

# Individual Ready Reserve & Standby Reserve



## Member Guide

U. S. Coast Guard Personnel Service Center (PSC)  
Reserve Personnel Management Division  
2703 Martin Luther King Jr Ave SE STOP 7200  
Washington DC 20598-7200

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## 1.0 Purpose

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RPM-3 understands that you may have questions as you transition from Active Component (AC) to the Reserve Component (RC) or when completing a change in Reserve Component Category (RCC).

As a member of the Ready Reserve [Select Reserve, (SELRES) or Individual Ready Reserve (IRR)] or the Standby Reserve [Active Status List (ASL) or Inactive Status List (ISL)], you must understand the requirements that apply to you and know where to turn for additional guidance.

This guide was prepared to:

- Assist members in their transition to the IRR, ASL or ISL.
- Communicate the annual participation requirements that apply to all IRR, ASL, and ISL members and the consequences for not meeting satisfactory participation requirements.
- Standardize the process for requesting assignment to the Selected Reserve (SELRES).
- Standardize the process for requesting/applying for mobilization opportunities.
- Provide additional useful information for members in the IRR, ASL, and ISL.

### 1.1 Contact Information

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Commander, Personnel Service Center (PSC) serves as the Commanding Officer for all IRR, ASL, and ISL members unless they are on active-duty orders or are in an approved to drill for points only (DFPO) status. IRR, ASL, and ISL members are assigned to and administratively supported by the Reserve Personnel Management, Reserve Personnel Services Branch (RPM-3).

**Mailing Address:** Commander (CGPSC RPM-3) Personnel  
Service Center  
2703 Martin Luther King Jr. Ave SE Mail  
Stop 7200  
Washington DC 20598-7200

**Website:** [RPM-3 Website](#)  
**Portal (CAC required):** [RPM-3 Portal Page](#)

**Email Address:**

- General Inquires: [RPM-3 SPO](#)
- Reserve Medical: [RPM-3 Medical](#)
- Reserve VA Education: [Reserve VA Education](#)

## 2.0 Reserve Component Categories

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There are three different reserve component categories, Ready Reserve (SELRES and IRR), Standby Reserve (ASL and ISL), and Retired Reserve (RET-1; receiving pay and RET-2; retired awaiting pay). They are divided into two statuses; Active Status for members of the SELRES, IRR and ASL, and Inactive Status for members of the ISL and retired reserve.

### 2.1 Ready Reserve

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The Ready Reserve consists of members in the SELRES and IRR. Members in the Ready Reserve are available for immediate recall to active duty as outlined in Chapter 1.A. of the Reserve Policy Manual, COMDTINST M1001.28 (series).

- **SELRES:** Members assigned to Coast Guard units that perform Inactive Duty Training (IDT) and Active Duty for Training – Annual Training (ADT-AT) annually. SELRES members are typically required to perform 48 IDT drills and 12 days ADT-AT each year [i.e. one (01) weekend a month and two (02) weeks per year]. These members get paid for drilling, earn points towards a reserve retirement, and are eligible to receive benefits listed in Section 17.2 and 17.3.
- **IRR:** Consists of members who must fulfill their initial eight year Military Service Obligation (MSO) and those who have fulfilled their MSO and voluntarily remain in the IRR. IRR members are a mobilization asset, can be immediately recalled to active duty, and are considered to be in an “active” status. IRR members do not drill like SELRES members nor do they receive pay for drills, they only receive membership points. IRR members are eligible for fewer benefits as listed in Section 17.2 and 17.3. Officers in the IRR must earn a minimum of 50 points each anniversary year regardless of the amount of total qualifying service (TQS) previously earned. Enlisted members with 20 or more years of qualifying federal service towards a non-regular retirement, are required to earn a minimum of 50 points each anniversary year to remain in the IRR. IRR members may request to drill for points from RPM if specific conditions are met.

### 2.2 Standby Reserve

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The Standby Reserve consists of reservists in the ASL and ISL. Members in the Standby Reserve are liable for involuntary recall to active duty under 10 USC 12301 and 12306 when authorized by Congress. Time in the Standby Reserve does not count towards a members military service obligation.

- **ASL:** Members in the ASL are considered to be in an “active” status which makes them eligible for promotion/advancement, to earn retirement points and to perform certain types of duty. Assignment to the ASL is only for members that meet the criteria listed in COMDTINST M1001.28 (series), which includes members who have limitations due to hardship or have been identified as a Key Federal Employee. ASL members do not receive pay and have limited benefits. The vast majority of members reside in the IRR or ISL.
- **ISL:** Members in the ISL are considered to be in an “inactive” status and are not eligible for promotion/advancement, to earn retirement points or to perform voluntary duty of any type. The mobilization ability of these members is extremely limited, they are only recalled if there are not enough members in the Ready Reserve. Although an effective component for officers to suspend their

promotion eligibility, however, there are little to no benefits extended to members in this component category.

## 2.3 Retired Reserve

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The Retired Reserve consists of reservists who have met satisfactory participation requirements for non-regular retirement. The two primary categories within the Retired Reserve are RET-1 and RET-2. The remaining categories are outlined in the Reserve Policy Manual, COMDTINST M1001.28 (series).

- **RET-1:** Members who are retired and are receiving retired pay. In order to be in a RET-1 status members must have a minimum of 20 years of satisfactory total qualified service (TQS), reached their eligible retirement age, and requested transfer to RET-1.
- **RET-2:** Members who are retired but are not receiving retired pay. To be in a RET-2 status members must have a minimum of 20 years of satisfactory TQS and request transfer to RET-2. Members in a RET-2 status typically have not reached the minimum eligible retirement age, which is 60 years old (unless qualified for early retirement).

## 3.0 Preparing for Transfer

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Prior to transferring to the IRR or Standby Reserve members must consider any remaining service obligations and the potential impact. For Temporary Separations, members must ensure they have executed a reserve enlistment contract or received a reserve officer commission (See section 14 for more information). Some GI Bill benefits may be suspended or forfeited upon transfer to the IRR or Standby Reserve. For example, a member that elects to transfer their Post 9/11 benefits to their dependents will have the transfer revoked if they do not complete the required four year service obligation in the SELRES or active duty prior to transferring to the IRR or Standby Reserve. Involuntary transfers (i.e. transfers initiated by the Service) may waive remaining service obligation. If a member fails to complete the service obligation, any benefits that have been used shall be treated as an overpayment and shall be subject to collection by the VA.

### 3.1 Access to Email and Coast Guard Network (CGONE)

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Typically members in the IRR or Standby Reserve are not permitted to access their CGONE account and do not have access to their uscg.mil email address. An exception is granted for IRR members on active duty orders or authorized to drill for points only.

IRR and ASL members will have the ability to log into Direct Access, however, ISL member will not have access.

### 3.2 Direct Access

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If your Direct Access password has expired you will need to submit a PPC trouble ticket requesting that your password be reset. PPC can be contacted via email at: [PPC-DG-CustomerCare@uscg.mil](mailto:PPC-DG-CustomerCare@uscg.mil) or by phone at: 866-772-8724, Monday – Friday between the hours of 0700 – 1600 (central time). In your email please provide your email address and state due to your status in the IRR you do not have access to your .mil address.

### 3.3 Separation Requirements

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“In accordance with 10 USC §651, you are required to affiliate with a ready reserve component (IRR or SELRES) to fulfill your Military Service Obligation. This Separation Authorization will result in a default transition into the IRR; however, you may be eligible for SELRES. Contact CG PSC-RPM at [hqs-smb-cgpssc-rpm-3-query@uscg.mil](mailto:hqs-smb-cgpssc-rpm-3-query@uscg.mil) (IRR) or RPM-2 (SELRES) without delay to learn the impacts of your choice on affiliation requirements and a variety of entitlements.

You shall coordinate with your unit Admin/SPO to complete all required Reserve accession paperwork.

Oath of Office: You have 14 days from the date of your effective separation date to return your correct and completed oath to RPM. Failure to return your form on time may result in administrative action. Once completed and signed please return immediately to RPM-1 Status at [HQS-SMB-CGPSC-RPM-1-Status@uscg.mil](mailto:HQS-SMB-CGPSC-RPM-1-Status@uscg.mil). Please also submit your signed oath of office to your SPO or administrative support staff who processed your separation.

## 4.0 Satisfactory Participation Standards

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IRR and ASL members that fail to adhere to participation requirements may be involuntarily transferred to the ISL, ordered to active duty, or may receive an unfavorable discharge. Adherence with participation requirements below is reviewed monthly for all officers, and enlisted members with 20 years TQS during their anniversary year and annually for all other members.

ISL members that fail to adhere to participation requirements will be separated.

For information on anniversary years refer to Section 5.0 of this guide.

In addition to the information below, IRR, ASL, and ISL satisfactory participation requirements are outlined in Chapter 4 of the Reserve Policy Manual, COMDTINST M1001.28 (series).

Most requirements are self-explanatory; however, if you are uncertain on how to proceed, please email your questions to RPM-3 SPO.

### 4.1 IRR Participation Standards

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- Answer official correspondence which may be sent to you via mail or email. Email correspondence will always come from a “uscg.mil” address.
- Complete the Annual Screening Questionnaire per 10 U.S.C. §10149.
- Promptly advise Commander (CG PSC-RPM-3) or your assigned unit (for drilling IRR members) of changes of residence, phone number, email address, mailing address or other contact information, marital status, number of dependents, civilian education or employment, and any physical condition or other factor that would affect your immediate availability for active military service.
- Meet the minimum training requirements for individual military service obligation or contractual agreement.
- Maintain the required seabag items per uniform Regulations, COMDTINST M1020.6 (series) for a period of four years.
- Officers in the IRR must attain 50 points per anniversary year to remain in an active status per Title 10 U.S.C. §12642.
- Enlisted members with 20 or more years of qualifying federal service towards a non-regular retirement are required to attain 50 Reserve retirement points per anniversary year to remain in an active status per

Administration and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING), DoDI 1235.13.

- IRR members are not required to conduct semi-annual weigh-ins or submit a Personal Fitness Plan (CG-6049). IRR members shall be required to demonstrate compliance with weight standards prior to reenlistment, promotion/advancement, acceptance of SELRES PCS orders and executing active duty orders.
- Actively participating (drilling for points only) IRR members and senior Reserve officers assigned to an IAD position shall meet weight standards, IMR, general military training and all other applicable administrative requirements.
- IRR members are not required to complete a PHA unless actively participating (drilling for points only) or pending SELRES assignment.
- Sign CG-3307 (AT-10A) acknowledging their understanding of their participation requirements while assigned to the IRR.

## 4.2 Standby Reserve (ASL and ISL) Participation Standards

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- Answer official correspondence which may be sent to you via mail or email. Email correspondence will always come from a “uscg.mil” address.
- Promptly advise Commander (CG PSC-RPM-3) of changes of address, personnel identification data, physical condition, dependency status, military qualifications, civilian occupational skills, availability for service and other information as required.
- Maintain the required seabag items per uniform Regulations, COMDTINST M1020.6 (series) for a period of four years.
- Commissioned officers in the ASL must attain 50 points per anniversary year to remain in an active status per Title 10 U.S.C. §12642.

## 4.3 Unsatisfactory Participation

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Unsatisfactory participation is the failure to comply with any contractual obligations or program elements. Adherence with participation standards is reviewed annually. IRR, ASL, and ISL members that fail to adhere to the above participation requirements may be involuntarily transferred to the ISL (IRR and ASL only), ordered to active duty or discharged. Additional compliance measures can be found in Chapter 4 of the Reserve Policy Manual, COMDTINST M1001.28 (series). Members may only be in the ISL for a limited time. Members in the ISL are monitored periodically and will be considered for separation based on the information below:

- **Officers:** After three years in the ISL, officers and their personnel record will appear before the Mobilization Disposition Board (MOBOARD). This board will determine if officers remain in the Coast Guard, be retired (if eligible), or discharged.
- **Enlisted:** Enlisted members may remain in the ISL until their end of enlistment (EOE). At such time they will be discharged unless a request to transfer to an active status or retired reserve is made by the member. Reenlisting or extending while in the IRR or ASL is at the discretion of PSC-RPM. Reenlisting or extending while in the ISL is not permitted.

## 5.0 Anniversary Year

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Your anniversary year is an important date to know and understand as it relates directly to your eligibility for completing satisfactory federal service for a Reserve (non-regular) retirement. Anniversary years are different from the 1 October fiscal year. Your anniversary year is established by the date you entered into active service or into active status (SELRES, IRR, or ASL) in a reserve component. Your anniversary year is indicated on your Reserve Member Balance page. Your anniversary year will change if you have a break in service, including any time spent in the ISL.

Chapter 4 of the Reserve Policy Manual, COMDTINST M1001.28 (series) provides additional information about anniversary years.

## 6.0 Earning Retirement Points

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The following options for earning retirement points are available to IRR members. In specific, but rare instances, ASL members may also qualify. ASL members should contact RPM-3 SPO before considering any of the options below. ISL members are not eligible to earn retirement points.

### 6.1 Total Points per Anniversary Year

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Only members in an Active Status (SELRES, IRR and ASL) are able to earn retirement points. ISL members are not eligible to earn retirement points.

A maximum of 365 points (366 points in a leap year) may be awarded in an anniversary year. However, the total number of points earned for inactive service, is subject to inactive duty point cap of 130 (funeral honors duty, “FHD”) is not subject to annual inactive duty point caps. While serving on active duty orders (i.e. ADOS, ADT, EAD, Title 10, Title 14, etc.), members earn one point per day served. Points earned while on active duty orders are not subject to the 130 point limitation.

### 6.2 Membership Points

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Members in an Active Status (IRR and ASL) receive a maximum of 15 points each anniversary year for membership in a Reserve component. Membership points will be pro-rated in cases of less than a full anniversary year and will be credited in DA at the end of a member’s anniversary year. Table 8-1 in Reserve Policy Manual, COMDTINST M1001.28 (series) will help in determining pro-rated membership points.

### 6.3 Electronic-Based Distributed Learning Courses

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Electronic-based distributed learning (EBDL) courses can only be credited during the anniversary year in which the course was completed regardless of when the course was started. In addition, members cannot earn credit for correspondence courses if they were completed on the same day that duty (i.e. IDT, RMP) was performed. Retirement points for specific courses can only be credited once in a member’s career.

A list of authorized EBDL courses is maintained by CG-R and can be found here: [Approved Correspondence Courses](#). The list is frequently reviewed so it is recommended that a member check the approved list prior to enrolling in a course.

Once a course has been completed, forward all course completion certificates to the RPM-3 SPO for entry in DA. Once the courses are approved the member’s Reserve Member Balance page in DA will be updated.

### 6.4 Active Duty

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Qualified IRR members may volunteer for active duty/mobilization solicitations found in DA, message traffic and the CG Reserve Twitter and Facebook accounts. Prior to applying for a position, a member will need to complete the [voluntary IRR mobilization request form](#) and forward to RPM-3 for review and approval.

More information can be found on the RPM-3 IRR Volunteer Opportunities website found here: [IRR Volunteer Opportunities](#).

## 6.5 Drilling for Points Only (DFPO)

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IRR members may request to perform unpaid IDT, known as drilling for points only (DFPO), only if there are no SELRES positions available in your area. DFPO is only available at units that have reserve positions on the Personnel Allowance List (PAL). RPM is the approving authority for all DFPO requests.

If approved, an IRR member will be issued no cost Reserve PCS orders to their DFPO unit. Once transferred the IRR member will receive all administrative and SPO support from their new unit.

For more information to include requirements, request process, and some of the approval considerations, can be found on RPM-3 DFPO website found here: [Drill For Points Only](#).

## 7.0 Annual Screening Questionnaire (ASQ)

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All members in the IRR shall complete the annual screening questionnaire (ASQ) per 10 U.S.C. §10149. The ASQ shall be completed annually at a minimum and as often as the member's information or recall availability changes.

A member who incurs an injury or illness that impacts their readiness status and availability for mobilization must update their ASQ and contact RPM-3 Medical immediately for further guidance. You may be asked to provide medical documentation to support your current medical status so that we can update appropriate Coast Guard systems. All members within RPM-3 have been trained and recertify annually in Health Information Portability and Accountability Act (HIPAA) requirements.

Directions for completing the ASQ can be found utilizing the ASQ member guide found here: [ASQ Member Guide](#). If you're having trouble completing the ASQ email RPM-3 SPO for further assistance and alternative methods of updating your ASQ.

## 8.0 Promotions and Advancements

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- **Officers:** Officers in the IRR and ASL are eligible for promotion and will compete on the Inactive Duty Promotion List (IDPL) along with all SELRES officers. Officers in the ISL are not eligible for promotion.
- **Enlisted:** Enlisted members in the IRR and ASL may compete for advancement, if eligible. To be eligible to participate in the Reserve Service Wide Exam (RSWE) a member must complete all necessary requirements to include having a current enlisted employee review (EER) in their present grade and rating prior to the terminal eligibility date for the RSWE cycle. Enlisted members in the ISL are not eligible for advancement.
  - The RSWE is administered once a year on the third Saturday of October. Timelines for the RSWE are announced via ALCGRSV message traffic. If members have additional questions or have trouble accessing their Personal Data Extract (PDE) please contact RPM-3 SPO for assistance.

## 9.0 Officer Evaluation Report (OER)

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Before transferring to the IRR, ASL, or ISL from active duty or SELRES, all officers must complete their Officer Evaluation Report (OER), Detachment of Officer. The end of period must align with the member's last day on active duty or last day in the SELRES.

Additional information can be found in the Officers Accessions, Evaluations and Promotions Manual, COMDTINST M1000.3 (series), Coast Guard Officer Evaluation System Procedures Manual, PSCINST M1611.1 (series) or RPM-1 OES Section website found here: [RPM-1 OES Section](#).

### 9.1 While in the IRR, ASL, ISL

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RPM-1 will complete continuity OERs for officers assigned to the IRR or ASL. The OER will encompass the entire period an officer was in the IRR or ASL. A continuity OER will also be submitted for IRR and ASL officers being considered for promotion during a particular year. The continuity OER will be submitted prior to the scheduled submission date. ISL officers do not receive an OER and are not eligible for promotion.

### 9.2 Active Duty

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Observed performance due to voluntary or involuntary active duty shall follow guidance in accordance of Chapter 5 of Officers Accessions, Evaluations and Promotions Manual, COMDTINST M1000.3 (series).

### 9.3 Drilling for Points Only (DFPO)

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Officers in the IRR who are authorized to drill for points only, shall submit a regular OER in accordance of Chapter 5 of Officers Accessions, Evaluations and Promotions Manual, COMDTINST M1000.3 (series). The period of report should align with the start and end of period dates on the DFPO orders.

## 10.0 Time Limits

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- **Officers:** To remain in an active status (IRR or ASL) officers must earn at least 50 retirement points during each anniversary year. Officers that fail to earn at least 50 retirement points during an anniversary year will be transferred to the ISL. Officers may also be transferred to the ISL for any type of unsatisfactory participation.
  - Officers in the ISL for three years or more will go before the Reserve MOB to be considered for retention. Those officers not retained will be separated from the Coast Guard
- **Enlisted:** Generally, enlisted members are permitted to remain in the IRR or Standby Reserve until the end of their enlistment contract at which time they will be honorably discharged due to completion of required service. Enlisted members may be removed from an active status (IRR or ASL) and assigned to the ISL for unsatisfactory participation.
  - Enlisted members who are retirement eligible must earn at least 50 retirement points during an anniversary year. Failure to earn at least 50 retirement points during an anniversary year will

result in transfer to the ISL. In accordance with 1.E.8.h.(2), COMDTINST M1000.2 (series), upon EOE retirement eligible enlisted members will be placed into a RET-2.

## 10.1 Reenlist or Extend

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Enlisted members in the IRR and ASL, that meet reenlistment criteria, may reenlist or extend if they are on active duty orders, authorized to drill for points, or need to obligate service to transfer to the SELRES. All other IRR and ASL members will not be authorized to reenlist or extend unless there is a service need as approved by PSC-RPM. ISL members are not eligible to reenlist or extend.

Enlisted IRR members who meet reenlistment eligibility criteria and are actively working with the In-service Transfer Team (ISTT) to transition to the SELRES will be retained until readiness standards are met.

Enlisted members who are retirement eligible upon EOE will be placed into RET-2 status.

## 11.0 Retirements

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Members who have accumulated 20 or more years of total qualifying service (TQS) are eligible for a Reserve (non-regular) retirement. In most cases members will not receive pay until they reach age 60 unless approved for early RET-1 if they performed qualifying active duty service on or after 28 January 2008. More information regarding early RET-1 is available in Section 11.2 and Chapter 8, Reserve Policy Manual, COMDTINST M1001.28 (series).

The Pay and Personnel Center (CG PPC-RAS) will notify members in writing within one year of completing satisfactory federal service for retirement purposes. The written notification is commonly called the 20 year letter and is referred to in DA as the Reserve Letter Date.

Members who believe they have accumulated 20 years of TQS and have not received a 20 Year Letter should first review their Reserve Member Balance page in DA. If a member believes there is an error please contact the PSC-RPM-3 SPO with a detailed description of the error.

### 11.1 Requesting Retirement

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Processing retirement requests will take approximately 100 days (10 days for RPM to approve and 90 days at PPC). Please ensure you allow adequate time for processing when you submit your retirement request.

If you have received your 20 year letter and would like to request either RET-2 or RET-1 you must submit a Reserve Retirement Transfer Request (CG-2055A) to RPM-3 SPO. RPM-3 will review your retirement request, provide command endorsement and forward it to RPM-1 for approval.

All RET-2 requests will be processed effective on the 1<sup>st</sup> of the month.

All RET-1 requests will be processed for the date of the member's 60<sup>th</sup> birthday or their eligible retirement age (date), whichever is sooner. Those in a retired status who apply later than their eligibility date may receive pay retroactive to the day they were eligible up to six years.

Enlisted members in the IRR, ASL, and ISL who have completed 20 years TQS and fail to request RET-2 status upon their expected loss date will be involuntarily placed in a RET-2 status.

For more information regarding Reserve retirement processing members can refer to Chapter 8 in the Reserve Policy Manual, COMDTINST M1001.28 (series), or visit PPC Retiree & Annuitant Services Branch (PPR-RAS) web page found here: [PPC-RAS](#) and information on how to calculate retired pay can be found here: [DFAS – Estimate Retired Pay](#).

## 11.2 Early Retirement

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A member must complete a minimum of 20 years of qualifying service to be eligible for a Reserve retirement before being eligible to request early retirement. To help estimate your eligibility date for Reserve Early Retirement, you can use PPC Reserve Early Retirement RET-1 calculator found here: [Early RET-1 Calculator](#).

Authority granted under 10 USC 12731 allows qualified reservists to collect retired pay before age 60. The retirement age may be reduced by 3 months for each aggregate of 90 days of qualifying active duty. Per DoDI 1215.07 and outlined in Reserve Policy Manual, COMDTINST M1001.28 (series), defines qualifying active duty as:

- Performed after 28 Jan 2008
  - Overseas Contingency Operations (OCO)
  - Title 10 Orders
  - Active Duty for Operational Support (ADOS)
  - Extended Active Duty (EAD)
  - Medical Hold Orders
- Performed after 31 Dec 2011
  - Active Duty under 14 USC 3713 in response to domestic incidents

Qualifying active duty must be completed within the same fiscal year or within two consecutive fiscal years if the active duty orders were performed after 31 Dec 2011.

Active Duty for Training (IADT, ADT and ADT-OTD) and Reserve Program Administrators (RPA) / Reserve Component Managers (RCM) on EAD orders do not qualify for time towards a Reserve Early Retirement.

## 12.0 Change Reserve Component Category (RCC)

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Each of the four Reserve component categories (SELRES, IRR, ASL, ISL) have unique requirements. Members should consider the requirements of each RCC prior to requesting a transfer. PSC RPM-1 is responsible for approving all RCC requests. RPM-3 serves as your command, and will endorse all RCC requests from these members before RPM-1 will approve the request. To ensure the request does not exceed 30 days to process, members should submit a complete package that includes:

- Change in Reserve Component Category (CG-1001)
- Applicable CG-3307
  - AT-10A: Transfer to IRR
  - AT-10B: Transfer to ISL
  - AT-10C: Transfer to ASL

- AT-10D: Transfer to SELRES
- Qualification to Possess Firearms or Ammunition (DD-2760)

## 12.1 SELRES Assignments

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IRR members desiring to return to the SELRES must successfully complete a series of medical, dental and administrative tasks before they are eligible to transfer to the SELRES. ASL and ISL members must complete a Reserve Component Category Change request (RCC) to the IRR before requesting transfer to the SELRES. The process for transitioning from the IRR to the SELRES is different for officers and enlisted members. The process for each is outlined below and further information can be found on the RPM-3 IRR to SELRES transition website found here: [IRR to SELRES transition](#)

- **Officers:** Officers desiring to transition to the SELRES must first be slated for an assignment by RPM-2 and then complete a series of medical, dental and administrative tasks.
  - Questions regarding assignments can be directed to CG PSC RPM-2 using their shared email found here: [RPM-2](#).
  - General transition questions can be directed to RPM-3 Officer email found here: [RPM-3 Officer](#).
- **Enlisted:** Enlisted members desiring to transition to the SELRES must contact the Coast Guard Recruiting Command, In-Service Transfer Team using their shared email found here: [CGRC ISTT](#). The email should clearly state that you are seeking a transfer from the IRR to the SELRES and include your first and last name, rate, pay grade, desired geographic location(s) and desired timeline for returning to the SELRES.

## 13.0 Regular to Reserve (R2R) Appointment Panel

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Officers with an active duty commission that have remaining military service obligation or desire to affiliate with the Coast Guard Reserve must request appointment as a Reserve officer through the Regular to Reserve (R2R) Panel. The R2R Panel is typically convened several times a year to consider members with regular commissions who are released from active duty, or who are within one (01) year of discharge for a Reserve commission.

RPM-1 is responsible for the R2R process. Questions regarding the process of transitioning from active duty to the Coast Guard Reserve should be directed to RPM-1 Boards and Panels email found here: [RPM-1 Boards and Panels](#).

All regular commissioned officers considering a Reserve commission are strongly encouraged to begin planning well in advance of their separation date (one year if possible). Timing your transition correctly is extremely important and will help you avoid (or minimize) a break in service, interruption or loss of benefits, and/or limit the amount of time spent in the IRR or ISL.

Officers can contact RPM-3 for reserve officer IRR membership counseling.

## 13.1 R2R Timeline

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Although the information below is intended to help members better understand the transition process more fully, the information below should not be used as a substitute for promulgated guidance from RPM-1. RPM-1 is the definitive source for all things pertaining to the R2R process and overrides anything below.

- Request a Reserve Commission at the same time you request your active duty resignation.
- Apply to the Regular to Reserve (R2R) Appointment Panel. R2R panels are convened up to five times a year. Message traffic (ALCGPSC) is typically released two (02) to three (03) months prior to the convening date and provides a list of requirements and deadlines.
- Officers with an unqualified resignation must apply within one year of separation. Officers under the Temporary Separation program will be automatically placed on a list of officers for a Reserve commission, no application required. However, failure to accept the Reserve commission will invalidate your participation in the Temporary Separation program.
- If you are interested in a SELRES assignment, contact RPM-2 for guidance.
- SELRES assignments follow a similar process as the active duty process, but with a slightly different timeline. Reserve eResumes are typically due in January for assignment OOA 1 October. Monitor the RPM-2 website and ALCGRSV message traffic for off-season vacancies. Contact RPM-2 for guidance.
- Typically members approved for a Reserve commission by the October R2R Panel have the best opportunity to compete for a SELRES assignment immediately.
- For questions on the Regular to Reserve Commissioning process please contact RPM-1 Boards and Panels email found here: [RPM-1 Boards and Panels](#).
- For further guidance on SELRES assignments and off-season assignments visit RPM-2 Assignments website found here: [RPM-2 Assignments](#).

## 14.0 Temporary Separation (TEMPSEP)

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For information regarding the TEMPSEP program, including affiliation requirements and return to active duty, IRR members should first review the **Officer Temporary Separation Guide** or **Enlisted Temporary Separation Guide** for details. Additional policy guidance can be found in Temporary Separations, COMDTINST M1040.6 (series).

## 15.0 Traveling Abroad / OCONUS

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Permission to leave the United States for travel is not required, unless the member is on active duty orders. Drilling IRR members who plan to travel outside the United States for periods of 31 days or more are required to notify their unit in writing and shall include:

- Type of travel
- Dates
- Countries to be visited
- Force protection condition/terrorist threat/criminal level
- Department of State travel warning/restriction
- Country/theater clearance message
- Antiterrorism/force protection level 1 training completed
- Emergency contact information

- Members with a statutory or contractual obligation shall include the following statement: “I understand travel outside the United States does not relieve me of the obligation to maintain satisfactory participation in accordance with the Reserve Policy Manual, COMDTINST M1001.28 (series)”

Members are not authorized to perform IDT or ADT-AT outside the United States and its territories and possessions unless they are in a TDY status. Under no circumstances shall the IDT be performed in an Imminent Danger Area.

## 16.0 Frequently Asked Questions

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### 1. Will members in the IRR, ASL, and ISL receive a DD-214 upon separation?

No. DD-214s are issued to reservist only when they have completed at least 90 days of active duty service or 30 days when active duty was performed in support of a contingency operation. Members discharged will receive a discharge certificate. Additional documentation, such as, statements of service or reserve points validation are provided upon request.

### 2. Do members in the IRR, ASL and ISL receive an ID Card?

Yes, member will receive a DD Form 2 (Reserve (Green)). IRR members serving on active duty in excess of 30 days may be issued a Common Access Card (CAC). Eligible dependents should also be issued an identification card.

### 3. Do members in the IRR, ASL and ISL receive commissary privileges?

Yes.

### 4. Do members in the IRR, ASL and ISL have access to the Morale, Welfare and Recreation (MWR) Program?

Members in the IRR have unlimited use authorization for all MWR programs. Members in the standby reserves (ASL/ISL) do not qualify for access to MWR programs. However, in some instances the installation commander may authorize access.

### 5. Can members in the IRR, ASL and ISL keep their bonus?

Military bonuses terminate upon transfer to the IRR and may be subject to recoupment, unless the transfer is affected after completion of all obligations for which the bonus was paid.

### 6. Are members in the IRR, ASL and ISL eligible for the Thrift Savings Plan (TSP)?

No. According to the TSP Participant Eligibility Guidelines, uniformed personnel must be in a “pay” status and in the Ready Reserve (SELRES and IRR) to participate. Although IRR members are considered part of the Ready Reserve, unless they are on active duty orders with pay, they will not be in a pay status and thus ineligible to participate. ASL and ISL member are part of the Standby Reserve and are not eligible to participate.

### 7. Are members in the IRR, ASL and ISL eligible for TRICARE Reserve Select?

No, however, IRR members on active duty orders for greater than 30 days are eligible for TRICARE benefits.

### 8. Are members in the IRR, ASL and ISL eligible for TRICARE Dental Program (TDP)?

Yes, according to TRICARE, Reserve members are eligible for enrollment in the TRICARE Dental Program (TDP) when they are not on active duty or covered under Transitional

Assistance Management Program (TAMP). Reserve members who are called or ordered to active duty for a period of more than 30 consecutive days will be disenrolled from TDP and will receive the same entitlements as an active duty service member.

**9. Do members in the IRR, ASL and ISL receive any educational benefits?**

IRR, ASL and ISL members do not qualify for educational benefits, however, a member may have earned eligibility for an education benefit program based on their previous active duty status or SELRES participation. More information regarding Reserve education benefits can be found on RPM-3 Reserve VA Education website found here: [Reserve VA Education](#).

**10. Are members in the IRR eligible for SGLI?**

Yes. Only IRR members approved for DFPO or on active duty, who perform more than 12 drills during a fiscal year, are authorized SGLI. All premiums must be paid in advance. To make SGLI premium payments or for questions regarding SGLI payments contact CG PPC (FAR) at 1-800-PPC-USCG (772-8724).

**11. Are members in the IRR eligible for VGLI?**

Yes, all members are eligible for Veterans' Group Life Insurance (VGLI). VGLI is a program of post-separation insurance which allows service members to convert their SGLI coverage to renewable term insurance.

**12. Are members in the IRR, ASL and ISL eligible to use space-available (Space-A) travel?**

Certain members of the IRR and ASL may be eligible for travel with proper documentation. Please refer to DoDI 4515.13 for additional information and specific documentation requirements. ISL members are not eligible for Space-A travel.

**13. Are members in the IRR, ASL and ISL eligible to receive Coast Guard Mutual Assistance (CGMA)?**

IRR members are only eligible for assistance if they are retirement eligible. In addition, assistance is generally extended to reservist serving on EAD and those in the SELRES and ASL. Assistance may be extended to eligible Reserve members not on extended active duty on a limited basis, to prevent deprivation (food, eviction, loss of utilities), to meet other emergency needs, and for certain CGMA Education Programs. If you are not in one of the above categories, you are encouraged to contact CGMA to see if your specific situation may be eligible for assistance.

**14. Are there other VA benefits members in the IRR, ASL and ISL eligible for?**

Yes. The Department of Veterans Affairs (VA) offers many benefits not listed in this guide that members in the IRR, ASL and ISL may be eligible for, depending on their past service history. The VA webpage has a complete listing of all benefits, including information on home loans, veteran's hospitals, and educational benefits to name just a few. Members are encouraged to visit the VA website at: [www.va.gov](http://www.va.gov) or call the VA at: 1-800-827-1000.

## **17.0 Reserve Benefits Matrix**

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The below tables are intended for quick reference only and eligibility below requires all other eligibility criteria be met.

## 17.1 Authorized Types of Duty

RET-1								
RET-2								
ISL								
ASL								
IRR								
On Active Duty for 31 days or more								
On Active Duty for 30 days or less								
Selected Reserve (SELRES)								
Involuntary Activation Under 14 USC 3713	X			X				
Involuntary Activation Under 10 USC 12304	X							
Involuntary Activation Under 10 USC 12302	X			X				
Involuntary Activation Under 10 USC 12301(a)	X			X	X	X	X	X
Involuntary Activation Under 10 USC 12301(b)	X							
Involuntary Activation Under 10 USC 10148	X			X				
Involuntary Activation Under 10 USC 12303	X			X				
Involuntary Activation Under 10 USC 12307							X	X
Involuntary Activation Under 10 USC 802(d)	X	X	X	X				
Voluntary Activation under 10 USC 12301(d) (includes all ADOS and EAD)	X			X			X	X
Voluntary Activation Under 10 USC 12301(h) (Med Hold)	X	X	X	X	X			
Voluntary Activation Under 10 USC 12322 (ADHC)	X	X		X	X	X		
Inactive Duty for Training (IDT) with pay	X							
Inactive Duty for Training (IDT) without pay	X			X	X			
Active Duty for Training (ADT) with pay	X			X				
Readiness Management Periods (RMP) without pay	X			X	X			
Readiness Management Periods (RMP) with pay	X			X				
Funeral Honors Duty (FHD)	X			X				

## 17.2 Benefits

RET-1	RET-2	ISL	ASL	IRR	On Active Duty for 31 days or more	On Active Duty for 30 days or less	Selected Reserve (SELRES)	
Retired Pay								X
Tuition Assistance <sup>1</sup>	X	X	X					
Servicemembers Group Life Insurance (SGLI)	X	X	X	X <sub>2</sub>				
Family Servicemembers Group Life Insurance (FSGLI)	X	X	X	X				
Veterans Group Life Insurance (VGLI)				X	X	X	X	X
Reserve Component Survivor Benefit Plan	X	X	X	X	X	X	X	X
Thrift Savings Plan	X	X	X	X <sub>3</sub>				
Coast Guard Mutual Assistance	X	X	X	X	X			X
Morale, Welfare & Recreation (MWR)	X	X	X	X				X
Commissary & Exchange Privileges	X	X	X	X				
Worklife Support	X	X	X					
Legal Assistance			X					
Space Available Travel	X	X	X	X	X			X
Transient Quarters	X <sub>4</sub>	X <sub>4</sub>	X <sub>4</sub>					X <sub>4</sub>

1. Members must have satisfactory progress in the current anniversary year and have met participation standards for the previous anniversary year.
2. Must perform at least 12 IDT's per year. Premium payments must be directed CG PPC (FAR).
3. Retirement eligible IRR members only
4. Transient quarters or military lodging eligibility is specific to each installation.

## 17.3 Health Care

RET-1							
RET-2							
ISL							
ASL							
IRR							
On Active Duty for 31 days or more							
On Active Duty for 30 days or less							
Selected Reserve (SELRES)							
Tricare Prime			X				X <sub>1</sub>
Tricare Select	X <sub>2</sub>		X	X <sub>2</sub>			X
Tricare Reserve Select (TRS)	X <sub>3</sub>						
Tricare Reserve Retired (TRR)						X	
Tricare for Life <sup>4</sup>						X	X
Tricare Dental Program (TDP)	X	X		X			

1. RET-1 members and their family are not eligible once they become eligible for Medicare based on age.
2. Must qualify for care under the Transitional Assistance Management Program.
3. Cannot be covered under the Transitional Assistance Management Program.
4. Tricare for Life is a Medicare-wraparound coverage if you have Medicare Part A and B.

## 18.0 Helpful Links and Resources

- [Coast Guard Directives and Publications](#)
- [Coast Guard Forms and Worksheets](#)
- [Coast Guard Reserve Website](#)
- [Coast Guard General Messages](#)

## 19.0 Acronyms

<b><u>Acronym</u></b>	<b><u>Name</u></b>
<b>AC</b>	Active Component
<b>AD</b>	Active Duty
<b>ADHC</b>	Active Duty for Health Care
<b>ADOS</b>	Active Duty for Operational Support
<b>ADOS-AC</b>	Active Duty for Operational Support-Active Component
<b>ADOS-RC</b>	Active Duty for Operational Support-Reserve Component
<b>ADOT</b>	Active Duty Other than for Training
<b>ADPL</b>	Active Duty Promotion List
<b>ADT</b>	Active Duty for Training
<b>ADT-AT</b>	Active Duty for Training-Annual Training
<b>ADT-OTD</b>	Active Duty for Training-Other Training Duty
<b>AO</b>	Assignment Officer
<b>ASL</b>	Active Status List (Standby Reserve)
<b>AT</b>	Annual Training
<b>ATP</b>	Additional Training Period
<b>CG</b>	Coast Guard
<b>DEERS</b>	Defense Enrollment Eligibility Reporting System
<b>DIEMS</b>	Date of Initial Entry into Military Service
<b>DoDI</b>	Department of Defense Instruction
<b>DOL</b>	Director of Operational Logistics
<b>DSF</b>	Deployable Specialized Forces
<b>EAD</b>	Extended Active Duty
<b>EBDL</b>	Electronic-Based Distributed Learning
<b>EER</b>	Enlisted Employee Review
<b>EPME</b>	Enlisted Professional Military Education
<b>FHD</b>	Funeral Honors Duty
<b>FY</b>	Fiscal Year
<b>HYT</b>	High Year Tenure
<b>IAD</b>	Individual Augmentation Duty
<b>IADT</b>	Initial Active Duty Training
<b>IDP</b>	Individual Development Plan
<b>IDPL</b>	Inactive Duty Promotion List
<b>IDT</b>	Inactive Duty Training
<b>IRR</b>	Individual Ready Reserve
<b>ISL</b>	Inactive Status List (Standby Reserve)
<b>ISTT</b>	In-Service Transfer Team
<b>LOD</b>	Line of Duty
<b>MAW</b>	Maximum Allowable Weight
<b>MEB</b>	Medical Evaluation Board
<b>MED HOLD</b>	Medical Hold
<b>MWR</b>	Morale Welfare and Recreation
<b>NAFD</b>	Not Available for Duty
<b>NOE</b>	Notice of Eligibility
<b>OER</b>	Officer Evaluation Report

<b>OJT</b>	On-the-Job Training
<b>OMSEP</b>	Occupational Medical Surveillance and Evaluation Program
<b>OPAL</b>	Officer Promotion Authorization Listing
<b>PAL</b>	Personnel Allowance List
<b>PCS</b>	Permanent Change of Station
<b>PDES</b>	Physical Disability Evaluation System
<b>PDR</b>	Personnel Data Record
<b>PDRL</b>	Permanent Disability Retirement List
<b>PDS</b>	Permanent Duty Station
<b>PEBD</b>	Pay Entry Base Date
<b>PGP</b>	Professional Growth Point
<b>PHA</b>	Periodic Health Assessment
<b>PHS</b>	Public Health Service
<b>PPC</b>	Pay and Personnel Center
<b>PPC-RAS</b>	Pay and Personnel Center - Retiree & Annuitant Services Branch
<b>PSC-EPM</b>	Personnel Services Center - Enlisted Personnel Management Division
<b>PSC-OPM</b>	Personnel Services Center - Officer Personnel Management Division
<b>PSC-PSD-DE</b>	Personnel Services Center – Disability Evaluations
<b>PSC-PSD-SSB</b>	Personnel Services Center - Surge Staffing Branch
<b>PSC-RPM</b>	Personnel Services Center - Reserve Personnel Management Division
<b>PY</b>	Promotion Year
<b>R2R</b>	Regular to Reserve
<b>RA</b>	Reserve Affairs
<b>RC</b>	Reserve Component
<b>RCC</b>	Reserve Component Category
<b>RCD</b>	Reasonable Commuting Distance
<b>RCSBP</b>	Reserve Component Survivor Benefit Plan
<b>RELAD</b>	Release from Active Duty
<b>RET-1</b>	Retirement With Pay
<b>RET-2</b>	Retirement Awaiting Pay
<b>RET-3</b>	Retired Due To Physical Disability
<b>RET-4</b>	Retired With 20 Years Active Duty Service
<b>RET-5</b>	Retired Due To Voluntary Separation Incentive
<b>RFRS</b>	Reserve Force Readiness System
<b>RMP</b>	Readiness Management Period
<b>RPA</b>	Reserve Program Administrator
<b>RSWE</b>	Reserve Service-Wide Examination
<b>RT</b>	Reserve Training
<b>SELRES</b>	Selected Reserve
<b>SGLI</b>	Servicemembers' Group Life Insurance
<b>SPO</b>	Servicing Personnel Office
<b>TAMP</b>	Transitional Assistance Management Program
<b>TDRL</b>	Temporary Disability Retirement List
<b>TDY</b>	Temporary Duty
<b>TIG</b>	Time-in-Grade

<b>TIR</b>	Time-in-Rate
<b>TIS</b>	Time-in-Service
<b>TLD</b>	Temporary Limited Duty
<b>TQS</b>	Total Qualifying Service
<b>TRAPAY CAT</b>	Training/Pay Category
<b>UCMJ</b>	Uniform Code of Military Justice
<b>USERRA</b>	Uniformed Services Employment and Reemployment Rights Act
<b>USMTF</b>	Uniformed Services Military Treatment Facility
<b>VA</b>	U.S. Department of Veterans Affairs
<b>VGLI</b>	Veterans' Group Life Insurance