



COMDTINST 5320.4

July 8, 2011

COMMANDANT INSTRUCTION 5320.4

Subj: RESERVE FORCE READINESS SYSTEM (RFRS) STAFF RESPONSIBILITIES

Ref: (a) Full Time Support (FTS) to the CG Reserve Component COMDTINST 5320.3 (series)
(b) Senior Enlisted Reserve Advisor (SERA) Program, COMDTINST 1306.3 (series)
(c) Senior Reserve Officer Description of Duties, COMDTINST 1001.1 (series)
(d) Command Senior Enlisted Leader Program, COMDTINST 1306.1B (series)

1. PURPOSE. This Instruction documents RFRS roles and responsibilities.
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. BACKGROUND. The RFRS was designed to bridge the readiness, training, and force employment gaps that emerged in the post-reserve integration period. In 2006, Commandant's Intent Action Order (CIAO) number 9, directed Commandant (CG-1) to create a Reserve Component Mission Support System to optimize the organization, administration, recruiting, instruction, and training of the Coast Guard Reserve. To accomplish this, a Reserve Forces Working Group examined lessons learned and developed the RFRS as the institutional means to enable the properly trained, employed and ready-to-mobilize Reserve Force envisioned in enclosure (1). COMDT Memo 5000 of 10 Jun 2008 approved development of the RFRS to systematically ensure Reserve Force readiness, training and employment.

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5. DISCUSSION.

- a. RFRS Purpose. The RFRS is a dedicated and specialized Service-wide readiness infrastructure that facilitates rapid activation and deployment of the Ready Reserve when operations require more personnel than are available within the active component. The RFRS provides a structured system to enable commanders, commanding officers and officers-in-charge to produce and employ Reservists that are prepared and operationally ready for surge and contingency operations within the normal confine of 48 drills and 12 active duty training/augmentation days each year.
- b. RFRS Elements. The RFRS consists of two elements: Military and civilian Full-Time Support (FTS) positions assigned to Headquarters, commands and service centers, and Selected Reserve (SELRES) leadership positions in the field. Functional statements and referenced policy guide these elements to promote individual reservist readiness and preparation to execute assigned contingency roles through augmentation and training. The degradation of either element could adversely impair RFRS' effectiveness ensuring a reserve force that is always ready to mobilize with the critical competencies needed for operational surges and contingencies.
- c. Full Time Support (FTS): Reserve Training-funded FTS positions are authorized by 10 U.S.C. §12501. The primary duties of FTS assigned to RFRS positions must be in direct support of the Reserve Component to include organization, administration, planning, development, and Reserve Force activation/deactivation. Policy governing the utilization and distribution of FTS positions is provided in reference (a).
- d. Senior Enlisted Reserve Advisors (SERA). Senior enlisted billets at operational units below the Sector level have been established as SERAs. SERAs monitor and advise their commands on the readiness, administrative and training needs of reserve personnel per reference (b).
- e. Other Senior Reserve Leaders. Senior Reserve Officers (reference (c)) train for mobilization. Senior Reserve Officers and Reserve Command Master Chiefs (reference (d)) advise commands on reserve matters from a reserve perspective. These unit and command leaders enhance mobilization readiness and execution, and facilitate achievement of individual and command responsibilities to attain and maintain assigned competencies.

6. RESPONSIBILITIES.

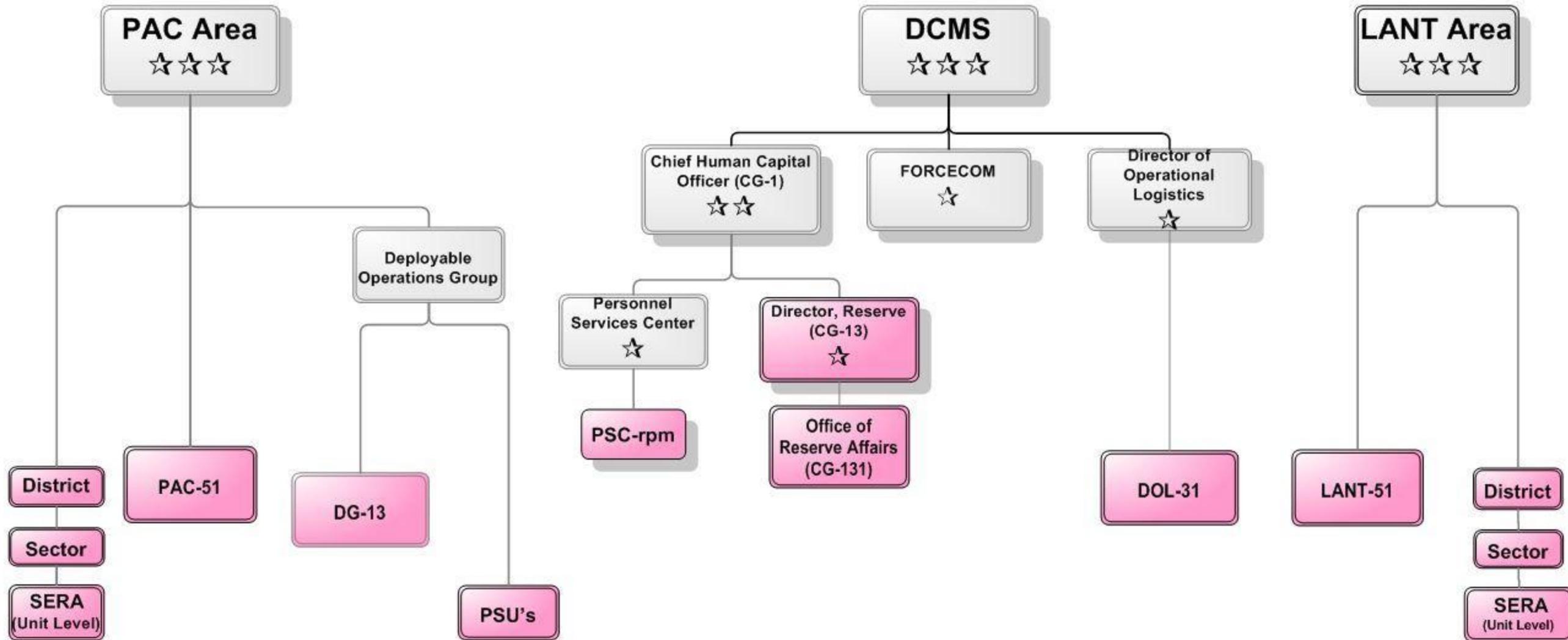
- a. RFRS Organization and General Responsibilities. Commanders, commanding officers and officers-in-charge shall ensure that assigned RFRS staffs fulfill the responsibilities outlined in this instruction. Enclosure (2) depicts the RFRS programmatic relationships at the following echelons:
 - (1) The Director of Reserve and Leadership (CG-13) serves as head of the Coast Guard Reserve and is the Commandant's statutory advisor on reserve affairs. The Director of Reserve coordinates these cross-cutting responsibilities, including proposing and prosecuting Service-wide plans to ensure this vital component of the total workforce is properly sized, ready and adequately supported to meet present and future mission requirements. By authority of 14 U.S.C. §53, the Director of Reserve is responsible for preparation, justification, and execution of the personnel, operation and maintenance, and construction budgets for the Coast Guard Reserve. 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 and other Reserve Components.

- (2) The Office of Reserve Affairs (CG-131) formulates reserve policy, directs program planning, communications and guidance and directs management of the Reserve Training appropriation.
 - (3) Area RFRS branches track and address reserve force capability to meet operational requirements, provide guidance to District RFRS staffs, and facilitate the overall planning, readiness, training, augmentation and employment of their reserve forces to support contingency and surge operations.
 - (4) District, Deployable Operations Group and Director of Operational Logistics RFRS staffs prepare for and execute reserve activations and enable preparation of the reserve force for contingency operations through training and augmentation. These elements manage the execution of Reserve Training funds through the Individual Training Plan process, and align reserve force structure and capability development to fulfill contingency and surge requirements. Additionally, Districts provide guidance and oversight to Sector RFRS staffs.
 - (5) Sector and Deployable Specialized Force RFRS staff and Senior Enlisted Reserve Advisors (SERAs) enable COs and OINCs to achieve the necessary training, qualification and contingency readiness of their reserve personnel and guide individual training to fulfill contingency roles.
 - (6) Personnel Services Center – Reserve Personnel Management (PSC-rpm) performs service-wide reserve personnel management functions including inactive duty and long-term Active Duty Operational Support assignments, the Officer Evaluation System, officer promotions and Reserve Component administration.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.
8. FORMS/REPORTS. None.

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 Deputy Commandant for Mission Support

Enclosures: (1) RFRS Programmatic Elements
 (2) Reserve Policy Statement



Shaded organizations are those where RFRS Staff are assigned.



THE COMMANDANT OF THE UNITED STATES COAST GUARD
Washington, DC 20593

U.S. COAST GUARD RESERVE POLICY STATEMENT

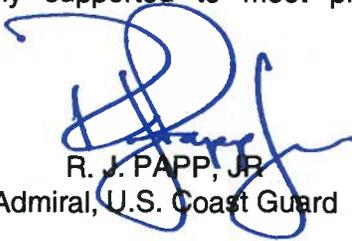
The Coast Guard Reserve is a flexible, responsive operational force that exists to support the Coast Guard roles of maritime homeland security, national defense (domestic and expeditionary), and domestic disaster operations.

The Coast Guard depends on the Reserve force to be always ready to mobilize with critical competencies in boat operations, contingency planning and response, expeditionary warfare, marine safety, port security, law enforcement and mission support.

Reservists obtain and maintain proficiency and readiness through a combination of training and augmentation. Commanders, commanding officers and officers-in-charge shall ensure Reservists under their authority receive appropriate training and augmentation opportunities and administrative support. By doing so, Reserve forces will achieve mobilization readiness, while providing increased capacity to the local command. Individual Reservists shall obtain and maintain the skills and personal readiness required to mobilize.

Meeting the Coast Guard's need for such a capable and broadly available Reserve force requires disciplined management and clear understanding of program, unit, and individual responsibilities throughout our total workforce. This management must begin with prudent strategic planning and well defined Reserve force requirements. It must continue with careful policy formulation and resourcing that permit sound field-level tactics, techniques and procedures.

As the Commandant's statutory advisor on reserve affairs, the Director of Reserve coordinates these cross-cutting responsibilities, including proposing and prosecuting a Service-wide plan to ensure this vital component of our total workforce is properly sized, ready and adequately supported to meet present and future mission requirements.



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