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United States Coast Guard

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COMDTINST 5320.3A  
23 March 2016

COMMANDANT INSTRUCTION 5320.3A

Subj: FULL-TIME SUPPORT (FTS) TO THE COAST GUARD RESERVE COMPONENT

- Ref:
- (a) Title 10, United States Code
  - (b) Financial Resource Management Manual, COMDTINST M7100.3 (series)
  - (c) Full-Time Support (FTS) to the Reserve Components, DoDI 1205.18
  - (d) Personnel Resources and Reprogramming Manual, COMDTINST M5312.13 (series)
  - (e) Coast Guard Staffing Logic and Manpower Requirements Manual, COMDTINST M5310.4 (series)
  - (f) Reserve Force Readiness System (RFRS) Staff Element Responsibilities, COMDTINST 5320.4 (series)
  - (g) Title 14, United States Code

1. PURPOSE. This Instruction prescribes the policies and procedures for identifying Full-Time Support (FTS) requirements funded by the Reserve Training (RT) Appropriation. It assigns responsibility for identifying, planning, programming, and budgeting positions, and it establishes priorities for allocating FTS authorizations in support of the training and administration of the Reserve Component (RC).
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements must comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. Full-Time Support (FTS) to the Coast Guard Reserve Component, COMDTINST 5320.3 is hereby cancelled.
4. BACKGROUND. As described in Section §12501 of Reference (a), "The Secretary concerned shall detail such members of the regular and reserve components under his jurisdiction as are necessary to effectively develop, train, instruct, and administer those reserve components."- This is accomplished through the use of RT Appropriation funded FTS positions. Integration of CG Reserve and Active

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Component missions build a framework for FTS billet allocations to achieve the best mix to perform peacetime missions while retaining a capability to surge during operational emergencies and wartime. The Annual FTS Review, as required by References (b) and (c); contain the staffing logics for FTS positions. The Annual FTS Review is used to ensure proper alignment of FTS positions to directly support prioritized requirements for the RC. The staffing logic does not constitute a requirement to resource; they are used to evaluate acceptable risk against appropriated funds resources.

5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside of the Coast Guard.
6. MAJOR CHANGES. This Instruction updates roles and responsibilities related to the management of FTS resources and align Coast Guard policy with Reference (c).
7. 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 in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current Coast Guard categorical exclusion (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).
  - 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.
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://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.
9. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts 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. POLICY. Reference (c) applies to the Coast Guard under Department of Defense (DoD) agreement with the Department of Homeland Security (DHS). The Coast Guard maintains FTS positions on the Personnel Allowance List (PAL), funded by the RT appropriation and staffed with FTS personnel,

that consist of Reserve Program Administrators (RPAs), Active Component (AC) personnel, RC personnel on active duty, and federal civilian (CIV) employees as determined by the Commandant to optimize readiness, administration, and management of the RC to achieve its assigned missions.

## 11. DEFINITIONS.

- a. Direct Full-Time Support. RT-funded positions that fully support the RC such as positions coded with the NAP-14 occupational specialty and Reserve Forces Readiness System positions (RFRS). Direct Support FTS have 100% of their workload associated with RC management, readiness, administration, and training with minor collateral responsibilities assigned.
- b. Full-Time Equivalent (FTE). The equivalent of 2,080 work hours (40 hours X 52 weeks), which is the standard work year as established in Reference (d).
- c. Full-Time Personnel (FTP). Positions that are authorized without a time limit and which provide for a regular 40 hour work week. Although typically used to describe civilian positions, the term FTP can also be used to describe billets or positions in the Coast Guard budget as established in Reference (d).
- d. Full-Time Support (FTS). Personnel assigned to organize, administer, instruct, recruit, train, and perform other functions required on a daily basis in the execution of operational missions and readiness preparation of the RC as established in Section §12501 of Reference (a).
- e. Integrated FTS. RT-funded positions assigned to operational and mission support commands that serve both the AC and RC. Commands with FTS positions on PAL are expected to provide one FTE worth of work for each FTP assigned in support of the RC.
- f. Manpower Requirements Determination (MRD). The output of a manpower requirements analysis, which identifies the number and types of people required to accomplish a prescribed amount of work to a prescribed standard as established in Reference (e).
- g. Personnel Allowance List (PAL). A database listing of authorized full-time permanent civilian positions, selected reserve military billets, and active duty military billets. The PAL is the personnel resource allocation tool for the Coast Guard as defined in Chapter 7 of Reference (d).
- h. Reserve Forces Readiness System (RFRS). The Mission Support System employed for the organization, administration, recruiting, Instruction and training of the Coast Guard Reserve. Roles and responsibilities at all echelons of command are outlined in Reference (f).
- i. Reserve Program Administrator (RPA). An officer of the RC on active duty responsible for the preparation and administration of policies and regulations affecting the RC. They are assigned to FTS positions on PAL in accordance with assignment policies for regular officers but must, at a minimum, be assigned to positions at the seat of government and at Headquarters (Commandant, (CG-131)), as established in Section §10211 of Reference (a).

- j. Selected Reserve (SELRES). Those individuals within the Ready Reserve designated as so essential to initial contingency requirements that they have priority over all other Reserve elements. They are assigned to Coast Guard or Joint Service units, and are required to train for mobilization as prescribed in Section §10147 of Reference (a) by participating in inactive duty training periods and active duty for the purpose of annual training. Coast Guard SELRES members are generally authorized 48 paid Inactive Duty Training (IDT) drills and at least 12 paid Active Duty for Training (ADT) days per fiscal year.
- k. Staffing Logic: A system of reasoning used to determine the human capital required to carry out an organizational element's mission, as established in Reference (e).

## 12. RESPONSIBILITIES.

- a. Director, Reserve and Military Personnel, Commandant (CG-13): Serves as the principal adviser to the Commandant on Coast Guard Reserve matters and, subject to the authority, direction, and control of the Secretary of Homeland Security and the Commandant. Commandant (CG-13) is responsible for the preparation, justification, and execution of the RT budget for the Coast Guard Reserve, as required by Section §53 of Reference (g). As the director and functional manager of appropriations made for the Coast Guard Reserve, the Director of Reserve must ensure resources allocated to the FTS program are properly utilized in support the RC as required by all listed References. As such, Commandant (CG-13) is the signature authority for the Annual FTS Review.
- b. Office of Reserve Affairs, Commandant (CG-131): Serves as the program manager for Reserve management and participates in the preparation and administration of the policies and regulations affecting the reserve component as established in §10211 of Reference (a). To accomplish these requirements Commandant (CG-131) must:
  - (1) Establish procedures to develop FTS programs and structures which support mission requirements and provide the applicable allocation and mix of FTS categories to achieve readiness and deployability requirements of RC forces.
  - (2) Conduct an annual review of the FTS program to:
    - (a) Validate, adjust, create, or delete staffing logics within defined FTS categories to determine the total number of RT funded FTS positions necessary to fully support RC readiness. Where possible MRDs are the preferred determinant for FTS staffing logics. Wherever an MRD is unavailable or incomplete, an alternative staffing logic will be developed and described in the Annual FTS review.
    - (b) Review the allocation of RT funded FTS positions across defined FTS categories and document potential discrepancies between resources and requirements.
    - (c) Develop proposals to add or delete RT Funded FTS positions from the PAL as established in Chapter 5 of Reference (b).

- 1) When the current level of FTS resources are insufficient to meet all requirements, Commandant (CG-13) and Resource Management Offices (RMOs) at the Deputy Commandant level determine the best allocation of FTS resources to meet the highest priority RC support requirements.
  - (d) Quantify potential risk to mission failure by assessing the number of FTS positions on PAL against the number required by the staffing logics within defined FTS categories.
  - (e) Evaluate whether RT funded FTS positions are providing support to Reserve programs, personnel, training, etc in accordance with Chapter 5.6.13.3 of Reference (b).
- c. Unit Commanders, Commanding Officers, Officers in Charge: It is the responsibility of the Unit Commander, Commanding Officer, or Officer in Charge of units to which FTS are assigned to ensure FTS personnel are utilized in support of the RC in accordance with the above References and provided access to appropriate RC readiness training opportunities. Unit Commanders, Commanding Officers and Officers in Charge must:
  - (1) Use FTS personnel in direct or integrated support consistent with RC readiness requirements, CG manpower requirements determination, applicable laws, and fiscal and manpower constraints in order to maximize the readiness of the RC as well as the units they support.
  - (2) Utilize established chains of command/authority in the administration of FTS personnel.
  - (3) Ensure FTS personnel assigned to direct support positions possess expertise and recent experience in RC training and doctrine prior to providing advice, liaison, management, administration, training, or support to the RC.
  - (4) Ensure FTS and non-FTS personnel assigned to integrated support positions provide one FTE worth of work for each FTP assigned on PAL in support of the RC.
14. FTS PROGRAM GOALS. Personnel assigned to FTS positions must maintain the requisite training and experience to accomplish the following in alignment with Reference (c).
  - a. Enhance the mobilization readiness and deployability of RC units and personnel by supporting the attainment and maintenance of established administrative and operational readiness standards consistent with requirements defined in the annual Strategic Planning Directive (SPD);
  - b. Recruit and fill all Reserve positions on the Personnel Allowance List (PAL); and
  - c. Provide RC specific advice and expertise required by the Commandant, Coast Guard commands, Secretary of Homeland Security, and Secretary Department of Defense in the development of effective policies and procedures to ensure the RC is prepared to meet defined domestic and expeditionary mobilization requirements.

15. FORMS/REPORTS. None.

16. REQUESTS FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: COMMANDANT (CG-1312), US COAST GUARD STOP 7907, 2703 MARTIN LUTHER KING JR. AVE SE , WASHINGTON, DC 20593-7907.

KURT B. HINRICHS /s/  
Rear Admiral, U.S. Coast Guard Reserve  
Director of Reserve & Military Personnel