U.S. Department of Homeland Security
United States Coast Guard

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United States Coast Guard

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COMDTINST 1001.1
23 JUNE 2008

COMMANDANT INSTRUCTION 1001.1

Subj: SENIOR RESERVE OFFICER DESCRIPTION OF DUTIES

1. PURPOSE. This instruction provides general guidance on the duties and responsibilities of Senior Reserve Officers (SROs).

2. ACTION. Area, district, and sector commanders, commanders of maintenance and logistics commands, Commander Deployable Operations Group, commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General and special staff elements at Headquarters shall ensure compliance with the provisions of this Instruction. Internet release is authorized.

3. DIRECTIVES AFFECTED. None.

4. APPLICABILITY. The guidance provided is applicable to Coast Guard Selected Reserve Officers who are assigned to positions on the Personnel Allowance List (PAL) titled "Senior Reserve Officer" (SRO).

5. BACKGROUND. Unit commanders hold ultimate responsibility and are directly accountable for their total force, including the readiness of assigned reservists. Through an appropriate level of administrative support, unit commanders must ensure Reserve readiness by providing opportunities for mobilization training and for augmentation in support of enclosure (1). To assist the unit commander in maximizing their Reserve force capability, Senior Reserve Officer (SRO) positions have been created at most major units, including Areas, Districts, Sectors, and the DOG. SROs may also serve at Squadrons or Groups of the Navy's Maritime Expeditionary Security Force and Combatant Command units, such as TRANSCOM, NORTHCOM, etc. The SRO plays a substantial leadership role in supporting the unit commander's goals and objectives, but training, readiness and administrative support shall remain the unit commander's responsibility. Achieving a balance between the SRO's leadership role and the SRO's own mobilization and augmentation requires a unity of effort between the unit commander and the SRO.

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6. DISCUSSION.

a. The primary duty for all SROs is to gain the knowledge and skills required for their mobilization assignment, in support of enclosure (1). While qualifying for mobilization takes precedent over augmentation, once SROs have attained their mobilization qualification, they may be employed in an augmentation role for the command. SROs are expected to maintain their qualifications for mobilization while they concurrently fulfill their leadership responsibilities to their command.

b. Importantly, the secondary duty of all SROs, as senior officers in the Coast Guard Reserve, is to serve as role models, leaders, and mentors for other assigned reservists. Reserve officers assigned as SROs are expected to serve the command as subject matter experts on Reserve issues and as the primary advocates for assigned reserve personnel. These responsibilities include assuring the administrative welfare of reservists and facilitating training for mobilization.

c. SROs assigned to PAL positions so designated are expected to collaterally provide guidance and leadership to Coast Guard Reserve junior officers and enlisted personnel assigned at their commands, serving as a role model and mentor providing knowledge-based career and personal professional guidance. SROs will partner with the command's Reserve Gold/Silver Badge on actions, decisions and recommendations that affect assigned personnel.

d. This instruction will be updated as required upon completion of the Coast Guard's Modernization effort.

7. GENERAL. The following general guidelines articulate the expectations for all SROs. Under the direction of the unit commander or other reporting official, the SRO shall:

a. Attain and maintain the qualifications for their assigned mobilization duties.

b. Area and District SROs qualify to serve as the Chief of Staff, as directed by the Area or District Commander.

c. Sector SROs, qualify to serve as Sector Commander, Deputy Sector Commander or an appropriate Department Head, as directed by the Sector Commander.

d. Assist the unit commander in overseeing and monitoring the readiness of assigned reservists to meet their Contingency Personnel Requirements List (CPRL) requirements; advise the command on interventions to overcome gaps or eliminate problems. Advise the unit commander on the technical administration of the unit's Reserve program, including all aspects of the training and readiness of Reserve personnel to support the active Coast Guard during normal peacetime operations as well as surges in operations. Recommend modified or new command policies and improved communication to foster the training, performance and employment of assigned reservists.

e. Establish and maintain a relationship with the local Employer Support of the Guard and Reserve (ESGR) program representatives and assist the active duty command in the resolution of employer support issues.

f. Ensure reservists' families receive appropriate information in preparation for mobilization and possible deployment.

g. Keep informed on current and unfolding issues, policy, and procedures affecting Reserve personnel, ensuring assigned reservists have access to all current information.

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

9. FORMS/REPORTS. None.

D. R. May /s/
Director of Reserve and Training

Encl: (1) Commandant's Reserve Policy Statement

THE COMMANDANT OF THE UNITED STATES COAST GUARD
WASHINGTON, D.C. 20593-0001

U. S. COAST GUARD RESERVE POLICY STATEMENT

America's Coast Guard is a unique instrument of national security and a key component of this nation's emergency response apparatus. The Coast Guard Reserve significantly enhances the Coast Guard's ability to respond to all threats and all hazards.

Accomplishing this in today's dynamic operating environment requires the full participation of every Coast Guard member, particularly the dedicated men and women of the Coast Guard Reserve. A trained and ready Reserve force, backed by a robust Reserve Component mission support system, is essential to our ability to respond to acts of terrorism, disasters or other contingencies within the maritime domain. Accordingly, the Coast Guard Reserve must embody the competencies necessary to perform three functions:

- Maritime Homeland Security;
- Domestic and expeditionary support to National Defense; and,
- Response to domestic disasters, both natural and man-made.

Success in these three functional areas demands a Reserve force that remains ready for mobilization at any time. Training, including drills and two weeks of annual active duty, must focus on building and honing the skills and knowledge required to mobilize quickly and execute missions effectively. Because of their full integration into many shore-based units, reservists are available to augment active duty forces for the full continuum of daily Coast Guard missions as they train and prepare for future mobilization. Employment of Coast Guard Reserves forces in routine operations, therefore, must always reflect a relentless pursuit of mobilization readiness.

I expect every commander, commanding officer, officer-in-charge and program to provide the leadership and training necessary for those Reserve members assigned to them to be ready for mobilization. I also expect all reservists to devote themselves to acquiring and maintaining the skills and personal readiness that is required to support their mobilization when necessary. Through unity of effort, we will fulfill our strategic intent to maintain a flexible, responsive Coast Guard Reserve that constitutes a powerful force multiplier for securing and defending America at home and abroad.

Thad W. Allen
Admiral, United States Coast Guard