



COMDTINST 5320.4A  
6 NOV 2014

COMMANDANT INSTRUCTION 5320.4A

Subj: RESERVE FORCE READINESS SYSTEM (RFRS) STAFF ELEMENT RESPONSIBILITIES

- Ref: (a) Reserve Policy Manual, COMDTINST M1001.28 (series)  
 (b) Full-Time Support (FTS) to the Coast Guard Reserve Component, COMDTINST 5320.3 (series)  
 (c) Coast Guard Medical Manual, COMDTINST 6000.1 (series)  
 (d) 14 U.S.C. §53  
 (e) Command Senior Enlisted Leader (CSEL) Program, COMDTINST 1306.1 (series)  
 (f) Coast Guard Ombudsman Program, COMDTINST 1750.4 (series)

- PURPOSE.** This Instruction documents the Reserve Force Readiness System (RFRS) staff elements roles and responsibilities.
- 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.
- DIRECTIVES AFFECTED.** Senior Enlisted Reserve Advisor (SERA) Program, COMDTINST 1306.3, Senior Reserve Officer Description of Duties, COMDTINST 1001.1, and Reserve Force Readiness System (RFRS) Staff Responsibilities, COMDTINST 5320.4, are cancelled.
- BACKGROUND.** The Assistant Commandant for Human Resources (CG-1), developed and implemented RFRS Coast Guard wide to assist unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements achieve mobilization readiness of their assigned reservists while providing increased augmentation capacity to their respective commands. RFRS leverages the accomplishments of existing senior reservists assigned at commands that are performing leadership roles and interface functions between the Active Component (AC) and the Reserve Component (RC). RFRS is a RC mission support system which optimizes the organization, administration, recruiting, instruction, and training of the Coast Guard Reserve.

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NON-STANDARD DISTRIBUTION:

5. DISCLAIMER. This document is intended to provide operational requirements 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. The Senior Enlisted Reserve Advisor (SERA) Program, COMDTINST 1306.3, Senior Reserve Officer Description of Duties, COMDTINST 1001.1, and Reserve Force Readiness System (RFRS) Staff Responsibilities, COMDTINST 5320.4 were combined into one instruction to better align their requirements under the RFRS construct. Additionally, the roles and responsibilities across RFRS have been updated and clearly defined.
7. IMPACT ASSESMENT. None.
8. 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 USCG 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). Because this Instruction contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.
  - 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. Due to the administrative and procedural nature of this Instruction, and the environmental guidance provided within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Instruction.
9. 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>.
10. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are 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.

11. **POLICY**. Commanders, commanding officers, and officers-in-charge shall ensure reservists under their authority receive appropriate training opportunities through augmentation and Reserve program administrative support.
- a. **RFRS Purpose**. RFRS is a dedicated and specialized service-wide readiness infrastructure that matches resources with requirements, and attains and maintains readiness to facilitate rapid activation and deployment of the Coast Guard Reserve when surge operations require additional personnel for the AC. The primary function of RFRS is to facilitate and promote individual reservist's mobilization readiness and administration preparation to execute assigned contingency roles through augmentation and training. RFRS staffs provide commanders, commanding officers and officers-in-charge resources and expertise to train and employ reservists operationally while maintaining readiness for surge and contingency operations within the normal confines of Inactive Duty Training (IDT) drills and Active Duty Training (ADT) each fiscal year, in accordance with reference (a), Reserve Policy Manual, COMDTINST M1001.28 (series).
- b. **RFRS Elements**. RFRS is comprised of elements from the AC military and civilian Full-Time Support (FTS), and Selected Reserve (SELRES) leadership positions in the field. The staff elements of RFRS are as follows:
- (1) **Full Time Support (FTS)**. The Coast Guard maintains FTS positions on the Personnel Allowance List (PAL), funded by the Reserve Training (RT) appropriation and staffed with FTS personnel responsible for assisting in the organization, program administration, recruitment, instruction, and training of the RC. The mix of FTS personnel in the Coast Guard consists of Reserve Program Administrators (RPAs), other AC personnel, and federal civilian employees, in accordance with reference (b), Full-Time Support (FTS) to the Coast Guard Reserve Component COMDTINST 5320.3 (series);
  - (2) **Senior Reserve Officers (SROs)**. Unit commanders and commanding officers hold ultimate responsibility and are directly accountable for their total force, which includes the readiness of assigned reservists. To assist the unit commander or commanding officer in maximizing the Reserve force capability, SRO positions have been created at most major Coast Guard units. The SRO fills a substantial leadership role in supporting the unit commander's goals and objectives, but ultimately, training, readiness and overall administrative support shall remain the responsibility of the unit commander. The SRO's leadership role is secondary to developing and maintaining their own mobilization and augmentation competencies; and
  - (3) **Senior Enlisted Reserve Advisors (SERAs)**. Reserve billets available to E-7 through E-9, regardless of rating, have been established at units below the Sector level and at Coast Guard Bases to monitor and advise their commands on the administrative and operational readiness and training of Reserve personnel assigned to their PAL. Reservists filling SERA positions will assist their commands in maximizing readiness of assigned reservists for mobilization. SERAs shall coordinate with their commands to address leadership, training, and administrative processes required to support mobilization requirements, and mentoring of assigned SELRES.

12. RESPONSIBILITIES. Commanders, commanding officers and officers-in-charge shall ensure RFRS staff elements fulfill the responsibilities outlined in this instruction. Active duty and civilians assigned to RFRS FTS billets must complete associated formal training. FTS billets occupying RFRS positions must complete RFRS e-course (502465) located in the Coast Guard Learning Portal, <https://elearning.uscg.mil/>. See the competency dictionary located in CG Portal, [https://cgportal2.uscg.mil](https://cgportal2.uscg.mil/), keywords: “competency dictionary,” for a list of all required tasks for RFRS competency. In addition, RFRS FTS personnel responsible for handling medical information shall complete Health Insurance Portability and Accountability Act (HIPAA) training in accordance with reference (c), Coast Guard Medical Manual, COMDTINST 6000.1 (series). Enclosure (1) depicts the RFRS organization chart at the following echelons:

a. Active Component (AC) Military and Civilian Full-Time Support (FTS).

- (1) The Director of Reserve and Military Personnel, Commandant (CG-13). Serves as the Director of the Coast Guard Reserve and the Commandant’s statutory advisor on Reserve affairs. Commandant (CG-13) is responsible for preparation, justification, and execution of the operational and maintenance budgets for the Coast Guard Reserve, in accordance with reference (d), 14 U.S.C. §53. As such, Commandant (CG-13) is the director and functional manager of appropriations made for the Coast Guard Reserve in those areas. Commandant (CG-13) is the primary representative of the Coast Guard Reserve to the Department of Defense (DoD) and other RCs.
- (2) Coast Guard Reserve Force Master Chief (CGRF-MC). Serves as a personal advisor to CG-13, the Commandant (CCG), Vice Commandant (VCG), and Master Chief Petty Officer of the Coast Guard (MCPO-CG) on all matters affecting morale, work-life, and general well being of Coast Guard Reserve enlisted personnel and their families in accordance with reference (e), Command Senior Enlisted Leader (CSEL) Program, COMDTINST 1306.1 (series).
- (3) Coast Guard Liaison Officer (CGLO) to Assistant Secretary of Defense/Reserve Affairs, (Manpower & Personnel), (ASD/RA (M&P)). Provides ASD/RA expertise concerning Coast Guard RC mission support matters to appropriate staff elements within ASD/RA. Assists in the development, direction, monitoring, and coordination of National Guard and Reserve manpower, personnel and compensation policies, which may include office of prime responsibility for elements of RC personnel database and systems, Reserve medical readiness and programs, and development of legislation affecting National Guard and Reserve manpower, personnel, and compensation.
- (4) The Office of Reserve Affairs, Commandant (CG-131). Formulates Coast Guard Reserve policy, directs program planning, communications and guidance, establishes the training plan and competency requirements for RFRS, SRO, and SERA elements, and directs management of the RT appropriation. Commandant (CG-131) shall perform the following functions:
  - (a) Support workforce planning and development with Deputy Commandant of Operations (CG-DCO), Deputy Commandant for Mission Support (CG-DCMS), other Coast Guard Directorates, Areas, and Districts to identify reprogramming needs associated with the Reserve workforce to eliminate redundancies, and align support functions;

- (b) Establish and implement policy, systems and standards for the management of the Coast Guard's RC;
  - (c) Work with Force Readiness Command (FORCECOM) to define, develop, and implement training aimed at enhancing the performance of the RC;
  - (d) Evaluate RFRS positions requiring RFRS competency during the annual FTS review; and
  - (e) Evaluate, control, and monitor staffing standards and functions necessary to achieve both quality and effectiveness in the Reserve program.
- (5) Commander, Personnel Service Center, Reserve Personnel Management (CG PSC-RPM). Performs Service-wide Reserve personnel management functions including all inactive duty assignments, as well as long-term non-contingency Active Duty for Operational Support (ADOS) assignments, adjudication of the Enlisted Employee Review System (EERS) and Officer Evaluation System (OES), officer promotions, enlisted advancements, and serves as the incapacitation Benefits Issuing Authority (BIA) as required, for the Coast Guard's RC administration.
- (6) Pacific and Atlantic Area RFRS Staff. Validates and communicates operational commanders' required force capabilities, to include planning and monitoring of resource requirements incidental to RC readiness and identifies functions for RC organization (PAL and Full-Time Equivalent (FTE) cap management), to meet operational and mobilization requirements. Provides guidance and oversight to subordinate unit RFRS staff; monitors readiness and training of reservists while in garrison; and assists subordinate units in the mobilization, employment and demobilization of reservists during surge events.
- (7) District RFRS FTS Staff. Acts as the principle Reserve force advisor and subject matter expert for the District Commander. District RFRS FTS shall focus on the administration of the Reserve program and primary responsibilities are in direct support of the RC as follows:
- (a) Provide guidance, oversight, and the execution of their RT appropriation to units within their Area of Responsibility (AOR);
  - (b) Work with Personnel Service Center, Personnel Services Division, Surge Staffing Branch (PSC-PSD-SSB) and DOL-1 to prepare for and execute activations of the Reserve force for contingency operation;
  - (c) Mobilization and demobilization of assigned SELRES, and align Reserve force structure and capability development to available training capacity;
  - (d) Annually manage the compilation of Individual Training Plans (ITPs) for reservists, and prepare the district ITP report for dissemination up the chain of command;
  - (e) Support the AC command cadre by ensuring the Reserve billet structure and training are aligned with local, regional, and national contingency and mobilization planning requirements. Coordinate with Areas and the DOL RFRS staff by maintaining information on billet assignments and organization of the District's reservists. Act as the conduit for requested changes in Reserve

positions on the PAL via the Spring Annual Reprogramming Review (SARR) and PAL clean-up cycle;

- (f) Administer Reserve-specific personnel actions and adjudications between member's commands, major Reserve program elements, and external entities as required by tactics, techniques, procedures, and policy; and
  - (g) Foster proactive relationships between Coast Guard units and regional DoD Employer Support of Guard and Reserve (ESGR) staffs and family readiness programs.
- (8) Sector RFRS FTS Staff. Assists the Sector commander to achieve the necessary training, qualification and contingency readiness of their Reserve personnel and guides individual training to fulfill contingency roles. Sector RFRS personnel shall focus primarily on managing the Reserve program and collateral duties assigned should be secondary and not detract from the Sector RFRS FTS staff's principle role. Sector RFRS can assist the Logistics Department but are not the responsible entity for administrative or Servicing Personnel Office (SPO) functions. Sector RFRS FTS are primarily responsible for the following:
- (a) Provide oversight of contingency preparedness and operational readiness of unit and subordinate unit Reserve personnel. This oversight includes providing the Sector commander with information regarding the deployability of their Reserve force and serving as Reserve SME for the AC and the drilling reservists assigned;
  - (b) Collaborate with the SRO, Silver Badge, department heads, subordinate units/SERAs, and other RFRS staff elements throughout the Coast Guard, as necessary, to meet command needs/ requirements;
  - (c) Ensure the unit's Reserve workforce is included in the unit's strategic deployment plans (e.g., Contingency Staffing Bill (CSB), Incident Command System (ICS)) for local, regional and national contingencies and working with AC and RC leadership to train and assess capabilities and training/readiness against those plans;
  - (d) Advise AC supervisors, logistic officers and the chain of command in separating members who are routinely non-compliant with mandatory Reserve participation and training requirements, in accordance with reference (a), Reserve Policy Manual, COMDTINST M1001.28 (series);
  - (e) Collaborate with the unit training officer on training quota management for Reserve personnel, assist in the development of an annual training cycle for assigned reservists, and communicate the annual plan with reservists to improve overall training and compliance;
  - (f) Coordinate with the unit training officer to verify and validate assigned reservists activities and training has been input into management information systems, e.g., Training Management Tool (TMT), DA, Abstract of Operations (AOPS), Mobilization Readiness Tracking Tool (MRTT), Asset Logistics Management Information System (ALMIS), etc;
  - (g) Collaborate with the unit training officer to monitor mandatory training (MT) and unit operational training for assigned reservists. Ensure non-rated members are scheduled to attend "A" school. Monitor availability and attendance at "C"

schools relevant to assigned reservist's training, certification, and professional development requirements;

- (h) Annually manage the compilation of Individual ITPs for reservists, and prepare the unit ITP report for dissemination up the chain of command;
  - (i) Coordinate mobilization/demobilization of the unit's Reserve forces and any reservists surged into the unit or subordinate units;
  - (j) Support the command cadre by ensuring the Reserve billet structure and training are aligned with local, regional, and national contingency and mobilization planning requirements. In coordination with their command, collaborate with Areas, the DOL, and District RFRS staff to maintain information on billet assignments and organization of the unit's reservists. Act as the conduit for requested changes in Reserve positions on the PAL via the SARR and PAL clean-up cycle;
  - (k) Monitor the Reserve workforce participation status, coordinate disciplinary actions against assigned reservists, and advise the command and District RFRS staff on Reserve administrative matters such as; discharge, retirement, RCC transfers, government travel card issues, change in rate packages, pay and personnel discrepancies, LOD status, NOE, ADHC, Med Hold, and other medical items;
  - (l) Establish and maintain a relationship with the local ESGR program representatives and assist the command in the resolution of employer support issues, to ensure reservists' families receive appropriate information in preparation for mobilization, deployment, and reintegration into civilian life after they have been released from active duty (RELAD);
  - (m) Stay informed of reservist's recall status (e.g., Title 10, Title 14, etc.) including pending recalls and RELADs; and
  - (n) Coordinate awareness and communicate with reservists deployed or assigned temporary duty (TDY).
- (9) Director of Operational Logistics (DOL) RFRS Staff. Acts as the principal Reserve force advisor and subject matter expert (SME) for all CG-DCMS SELRES. Interprets policy, validates unit-level training and mitigates gaps in Reserve force readiness. Focuses on streamlining SELRES training and competency issues, optimal employment of all SELRES billets under its command and assumes the responsibilities of readiness monitoring of assigned SELRES. In addition, Director of Operational Logistics, Reserve Force Readiness Division, (DOL-1) is responsible for the following:
- (a) Prepares for and executes activations for the Reserve force for contingency operations through training and augmentation;
  - (b) Serve as primary SELRES point of contact for Request for Forces (RFF) to support contingencies, surges, and Active Duty for Operational Support (ADOS) needs. Facilitate identification, activation, and deactivation of qualified personnel to satisfy contingency requirements;

- (c) Represent, advocate, and address Reserve PAL reprogramming requests and ensure proper alignment of Reserve PAL billets with mobilization, training, and contingency requirements;
  - (d) Facilitate Individual Training Plan (ITP) process;
  - (e) Oversees and directs Reserve mobilization and demobilization, in conjunction with contingency force management evolutions for CG-DCMS SELRES;
  - (f) Monitor the Reserve workforce participation status/metrics and administrative matters; discharge, retirement, Reserve Component Category (RCC) Transfers;
  - (g) Communicate with Base SROs and SERAs to maintain awareness of SELRES;
  - (h) Manage Line of Duty (LOD) status (e.g., Notice of Eligibility (NOE), Active Duty for Health Care (ADHC), and Medical Hold (Med Hold));
  - (i) Route, process and approve short-term ADOS. Direct Access (DA) orders validation and vetting of by name candidates; and
  - (j) Collaborate with other RFRS staff elements throughout the Coast Guard as necessary to help meet command needs/requirements.
- (10) Port Security Unit (PSU) RFRS FTS Staff. Assists the PSU commanding officer to achieve the necessary training, qualification and contingency readiness of their Reserve personnel and guide individual training to fulfill contingency roles. PSU RFRS FTS are primarily responsible for the following:
- (a) Provide oversight of contingency preparedness and operational readiness of unit and Reserve personnel. This oversight includes providing the PSU commanding officer with information regarding the deployability of their Reserve force and serve as the Reserve SME;
  - (b) Collaborate with other RFRS staff elements throughout the Coast Guard as necessary to help meet command needs/requirements;
  - (c) Manage the separation of members who are routinely non-compliant with mandatory Reserve participation, training and requirements, in accordance with reference (a), Reserve Policy Manual, COMDTINST M1001.28 (series);
  - (d) Manage training quota management for assigned personnel, assist in the development of an annual training cycle for assigned reservists, and communicate the annual plan with reservists to improve overall training and compliance;
  - (e) Annually, manage the compilation of ITPs for reservists, and prepare the unit ITP report for dissemination up the chain of command;
  - (f) Coordinate mobilization/demobilization of the unit's Reserve forces and any reservists surged into the unit or subordinate units;
  - (g) Collaborate with the unit training officer to monitor MT and unit operational training for assigned reservists. Ensure non-rated members are scheduled to attend "A" school. Monitor availability and attendance at "C" schools relevant to

assigned reservist's training, certification, and professional development requirements;

- (h) Designate sponsors and mentors for newly assigned reservists;
- (i) Monitor all mission required equipment, including personal gear and personal protective equipment (PPE) necessary to perform missions for assigned reservists and assist in resolving shortfalls;
- (j) Maintain awareness and communications for reservists deployed or assigned TDY;
- (k) Stay informed of reservist's recall status (e.g., Title 10, Title 14, etc.) including pending recalls and RELADs;
- (l) Coordinate with the unit training officer to verify and validate assigned reservists activities and training have been input into management information systems, e.g., TMT, DA, AOPS, MRTT, ALMIS, etc;
- (m) Coordinate with the unit ombudsman and assist in the link between commands and families, to help ensure families have the information necessary to meet the challenges of a military lifestyle, in accordance with reference (e), Coast Guard Ombudsman Program, COMDTINST 1750.4 (series);
- (n) Manage disciplinary actions against assigned reservists, and monitor progress and report to the command the status of assigned reservist's personnel matters such as government travel card issues, change in rate packages, pay and personnel discrepancies, LOD status, NOE, ADHC, Med Hold, other medical items, and conduct;
- (o) Support the command cadre by ensuring Reserve billet structure and training are aligned with local, regional, command needs and are supportive of national and Outside Continental United States (OCONUS) contingency and mobilization planning requirements. In coordination with PAC-13, carry out this responsibility by maintaining information on billet assignments and organization of the unit's reservists. Act as the conduit for requested changes in Reserve positions on the PAL via the SARR and PAL clean-up cycle;
- (p) Monitor Reserve workforce participation status and advise the command on administrative matters: discharge, retirement, and RCC transfers; and
- (q) Establish and maintain a relationship with the local ESGR program representatives and assist the command in the resolution of employer support issues, and ensure reservists' families receive appropriate information in preparation for mobilization, deployment, and reintegration into civilian life after RELAD.

b. SELRES Leadership Positions.

- (1) Senior Reserve Officer (SRO). Serves as the leading advocate for the Reserve workforce and as member of the command staff. Area and District SROs shall report directly to the commander or their deputy, as directed by the commander. SROs at other units will report directly to the Sector commander or their deputy, commanding officer or their executive officer, as directed by the Sector commander or commanding officer. SROs are responsible for the following:
  - (a) The primary duty for all SROs is to gain the knowledge, skills, and qualifications required for their mobilization assignment. While qualifying for mobilization takes precedence over augmentation, once SROs have attained their mobilization qualification(s), their commands are strongly encouraged to have their assigned SRO utilize their skill sets and incorporate them into the commands decision making process to enhance their overall exposure and awareness of their assigned unit's responsibilities. Commands must ensure any augmentation activities for SROs directly support the member gaining the knowledge, skills and qualifications necessary for mobilization. SROs are expected to maintain their qualifications for mobilization while they concurrently fulfill their leadership responsibilities to their command;
  - (b) Collaborate with the command cadre, senior staff, Gold/Silver Badge command master chiefs and RFRS staff on Reserve administration, training, decisions, and recommendations that affect assigned Reserve personnel;
  - (c) When not assigned to a unit with RFRS staff, the SRO shall establish and maintain a relationship with the local ESGR program representatives and assist the command in the resolution of employer support issues, and ensure reservists' families receive appropriate information in preparation for mobilization and possible deployment; and
  - (d) Keep informed on issues, policies, and procedures affecting Reserve personnel, ensuring assigned reservists have access to all current information.
- (2) Senior Enlisted Reserve Advisor (SERA). Report directly to unit commanding officer or officer-in-charge, in coordination with the executive officer/executive petty officer, to advise the command on Reserve policy, training, individual reservist issues, and Reserve billet management. SERAs are assigned to administer the Reserve program and are not required to maintain operational competencies. Senior enlisted reservists who have not already attended a senior enlisted service academy (e.g., Chief Petty Officers Academy (CPOA)/CPOA-Reserve or equivalent DoD senior enlisted course) shall complete a Senior enlisted service academy and have the "PERJR" competency code entered into DA within one year of assignment to a SERA position. Upon assignment to a SERA position, senior enlisted reservists shall complete the SERA e-course (502466) located in the Coast Guard Learning Portal, <https://elearning.uscg.mil/> prior to reporting for duty. Once the "PERJR" competency code has been obtained and the SERA e-course has been completed, members then qualify to earn the "SERA" competency code. See the competency dictionary located in CG Portal competency management systems, <https://cgportal2.uscg.mil>, keywords: "competency dictionary," for a list of all required tasks for the SERA competency. SERAs are primarily responsible for the following:

- (a) Collaborate with Base, Sector and/or District RFRS staff to track assigned reservist's performance against participation and readiness standards including IDT/ADT, annual screening questionnaire, medical, dental, weight, and other required readiness related data. Highlight discrepancies for assigned reservists to both members and the command to expedite resolution or assist in participation compliance measures, in accordance with reference (a), Reserve Policy Manual, COMDTINST M1001.28 (series);
- (b) Track reservist's recall status (e.g., Title 10, Title 14, etc.) including pending recalls and RELADs;
- (c) Work with AC supervisors to designate sponsors for newly assigned reservists;
- (d) Provide input for pending disciplinary actions against assigned reservists;
- (e) Review assigned reservist Individual Development Plans (IDPs) and ITPs for completion, content, and progress. Work with supervisors and appropriate RFRS staff elements to resolve discrepancies;
- (f) Coordinate with the unit ombudsman and assist in the link between commands and families, to help ensure families have the information necessary to meet the challenges of a military lifestyle, in accordance with reference (e), Coast Guard Ombudsman Program, COMDTINST 1750.4 (series);
- (g) Monitor progress and report to the command the status of assigned reservist's personnel matters such as government travel card issues, change in rate packages, pay and personnel discrepancies, conduct, and non-HIPAA Reserve Incapacitation administrative matters;
- (h) Provide command guidance and input on Reserve specific awards process, general Coast Guard awards, and other military awards for which reservists are eligible;
- (i) Serve as an advocate and mentor for assigned reservists, ensuring professional and leadership development. Track assigned reservist's progress towards certification and advise reservists and the command regarding progress status;
- (j) Collaborate with the unit training officer to monitor MT and unit operational training for assigned reservists. Ensure non-rated members are scheduled to attend "A" school. Monitor availability and attendance at "C" schools relevant to assigned reservist's training, certification, and professional development requirements;
- (k) Coordinate drill schedules of assigned reservists with unit AC supervisors as required;
- (l) Monitor issuance of all mission required equipment, including personal gear and PPE necessary to perform missions for assigned reservists. Assist in resolving shortfalls with appropriate members of command, SRO, and RFRS staff; and
- (m) Verify and validate assigned reservists activities and training have been input into management information systems, e.g., TMT, DA, AOPS, MRTT, MISLE, etc;

- (n) Maintain awareness and communications for reservists deployed or assigned TDY.

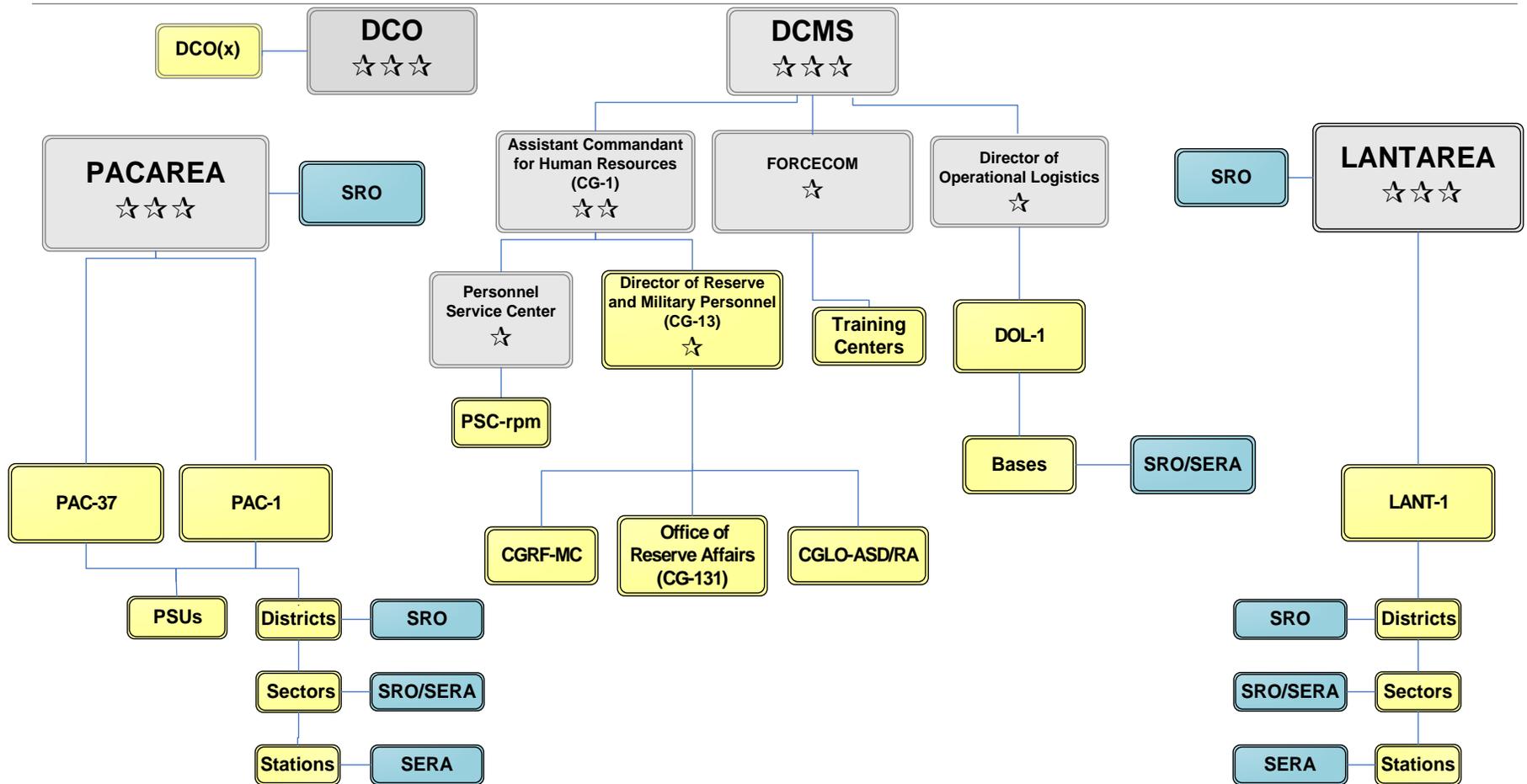
13. FORMS/REPORTS. None.

14. REQUEST FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: COMMANDANT (CG-1311), US COAST GUARD STOP 7907, 2703 MARTIN LUTHER KING JR. AVE SE , WASHINGTON, DC 20593-7907.

JAMES. M. HEINZ /s/  
Rear Admiral, U.S. Coast Guard  
Acting Director of Reserve and Military Personnel

Enclosure: (1) Reserve Force Readiness System - Organizational Chart

Reserve Force Readiness System - Organizational Chart



The organizations (FTS/RFRS) highlighted in yellow have an informal programmatic relationship with CG-13; those in blue support FTS/RFRS staff at their unit.