



Reserve Info Bulletin



Administrative Remarks, CG-3307, for SELRES ADT-AT Waivers

In accordance with the recently promulgated Reserve Duty Status and Participation (RDSP) Manual, COMDTINST M1001.2 (series), commanding officers or officers-in-charge are authorized to waive reservists' Annual Training (AT) requirements for sufficient cause. Requests for waiver of the Active Duty for Training (ADT)-AT requirement must be submitted via memorandum from the member to their commanding officer or officer-in-charge.

Approved ADT-AT waivers must be documented via Administrative Remarks, Form CG-3307. A template is available for download and can be found by following the instructions in the references section below.

In addition to the standard distribution of CG-3307 entries, a copy of the request and approval must be provided to District RFRS, DOL-1, or PAC-13. Also, a waiver only excuses completion of the AT for participation standards. It does not waive, replace, or count for points required for a qualifying year of service for retirement.

Additional details regarding ADT-AT waivers can be found in Chapter 3.B.r. (3) of the RDSP.

References:

1. Reserve Duty Status and Participation Manual, COMDTINST M1001.2 (series): https://cg.portal.uscg.mil/sites/externaldata/Directives/CIM_1001_2.pdf

2. Pay & Personnel Center's List of Authorized CG-3307 (Administrative Remarks) Entries: <https://www.dcms.uscg.mil/ppc/pd/page7/#list>

- Find the Reserve Personnel Management (RPM) section.
- Click [+] to expand.
- Click RPM-06 SELRES ADT-AT Waiver to download.

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DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD

ADMINISTRATIVE REMARKS

PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. §552a(e)(3), this Privacy Act Statement serves to inform you of why OHS is requesting the information on this form.

AUTHORITY: 14 U.S.C. § 505

PURPOSE: To document a USCG service member's achievements, accomplishments, Uniform Code of Military Justice (UCMJ) infraction(s), or any other USCG military pay or personnel activity.

ROUTINE USES: Authorized USCG officials will use this information to validate a USCG service member's achievements, accomplishments, UCMJ infraction(s) or any other USCG military pay or personnel activity. Any external disclosures of information within this record will be made in accordance with DHS/USCG-014, Military Pay and Personnel, 76 Federal Register 66933 (October 28, 2011).

CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: Providing this information is voluntary. However, failure to provide this information may result in a delay in administrating this form.

Entry Type: Reserve Participation Management (RPM-6), SELRES ADT-AT Waiver

Reference: (a) Coast Guard Military Medals and Awards Manual, COMDTINST M1650.25 (series)

(b) Reserve Duty Status and Participation Manual, COMDTINST M1001.2 (series)

Responsible Level: Unit

Entry:

DDMMYYYY: On this date, your request for a waiver of Active Duty for Training – Annual Training (ADT-AT) for Fiscal Year ## is approved due to (state sufficient cause i.e.: requested transfer to Retired Reserve and within one year of retirement; temporary physical disability; well documented family or personal hardship; funding constraints-cite the ALCOAST or CG Message; etc.).

You are hereby counseled that this ADT-AT waiver only excuses completion of the annual training for participation standards. It does not waive, replace, or count for points required for a qualifying year of service for non-regular retirement. You must still meet the 50-point minimum for a qualifying year of service for retirement during your anniversary year ending on DDMMYYYY.

(Enlisted only) You must still meet the requirements in order to be eligible for the Coast Guard Reserve Good Conduct Medal (RGCM), in accordance with the Coast Guard Military Medals and Awards Manual, COMDTINST M1650.25 (series).

ADT-AT waivers may not be granted for two consecutive years without approval of District (dxr), DOL-1, or PAC-13. Date of last approved ADT-AT waiver: N/A or DDMMYYYY.

F. M. Last
Commanding Officer

DDMMYYYY: I acknowledge the above entry and have been afforded the opportunity to review the Reserve Duty Status and Participation Manual, COMDTINST M1001.2 (series). I am aware of the impact this waiver may have on my ability to satisfactorily meet SELRES participation standards.

F. M. Last

1. NAME OF PERMANENT UNIT	2. NAME OF UNIT PREPARING THIS FORM	
3. NAME OF MEMBER (Last, First, MI)	4. EMPLOYEE ID NUMBER	5. GRADE/RATE

File original in SPO PDR, Email copy to CG PSC-BOPS-C-MR