

**Figure 12.F.3.1.**  
**NOTICE OF INTENT TO AFFILIATE WITH THE RESERVE DURING**  
**TEMPORARY SEPARATION**

From: **[APPLICANT]**

To: Commander, Coast Guard Personnel Command (CGPC-rpm)

Subj: NOTICE OF INTENT TO AFFILIATE WITH THE RESERVE DURING TEMPORARY SEPARATION

1. I hereby notify you I intend to affiliate with the Reserve commencing **[INSERT DATE UNDER THE PROVISIONS OF THE TEMPORARY SEPARATION POLICY]**. I understand that upon affiliation, I will enlist in or be appointed to the same grade or rate last held while serving on Active Duty.
2. I understand I must have a current physical examination on file.
3. I understand that by joining the Reserve I will be subject to Reserve mobilization call-ups.
4. I understand I will not be assigned to a highly deployable unit (e.g., PSU or HDCU) for up to the 2 years while under temporary separation unless requested by me.
5. I understand that if I am promoted or advanced in the Reserve, that I am not guaranteed the higher rate/rank if I re-enter Active Duty within or at the end of the temporary separation. I understand I may keep the higher rate/rank if it is in the best interest of the Service.
6. I declare I am not drawing and do not have a claim pending for a pension, disability allowance, disability compensation, or retired pay from the United States Government.
7. (OFFICERS AND ENLISTED) I understand my National Agency Check must be current. If not, I will submit the appropriate paperwork prior to affiliation with the Reserve. (CWO COMMS ONLY) I understand my Background Investigation must be current. If not, I will submit the appropriate paperwork prior to affiliation with the Reserve.
8. (OFFICERS) I understand I must complete all Officer Evaluation System requirements.
9. My current home address is:  
**[STREET ADDRESS]**  
**[CITY, STATE, ZIP]**  
**[TELEPHONE NUMBER]**

Member's signature

Subscribed and Sworn to before me this [#] day of **[MONTH]** **[YEAR]**.  
Notary Public/Coast Guard Officer

Copy: Commander, Coast Guard Personnel Command (CGPC-opm or CGPC epm)