

REPORT  
OF THE  
COAST GUARD RESERVE POLICY BOARD  
CONVENED AT  
COAST GUARD HEADQUARTERS  
WASHINGTON, DC  
23-24 MAY 2016

TO CONSIDER, RECOMMEND, AND REPORT ON COAST GUARD RESERVE POLICY  
MATTERS


Kurt B. Hinrichs  
Rear Admiral, U.S. Coast Guard  
Director of Reserve  
And Military Personnel

REVIEWED: 

COMMENTS: \_\_\_\_\_

DATE: 7/8/2016

William G. Kelly  
Rear Admiral, U.S. Coast Guard  
Assistant Commandant for  
Human Resources

REVIEWED: 

COMMENTS: \_\_\_\_\_

DATE: 8/15/16

## PROCEEDINGS

1. The Coast Guard Reserve Policy Board met to consider, recommend, and report to the Secretary, Department of Homeland Security on Coast Guard Reserve policy matters, in accordance with 14 U.S.C. §703. The delegation of authority contained in Department of Homeland Security Delegation Number: 0170 delegates to the Commandant the duties assigned to the Service Secretary in 14 U.S.C. §703. The Board convened at 0800, on 23 May 2016 and adjourned at 1400 on 24 May 2016.

2. Present:

RDML Francis S. Pelkowski, USCGR – President  
CAPT Peter D. Conley, USCGR – Member  
CAPT Julia A. Hein, USCGR – Member  
CAPT Gregory G. Stump, USCG – Member  
CAPT Brenda K. Kerr, USCG – Member  
CAPT Jennifer K. Grzelak-Ledoux, USCGR – Member  
CDR Charles D. Davis, USCGR – Member  
CDR Sarah S. Reed, USCGR – Member  
LCDR Jocelyn L. Soriano, USCGR - Member  
MCPO Kirk D. Murphy, USCGR – Member  
MCPO George M. Williamson, USCGR – Member

LCDR Joseph P. Foley, USCGR - Non-voting Advisor  
Mr. Grafton D. Chase – Non-voting Advisor

LCDR John B. Codd, USCGR - Non-voting Facilitator  
LTJG Andrea D. Green, USCGR - Non-voting Recorder

3. The Board sat with closed doors.

4. The members of the Board were duly sworn.

5. The Coast Guard Reserve Policy Board received a total of 16 submissions for consideration. There were six submissions which were identified as policy issues, and 10 submissions which were identified as non-policy issues, or policy issues that were already taken for action, labeled as ‘additional submissions’ for the purpose of this report. The Board reviewed and made recommendations on all policy issues and four additional issues. The Board also considered one additional issue brought forth by Board members.

## 6. POLICY FINDINGS AND RECOMMENDATIONS

### **Policy Submission # 1:** Enlisted Reserve Advancement Announcement (ERAA) and Weigh-In

#### **Description:**

There is insufficient time between the release of the ERAA and the effective date of advancement to weigh Reserve members. Given commuting distances, civilian employment, and family obligations, it is not reasonable to expect Reserve members to report in to their commands for a weigh-in during the 10-12 days between the release of the ERAA and the date of their advancement.

#### **Board Recommendation:**

Through close coordination with Workforce Forecasting and Analysis, Commandant (CG-12A), Commander, Coast Guard Personnel Services Center (CG PSC), and Coast Guard Pay and Personnel Center (CG PPC), publish advancement message earlier, give commands 30 days notification.

### **Policy Submission # 2:** Reserve Boat Currency

#### **Description:**

Reserve members certified on one boat type may not count underway hours for annual currency completed on another boat type for which they are designated as a 'break-in' (e.g. if a member first earns certification as boat crew on a Response Boat-Small (RB-S), then begins training to complete tasks on a Response Boat-Medium (RB-M), those underway hours will not count toward annual currency).

Given that Reserve members must average seven-to-eight hours underway each month to meet the 66 day and 17 night requirement, and are also constrained by maximum underway hours per day set forth in the crew fatigue standards, members would likely not meet the underway currency requirements if using underway time to break-in on another platform.

This policy makes it extremely challenging for Reserve members to earn certification on additional boat types. This severely limits their ability to augment station missions, and ultimately restricts mobilization capability as crews are artificially limited to certification on one boat type.

#### **Board Recommendation:**

Recommend no change to current policy. Board members concur with Office of Boat Forces, Commandant (CG-731) policy that initial/recurrent certification hours on one platform should not count toward another certification on a different platform.

### **Policy Submission # 3:** Rating Performance Qualification Standards (RPQS) for Machinery Technician (MK) and Boatswain's Mate (BM)

#### **Description:**

The RPQS for MK include several performance requirements related to shipboard systems. For example, MK2 RPQS includes tasks related to compressed air systems, heat exchangers, internal combustion engine systems, fuel oil systems, and lube oil systems; however, Reserve MKs are not assigned to afloat units, limiting their access to the necessary resources and equipment to complete these tasks.

- a. The preferred course of action, as stated in the RPQS, is for the member to explore opportunities to go Temporary Duty (TDY) to a unit where the tasks can be performed. However, the availability of afloat units and their capacity to train reservists is limited, especially in inland areas such as the western rivers. Commanding Officers (COs)/Officers in Charge (OICs) may defer specific task; however, this would result in greater than 66% of the tasks being deferred and the deferral expires upon transfer to a new unit.
- b. Sending a reservist TDY to another unit will, in most cases, require using their Active Duty Training-Annual Training (ADT-AT). This severely limits the time a member will have available to complete position or unit required competency training and qualifications, such as Boat Crew and Boarding Team Member, which are the functions most commonly performed by Reserve MKs for both augmentation and mobilization. This disparity between the Reserve MK advancement requirements and competency requirements creates a conflict in priorities for both the unit and member.

The RPQS for BMs include performance requirements that are either shipboard-specific and/or dependent on certifications and assignments that are not available to Reserve members. Examples include: BMCS RPQS requires OIC Ashore or Afloat; BMC RPQS includes requirements regarding cutter engineering reports and cutter towing evolutions; the BM1 RPQS requires completion of an OIC review board package and planning a shipboard drill; and the BM2 RPQS requires coordination of a cutter anchoring evolution. Reserve BMs are not assigned to afloat units, limiting their access to the necessary resources and equipment to complete these tasks. In addition, Reserve BMs are not assigned as an OIC ashore or afloat.

- a. Some of these requirements could possibly be met through TDY at an afloat unit, but as noted above, this would result in the loss of ADT-AT time needed for currency maintenance of position and unit required competencies such as Coxswain, Boat Crewman, Boarding Officer, and Boarding Team Member.
- b. The requirements to submit an OIC review board package and for Certification as an OIC can't be reasonably met by a reservist.
- c. The current RPQS for BMs do not include a Crosswalk to previous RPQs for any requirements, further limiting the ability to achieve the current requirements.

Board Recommendation:

Recommend board issue be relayed to Rating Force Master Chiefs (RFMCs) to consider making deferments more standard for RPQs that have no Reserve nexus or opportunity for completion by a reservist at their current unit. Tasks that should be deferred need to be defined for each rating. If there is never an opportunity for a reservist to complete the task in the Reserve, the standard should be waived permanently.

**Policy Submission # 4:** Normal Inactive Duty Training (IDT) Drill Site

Description:

The "normal drill site" policy in COMDTINST M1001.28B, Reserve Policy Manual, coupled with significantly reduced annual operating budgets has limited training opportunities for Sector Ohio Valley

Reserve forces. I request COMDTINST M1001.28B be updated to permit berthing to be funded at locations other than the reserve members' assigned drill site when operations require and the reservation is made at least 30 days in advance.

Sector Ohio Valley Reserve Boat Crews must maintain Area of Responsibility (AOR) familiarity requirements; over 338 miles of the Ohio River including the ports of Louisville, KY, Cincinnati, OH and Evansville, IN. Both Evansville and Cincinnati are approximately two and a half to three hour drives from Louisville, not including launch and recovery times. COMDTINST M16114.32C, Boat Operations and Training (BOAT) Manual Vol. I, Chapter 2.B.15, states that the maximum underway hours for boats less than 30 feet in seas less than four feet is eight hours. It further states the trailering hours shall be counted towards underway limitations for designated boat crews. This reduces the maximum underway time, and training time, for those areas to approximately two hours. Spending over four hours, the equivalent of one drill period, trailering a boat to and from the underway site is an extremely inefficient use of our reserve members' time and limits actual training time underway. In Sector Ohio Valley, Reserve boat crews are needed to augment the active duty for operations throughout each subordinate unit's AOR, in addition to their normal mobilization requirements. Additionally, COMDTINST M16114.32C requires the equivalent of one day and one night trip through all designated areas of responsibility within a unit's AOR. For Reserve boat crews, this means a minimum of four TDY trips (if you get underway before dusk and combine the day/night trips) every year per reservist just for currency requirements to remote locations of a very large AOR.

In addition, Reserve members are required to obtain Incident Command System (ICS) competencies. Opportunities to practice ICS or attend ICS course offerings with port partners are extremely limited if a member only drills at their normal drill site. Sector Ohio Valley employs ICS during marine event planning and execution throughout the AOR, and has done so numerous times. A vast majority of ICS opportunities occur outside the normal drill site of our reserve members who need these qualifications.

**Board Recommendation:**

Coast Guard policy is based on the Joint Travel Regulations (JTR). Recommend board issue be relayed to the Office of Military Personnel, Commandant (CG-133) for potential JTR changes, and to also inquire as to whether this is a common issue among other services.

**Policy Submission # 5: Travel Preparation and Examination System (TPAX) Audit Process**

**Description:**

Reservists receive TPAX audit notifications via their Coast Guard email and may not see them for some time dependent on their drill schedule. As a result, adverse actions to member's pay may be taken to recoup funds.

**Board Recommendation:**

Recommend board issue be relayed to Coast Guard Pay and Personnel Center (CG PPC-TVL) to broaden or enhance TPAX notification options for travel claim action. Current process does not allow email to be sent to personal email accounts.

**Policy Submission # 6:** Reserve Service Wide Exam (SWE) Eligibility for Members Transitioning from Active Duty to Selected Reserve (SELRES)

**Description:**

Members transitioning from active duty to SELRES are finding that they are ineligible to compete for the October reserve SWE. Many of these members were previously eligible for the active duty May SWE while on active duty, and in many cases have already competed for advancement numerous times. This inflexible policy has a very discouraging effect on several highly qualified and experienced members who will now have to wait an entire year to compete for advancement which they were once qualified for. After raising this issue with CG PPC+, members competing for positions below the pay grade of E-7 are able to request to carry their May (active duty) SWE over to the Reserve component, however, members missing the cut deadline and are competing for E-7 through E-9 become ineligible and are unable to apply for a waiver.

**Board Recommendation:**

Submit a solution to CG PPC for policy change as follows:

- a. Develop a policy that clearly states the ability to acquire a waiver in instances of missed cutoff dates due to the member's previous active duty status in which the member was eligible for the active duty May SWE.
- b. Develop a policy that allows all members (including those competing for E-7 through E-9) transferring from active duty, who were SWE eligible and had taken the previous SWE to carry scores over when competing for the SELRES October SWE.
- c. Add the final policy to the In-Service Transfer Team (ISTT) checklist.

## 7. ADDITIONAL SUBMISSIONS AND RECOMMENDATIONS

**Additional Submission # 1:** IDT Order Documentation

**Description:**

COMDTINST M1001.28B, Reserve Policy Manual, Paragraph 2.C.2 states, "... a signed screen print from Direct Access (DA) "Schedule Drills" module can be used to generate IDT orders." However, a screen print from DA does not contain the required elements outlined in Paragraphs 2.C.2.a thru 2.C.2.e. Additionally, Special Duty Assignment Pay (SDAP), duty purpose type, and Reasonable Commuting Distance (RCD) validation should be required as minimum criteria for orders since they are required by PPC when authorizing drill for pay. None of these are provided by the indicated DA screen print given the most recent DA update. Currently, IDT orders in memorandum format are the best practice for generating orders but this may prove inefficient, prone to error, and burdensome. Ultimately, DA should be upgraded to accomplish all data management requirements for the IDT orders and pay process.

**Board Recommendation:**

Recommend board issue be relayed to the Human Resources Strategy & Capability Development Office, Commandant (CG-1B), to consider a DA enhancement/modification that allows managers to print IDT/ADT drill reports for individual members. Also recommend creating the ability to print a simple document for employer verification purposes via a static report.

**Additional Submission # 2:** Concept of Reserve Employment (CORE)

**Description:**

CORE bulletins are frequently referenced to align the Strategic direction for the Reserve Component, meet the Commandant's Reserve Policy Statement vision, and help guide commands' review of their Reserve billet and training programs. CORE messages, which were released as a series of seven separate bulletins, are no longer available on any website or CGPortal page. Additional guidance would enable improvements to qualification standards.

**Board Recommendation:**

Recommend board issue be relayed to Deputy Commandant for Mission Support (DCMS) to integrate DCMS operational support into Deputy Commandant for Operations' (DCO) Strategic Planning Direction (SPD) for total Reserve Component (RC) strategy. Define complete strategic direction (operational and operational mission support) for the Reserve component. Communicate the transition of CORE to the Standard Operational Planning Process - Global Force Management (SOPP-GFM). Direct the Reserve Component Force Planning Workgroup (RCFP-WG) to prioritize requirements, develop an ongoing process, and provide recommendations to shape the force.

**Additional Submission # 3:** Reserve Individual Training Plan (ITP)

**Description:**

It is recommended the ITP process have better implementation and wider dissemination to its target audience. The CG Portal website that contains the ITP Home site has outdated material and guidance.

**Board Recommendation:**

Identify program ownership, and a messaging communications plan with regards to current and future ITP utilization. If ITP is going to be used, it needs to be streamlined for data collection and utilization. Revalidate initial requirement for the need of ITP.

**Additional Submission # 4:** Personal Protective Equipment (PPE) for Reservists.

**Description:** PPE availability is lacking. Currently there is not enough PPE for Reserve members serving at small boat stations which significantly impacts readiness and personal safety. This is also true for funding of Law Enforcement (LE) gear at the Sector level for Maritime Enforcement Specialists (ME) to train, qualify, and operate.

**Board Recommendation:**

Message to Operational Commanders and OICs that PPE is being funded for the Reserve, and reservists should be issued PPE. Incorporate into strategic communications to the field.

**Additional Submission Brought Forth by the Board:** Reserve Training Requirements Gap

**Description:**

The CG has a demonstrated need to close the Reserve training requirements gap. The following have all negatively impacted the availability for reservists to attain competencies; limited course availability, limited throughput capacity at training centers, instructor training certification equivalency not being recognized (as a certified trainer or participant), third party Federal, State, commercial training certifications not being accepted for CG competency attainment, low priority for Reserve students at C-schools, and limited ability to export trainers to units.

**Board Recommendation:**

DCO, DCMS, and Force Readiness Command (FORCECOM) need to collaborate and find multiple ways to increase C-school capacity for reservists. Leverage civilian skills and certifications for CG competency attainment. Build training partnerships; utilize formal courses and training opportunities from Other Government Agencies (OGAs) and third party organizations for CG competency attainment.




ADJOURNMENT


9. The Board adjourned at 1400 , 24 May 2016.



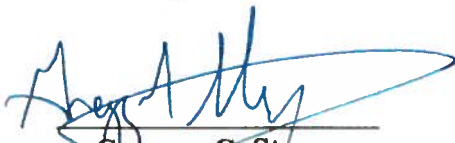
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President



**Peter D. Conley**  
Captain, U.S. Coast Guard Reserve  
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**Julia A. Hein**  
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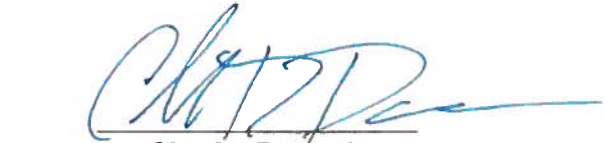
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