

# Reserve (Ret-2) Recall from Retirement

## Overview

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**Introduction** This guide provides the procedures for the recalling of members, who retired from the U.S. Coast Guard to a Ret-2 (Retirement Awaiting Age 60) status, back to an Active Duty (AD) status.

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## Important Information

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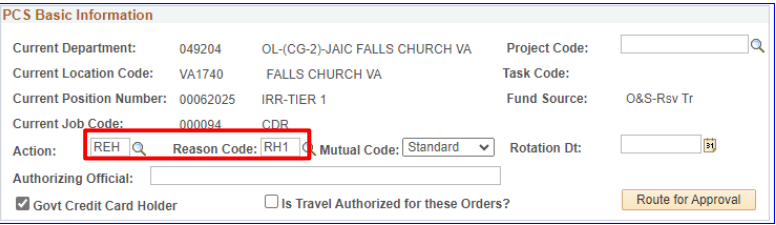
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## Overview of the Recall/ Rehire Process from Retirement

**Introduction** This section provides the information for all the steps/stages involved in recalling (re hiring) a member back into DA from retirement.

**Information** Because the process is not automated within DA, the key to accurate and timely recalling of a retiree is 100% dependent on constant communication between OPM/RPM, PPC and the P&A/SPO.

**Procedures** See below.

Stage	Who Does It	What Happens
1	Member	Submits an official request via CG memo.
2	PSC	<ul style="list-style-type: none"> <li>• Will panel the request for approval.</li> <li>• If approved, the member will be contacted, and PCS orders will be generated in DA.</li> <li>• Will create a ticket, with the memo attached to PPC for reinstatement.</li> <li>• Sample of PCS Rehire orders:                             <ul style="list-style-type: none"> <li>– <b>Action</b> = REH</li> <li>– <b>Reason Code</b> = RH1</li> </ul> </li> </ul>  <ul style="list-style-type: none"> <li>• Will then create the Reserve AD Orders.</li> </ul>
3	PPC	PPC ADV branch will create a Reinstatement Job Row which creates an Active account (unsuspends the account).
4	Member	<ul style="list-style-type: none"> <li>• Reports for duty. Notifies the Supervisor and the Unit Level Admin Staff of arrival on the date of arrival.</li> <li>• Completes the check-in paperwork.</li> <li>• Updates their mailing/e-mail address and direct deposit information in DA (if applicable).</li> </ul> <p><b>NOTE:</b> Failure to notify the Supervisor and/or Unit Level Admin Staff you have reported for duty and/or not submitting required worksheets will result in delay of payments.</p>

*Continued on next page*

# Overview of the Recall/ Rehire Process from Retirement, Continued

**Procedures,**  
continued

Stage	Who Does It	What Happens
5	P&A Unit	<ul style="list-style-type: none"> <li>• Within <b>two</b> working days of notification from the member of arrival, notifies the SPO via email (includes the members' name, EMPLID, and the date reported) that the member has reported to duty as ordered.</li> <li>• Process the PCS orders to a <i>finished</i> status and forwards to the SPO for approval:             <ul style="list-style-type: none"> <li>– In the Travel Orders section, the <b>Estimated Date</b> and <b>Actual Date</b> for Seq Nbr 1 should be the <b>first day of AD orders</b>.</li> <li>– Process the orders by completing Seq Nbr 99 of the orders. Be sure to use the first day of AD (should also be the same as Dates as Seq 1).</li> </ul> </li> </ul> <div data-bbox="539 943 1369 1574" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Travel Orders</b> Find   View 1 First 1-2 of 2 Last</p> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: <span style="float: right;">+ -</span></p> <p>Estimated Date: 06/02/2023 <span style="border: 1px solid red; padding: 2px;">06/02/2023</span> Department: 003333 PPC AT HOME SEP MBRS</p> <p>Actual Date: 06/02/2023 <span style="border: 1px solid red; padding: 2px;">06/02/2023</span> Location: KS0001 CG UNITS-TOPEKA KS</p> <p>Nature of Duty: Duty Position Number: 00054484 RESERVE UNBUDGETED POSITION</p> <p>Posn Job Code: 415096</p> <p>Other Location: <input type="text"/> <span style="float: right;">Route for Approval</span></p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> <hr/> <p>*Seq Nbr: 99 Travel Type: Report Trvl Approval: <span style="float: right;">+ -</span></p> <p>Estimated Date: 06/02/2023 <span style="border: 1px solid red; padding: 2px;">06/02/2023</span> Department: 002817 PSC RPM-3 IRR</p> <p>Actual Date: 06/02/2023 <span style="border: 1px solid red; padding: 2px;">06/02/2023</span> Location: DC0019 DOUGLAS MUNRO BUILDING</p> <p>Nature of Duty: Duty Position Number: 00062025 IRR-TIER 1</p> <p>Posn Job Code: 415096</p> <p>Other Location: <input type="text"/> <span style="float: right;">Route for Approval</span></p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> </div> <ul style="list-style-type: none"> <li>• Once PCS is authorized, propose the Reserve AD order.</li> <li>• If reaches 60 prior to end of orders, submits <b>Age Waiver Request</b> to COMDT as soon as possible.</li> </ul> <p><b>NOTE:</b> Failure to notify the SPO that the member has reported for duty and/or not forwarding required forms will result in delay of payments.</p>

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## Overview of the Recall/ Rehire Process from Retirement, Continued

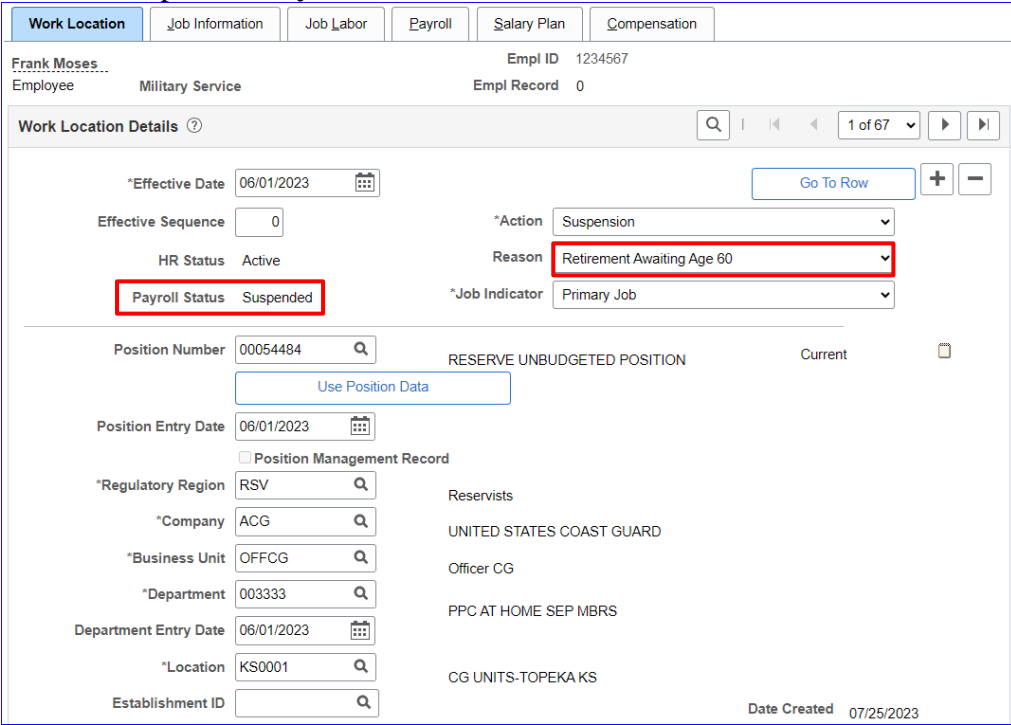
Procedures,  
continued

Stage	Who Does It	What Happens
6	SPO	<ul style="list-style-type: none"> <li>• Within <b>three</b> working days of notification by the Unit Level Admin Staff, ensure the PCS orders are in a finished status.</li> <li>• Verify Job data for Transfer PCS row.</li> <li>• Approve the AD Reserve Orders to an En Route status.</li> <li>• <b>Starts any applicable pay entitlements (See Note).</b> Files the BAH/Housing Worksheet (<a href="#">CG-2025</a>) and if applicable, the Member-Married-to-Member BAH Worksheet (<a href="#">CG-2025B</a>).</li> </ul> <p><b>NOTE:</b> Remember that once recalled, the functionality for all pay and entitlements are the same as any other AD member. So, if reporting to a vessel, sea pay would be an auto start when completing the reporting endorsement.</p>
6	P&A	Maintains all pay and leave accounts during AD.
7	RPM	Sends notification (CG – 2055A) to PPC (SEP) that member is being returned to a RET-2 status.
8	P&A	<ul style="list-style-type: none"> <li>• Confirms CG – 2055A is in the file.</li> <li>• <b>DEERS/DMDC issue fix</b> Must complete a RELAD with an <b>Effective Date 2 days prior to the date the member returns to RET2.</b> Example:  <ul style="list-style-type: none"> <li><b>29 June</b> –last day of active duty orders.</li> <li><b>30 June</b> – RELAD Job Row build to SELRES/IRR</li> <li><b>1 July</b> – Retirement back to RET2 status</li> </ul> </li> <li>• Prepares the Certificate of Release or Discharge from AD (DD-214) and forwards to the unit for delivery to the member.</li> <li>• Delivers all documents to member (DD-214 and instructions for filing the final travel claim).</li> </ul>
9	PPC (SEP)	<ul style="list-style-type: none"> <li>• Processes the final AD payment to the member, collecting all CG debts and overpayments.</li> <li>• If retired awaiting pay at age 60 (RET-2), prepares transactions to transfer the member back to RET-2 status.</li> </ul>
10	PPC (RAS)	If member reached their 60 <sup>th</sup> birthday during AD, starts the members retired pay.

# Recall Without a Break in Service

**Introduction** This section provides the procedures for processing Reserve Recall Orders with no break in service in DA.

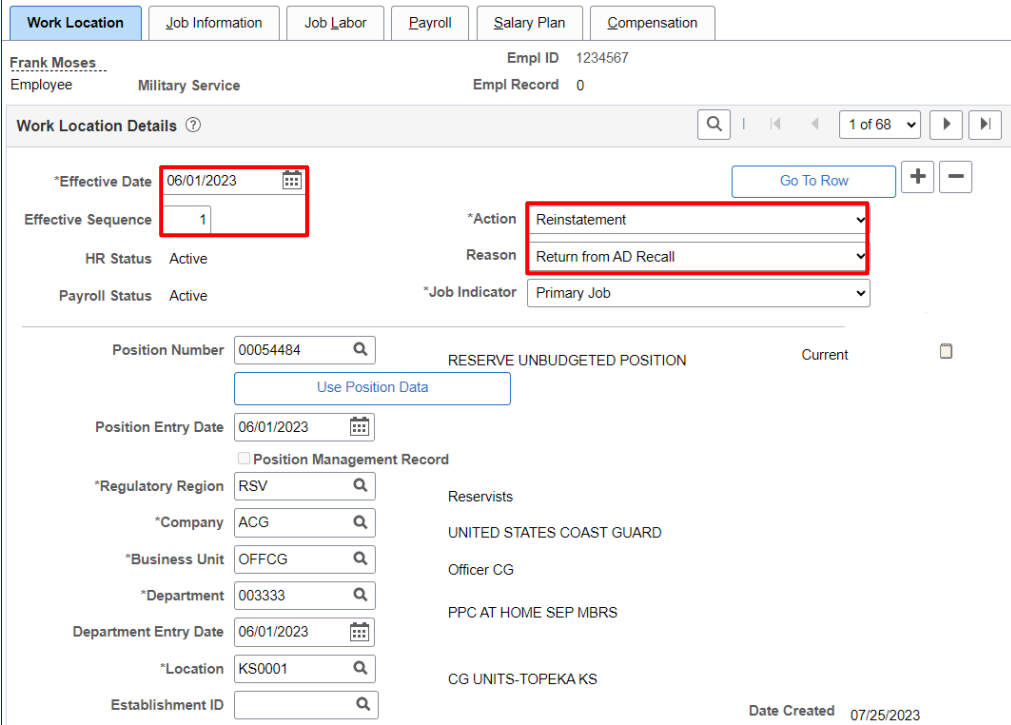
**Procedures** See below.

Step	Action
1	<p>Once you receive a notification from <b>RPM/OPM</b> to recall a Ret-2 Reservists from retirement, verify that there is a <b>Retirement Awaiting Age 60</b> Job Data row in a Suspended <b>Payroll Status</b>.</p>  <p>The screenshot shows the 'Work Location' tab for employee Frank Moses (Empl ID 1234567). The 'Payroll Status' is 'Suspended' and the 'Reason' is 'Retirement Awaiting Age 60'. Other details include: Effective Date 06/01/2023, Effective Sequence 0, HR Status Active, Position Number 00054484, Position Entry Date 06/01/2023, Regulatory Region RSV, Company ACG, Business Unit OFFCG, Department 003333, Location KS0001, and Date Created 07/25/2023.</p>

*Continued on next page*

# Recall Without a Break in Service, Continued

Procedures,  
continued

Step	Action
2	<p><b>PPC ADV</b> will enter a <b>Reinstatement</b> Job row the day prior to the Reserve Orders Begin date (same date as Retirement) with an <b>Effective Sequence</b> of 1.</p>  <p>The screenshot displays a software interface for entering job data. At the top, there are tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. Below the tabs, the employee's name 'Frank Moses...' and 'Military Service' are shown, along with 'Empl ID 1234567' and 'Empl Record 0'. The main section is titled 'Work Location Details' and shows a list of rows. The first row is highlighted, with the following fields: '*Effective Date' (06/01/2023), 'Effective Sequence' (1), '*Action' (Reinstatement), 'Reason' (Return from AD Recall), 'HR Status' (Active), and '*Job Indicator' (Primary Job). Below this row, there are fields for 'Position Number' (00054484), 'Position Entry Date' (06/01/2023), '*Regulatory Region' (RSV), '*Company' (ACG), '*Business Unit' (OFFCG), '*Department' (003333), and '*Location' (KS0001). The position is identified as 'RESERVE UNBUDGETED POSITION' and is marked as 'Current'. The 'Date Created' is 07/25/2023.</p>

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# Recall Without a Break in Service, Continued

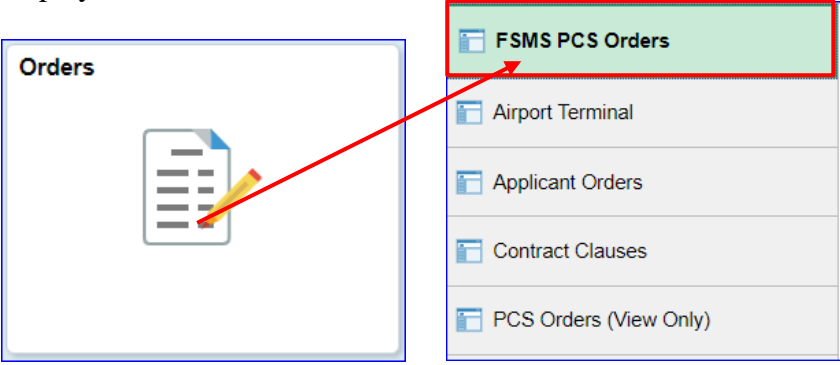
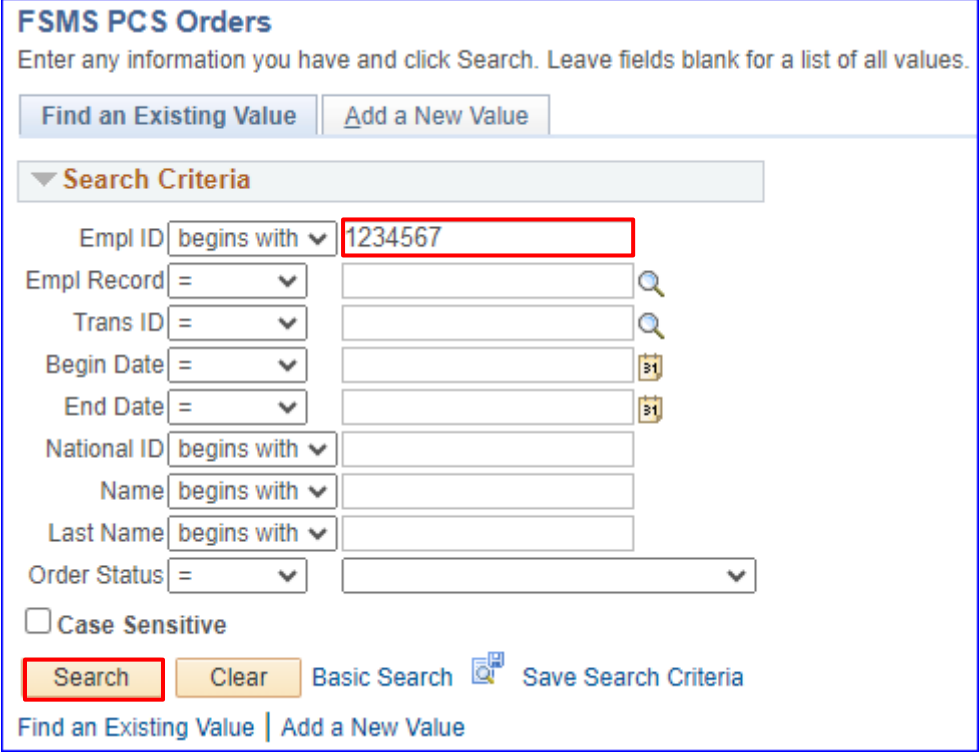
Procedures,  
continued

Step	Action
3	<p><b>OPM/RPM</b> will then enter PCS Orders for the Reserve member using <b>Position Number – 00062025</b>.</p> <div data-bbox="352 562 1358 1093" style="border: 1px solid black; padding: 5px;"> <p><b>Position Form</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a></p> <p><b>Search Criteria</b></p> <p>Job Opening ID = <input type="text"/></p> <p>Position Number begins with <input type="text" value="00062025"/> <input type="button" value="Q"/></p> <p>Posn Description begins with <input type="text"/></p> <p>Position Shopping List Status = <input type="text"/></p> <p>Business Unit begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Assignment Officer Code begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Job Code begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Rank begins with <input type="text"/></p> <p>Job Family begins with <input type="text"/> <input type="button" value="Q"/></p> <p>State begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Fund Source = <input type="text"/></p> <p>Briefing Order = <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p> </div> <div data-bbox="948 701 1358 1093" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>FSMS PCS Orders</b></p> <p><a href="#">Find an Existing Value</a> <a href="#">Add a New Value</a></p> <p>Empl ID <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Empl Record <input type="text" value="0"/> <input type="button" value="Q"/></p> <p>Trans ID <input type="text" value="0"/></p> <p>Begin Date <input type="text" value="06/02/2023"/> <input type="button" value="Calendar"/></p> <p>End Date <input type="text" value="09/29/2023"/> <input type="button" value="Calendar"/></p> <p><input type="button" value="Add"/></p> <p><a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a></p> </div>
4	<p><b>OPM/RPM</b> is now available to issue/enter the recall orders for the reservist.</p> <p><b>NOTE For Long Term Orders:</b> The End Date must be the date before RELAD orders will be entered to put them member back into a Retirement status.</p> <ul style="list-style-type: none"> <li>• Recall End Date = 09/29/2023</li> <li>• RELAD = 09/30/2023</li> <li>• Retirement = 10/01/2023</li> </ul> <div data-bbox="352 1429 842 1892" style="border: 1px solid black; padding: 5px;"> <p><b>FSMS Reserve Orders</b></p> <p><a href="#">Find an Existing Value</a> <a href="#">Add a New Value</a></p> <p>Empl ID <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Empl Record <input type="text" value="0"/> <input type="button" value="Q"/></p> <p>Trans ID <input type="text" value="0"/></p> <p>Duty Type <input type="text" value="Act Dty Operational Support-AC"/> <input type="button" value="Dropdown"/></p> <p>Begin Date <input type="text" value="06/02/2023"/> <input type="button" value="Calendar"/></p> <p>End Date <input type="text" value="09/29/2023"/> <input type="button" value="Calendar"/></p> <p><input type="button" value="Add"/></p> <p><a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a></p> </div>

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## Recall Without a Break in Service, Continued

Procedures,  
continued


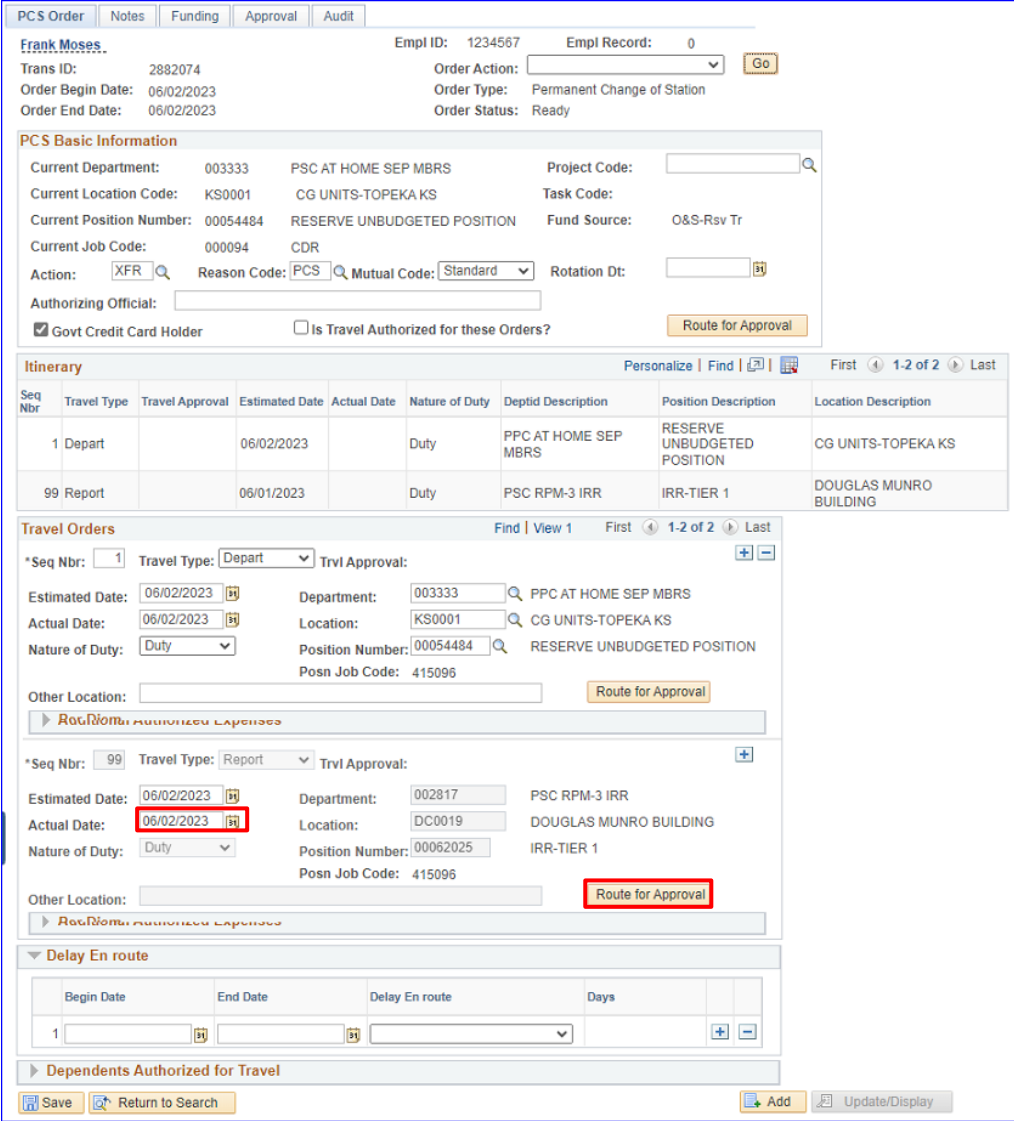
Step	Action
5	<p><b>P&amp;A technician</b> will then process the PCS orders to a Finished status. Click on the <b>Orders</b> tile and <b>FSMS PCS Orders</b> option will automatically be displayed.</p> 
6	<p>Enter the <b>Empl ID</b> and click <b>Search</b>.</p> 

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# Recall Without a Break in Service, Continued

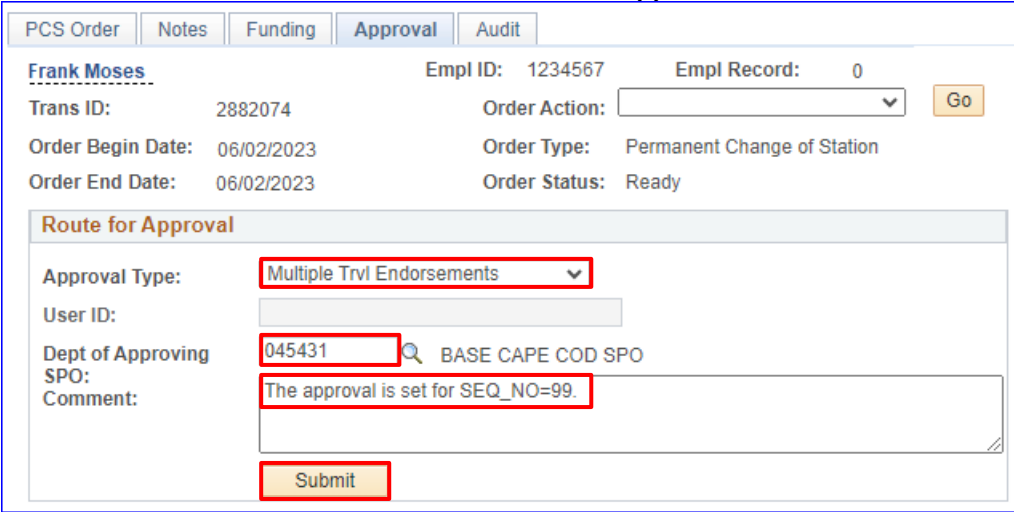
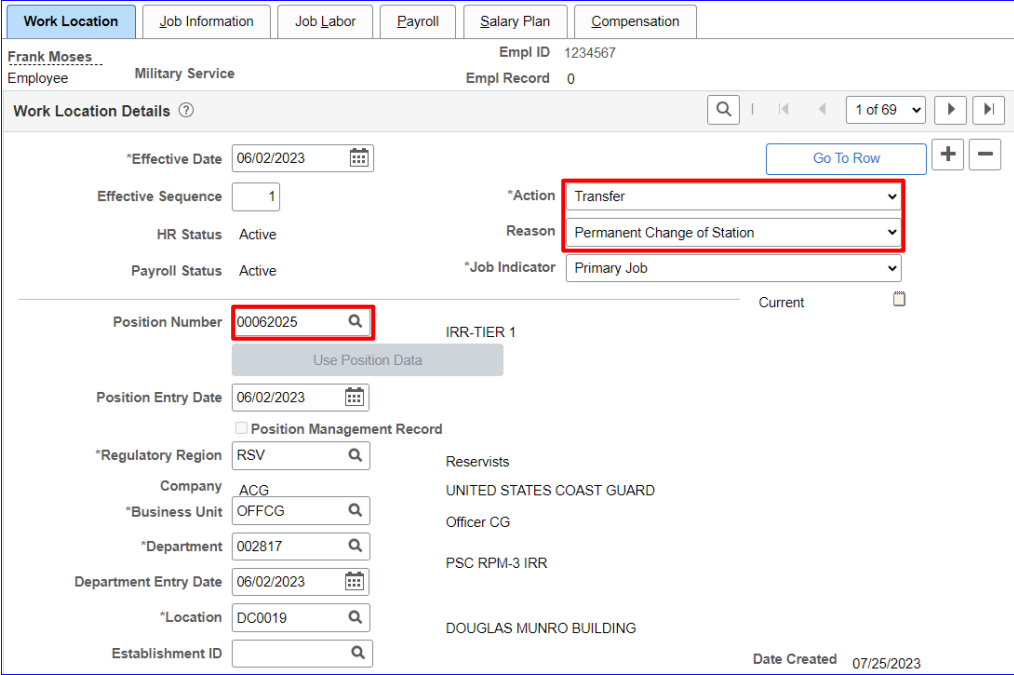
Procedures,  
continued

Step	Action
7	<p>Select the orders in a <b>Ready</b> status.</p> 
8	<p>Enter in the <b>End Date</b> for Seq Nbr 99 and click <b>Route for Approval</b> for the same Seq Nbr.</p> 

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# Recall Without a Break in Service, Continued

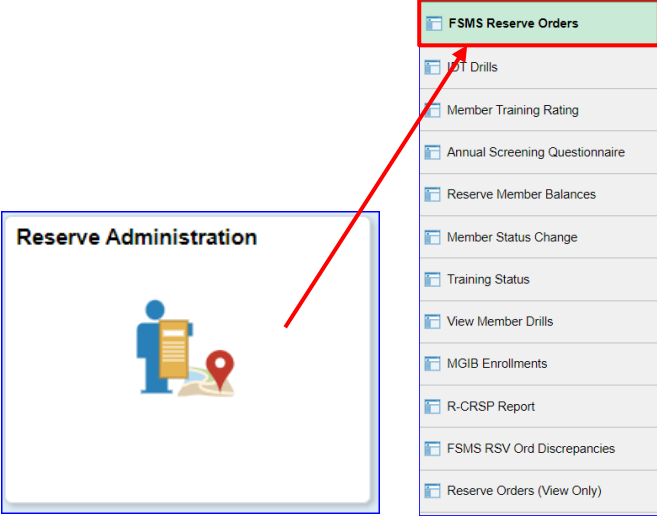
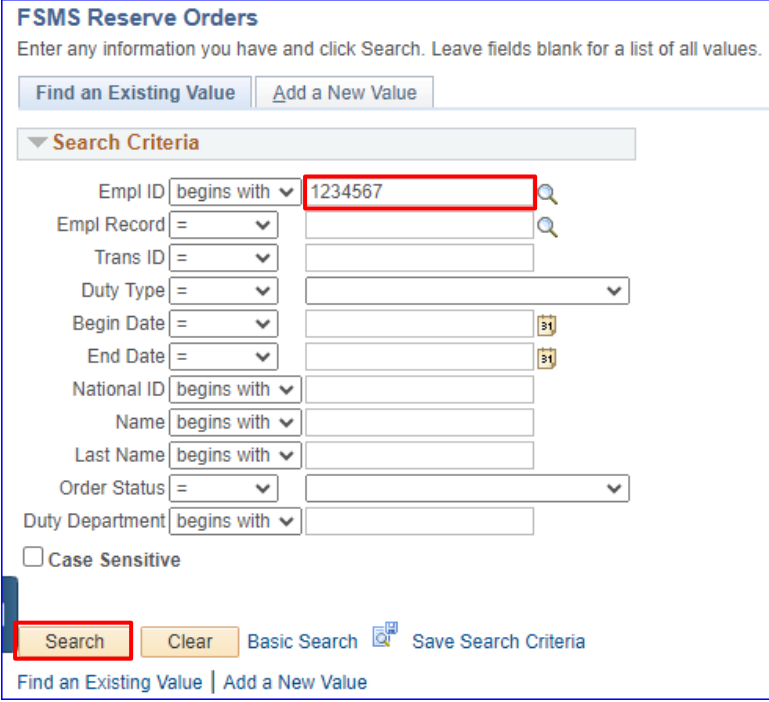
Procedures,  
continued

Step	Action
<p>9</p>	<ul style="list-style-type: none"> <li>• <b>Approval Type</b> – Select Multiple Trvl Endorsement from the drop-down.</li> <li>• <b>Dept of Approving SPO</b> – Verify it is correct.</li> <li>• <b>Comment</b> – Verify it is set for SEQ_NO=99.</li> </ul> <p>Click <b>Submit</b>. It is now sent to the SPO tree for approval.</p> 
<p>10</p>	<p>Once approved, verify a <b>PCS Transfer</b> row is created in Job Data putting the member back into an <b>IRR</b> status.</p> 

*Continued on next page*

## Recall Without a Break in Service, Continued

Procedures,  
continued

Step	Action
11	<p>Click on the <b>Reserve Administration</b> tile and the <b>FSMS Reserve Orders</b> option will automatically display.</p>  <p>The screenshot shows a 'Reserve Administration' tile on the left and a menu on the right. The 'FSMS Reserve Orders' option in the menu is highlighted with a red box, and a red arrow points from it to the 'Reserve Administration' tile.</p>
12	<p>Enter the <b>Empl ID</b> and click <b>Search</b>.</p>  <p>The screenshot shows the 'FSMS Reserve Orders' search interface. The 'Empl ID' field is filled with '1234567' and is highlighted with a red box. The 'Search' button is also highlighted with a red box. Other fields include Empl Record, Trans ID, Duty Type, Begin Date, End Date, National ID, Name, Last Name, Order Status, and Duty Department. There are also buttons for 'Find an Existing Value', 'Add a New Value', 'Clear', 'Basic Search', and 'Save Search Criteria'.</p>

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## Recall Without a Break in Service, Continued

Procedures,  
continued

Step	Action																																																				
<p><b>13</b></p>	<p>Select the Orders in a <b>Ready</b> status.</p> <p>Search Results</p> <p>View All</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Trans ID</th> <th>Name</th> <th>Job Code</th> <th>Employee Category</th> <th>Order Status</th> <th>Duty Type</th> <th>Authority Code</th> <th>Begin Date</th> <th>End Date</th> <th>Duty Department</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>2874293</td> <td>Frank Moses</td> <td>CDR</td> <td>SEL</td> <td>Ready</td> <td>ADOS-AC</td> <td>10 U.S.C. 12301(d)</td> <td>06/02/2023</td> <td>09/29/2023</td> <td>049204</td> <td>OL-(CG-2)-JAIC FALLS CHURCH VA</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2816172</td> <td>Frank Moses</td> <td>CDR</td> <td>SEL</td> <td>Finished</td> <td>ADOS-AC</td> <td>10 U.S.C. 12301(d)</td> <td>10/01/2022</td> <td>05/30/2023</td> <td>049204</td> <td>OL-(CG-2)-JAIC FALLS CHURCH VA</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2739832</td> <td>Frank Moses</td> <td>CDR</td> <td>SEL</td> <td>Finished</td> <td>ADOS-AC</td> <td>10 U.S.C. 12301(d)</td> <td>12/09/2021</td> <td>09/30/2022</td> <td>049204</td> <td>OL-(CG-2)-JAIC FALLS CHURCH VA</td> </tr> </tbody> </table> <p>Find an Existing Value   Add a New Value</p>	Empl ID	Empl Record	Trans ID	Name	Job Code	Employee Category	Order Status	Duty Type	Authority Code	Begin Date	End Date	Duty Department	Department	1234567	0	2874293	Frank Moses	CDR	SEL	Ready	ADOS-AC	10 U.S.C. 12301(d)	06/02/2023	09/29/2023	049204	OL-(CG-2)-JAIC FALLS CHURCH VA	1234567	0	2816172	Frank Moses	CDR	SEL	Finished	ADOS-AC	10 U.S.C. 12301(d)	10/01/2022	05/30/2023	049204	OL-(CG-2)-JAIC FALLS CHURCH VA	1234567	0	2739832	Frank Moses	CDR	SEL	Finished	ADOS-AC	10 U.S.C. 12301(d)	12/09/2021	09/30/2022	049204	OL-(CG-2)-JAIC FALLS CHURCH VA
Empl ID	Empl Record	Trans ID	Name	Job Code	Employee Category	Order Status	Duty Type	Authority Code	Begin Date	End Date	Duty Department	Department																																									
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<p><b>14</b></p>	<p>Select the <b>Travel</b> tab.</p> <p>Reserve Orders <b>Travel</b> Notes Funding Leave Approval Audit</p> <p><b>Frank Moses</b> Empl ID: 1255505 Empl Record: 0</p> <p>Trans ID: 2882075 Order Action: <input type="text"/> Go</p> <p>Order Begin Date: 06/02/2023 Order Type: Reserve</p> <p>Order End Date: 09/29/2023 Order Status: Ready</p> <p># of Days / Term: 120 / ShortTerm Duty Type: Act Dty Operational Support-AC</p> <p>Duty Department: 049204 OL-(CG-2)-JAIC FALLS CHURCH VA Authority: 10 U.S.C. 12301(d)</p> <p>Empl Category: RET-2 Retired Awaiting Age 60 TRAYPAY CAT:</p> <p>Basic Information</p>																																																				

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# Recall Without a Break in Service, Continued

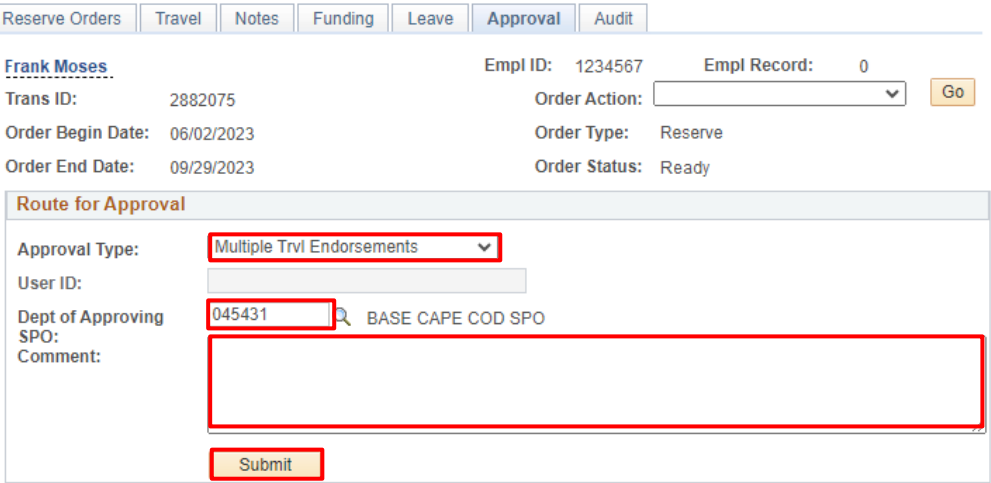
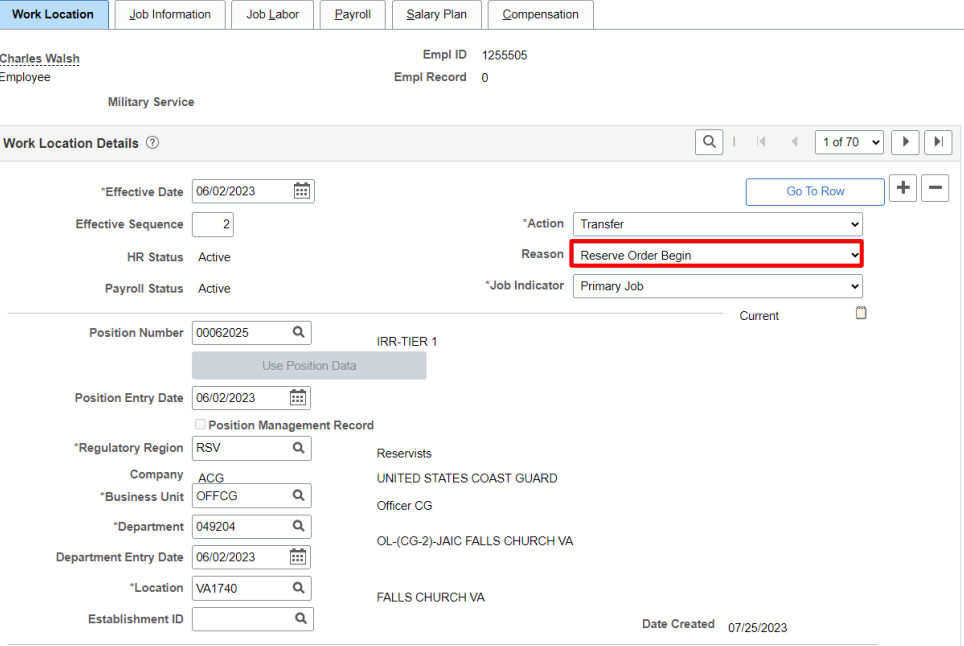
Procedures,  
continued

Step	Action
15	<p>In the Travel Orders Section, enter in the <b>Actual Dates</b> for both Seq 1 and 2 and click <b>Route of Approval</b> in the Seq Nbr 2 row.</p> <div data-bbox="359 562 1369 1346"> <p><b>Travel Orders</b> Find   View 1 First 1-4 of 4 Last</p> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved</p> <p>Estimated Date: 06/02/2023            Actual Date: 06/02/2023            Nature of Duty: Home</p> <p>Department: 002817 PSC RPM-3 IRR            Location: DC0019 DOUGLAS MUNRO BUILDING            Position Number: 00062025 IRR-TIER 1            Posn Job Code: 415096</p> <p>Other Location: <input type="text"/> <a href="#">Route for Approval</a></p> <p>▶ Per Diem            ▶ Travel Details            ▶ Additional Authorized Expenses</p> <hr/> <p>*Seq Nbr: 2 Travel Type: Report Trvl Approval:</p> <p>Estimated Date: 06/02/2023            Actual Date: 06/02/2023            Nature of Duty: Duty</p> <p>Department: 049204 OL-(CG-2)-JAIC FALLS CHURCH VA            Location: VA1740 FALLS CHURCH VA            Position Number: 00062025 IRR-TIER 1            Posn Job Code: 415096</p> <p>Other Location: <input type="text"/> <a href="#">Route for Approval</a></p> <p>▶ Per Diem            ▶ Travel Details            ▶ Additional Authorized Expenses</p> </div>

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# Recall Without a Break in Service, Continued

Procedures,  
continued

Step	Action
<p><b>16</b></p>	<ul style="list-style-type: none"> <li>• <b>Approval Type</b> - Select Multiple Trvl Endorsements from the drop-down.</li> <li>• <b>Dept of Approving SPO</b> – Verify correct department is selected.</li> </ul> <p>Enter <b>Comments</b> as appropriate and click <b>Submit</b>.</p> 
<p><b>17</b></p>	<p>Once the AD Orders are approved by the SPO, verify a Job Data is built with a <b>Reserve Order Begin</b> job row.</p> 

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## Recall Without a Break in Service, Continued

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Procedures,  
continued

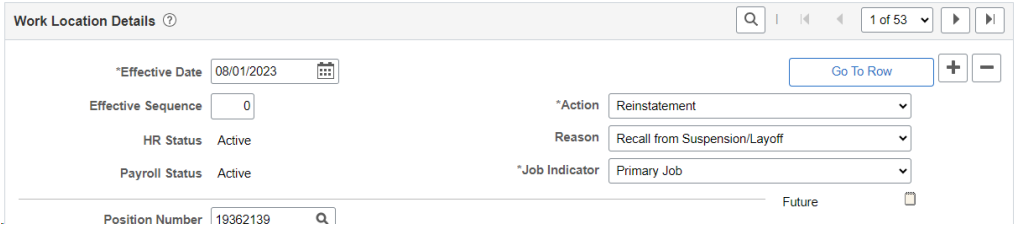
Step	Action
18	<p><b>IMPORTANT at the end of the AD orders:</b></p> <ul style="list-style-type: none"><li>• Short or long term orders: OPM/RPM must notify PPC (SEP) to place the member back into a Ret-2 status.</li> <li>• Long term orders:<ul style="list-style-type: none"><li>– P&amp;A must complete a RELAD Job Data row and have it approved by the SPO.</li><li>– OPM/RPM must notify PPC (SEP) to place the member back into a Ret-2 status.</li></ul></li></ul>

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## Recall With a Break in Service

**Introduction** This section provides the procedures for recalling a member to Active Duty with a break in service while in Ret-2 status.

**Procedures** See below.

Step	Action
1	OPM/RPM will notify the member how many days out?
2	OPM/RPM notifies PPC how many days out?
3	<p>PPC (ADV) reinstates the member in DA.</p> 
4	P&A repeat steps 11-18 from above for FSMS Reserve Orders?
5	P&A puts in a ticket to PPC requesting a SOCS for the member.
6	
7	