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United States Coast Guard

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COMDTINST 5320.3

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COMMANDANT INSTRUCTION 5320.3

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

- Ref: (a) Department of Defense Instruction 1205.18, "Full-Time Support (FTS) to the Reserve Components"  
 (b) Sections 53, 276, and 894 of Title 14, United States Code  
 (c) Sections 10102, 10103, 10211, and 12501 of Title 10, United States Code  
 (d) Financial Resource Management Manual, COMDTINST M7100.3 (series)  
 (e) U.S. Coast Guard Reserve Policy Statement

1. PURPOSE. This Instruction provides guidelines for employment of military and civilian personnel assigned to full-time support (FTS) positions funded by the Reserve Training (RT) Appropriation 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 shall comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. POLICY. Reference (a) extends to the Coast Guard under Department of Defense agreement with the Department of Homeland Security. The Coast Guard maintains FTS positions on the Personnel Allowance List (PAL), funded by the RT Appropriation and staffed with FTS personnel responsible for assisting in the organization, administration, recruitment, instruction, and training of the RC. In accordance with reference (a), the mix of FTS personnel in the Coast Guard consists of Reserve Program Administrators (RPAs) and other Active Component (AC) personnel as well as federal civilian (CIV) employees as determined by the Commandant to optimize consistency and stability for the RC to achieve its assigned missions.

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NON-STANDARD DISTRIBUTION:

5. DEFINITIONS.

- a. Full-Time Support (FTS). Military or civilian personnel funded by the RT Appropriation and 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.
- b. Direct Full-Time Support. RT-funded positions that fully support the RC are said to be in direct support. With the exception of minor collateral responsibilities assigned to FTS personnel, 100% of a Direct Support FTS workload is associated with RC readiness, administration, and training.
- c. Integrated Full-Time Support. RT-funded positions assigned to operational and mission support commands that serve both the AC and RC. While individual FTS in integrated or secondary support are not fully utilized in support of the RC, they augment those functions that contribute to RC readiness to ensure 100% of RC readiness requirements are met.

6. BACKGROUND.

- a. The purpose of Reserve Training Full-Time Support is written in 10 USC §12501. “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.” The Coast Guard’s Reserve Training Appropriation currently funds all full-time support positions.
- b. Prior to 1996, the Coast Guard Reserve was administered by full-time staffs at Districts with programmatic oversight by a Reserve Training staff at Coast Guard Headquarters. When the Coast Guard integrated its RC, Reserve units were blended into active duty commands to create a “part-time” workforce to remain trained and qualified through augmentation. Integrating the Reserve also enabled some administrative efficiencies—essential during the government’s streamlining efforts of the 1990s.
- c. Full-time support positions and the Reserve support structure were also integrated by moving positions from District and Headquarters RC support to positions in Administration and Personnel to support requirements attributed to the RC. Many commands were not aware the RT Appropriation funded these billets which exist, by statute, to provide RC support. As a result, some FTS positions were realigned to other uses in following years, some providing little or no support to the RC.
- d. In 2009, 236 FTS positions were identified for realignment from little or no RC support to directly support priority requirements for RC readiness. FTS position realignment ensures the highest priority RC support requirements are met. Where systems and processes support both AC and RC, an effort is made to match the level of FTS to the workload that exists, beyond AD support requirements, because of the Coast Guard’s Integrated Reserve force. An annual FTS review required by reference (a) documents the ongoing evaluation of the level of FTS required and resourced throughout Coast Guard operational and support commands.

## 7. RESPONSIBILITIES.

Commandant (CG-13): Reference (a) identifies the Director of Reserve as the official within the executive part of the Coast Guard who, subject to the authority and direction of the Secretary of Homeland Security and the Commandant, is responsible for preparation, justification, and execution of the personnel, and operation and maintenance budget for the Coast Guard Reserve. It is the responsibility of Commandant (CG-13), under direction of the Commandant, to ensure RT Appropriated funds and RT-funded FTS are utilized in support of the RC as stated in references (a), (b), (c), and (d). In this regard, Commandant (CG-13), as the Director of Reserve, shall:

- a. 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.
- b. Conduct an annual review of FTS requirements, allocation and utilization and present the annual review to Commandant (CG-1 and CG-8). Results of the review will be used to complete the annual report required by reference (a), as well as document compliance with appropriate DHS/USCG policy and statutes. A manpower requirements analysis is the preferred determinant for FTS staffing. Wherever a manpower requirements determination is unavailable or incomplete, alternative staffing logic will be developed by Commandant (CG-13) and described in the annual FTS review. Where the current level of FTS cannot meet all requirements, Commandant (CG-13) will engage with commands that support the RC to determine the best allocation of FTS resources to meet the highest priority RC support requirements. The results will identify additional FTS requirements, support RT Appropriation internal control processes, and provide stakeholder visibility.
- c. Ensure FTS personnel are provided opportunities for education, career progression, retention, and professional development consistent with the responsibilities and limitations described in references (b) and (c). Career programs should be structured to provide for the career needs of both civilian and military FTS personnel as applicable.
- d. Provide initial and final review and approval of any changes proposed to FTS positions on PAL.

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 that FTS personnel are utilized in support of the RC in accordance with references (a) and (c) and provided access to appropriate RC readiness training opportunities.

8. EXPECTED OUTCOMES.

- a. The FTS force shall be capable of ensuring the accomplishment of the following readiness goals in alignment with the U.S. Coast Guard Reserve Policy Statement, reference (e):
  - (1) Mobilizing and enhancing the deployability of RC personnel.
  - (2) Achieving established readiness and deployability standards.
  - (3) Training Selected Reserve personnel in their military occupations to ensure skill qualification and readiness.
  - (4) Recruiting and filling Reserve positions on the Personnel Allowance List (PAL).
  - (5) Providing RC advice, expertise, and liaison to AC commands and activities, the Secretary of Homeland Security, Department of Defense and assisting in developing policy and procedures affecting the RCs.
- b. Centralized administrative and operational support functions shall use FTS personnel in direct or integrated support consistent with RC readiness requirements and applicable laws to maximize the readiness of the RC in their supported units.
- c. Supervisory authority for FTS personnel shall correspond to established chain of command/authority.

9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.

10. FORMS/REPORTS. None.

J. P. CURRIER /s/  
Vice Admiral, U.S. Coast Guard  
Chief of Staff