

Reserve Conditional Release – FAQ Sheet:

This document provides answers to frequently asked questions regarding reserve conditional release. However, where a conflict between this document and the regulations exist, the regulations shall govern.

1. How do I request a conditional release?

All requests for a conditional release must be completed using form DD-368.

2. Who approves conditional releases?

The member and the gaining service's recruiter must sign DD-368s (Request for Conditional Release), however, all request must be routed through the member's chain of command in accordance with article 8.D. of the Reserve Policy Manual, COMDTINST M1001.28 (Series). RPM will complete the process by signing in Section II of the form.

3. Do I sign my new contract prior to receiving an approved DD-368?

No, a new contract cannot be administered by the gaining service without a completed and approved DD-368. Once the DD-368 is approved by RPM, the member may accept an appointment or enlistment contract with the gaining service.

4. What if I received a bonus and I am still on my obligated service time for the bonus?

Any obligated service for a received bonus must be served or the member will be subject to recoupment of any funds administered.

5. When can I request a conditional release?

For non-prior service reserve members, a conditional release can be requested after completing three years of SELRES obligation. Members who attended class "A" school incur a two-year service obligation from the graduation date which must be completed. Members who left active duty or recently changed reserve component to the SELRES, must complete at least one year in the SELRES before requesting a conditional release. Other obligated service may apply.

6. What is my character of service after a Conditional Release is approved?

RPM will process a separation authorization the date prior to the new contract or oath of office administered by the gaining service to avoid a break in service. The character of service for these types of discharges are honorable.

7. I am on EAD (including Reserve Component Managers (RCM)), who manages my Conditional Release?

Conditional releases requested by members serving on EAD and RCMs are managed by Commander (CG PSC-EPM) or Commander (CG PSC-OPM) as appropriate.

8. What are common mistakes on the DD-368?

The most common mistake is section II of the DD-368 being signed by the member's command. While all requests must be routed through the member's command, the command DOES NOT sign the form in section II. RPM will sign in that block if the request is approved.

Another mistake is the new contract or oath is not sent to RPM to discharge the member from the Coast Guard Reserve in a timely manner. When the member accepts an enlistment contract or oath, a copy must be sent immediately to RPM at the e-mail below.

9. Based on policy I am not eligible to apply for a release, what options do I have?

If the member does not meet the obligated service requirements, they can submit a request (DD-368) with a memorandum to RPM, thru the member's chain of command, requesting a waiver of the policy that makes the member ineligible.

10. I am an Active Duty member who wants to complete the IRR period in a different service, who manages my conditional release?

If member still has remaining Military Service Obligation (MSO) to serve in the Coast Guard Reserve (IRR component) after leaving active duty, the member must request a conditional release from RPM to affiliate with another service. The member will need to submit a properly completed DD-368 (signed by the gaining service recruiter) to RPM. If the request is approved, RPM will work with EPM to ensure a separation is submitted at the end of the member's active duty obligation.

Questions or concerns regarding reserve advancements:

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