservist as a mobilization asset.

- d. Office of Reserve Policy and Requirements Integration (CG-R5).
 - (1) Issue and maintain Coast Guard policy governing ADOS in alignment with applicable statutes, DoD policy and guidance, and specific Coast Guard authorities;
 - (2) In coordination with Office of Military Personnel Policy (CG-133), interpret benefits and entitlements policy specific to ADOS.
- e. Office of Reserve Resources, Readiness & Analysis (CG-R8). Establish and maintain ceiling each fiscal year for long-term ADOS-RC to manage the funding and FTE associated with reservists serving on ADOS-RC.
- f. Office of Military Personnel Policy (CG-133).
 - (1) Issue and maintain Coast Guard policy governing pay, allowances, and benefits; in alignment with applicable statutes, DoD policy and guidance, and specific Coast Guard authorities; and
 - (2) Approval authority for policy waivers pertaining to retroactive order changes, and special Secretarial Process determinations concerning pay, allowances, or benefits.
- g. Office of Counterterrorism & Defense Operations (CG-ODO). Establish and maintain a ceiling each fiscal year for Reserve personnel resources in support of DoD designated contingency operations.
- h. Commander, Personnel Service Center, Reserve Personnel Management (CG-PSC-RPM).
 - (1) Centrally manage all long-term, non-contingency ADOS with the assistance of the cognizant RFRS staff;
 - (2) Issue and maintain procedural guidance on Coast Guard Reserve assignment and ADOS policy;
 - (3) Solicit all long-term, non-contingency ADOS including ADOS-AC, ADOS-RC, and reimbursable positions;
 - (4) Establish and manage the selection of Coast Guard reservists authorized long-term, non-contingency, ADOS positions;
 - (5) Authorize Coast Guard reservists for long-term, non-contingency ADOS;
 - (6) Act as approval authority for policy waivers pertaining to over 16 and 18 years of total active duty, over 60 years of age, and over 30 years of total service scenarios; and
 - (7) Develop and maintain an ADOS process guide with Commander (CG-PSC-PSD-SSS).
- i. Commander, Personnel Service Center, Personnel Services Division, Surge Staffing Section (CG-PSC-PSD-SSS).
 - (1) Centrally manage the solicitation of all contingency ADOS in accordance with Reference (c);

- (2) Review and comment on policy, process, and procedures for contingency ADOS in Reference (c), including requests and solicitations;
- (3) Request position creation to Office of Resource Management Personnel Allowance Division (CG-833) when issuing Long-Term ADOS orders in support of a contingency;
- (4) Authorize Coast Guard reservists contingency ADOS-AC in accordance with Reference (c). This excludes members of Coast Guard Port Security Units (PSUs);
- (5) Develop and maintain a contingency ADOS process guide with Commander (CG-PSC-RPM); and
- (6) Ensure active duty orders for all issuing authorities are captured in Direct Access.

j. Pacific and Atlantic AREA Staff.

- (1) Receive request for forces (RFF) from DoD or other agencies, coordinate with operational commander, and provide allocations and management of resources (i.e., FTE, Reserve months, etc.);
- (2) Define operational personnel requirements and provide guidance as necessary to ensure that operational needs are met without overly degrading unit capabilities within each organization's chain-of-command;
- (3) Prioritize operational needs in accordance with the 11 statutory Coast Guard missions against available resources (e.g., long-term FTE, available reservists) when reviewing ADOS requests;
- (4) Pacific AREA, Deployable Specialized Forces Support Branch (PAC-13) is the order issuing authority for all orders related to PSU units and Coastal Riverine Forces (CRFs); and
- (5) Ensure active duty orders for all issuing authorities are captured in Direct Access.
- (6) AREA cap manager responsibilities are defined in paragraph 11.n.

k. District RFRS Staff and PAC-13.

- (1) Validate that reservists are operationally and administratively ready for activation and mobilization;
- (2) Authorize all Reserve activation orders in accordance with established law and policy in accordance with References (b), (e), (g), (p), and (q);
- (3) Validate requests and orders for all short-term ADOS, 31 to 180 days in duration;
- (4) Validate that reservists are processed properly for demobilization and deactivation in accordance with all applicable law and policy including completion of all re-integration activities;
- (5) Validate official deactivation notification received from the unit that deactivated the member as specified in Section 10.e.(3); and
- (6) Ensure active duty orders for all issuing authorities are captured in Direct Access.

1. Director of Operational Logistics, Reserve Force Readiness Division (DOL-1) Staff.
 - (1) Validate that reservists are operationally and administratively ready for activation and mobilization;
 - (2) Authorize all Reserve activation orders in accordance with established law and policy in accordance with Reference (b), (e), (g), (p), and (q);
 - (3) Validate requests for all short-term ADOS, 180 days or less in duration;
 - (4) Validate official deactivation notification received from the unit that deactivated the member as specified in Section 10.e.(3).
 - (5) Ensure active duty orders for all issuing authorities are captured in Direct Access.
 - (6) Serve as final authorizing official for contingency ADOS orders that fall within their area of responsibility; and
 - (7) Validate that reservists are processed properly for demobilization and deactivation in accordance with all applicable law and policy including completion of all re-integration activities.

- m. Funds Resource Manager.
 - (1) Validate and fund requests for short-term ADOS in accordance with this Instruction and all applicable financial resource management guidelines; and
 - (2) Validate and coordinate funding for long-term, non-contingency ADOS via the chain of command to the cognizant cap manager through the Office of Resource Management, Personnel Allowance and Staffing Division (CG-833).

- n. Cap Manager.
 - (1) Manage ADOS caps in accordance with annual resource guidance applicable to each duty type and funding source;
 - (2) Track long-term ADOS FTE against ADOS caps annually authorized by Assistant Commandant for Resources (CG-8);
 - (3) Non-contingency ADOS cap managers are the approval authority for long term non-contingency ADOS requests within their total authorized cap. Validated and funded ADOS requests are forwarded to Commander (CG-PSC-RPM) for solicitation, selection, and assignment action;
 - (4) LANT, PAC, and DOL are approval authority for contingency ADOS requests within their total authorized Reserve Month allocation.
 - (5) Approval authority for policy waivers pertaining to short-term, back-to-back ADOS waiver requests that require a 31-day break in service; and
 - (6) Request ADOS position creation to Office of Resource Management, Personnel Allowance and Staffing Division (CG-833) based on validated resourced ADOS requirements at specific Coast Guard units or activities.

o. Sponsoring Unit or Program.

- (1) Requests short-term ADOS-AC support from the District RFRS (or AREA RFRS when the sponsoring unit is AREA), through the cognizant funds resource manager for validation in accordance with Reference (c), then forwards validated and funded request, with by-name-candidate preference if one exists, to Commander (CG-PSC-PSD-SSS) for solicitation. When DOL-1 is the sponsoring unit or program, DOL-1 acts as its own cognizant funds resource manager for validation; unless requesting personnel outside of DCMS in which DOL-1 would forward the request to SSS for solicitation.
- (2) For requests regarding ADOS-RC, forwards request to the Division of Reserve Resource Management (CG-R82) through the cognizant RFRS staff for validation, then forwards validated and funded request, with by-name-candidate preference if one exists, to Commander (CG-PSC-PSD-SSS) for solicitation;
- (3) Requests long-term, contingency ADOS support via their chain of command to their cognizant contingency cap manager;
- (4) Requests long-term, non-contingency ADOS support via their chain of command to their cognizant cap manager through their funds manager;
- (5) May nominate a qualified and available candidate for short-term or contingency ADOS in accordance with Reference (c); and
- (6) Reports utilization of ADOS allocation to the chain of command and cognizant cap managers.

p. Providing Unit.

- (1) Provide accurate and fair command endorsement for reservists requesting ADOS opportunities. Ensure endorsement addresses the following:
 - (a) Qualification, certification, and currency;
 - (b) Acceptance of potential gapped SELRES position; and
 - (c) Individual mobilization readiness.
- (2) Ensure own and subordinate unit reservists are operationally and administratively ready for activation and mobilization; and
- (3) Ensure own and subordinate unit reservists are processed properly for demobilization and deactivation in accordance with established law and policy including completion of all re-integration activities.

q. Receiving Unit.

- (1) Provide a sponsor to incoming reservists;
- (2) Provide all command, administrative, and personnel support activities for reservists assigned to ADOS positions;
- (3) Notify reservist of intent to release from active duty in sufficient time to complete processing in accordance with References (b), (e) and (l);

- (4) Ensure reservist meets all requirements for deactivation in accordance with References (c) and (d) prior to RELAD. Notify sponsoring unit or program, servicing and home District RFRS or DOL-1 staff immediately if reservist does not meet all requirements for deactivation; and
- (5) ADOS positions and the individual assigned to the position are under the operational, tactical, and administrative control of the unit or activity to which they are assigned.

r. Servicing Personnel Office (SPO).

- (1) Issue orders in accordance with policy requirements contained in References (b), (e), (g), (h), (i), (j), (k), (l), (m), (p), and (r), as well as event specific guidance. Additional orders or amendments to existing ADOS orders involving no break in service. Additional orders or amendments to existing ADOS orders involving no break in service will be issued by the servicing SPO holding the reservist's service record/PDR;
- (2) Ensure that the reservist's home District RFRS, PAC-13, or DOL-1 staff and local RFRS staff are forwarded copies of all additional orders and amendments;
- (3) Complete demobilization processing during the final 60 days prior to end of orders or as quickly as practicable for activations of less than 60 days, in accordance with References (b), (e), and (l);
- (4) Issue Certificate of Release or Discharge from Active Duty, DD 214 to eligible reservists, in accordance with Reference (b) and (s); and
- (5) Amend RELAD orders for reservists departing long-term ADOS who have successfully competed for reserve assignment through the normal assignment process. Reservists who fail to compete for assignment will be RELAD to the IRR.

s. Reservist.

- (1) In accordance with References (b) and (l), reservists must have the following prior to executing ADOS orders:
 - (a) Maintain personal readiness for activation and mobilization at all times;
 - (b) Current and complete Individual Medical Readiness (IMR) showing AFFD and no Deployment-Limiting Medical Conditions (DLMCs) in accordance with Reference (l). Although a PHA and dental examination are a part of IMR, reservists must not be denied orders to perform active duty solely due to the lack of either;
 - (c) Current Annual Screening Questionnaire (ASQ);
 - (d) Current weigh-in entered into Direct Access validating that reservist is in accordance with Reference (k); and
 - (e) Meet satisfactory participation requirements in accordance with Reference (b); and
- (2) Compete for assignment to a permanent SELRES position within the normal assignment process prior to RELAD from long-term non-contingency ADOS.

12. FORMS/REPORTS. The forms referenced in this Instruction are available in USCG Electronic Forms on the Standard Workstation or on the Internet:
<https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/>; CG Portal:
<https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>.
The form DD-214, Certificate of Release or Discharge from Active Duty, is a controlled form and is only available through PSC.
13. REQUEST FOR CHANGES. Recommendations for changes or improvements to the Active Duty For Operational Support (ADOS) Instruction, COMDTINST 1330.1 (series), are welcome and should be submitted via the chain of command to the Assistant Commandant for Reserve
(CG-R), US COAST GUARD STOP 7721, 2703 MARTIN LUTHER KING JR. AVE SE ,
WASHINGTON, DC 20593-7907.

T. C. WIEMERS /s/
Rear Admiral, U. S. Coast Guard
Assistant Commandant for Reserve

Enclosure: (1) Waiver Template – Initial Submission
(2) Waiver Template – Subsequent Requests



Commander
United States Coast Guard
Atlantic Area

Street
City, State, Zip
Staff Symbol:
Phone:
Email:

1306(ENL) OR 1301(O)
DD MMM YYYY

MEMORANDUM

From: INITIAL.L-NAME RANK
Unit

Reply to Applicable unit/section
Attn of: POC for this waiver

To: CG LANTAREA (LANT-1)
Thru: CGD EIGHT (dxr)

Subj: ADOS BACK TO BACK WAIVER REQUEST FOR RANK/RATE FIRST/MIDDLE
INITIAL/LAST NAME, EMPLID#####

Ref: (a) Active Duty for Operational Support, COMDTINST 1330.1E

1. Request approval to retain RANK/RATE FIRST/LAST NAME on short-term ADOS-AC orders for additional #### days for the period of DD/MMM/YYYY – DD/MMM/YYYY , without a 31-day break in service. Duty location will be ADOS UNIT. Member’s current ADOS orders were issued from DD/MMM/YYYY thru DD/MMM/YYYY. Member is currently assigned to (reservist’s permanent unit, not unit where reservist is performing ADOS).

2. Requirement:

- a. State if this position is an existing or emergent requirement and is in support of what type of activity, operation, etc.
- b. How long has requirement existed?
- c. Anticipated timeframe of this requirement? (i.e. for DWH- This requirement is not permanent. The response is ongoing and there is not a pre-determined end date, etc.)
- d. Any other pertinent information for this requirement- enter here.

3. Member circumstances:

- a. Member is currently (state what member is doing- this is the “why” it is important to keep member in current role/position).
- b. Relevant experience/ subject matter expertise and how it is tied to mission requirements.
- c. Member does not require any additional waivers (ensure service record has been vetted against all waivers; such as 14/16/18 yrs; over 30 yrs; etc.).

4. Dates and duration of member’s previous ### sets of orders are as follow:

- a. ## month yyyy (### of days and type of order, as per D/A; i.e.180 days of ADOS-AC)

Enclosure (1) to COMDTINST 1330.1E

Subj: ADOS BACK TO BACK WAIVER REQUEST FOR 1306/1301
RANK/RATE FIRST/LAST NAME DD MMM YYYY

- b. ## month yyyy (180 days of ADOS-AC- or whatever history of orders reflects)
 - c. Enter one line per each set of orders- no truncating!
 - d. There should be a separate line and cover the past 4 years.
5. A/D blurb to 14 yr rule...” Member does not have more than 14 years of active duty. Direct Access reflects ##### retirement points as of DD MMM YYYY”
6. Member currently has (name of current waiver if applicable here) in place with expiration date of DD MMM YY. Or if no waiver in place, state such.
7. Member’s permanent unit has been notified and positively endorses the new ADOS period.
8. Member is currently within weight standards.

#

Enclosures: (1) Direct Access Reserve Orders history print out
(2) Direct Access Reserve Retirement Point Statement print out (this is a SOCS statement and may/may not be available)
(3) Current waiver (if any)



Commander
United States Coast Guard
Atlantic Area

Street
City, State, Zip
Staff Symbol:
Phone:
Email:

1306(ENL) OR 1301(O)
DD MMM YYYY

MEMORANDUM

From: INITIAL.L-NAME RANK
Unit

Reply to Applicable unit/section
Attn of: POC for this waiver

To: CG LANTAREA (LANT-1)
Thru: CGD EIGHT (dxr)

Subj: ADOS BACK TO BACK WAIVER REQUEST FOR RANK/RATE FIRST/MIDDLE
INITIAL/LAST NAME, EMPLID#####

Ref: (a) Active Duty for Operational Support, COMDTINST 1330.1D

1. In accordance with reference (a), request approval to retain RANK/RATE FIRST/LAST NAME on short-term ADOS-AC orders for additional ##### days for the period of DD/MMM/YYYY – DD/MMM/YYYY , without a 31-day break in service. Duty location will be ADOS UNIT. Member’s current ADOS orders were issued from DD/MMM/YYYY thru DD/MMM/YYYY. Member is currently assigned to (reservist’s permanent unit, not unit where reservist is performing ADOS).

2. Member’s permanent unit has been notified and positively endorses the new ADOS period.

#

Enclosures: (1) Direct Access Reserve Orders history print out
(2) Direct Access Reserve Retirement Point Statement print out (this is a SOCS statement and may/may not be available)
(3) Current waiver