



COMDTINST 1330.1D  
2 AUG 2012

COMMANDANT INSTRUCTION 1330.1D

Subj: ACTIVE DUTY FOR OPERATIONAL SUPPORT (ADOS)

- Ref:
- (a) Coast Guard Manpower Mobilization and Support Plan, COMDTINST M3061.1(series)
  - (b) Personnel Resources and Reprogramming Manual, COMDTINST M5312.13(series)
  - (c) Coast Guard Reserve Policy Statement
  - (d) DoD Instruction 1215.06, "Uniform Reserve, Training, and Retirement Categories," December 24, 2008
  - (e) Reserve Policy Manual, COMDTINST M1001.28(series)
  - (f) Coast Guard Medical Manual, COMDTINST M6000.1(series)
  - (g) Coast Guard Periodic Health Assessment (PHA), COMDTINST M6150.3(series)
  - (h) Coast Guard Pay Manual, COMDTINST M7220.29(series)
  - (i) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2(series)
  - (j) Military Separations, COMDTINST M1000.4(series)
  - (k) Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10(series)
  - (l) Discipline and Conduct, COMDTINST M1600.2(series)
  - (m) Pregnancy in the Coast Guard, COMDTINST 1000.9(series)
  - (n) Military Casualties and Decedent Affairs, COMDTINST M1770.9(series)
  - (o) Administrative Investigations Manual, COMDTINST M5830.1(series)
  - (p) Financial Resources Management Manual (FRMM), COMDTINST M7100.3(series)
  - (q) Obtaining Personnel Resources to Meet Surge Requirements, COMDTINST 5400.1(series)
  - (r) The Joint Federal Travel Regulations (JFTR), Volume 1.
  - (s) DoD Instruction 1235.12, "Accessing the Reserve Components", February 4, 2010
  - (t) Coast Guard Supplement to the JFTR, COMDTINST M6400.17(series)
  - (u) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3(series)
  - (v) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2(series)
  - (w) Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4(series)

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NON-STANDARD DISTRIBUTION:

1. PURPOSE. This Instruction outlines the policies, responsibilities, and processes for utilizing 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 shall comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. Temporary Active Duty (TEMAC), COMDTINST 1330.1C is cancelled.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide 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.
5. POLICY.
  - a. Authority. The Coast Guard has the authority to augment regular forces with Reserve Component (RC) members on voluntary active duty under Title 10 USC § 12301(d).
  - b. Description. The modern operating environment of the Coast Guard 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.
    - (1) Duty Purpose. Active Duty for Operational Support (ADOS) provides a means for commands to obtain the services of additional military personnel through the voluntary active duty employment of the Ready Reserve. Although most commands can often use additional people, ADOS is restricted to those situations which meet one of the following criteria:
      - (a) Special skills are required which cannot be satisfied by onboard resources;
      - (b) Use of supplemental resources are necessary to meet temporary, peak workload, new, or one-time requirements; or
      - (c) Surge requirements in support of operations or domestic disaster response exceed the capacity of the unit or program, under the guidelines of reference (a).
    - (2) Types and Applicability. All policy and guidance in this Instruction only apply to the Ready Reserve activated under Title 10 U.S.C. § 12301(d):
      - (a) ADOS in support of the Active Component (ADOS-AC);
      - (b) ADOS in support of the Reserve Component (ADOS-RC);
      - (c) All short-term ADOS;
      - (d) Long-term, non-contingency ADOS;
      - (e) ADOS-AC in support of a contingency operation (contingency ADOS) of any duration;
      - (f) All ADOS performed in support of a reimbursable agreement per reference (b).

- (g) This Instruction does not apply to any member of the Standby or Retired Reserve, or active duty under any other authorizing statute.

(3) Prioritization.

- (a) The use of ADOS must balance RC capabilities to accomplish operational requirements against the ability of the RC to maintain mission readiness for activation in support of domestic and overseas emergency response.
- (b) Operational commanders must carefully and strategically allocate their reserve resources to meet the highest needs of the service. Highest priority missions, in order, are:
  1. SELRES mobilization purposes outlined by reference (c);
  2. Work in support of the 11 Coast Guard statutory missions other than reference (c); and
  3. Other duty that supports Coast Guard strategic issues and partnerships.

c. Limitations.

(1) Individual Limitations.

- (a) 1095 Rule. To enhance total workforce management and readiness, the Coast Guard shall apply the Department of Defense (DoD) 1095 rule prescribed in reference (d). No reservist shall complete more than 1,095 days of any type of ADOS out of the previous 1,460 days. The 1,460-day window is a rolling period calculated on a cumulative basis.
- (b) Short-Term ADOS. As defined in reference (e), short-term ADOS orders cannot exceed 180 total consecutive days whether as a single set of orders or multiple sets of orders. Personnel cannot perform back-to-back short-term ADOS assignments of 180 days or less. All such assignments must be separated by a break in active duty of at least 31 consecutive days.
- (c) Over 16 years total active duty. Unless written approval from CG Personnel Service Center (PSC-rpm) is received beforehand, a reservist cannot be assigned to ADOS if:
  1. The member has already accrued 16 or more years of total active duty (any type); or,
  2. The requested ADOS will cause the member to accumulate 16 or more years total active duty.
- (d) Over 20 years total active duty. Under certain rare circumstances, a reservist may accumulate 20 years total active duty. In such cases, the reservist shall request retirement no later than six months prior to the end of the orders under which a regular retirement was earned under chapter 11 of Title 14 U.S.C (for officers and enlisted) or chapter 65 of Title 10 U.S.C. (for chief warrant officers). Chapter 8 of reference (e) provides information and guidance on specific retirement policy.

- (e) Satisfactory Participation. Reservists must meet all satisfactory participation requirements per reference (e) to be eligible to perform ADOS. Reservists who have not completed initial active duty for training (IADT) are not eligible to perform ADOS.
  - (f) Personal Readiness. In accordance with references (e), (f), and (g), reservists must have the following prior to receiving ADOS orders:
    - 1. Current and complete Individual Medical Readiness (IMR) showing fit for duty (FFD) and no deployment-limiting medical conditions (DLMCs);
    - 2. Current Annual Screening Questionnaire (ASQ) showing available for mobilization; and
    - 3. Current weigh-in in Direct Access validating that member is in compliance with Commandant's allowable weight and/or body fat standards.
  - (g) Personnel Force Innovations (PFI). Reservists are not authorized to seek employment through the Department of Defense PFI program.
  - (h) ADOS (either as an extension of a current active duty period or a new consecutive order) for the purpose of taking accrued annual leave is not authorized. Unused accrued leave remaining in a reservist's annual leave account at the end of an ADOS period must be sold [subject to annual career lump-sum leave sell-back regulations per section 10-A of reference (h)] or may be retained for use on future active duty periods of 30 days or greater.
- (2) Organization Limitations.
- (a) Long-Term ADOS Cap.
    - 1. Sponsoring programs or commands shall stay within their Assistant Commandant for Resources, Commandant (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.
    - 2. Long-term, non-contingency, non-reimbursable ADOS requirements that will exist (or have existed) for three consecutive years or more will not be authorized annual FTE.
    - 3. Long-term organizational ADOS limitations (from [paragraph 5.c\(2\)\(a\)2](#) of this Instruction) do not apply to ADOS performed in support of a contingency operation or a reimbursable agreement per reference (b).
  - (b) Selection for ADOS. There are many criteria governing the selection of the best candidate including, but not limited to: qualifications, experience, familiarity with staff or project, availability, and geographic proximity of reservists' residence to the duty site. References (e) and (i) have additional guidelines for selection of candidates.
  - (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 Areas or DCO and in keeping with reference (b) and [paragraph 5.b\(3\)](#) of this Instruction.

(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 organization. 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, as do travel and per diem allowances and advances, if applicable.
- b. ADOS orders shall be documented, via Direct Access, in advance of reservists reporting for duty. Verbal orders are not authorized for ADOS.
- c. Orders should be issued 30 days before reporting or immediately if selected with less than 30 days before the scheduled duty. This advance notification period allows the 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 shall 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 as much advance notice in accordance with references (e) and (i) should be afforded the member 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, misconduct, lapse of mobilization readiness condition);

- (4) Failure to meet required standards or other non-disciplinary conduct problems (e.g., alcohol incidents, drug screening failure, failure to meet weight standards, etc.);
  - (5) Misconduct leading to disciplinary action;
  - (6) Any other exceptions or situations per references (j), (k), (l), and (m);
  - (7) The good of the service.
- c. Consult the regional 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 by CG Personnel Service Center (PSC-rpm).
- a. Actions necessary for reservists who are identified as injured or designated as missing or in a captive status while on ADOS shall be in accordance with references (e), (f), (h), and (i).
  - b. Actions necessary for reservists who die while on ADOS shall be in accordance with references (n) and (o).
  - c. The unit where the duty is performed is responsible for initiating administrative or disciplinary action and notifying the regional RFRS staff.
  - d. The unit where the reservist is released from ADOS shall notify the SPO and regional RFRS staff of the release from active duty.
- d. Resources.

(1) Funding.

- (a) Responsibility. 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 (p). Commands requesting personnel for ADOS support should make every effort to utilize qualified personnel residing in their local areas.
- (b) 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 (q).
- (c) Long-Term ADOS.
  - 1. 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, Commandant (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,

Commandant (CG-832) CGPortal page. Total personnel costs include pay, entitlements, medical, and centralized support costs.

2. 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 shall follow the process for an over 16/18 waiver as outlined in reference (e) and [paragraph 6](#) below and obligate enough funds to cover the entire “sanctuary” period.

- (d) Contingency Operations. Reservists recalled to ADOS-AC for these operations are supported by specific funding. Contact your appropriate Area or Office of Counterterrorism & Defense Operations, Commandant (CG-532), with questions pertaining to contingency allocations.
- (e) Reimbursable Positions. Reimbursable positions are managed by Office of Resource Management Budget Execution, Commandant (CG-831), in accordance with references (b) and (p).
- (f) Other Coast Guard Appropriations. Any ADOS-AC funded from an appropriation other than the operating expenses (OE) or reserve training (RT) appropriations must be approved by Office of Resource Management Budget Execution, Commandant (CG-831), prior to issuance of orders. In accordance with reference (p), acquisition, construction, and improvements (AC & I) related personnel costs, including ADOS, are funded from the annual AC & I personnel compensation appropriation rather than the multi-year project funds. Contact Office of Resource Management Budget Execution, Commandant (CG-831), for more information.

(2) ADOS Temporary Positions.

- (a) Intent. ADOS temporary positions in Direct Access are intended to improve overall transparency of Coast Guard activities by:
  1. Identifying the actual mobilization capacity of the Coast Guard Ready Reserve;
  2. Enhancing documentation of the total contribution of the Reserve Component;
  3. Improving historical and current tracking of functional requirements at the unit level and for the service;
  4. Creating a direct command relationship between a reservist and the Coast Guard unit or activity where they are performing duty; and
  5. Recording and documenting an individual reservist’s career history.
- (b) ADOS positions are not reflective of workforce strength management for promotions, advancement, or Congressional reporting.
- (c) Management.

1. ADOS cap managers are authorized to request ADOS position creation from the Office of Resource Management Personnel Allowance Division, Commandant (CG-833) for all long-term, non-contingency ADOS. CG Personnel Service Center (PSC-psd-ssb) is authorized to request ADOS position creation from the Office of Resource Management Personnel Allowance Division, Commandant (CG-833) for all long-term contingency ADOS.
2. Office of Resource Management Personnel Allowance Division, Commandant (CG-833) will create an ADOS position per the ADOS cap manager's request only after the funding source has been arranged. The termination date of the ADOS position will match termination of the funding.
3. ADOS positions and the individual assigned to the position are under the operational, tactical, and administrative control of the unit or activity they are assigned to.

(3) Pay, Allowances, and Benefits.

- (a) Personnel under ADOS orders are authorized pay, allowances, and benefits, if otherwise eligible, per references (e), (f), (h), (i), (r), (s), and (t).
- (b) Per reference (r), 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 omitted through error. Reference (r) has additional policy and guidance.
- (c) Per Diem.
  1. Per diem may be authorized per references (r) and (t) for members performing ADOS outside the local area or a reservist's primary residence or Place Entered Active Duty (PLEAD).
  2. Per diem, if authorized, cannot be waived by the member.
  3. Per U7150 of reference (r), reservists on long term, non-contingency ADOS (greater than 180 days) are not entitled to per diem regardless of subsequent modification to a PCS order.
- (d) Travel. Travel entitlements and benefits are in accordance with Chapter 7, Part G of reference (r) and cannot be waived.
  1. Permanent change of station (PCS) entitlement for long-term, non-contingency ADOS orders are authorized in accordance with paragraph U7150 of reference (r). Questions concerning PCS accounting lines and reimbursement should be directed to Pay & Benefits Execution Division, Deputy Commandant for Mission Support (DCMS-831).
- (e) Basic Allowance for Housing (BAH). BAH regulations are contained in Section 3-G-11 and Figure 3-21 of reference (h).
- (f) Additional special pay and allowances may be authorized for eligible members for qualifying periods of duty per references (h) and (i).



## e. Reserve Career Considerations.

(1) Officers. Reserve officers on ADOS shall:

- (a) Remain on the Inactive Duty Promotion List (IDPL); and
- (b) Continue to be subject to the requirements of Chapter 5, of reference (u), concerning officer evaluation reports.

(2) Enlisted. Reserve enlisted on ADOS shall:

- (a) Remain in the Reserve Advancement System; and
- (b) Continue to be subject to the requirements of Chapter 5, of reference (v), concerning enlisted evaluations.

(3) Reserve Assignments.

- (a) All short-term ADOS (180 days or less) shall be performed in a TDY status and reservists shall remain in their permanent reserve position on the personnel allowance list (PAL).
- (b) Long-term (contingency or non-contingency) ADOS orders will require assignment to a temporary position at the unit where duty is performed. Reservists will be removed from their permanent reserve position on PAL. Applicability of PCS entitlements remains in accordance with references (h), (i), and (r).
- (c) Long-term ADOS Assignment Exception. Reservists performing long-term (contingency) ADOS at the deployable specialized forces (DSF) unit to which they are permanently assigned to a funded reserve position on PAL will not be re-assigned to an ADOS position. They will remain assigned to their permanent funded reserve position on PAL.
- (d) Reservists on long-term ADOS must compete for assignment to a permanent reserve position on PAL as part of the de-activation process. Reservists who fail to successfully compete will be released from active duty to the Individual Ready Reserve (IRR) until they successfully compete for assignment to a permanent reserve position on PAL.

(4) Other Issues. Other personnel policy issues concerning reservists on ADOS shall be referred via the chain of command to Office of Reserve Affairs, Commandant (CG-131), for guidance.6. WAIVERS.

- a. The waiver request process, for the rare exceptions addressed below, is designed to ensure thorough, deliberate consideration of requests resulting in sound decisions that balance the interests of the unit, the individual, and the Coast Guard as a whole.
- b. The following conditions apply to all waiver requests covered by this Instruction:
  - (1) Waiver Criteria. The waiver request shall be evaluated based on mission requirements, funding, justification, workforce factors, and full time equivalent

(FTE)/position availability. All factors must be satisfactorily addressed in the waiver request package.

(2) Waiver Denial. Reasons waiver requests may be denied include but are not limited to:

1. Flag level disapproval;
2. No funding or FTE identified;
3. Significant concerns with the member's performance record; or
4. Other limiting factors.

(3) Unless a requested waiver has been approved, demobilization and RELAD requirements shall be completed as outlined in Chapters 3 & 11 of reference (i). The reservist is not authorized to start ADOS orders until the requested waiver has been approved.

(4) For all waivers below, except short-term ADOS and ADOS requirements, the request shall be forwarded to Commander, CG Personnel Service Center (PSC-rpm) no later than 90 days prior to the desired commencement of orders. Operationally exigent requests may receive prioritized consideration.

c. **Short Term ADOS.** ADOS cap managers will consider waiver requests to the 31-day break as long as the total days on active duty does not exceed the 180 day limit; the ADOS cap managers shall process requests that meet the criteria within 30 days of receipt.

d. **Over 16 Years Total Active Duty.** The waiver request package shall be endorsed by the chain of command through the first flag officer and forwarded to CG Personnel Service Center (PSC-rpm). The endorsement must include comments on the specific mission requirement and the capability of the recommended individual.

e. **Over 18 Years Total Active Duty (Sanctuary).** For a reservist to be authorized to perform ADOS resulting in accumulation of 18 years or more of combined active duty, follow all conditions of [paragraph 6.d](#) of this Instruction, and provide a copy of the waiver request package to Office of Resource Management Personnel Allowance, Commandant (CG-833-MilPay), and the Office of Reserve Affairs, Commandant (CG-131).

f. **ADOS Requirements.**

(1) If the same non-contingency, non-reimbursable ADOS requirement will exist for three consecutive years, a waiver request to continue resourcing the requirement through ADOS shall be submitted by the sponsoring unit or program to the Director of Reserve and Military Personnel Policy, Commandant (CG-13), via the Office of Workforce Forecasting and Analysis, Commandant (CG-12A) and Office of Resource Management, Commandant (CG-83), to determine whether the requirement is permanent or temporary.

(2) Permanent billet needs require submission of a resource proposal for permanent funding, or a reprogramming offset. ADOS can be used to cover resource gaps until resource proposals are approved but should not be used in lieu of submitting a resource proposal for permanent billet needs.

- g. 1095 Rule. The waiver request package shall be endorsed by the chain of command where duty is being performed through the first flag officer. The endorsement must include comments on the specific mission requirement and the unique capabilities of the individual.
- h. Over 60 years of Age. The waiver request package shall be endorsed by the reservist's permanently assigned chain of command through the unit commanding officer. The endorsement must include comments on the specific mission requirement and the unique capabilities of the individual.
- i. Over 30 years Total Service. The waiver request package shall be endorsed by the reservist's permanently assigned chain of command through the unit commanding officer. The endorsement must include comments on the specific mission requirement and the unique capabilities of the individual.
- j. 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 Commandant (CG-122).

## 7. RESPONSIBILITIES.

- a. Director of Reserve and Military Personnel, Commandant (CG-13). Appeal authority for all types of ADOS waivers covered in this Instruction. The review shall be limited to a consideration of policy, workforce requirements, and the practicality of the reservist as a mobilization asset.
- b. Office of Reserve Affairs, Commandant (CG-131).
  - (1) Issue and maintain Coast Guard policy governing ADOS in alignment with applicable statutes, DoD policy and guidance, and specific Coast Guard authorities.
  - (2) Establish and maintain ceiling each fiscal year for long-term ADOS-RC to manage the funding and full-time equivalent (FTE) associated with reservists serving on ADOS-RC.
  - (3) In coordination with the Office of Military Personnel, Commandant (CG-122), interpret benefits and entitlements policy specific to ADOS.
- c. Office of Military Personnel Policy, Commandant (CG-122).
  - (1) Issue and maintain Coast Guard policy governing for pay, allowances, and benefits; in alignment with applicable statutes, DoD policy and guidance, and specific Coast Guard authorities.
  - (2) Approval authority for policy waivers, retroactive orders changes, and special Secretarial Process determinations concerning pay, allowances, or benefits.
- d. Assistant Commandant for Resources, Commandant (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 publish cap managers.
- (3) Create temporary ADOS positions on PAL per the cap manager or PSC-psd-ssb request for the following:
  - (a) Long-term, non-contingency ADOS-AC;
  - (b) Long-term ADOS-RC;
  - (c) Long-term, contingency ADOS-AC; and
  - (d) Reimbursable positions.
- e. Office of Counterterrorism & Defense Operations (CG-532). Establish and maintain a ceiling each fiscal year for reserve personnel resources in support of Department of Defense designated contingency operations.
- f. Area/DCMS/DCO.
  - (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 reference (c) and the 11 statutory Coast Guard missions against available resources (e.g., long-term FTE, available reservists) when reviewing ADOS requests.
- g. CG Personnel Service Center (PSC-rpm).
  - (1) Centrally manage all long-term, non-contingency ADOS with the assistance of the cognizant regional RFRS staff.
  - (2) Issue and maintain procedural guidance on Coast Guard Reserve assignment policy.
  - (3) Solicit all long-term, non-contingency ADOS including ADOS-AC, ADOS-RC, and reimbursable positions.
  - (4) Selection and assignment of Coast Guard reservists to allocated, authorized, long-term, non-contingency ADOS positions.
  - (5) Order issuing authority for Coast Guard reservists for long-term, non-contingency ADOS.
  - (6) Waiver authority for infrequent use of the over 16/18 years of total active duty, 1095 Rule, over 60 years of age, and over 30 years of total service scenarios.
- h. Personnel Service Center, Surge Staffing Branch (PSC-psd-ssb).
  - (1) Centrally manage the solicitation of all short-term and contingency ADOS in accordance with reference (o).

- (2) Issue and maintain policy, process, and procedures for short-term ADOS in reference (q) – includes request and solicitation.
  - (3) Issue and maintain process and procedures for contingency ADOS in reference (q) – includes request, solicitation, selection, and execution.
  - (4) Request ADOS position creation to Office of Resource Management Personnel Allowance Division, Commandant (CG-833) based on validated resourced Contingency ADOS requirements at specific Coast Guard units or activities.
  - (5) Order issuing authority for Coast Guard reservists for short-term and contingency ADOS-AC in accordance with reference (o).
- i. Regional RFRS Staff (includes District (Dxr) and Director of Logistics (DOL-31)).
- (1) Validate 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 (e), (h), (i), (r), (s), and (w), and maintained in accordance with reference (w).
  - (3) Validate requests for all short-term ADOS, 31 to 180 days in duration.
  - (4) Order issuing authority for Coast Guard reservists for short-term ADOS.
  - (5) Validate reservists are processed properly for demobilization and deactivation in accordance with all applicable law and policy including completion of all re-integration activities.
- j. Funds Resource Manager.
- (1) Validate and fund requests for short-term ADOS in accordance with this instruction and all applicable financial resource management guidelines.
  - (2) Validate and coordinate funding for long-term, non-contingency ADOS via the chain of command to the cognizant cap manager and the Office of Resource Management Personnel Allowance Division, Commandant (CG-833).
- k. 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, Commandant (CG-8).
  - (3) Non-contingency cap managers are authorized to review and approve ADOS requests within their total cap limitations. Validated and funded ADOS requests are forwarded to CG Personnel Service Center (PSC-rpm) for solicitation, selection, and assignment action.
  - (4) Contingency cap managers are authorized to review and approve contingency ADOS requests within their total cap limitations. Validated and funded contingency ADOS

requests are forwarded to CG Personnel Service Center (PSC-psd-ssb) for solicitation.

- (5) Approve short-term, back-to-back ADOS waiver requests to meet service needs as prescribed in [paragraph 6.c.](#) of this Instruction.
- (6) Request ADOS position creation to Office of Resource Management Personnel Allowance Division, Commandant (CG-833) based on validated resourced ADOS requirements at specific Coast Guard units or activities.

l. Sponsoring Unit or Program.

- (1) Request short term ADOS-AC support to regional RFRS staff and the cognizant funds resource manager for validation in accordance with reference (q). Only validated and funded requests are forwarded to CG Personnel Service Center (PSC-psd-ssb) for solicitation.
- (2) Request short term ADOS-RC support to the first flag officer in the chain of command and the regional RFRS staff, or higher, for validation and funding. Only validated and funded requests are forwarded to CG Personnel Service Center (PSC-psd-ssb) for solicitation in accordance with reference (q).
- (3) Submit requests for long-term, contingency ADOS via their chain of command to their cognizant contingency cap manager.
- (4) Submit requests for long-term, non-contingency ADOS via their chain of command to their cognizant non-contingency cap manager.
- (5) Select qualified and available candidates for short term or contingency ADOS that have been validated as ready in accordance with reference (q).
- (6) Report utilization of ADOS allocation to the chain of command and cognizant cap managers.

m. 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) Individual mobilization readiness;
  - (c) Ability of the command to meet operational and surge requirements during the requested duty period; and
  - (d) Back fill requirements (for long-term ADOS).
- (2) Ensure own and subordinate unit reservists are operationally and administratively ready for activation and mobilization.
- (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.

## n. Receiving Unit.

- (1) Provide 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 (e), (f) and (i).
- (4) Ensure reservist meets all requirements for deactivation in accordance with references (e) and (f) prior to release from active duty. Notify sponsoring unit or program, servicing regional RFRS staff, and home regional RFRS staff (if applicable) immediately if reservist does not meet all requirements for deactivation.

## o. Servicing Personnel Office (SPO).

- (1) Issue orders in accordance with policy requirements contained in references (e), (f), (h), (i), (j), (k), (l), (m), and (r), as well as event specific guidance.
  - (a) 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.
  - (b) SPOs will ensure that the reservist's home regional and local RFRS staffs are forwarded copies of all additional orders and amendments.
- (2) Complete deactivation 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 (e), (f), and (i).
- (3) Issue DD 214 to all eligible reservists, in accordance with references (e) and (v).

## p. Reservist.

- (1) Meet satisfactory participation requirements in accordance with reference (e).
- (2) Maintain personal readiness for activation and mobilization at all times.
- (3) Request ADOS orders in Direct Access.

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.uscg.mil/directives/>, and CGPortal: <https://cgportal.uscg.mil/delivery/Satellite/CG612>.
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. 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, and is categorically excluded (CE) under current USCG CE #33 from further environmental analysis, in accordance with Section 2.B.2 and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Instruction contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.
- b. This directive 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 policies in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates. Due to the administrative and procedural nature of this Instruction, and the environmental guidance provided within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Instruction.

11. FORMS/REPORTS. The forms referenced in this Instruction are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CGPortal at <https://cgportal.uscg.mil/delivery/Satellite/uscg/References>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.

12. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide 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.

D. A. NEPTUN /s/  
Rear Admiral, U. S. Coast Guard

- Encl: (1) Definitions  
(2) Organizational Responsibility Long Term Non-Contingency ADOS-AC  
(3) Organizational Responsibility Long Term ADOS-RC  
(4) Organizational Responsibility Long Term Contingency ADOS-AC  
(5) Organizational Responsibility Long Term Reimbursable ADOS-AC  
(6) Organizational Responsibility Short Term ADOS



DEFINITIONS.

1. Activation. The change in status of a reservist from a drilling or inactive status to active duty.
2. Active Duty. Full time duty in the active military service of the United States. For reserve members, it includes all periods of service pursuant to Title 10 U.S.C. § 688; 12301(a), (b), and (d); 12302; and 12304.
3. Active Duty For Operational Support (ADOS). Full time active duty of a temporary nature under Title 10 U.S.C § 12301(d) for purposes other than training that provides the necessary skilled manpower to temporarily support existing or emerging requirements of the Coast Guard Active Component (AC) or the Reserve Component (RC).
4. Active Status. A member of a Reserve Component who is not on the Inactive Status List, or in the Retired Reserve.
5. ADOS Cap. A ceiling maintained for internal control purposes on long-term ADOS to manage the funding and full-time equivalent (FTE) associated with reserve personnel voluntarily recalled. Sponsoring parties are required to reimburse the AFC-01 account for the associated salary and benefits for each reservist.
6. ADOS Position. A reserve position in Direct Access specifically designated for ADOS, temporarily attached to the department identification number of the Coast Guard unit where the duty is being performed and funded in excess of the unit's permanent personnel allowance list (PAL).
7. AFC. Allotment fund code (AFC) which denotes the defined purpose as to how specific funding is distributed to AFC managers at headquarters based on the enacted appropriation and its effect on prior year balances.
  - A. AFC-01. Military Pay Account. Appropriated for compensation, subsistence rations and entitlements for active duty, cadets.
  - B. AFC-30. Unit Operating Costs and Maintenance Account. Appropriated for normal operating and maintenance costs, other than military and salaried civilian personnel costs. Items include TAD travel, unit communication services, and ordinary maintenance and repair of shore structures and facilities, cutters, electronic equipment, etc.
  - C. AFC-90. Reserve Training Program Expense Account. Appropriated to cover all necessary expenses for the Coast Guard Reserve including, reservists undergoing initial active duty training (IADT) and repayments to other Coast Guard appropriations for funding obligated and executed specifically to support reserve training.
8. Contingency Operation. Defined under Title 10 U.S.C. § 101(a)(13), a military operation that is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an opposing military force; or results in the call or order to, or retention on active duty of members of the uniformed services under Title 10 U.S.C. § 688, 12301(a), 12302, 12304, 12305, or 12406, or any other provision of law during a war or during a national emergency declared by the President or Congress.

9. Contingency ADOS. The voluntary recall of ready reservists to active duty (AD) under Title 10 U.S.C. § 12301(d) or other named contingency as defined under Title 10 U.S.C. § 101(a)(13). To qualify as in support of a contingency under Title 10 U.S.C. § 101(a)(13)b, the duty must be performed in support of a military operation that:
  - A. Is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
  - B. Results in the call to, order to, or retention on active duty of members of the Uniformed Services pursuant to Title 10 U.S.C. § 688, 12301(a), 12302, 12304, 12305, 12306, 12406 , or any other provision of law during a war or during a national emergency declared by the President of the United States.
10. Deactivation. The return of a reservist from active duty back to a drilling or inactive status.
11. Demobilization. The process of removing a unit or individual from a mission or operation and returning them to their permanent command, including the release from active duty of members of the RC who were ordered to active duty pursuant to Title 10 U.S.C. § 688, 688(a), 12301(a) or (d), 12302, 12304, 12305, 12306, and 12406.
12. Deployable Specialized Forces. Coast Guard units with specialized training and capabilities including Tactical Law Enforcement Teams (TACLET), Maritime Safety and Security Teams (MSST), Maritime Security Response Team (MSRT), Port Security Units (PSU), Maritime Security Squadrons (MSRON), National Strike Force Teams, and the National Strike Force Coordination Center (NSFCC).
13. FTE. Full-time equivalent; a measure of work years/days allotted or used representing one full-time individual.
14. Initial Active Duty for Training (IADT). A category of active duty for training (ADT) which includes basic military training (e.g., boot camp or direct entry petty officer training program (DEPOT)) and technical skill training (e.g., 'A' school). Members must complete basic training requirements on initial entry into the military service as required by Title 10 U.S.C. § 671 before they are deployable on land outside the U.S., its territories, or possessions during war or national emergency. The length of IADT varies depending on the member's accession program but may not be less than 12 weeks (84 days) (see the Coast Guard Recruiting Manual, COMDTINST M1100.2(series)).
15. Order Issuing Authorities. Commands authorized to issue ADOS orders.
16. Involuntary Activation. A member of the RC who is ordered to active duty without their consent pursuant to sections of Title 10 or Title 14 of the U.S. Code.
17. Local RFRS Staff. RFRS staff assigned to a unit or command (e.g., Sector, PSU) responsible for supporting the readiness of an individual unit or operational commander.
18. Long-Term ADOS. Any period of ADOS that exceeds 180 consecutive days in duration.

19. Mobilization. The process by which the Armed Forces or part of them are brought to a state of readiness for war or other national emergency. This includes activating all or part of the RC as well as assembling and organizing personnel, supplies, and materiel. Mobilization of the Armed Forces includes but is not limited to these categories:
- 1) Full mobilization. Pursuant to Title 10 U.S.C. § 688, 12301(a), 12305, and 12306, in time of war or national emergency declared by the Congress, mobilization of all RC units in the existing force structure; all individual, standby, and retired reservists; retired active force military personnel; and the resources needed for their support. Full mobilization is directed by the Congress in those situations requiring the expansion of the active force to meet the requirements of a war or other national emergency involving an external threat to national security. Units, individual reservists, and retirees may be ordered to active duty for the period of the emergency plus 6 months thereafter.
  - 2) Partial mobilization. Mobilization, authorized by the President, of not more than 1 million Ready Reservists for no longer than 24 months, pursuant to Title 10 U.S.C. § 12302, and the resources needed for their support to meet the requirements of a war or other national emergency involving an external threat to the national security or of a domestic emergency.
20. Ready Reserve. The Ready Reserve is comprised of members in the SELRES and IRR. Ready Reservists are liable for immediate recall to active duty.
21. Regional Reserve Forces Readiness System (RFRS) Staff. The RFRS Staff assigned to the District or DOL staff responsible for supporting the readiness of a functional or geographic region's Coast Guard Reserve forces.
22. Reserve Forces Readiness System. System of active duty full time support staff distributed to various operational support commands throughout the Coast Guard for the express purpose of supporting the Coast Guard Reserve.
23. Sanctuary. Per Title 10 U.S.C. § 12686, a member of a Reserve Component who is on active duty (other than for training) and is within two years of becoming eligible for retired pay or retainer pay under a purely military retirement system, may not be involuntarily released from that duty before becoming eligible for that pay. Reservists serving under this statute are still subject to involuntary punitive separation or discharge as any member of the active component (i.e., UCMJ violations, failure to maintain administrative requirements of employment, etc.).
24. Selected Reserve (SELRES). Those units and individuals within the Ready Reserve designated by their respective Military Services to be trained and equipped to perform operational missions in support of the national defense strategy. They are required to participate in inactive duty training periods and/or annual training. The Selected Reserve also includes reserve members awaiting or performing IADT who are authorized to perform drills.
25. Short-Term ADOS. Any period of ADOS that does not exceed 180 days in duration.
26. Volunteer. A member of the RC who is ordered to active duty with his or her consent.

Enclosure (1) to COMDTINST 1330.1D

27. Voluntary Activation. For the purpose of this Instruction, a process where member(s) of the RC ordered to active duty with their consent pursuant to Title 10 U.S.C. § 12301(d).











