



SECMIAINST 1300.1
7 March 2006

CG SECTOR MIAMI INSTRUCTION 1300.1

Subj: RESERVE PROGRAM MANAGEMENT

Ref: (a) Reserve Policy Manual, COMDTINST M1001.28A
(b) Coast Guard Reserve Policy Statement, ALCOAST 044/06
(c) Atlantic Theater People Plan, LANTAREAINST 5357.1
(d) Sector Miami Vision, SECMIAINST 5401.1
(e) Individual Development Plan, COMDTINST 5357.1 (series)
(f) Approval Authority for Reserve Readiness Management Periods, ALCOAST 017/06
(g) Guidance for Watch, Quarter, & Station Bill – Incident Command, SECMIAINST 3120.1
(h) Performance of Inactive Duty for Training, SECMIAINST 1001.1

1. PURPOSE. This Instruction establishes the policies and procedures for managing the Sector Miami Reserve program. It is the Sector Miami implementation of reference (a), which incorporates the spirit and intent of more recent policy from Commandant in reference (b), the Atlantic Area Commander in reference (c), and Sector Commander in reference (d).
2. ACTION. All Sector Miami department heads and subordinate unit Commanding Officers and Officers in Charge shall ensure the provisions of this Instruction are followed. All active duty and Reserve personnel assigned to Sector Miami shall read and comply with this Instruction.
3. DIRECTIVE AFFECTED. None.
4. DISCUSSION.
 - a. Core Strategic Functions for the Coast Guard Reserve Component in priority order are:
 - (1) Maritime Homeland Security
 - (2) Domestic and expeditionary support to national defense
 - (3) Domestic, natural or man-made, disaster response and recovery
 - b. Critical Competencies the Coast Guard expects from its Reserve Component are:
 - (1) Boat Operations
 - (2) Contingency Planning and Response
 - (3) Expeditionary Warfare (not applicable to Sector Miami)
 - (4) Law Enforcement
 - (5) Marine Safety
 - (6) Port Security
 - (7) Logistics and Administration

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- c. The Commandant's Reserve Policy Statement in reference (b) clarifies that Reserve Readiness is an all hands evolution, with responsibilities extending from the Unit Commander to the individual Reservist. Regardless of where Reserves mobilize, it is their permanent command that must ensure they are mission ready to answer the call. Most of the preparation occurs through unit augmentation and on the job training. Reservists have a personal responsibility to acquire and to maintain currency in the competencies they bring to their contingency duties.
- d. Reserve Personnel Allowance List (RPAL): The most effective way for Sector Miami Unit Commanders to ensure their Reserves meet their mobility requirements is to ensure their RPAL is properly matched and Reserve incumbents on that RPAL achieve qualifications and maintain currency for active duty augmentation.
- e. Running Mates: To achieve the greatest involvement and ownership in the Reserve Program within each command, Unit Commanders shall assign an active duty running mate of the same or higher grade to each Reservist. Except in unusual circumstances, the active duty running mate should not be the Reservist's supervisor. Reserves will train to the same level of competency as their running mate. Supervisors shall ensure that each Reservist's training, drills, and operational oversight are completed and monitored. Running mates shall serve as the primary and initial point of contact between the member and the command and should be responsible to coordinate drills with supervisors to help Reserves attain qualifications and maintain currency. Reservists shall be trained to the level and currency that would allow them to responsibly augment and replace active duty running mates during periods of absence such as leave, TAD, or PCS. Personal commitment and unit effectiveness in meeting the spirit of this Instruction will be factored into responsible individual's performance evaluations.
- f. Individual Development Plans (IDPs), discussed in reference (e), are required for all Reserves assigned to units within Sector Miami. The intent of the IDP is to identify and bring into alignment the member's and the command's expectations for personal and professional development. IDP counseling sessions will occur near the mid-period and again near the end of the marking period. The member's supervisor will document end of marking period counseling sessions in TMT under: Individual Development Plan – Follow-up.

5. RESPONSIBILITIES.

- a. Sector Commander: The Sector Commander is ultimately responsible for the management of the Sector Miami Reserve Program and may delegate this authority to the Deputy Sector Commander. Sector Commander's responsibilities include:
 - (1) Ensure a qualified Reserve workforce capable of delivering Critical Competencies to meet the Coast Guard Reserves Core Strategic Functions
 - (2) Provide guidance and mentorship to the Senior Reserve Officer
 - (3) Develop a Reserve rating chain for evaluation purposes
- b. Sector Command Master Chief: The Sector Command Master Chief (CMC) shall represent the Reserve workforce in the same capacity as he provides leadership and guidance to the active duty workforce. For unity of command among the active duty and Reserve workforces, there

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will be no Reserve CMC at Sector Miami. The Sector CMC will also work with supervisors to ensure that IDPs are completed.

- c. The Logistics Department Head (LDH) and the Senior Reserve Officer (SRO) are equal stakeholders in the management of the Sector Miami Reserve program. They both report directly to the Deputy Sector Commander. They work in close coordination with Integrated Support Command Miami, Force Optimization and Training Branch (fot), and are responsible for the administrative oversight of all Sector Miami Reservists.
- d. Senior Reserve Officer: Under the general direction of the Sector Commander, the Senior Reserve Officer shall:
 - (1) Assist and advise the Sector Commander on technical administration of the Sector Reserve program, including all aspects of training and readiness of Reserve forces to support the active Coast Guard during both normal and peacetime operations and surges in operations
 - (2) Oversee and manage the readiness of the Reserve forces attached to the Sector
 - (3) Qualify to serve as running mate to the Deputy Sector Commander or Logistics Department Head
- e. Logistics Department Head: The following duties and responsibilities will be shared between the Senior Reserve Officer and the Logistics Department Head:
 - (1) RPAL billet alignment and CPRL readiness
 - (2) Determine training required to elevate Reservist to mobilization ready state
 - (3) Coordinate assignment process for incoming Reservists with ISC Miami (fot)
 - (4) Process Reserve orders
 - (5) Publish order of precedence for Title 10 and Title 14 Reserve Involuntary Call up
 - (6) Notify Department Heads and Supervisors of potential Title 10 or Title 14 call up of assigned Reservist
 - (7) Monitor and publish Reserve Servicewide eligibility
 - (8) Conduct semi-annual Reserve All Hands to coincide with October/April weigh ins. Ensure training sessions are videotaped and distributed for stragglers.
 - (9) Monitor the eight readiness factors described in paragraph 7 and report to Sector Commander on a quarterly basis
 - (10) Track Reserve Awards
 - (11) Make Reservists aware of voluntary EAD and ADSW opportunities
 - (12) Publish a monthly Reserve e-Newsletter containing pertinent Reserve information
 - (13) Request waivers for ADT from ISC Miami (fot)
 - (14) Prepare quarterly Reserve program status reports for the Command Cadre
 - (15) Assist members in obtaining a username for all applicable CG databases

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- (16) Take appropriate administrative or disciplinary action on Reservists who do not meet their service obligations or abide by the Coast Guard's Core Values
- f. Department Heads and Unit Commanding Officers: All Sector Miami Department Heads and Unit Commanding Officers are responsible for the operational control of their assigned Reservists. In addition, they are responsible for the following:
- (1) Establish a prioritized billet list for incoming Reservists to be assigned by ISC Miami (fot)
 - (2) Ensure incoming Reserves are assigned a sponsor
 - (3) Ensure each Reservist is assigned an active duty supervisor
 - (4) Ensure each Reservist is assigned an active duty running mate. Every attempt should be made to ensure they are of comparable rank and rate.
 - (5) Ensure each Reservist develops an IDP to capture duties and responsibilities
 - (6) Ensure that Reservists are properly trained for their mobilization and augmentation assignments
 - (7) Ensure that Reservists request and maintain security clearances as appropriate for their responsibilities
 - (8) Complete officer evaluations and enlisted marks in a timely manner
- g. Active Duty Supervisor: All supervisors should be senior to the Reservist that he/she manages, and shall be responsible for the following:
- (1) Ensure that the Reservist is familiar with his/her job and is fully trained and capable of carrying out those duties
 - (2) Complete an Individual Development Plan (IDP) with each Reservist to ensure mobilization requirements are documented and to list short term and long term goals including qualifications to be attained by a specific date
 - (3) Evaluate the Reservist for his/her ability to meet the above requirements, which will be highlighted in the OER description of duties block or in the comment block on the Enlisted evaluation
 - (4) Schedule ADT/IDT in a timely manner and utilize it to accomplish required training for mobilization and as well as meeting the command's mission priorities. Make effective use of Reserve Readiness Management Periods (RMPS), as allowed in reference (f), for medical exams, dental exams, and service wide examinations to maximize ADT/IDT training.
 - (5) Provide access for the Reservist to SWIII on IDT or ADT drill days
 - (6) Ensure that the Reservist is equipped with appropriate personal protective equipment
 - (7) Ensure Reservist develops a Personal Fitness Plan (CG-6049) and ensure compliance with Commandant's weight standards
- h. Active Duty Running Mate: The running mate shall be responsible for the following:

- (1) Serve as the primary point of contact for the command in all scheduling, drills, and training pertaining to the assigned Reservist
 - (2) Ensure his/her Reserve shadow is trained, administratively equipped, and capable of backfilling for the active duty member in their absence (Leave, mobilization, emergency).
 - (3) Assist in completion of the Individual Development Plan with each Reservist by providing input on setting goals and identifying qualifications to be attained
 - (4) Periodically monitor drills and ADT to ensure all assigned Reservists meet the standards for satisfactory participation as outlined in reference (a), Paragraph 4.A.2.
- i. Individual Reservist: Each Reservist is ultimately responsible for his/her career and as such will be held responsible for the following:
- (1) Schedule required drills. Completing IDT drills and annual ADT is fundamental to learning and honing the skills required for mobilization and augmentation. Reservists who show up for drills without arranging orders in advance may find the unit unprepared to appropriately train. Consequently, Reservists may be dismissed and not receive credit for the drill.
 - (2) Obtain qualifications in pre-determined time established by command
 - (3) Ensure proper background investigation is completed to earn and retain the appropriate security clearance for job requirements. Conduct self professionally and ethically so as not to jeopardize retention of security clearance.
 - (4) Maintain currency on a semi-annual basis
 - (5) Remain engaged with active duty running mate and supervisor to schedule training and backfill during periods of absence
 - (6) Develop and meet expectations of Individual Development Plan:
 - (a) Earn qualifications for Active Duty Augmentation and CPRL requirements
 - (b) Maintain currency in annual Dental examination and quintennial physical examination
 - (c) Complete annual screening questionnaire
 - (d) Complete required general military training, including via on-line sources if available and appropriate
 - (e) Meet Commandant's weight standards
 - (f) Earn command recommendation for advancement/promotion
 - (g) Assume personal responsibility for evaluations. Submit timely Enlisted Support Form (ESF)/Officer Support Form (OSF) input and initiate follow up with Supervisor.
 - (7) Maintain a current will and power of attorney
 - (8) Obtain a government travel card if required for official duties
 - (9) Maintain a proper sea bag. Demonstrate proper uniform appearance, personal grooming, and professional customs and courtesies.

- (10) Abide by Coast Guard Core Values whenever on duty; and while off duty when actions reflect on Coast Guard, military service, or the Department of Homeland Security
- (11) Read and understand Sector Miami Vision Instruction, reference (d)
- (12) Maintain access to Direct Access, CG Central and other databases as appropriate. Promptly notify Coast Guard via Chain of Command of any changes to vital information including changes in home address, marital status, dependants, etc.
- (13) Attend at least 90% of scheduled, authorized IDT drills per fiscal year (44 drills per year normally). A member who fails to meet this contractual obligation does not benefit the service or the unit. Unexcused absences (defined in the Reserve Policy Manual) will be reported in the system and are not authorized to be rescheduled. After three unexcused absences, commands will start the process to transfer noncompliant Reserves to the IRR or to initiate discharge proceedings for misconduct.

6. CONTINGENCY PREPAREDNESS REQUIREMENTS LIST (CPRL). The purpose of the CPRL is to deliver Reserves with necessary skill sets and simplify Reserve management at the unit level, Sector Miami units shall ensure their assigned Reserves comply with the following guidelines to meet the spirit of CPRL requirements and maximize active duty augmentation. Reservists shall strive to qualify to the level of his/her active duty running mate. ICS/NIMS responsibilities are defined in reference (g):

- a. Sector Response (JO/CPO/PO)
 - Earn Boat Forces qualifications
 - Qualify in ICS/NIMS positions of running mate
- b. Sector Prevention (JO/CPO/PO)
 - Earn Marine Safety qualifications for *Pollution Investigator, Harbor Safety, and MTSA Facility*
 - Qualify in ICS/NIMS positions of running mate
- c. Sector Logistics (JO/CPO/PO)/
Sector Planning (JO/CPO/PO)
 - Earn comparable qualifications as AD running mate
 - Qualify in ICS/NIMS positions of running mate
- d. Station SA/SN/FA/FN
 - Boat Crew on RB-S
 - Boarding Team Member
- e. Station BM3
 - Station SA/SN Qualifications
 - Actively pursue qualification for RB-S coxswain
- f. Station MK3
 - Station SA/SN/FA/FN Qualifications
- g. Station BM2/BM1/BMC/BMCS
 - Station BM3 Qualifications
 - Boarding Officer
 - Coxswain RB-S
- h. Station MK2/MK1/MKC
 - Station MK3 Qualifications
 - Boarding Officer
 - 50% of this group to qualify on Shotgun/M-16/M-60

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i. Station GM's

- Boarding Officer/Boarding Team Member
- 100% of this group to qualify on Shotgun/M-16/M-60
- Small Arms Instructor (GM2 and senior)

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- j. Port Team (JO/CPO/PO)
- Earn Marine Safety Qualifications for *Pollution Investigator, Harbor Safety, and MTSA Facility*
 - Boarding Team Member
 - Boarding Officer: E-5 and above
 - Qualify in ICS/NIMS positions of running mate

7. REPORTS.

- a. Commandant tracks eight readiness factors to assess the Reserve Program. For the period FY05 (1 Oct 2004 – 30 Sep 05) plus early FY06 (1 Oct 05 – 21 Nov 05), Sector Miami attained the highest overall ranking among major units in the Seventh Coast Guard District (first of nine). With 184 Reservists assigned, Sector Miami also attained the highest ranking of those units with more than 100 Reserves assigned (first of four). Those readiness factors with Sector Miami's attainment for the period are:
- (1) IDT Participation – 76%, Yellow (41%-83%)
 - (2) ADT Participation – 76%, Yellow
 - (3) Medically Qualified – 87%, Green (>83%)
 - (4) Dental Qualified – 56%, Yellow
 - (5) Training Management Tool (TMT) Registered and Tracking – 80%, Yellow
 - (6) Annual Screening Questionnaire – 54%, Yellow
 - (7) Quality of Match – % not available until next extract
 - (8) Weigh-ins – % not available until next extract
- Overall – 78%, Yellow
- b. There is considerable room for improvement over the ratings presented above. Sector Miami personnel involved in the Reserve Program are to follow the spirit and intent of this Instruction to raise the readiness factors into “the Green” with a goal of 90% or higher. The Senior Reserve Officer will provide a report on the eight readiness factors to each Unit Commander in Sector Miami on a quarterly basis.
- c. Units will provide constructive feedback on the Reserve Program and this Instruction's implementation directly to the Senior Reserve Officer.

8. POLICY. Coast Guard Reserves are citizen sailors who must be fully trained to mobilize in the aftermath of natural disasters, national emergencies, or for military activities at home or abroad. They are an essential component of an all-volunteer force that comprises the World's largest and most professional Coast Guard. Due to the nature of their potential deployments, for which they may not have the luxury of advance notice, Reservists must be as qualified as their active duty counterparts who will serve alongside them. It is incumbent on the active duty and reserve, men and women of Coast Guard Sector Miami to ensure our Reserve Component remains “Semper Paratus.”

JAMES MAES

Dist: All Sector Miami Department Heads, Sector Miami Units, Sector Miami Reserves
CGD7 (dx)