

Reserve Retention Request – FAQ Sheet:

This document provides answers to frequently asked questions concerning reserve retention requests. However, where a conflict between this document and the regulations exists, the regulations shall govern.

1. How do units request retention?

These requests can be sent via e-mail to RPM-1 at HQS-SMB-CGPSC-RPM-1-Status@uscg.mil. All requests must include the member's name, EMPLID, end of enlistment date, and reason for request. RPM will issue a memo with authority to extend the member's contract. The retention will be entered in Direct Access by the member's SPO after approval authorization from RPM.

2. What reasons warrant a retention request?

They are various reasons to retain a member, most common including allowing a medical related process to take place, member unable to complete a contract at the unit, and pending disciplinary reasons.

3. Member's End of Enlistment (EOE) date is soon but the member is not available to execute a new contract, how can the unit request a retention?

An email including the member's name, EMPLID, end of enlistment date, and reason for request must be sent to HQS-SMB-CGPSC-RPM-1-Status@uscg.mil with "urgent retention" in the subject line. RPM will issue a memo with authority to extend the member's contract. This retention will be executed in Direct Access by the member's SPO after receipt of retention authority from RPM.

4. Where can I find a template? Please see below.

5. If the reserve member's End of Enlistment (EOE) date has passed, can a retention be requested?

RPM does not issue retentions in these situations. The unit must request authority from RPM to administer a backdated contract. These requests must be in memo format signed by the unit's CO. If approved, the unit will have member execute a new contract backdated to avoid a break in service. Units are advised to monitor EOE dates to ensure members do not incur a break in service or lapsed expiration of enlistment.

6. Can a retention be used to allow the member to reach 20 years for retirement?

No, members must submit a CG-2055A requesting retirement (see retirement FAQ). If the member's CG-2055A is approved, COMDTINST M1000.2 (series) allows the member to extend for a number of months that meets the retirements date. This extension will be administered by the member's SPO.

RETENTION REQUEST

Email to HQS-SMB-CGPSC-RPM-1-Status@uscg.mil

SUBJ: RETENTION REQUEST FOR RATE FIRST M. LAST, EMPLID, USCG

A. MILITARY SEPARATIONS, COMDTINST M1000.4 (series), CH. 1.B.11

1. IAW reference (a), request (number of months to retain member up to 6 months.) **Only request a 6-month retention if medical board has already been received by PSD or if a Court Martial date has already been set**
2. List reason for retention. (If for medical, list if med board is with CG PSC-psd-de. If Court Martial, state whether there is a date set, and when.)
3. Member's status **Only for med board retentions** (Is member present at work every day or at home on sick leave?)
4. Member's current EOE is DD MMM YY.
5. UNIT POC:

Questions or concerns regarding reserve retention can be sent
HQS-SMB-CGPSC-RPM-1-Status@uscg.mil