



COMDTINST 5725.1
10 AUG 2004

COMMANDANT INSTRUCTION 5725.1

Subj: COAST GUARD RESERVE POLICY BOARD

Ref: (a) 14 U.S.C. 703
(b) DHS Delegation No. 0170, Paragraph 2.(43)

1. PURPOSE. To establish policies and procedures for the Coast Guard Reserve Policy Board (RPB).
2. ACTION. Area Commanders, Assistant Commandants, the Director of Reserve and Training, Chief of the Office of Reserve, and the President of the RPB shall familiarize themselves with provisions of this Instruction. Internet release of this instruction is authorized.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION. Reference (a) requires the Secretary of the Department of Homeland Security to convene a Coast Guard RPB at least annually to consider, recommend, and report to the Secretary on reserve policy matters. At least one-half of the members of the board must be Reserve officers. Reference (b) delegates to the Commandant of the Coast Guard the duties assigned to the service Secretary in reference (a). Historically, the RPB has been an important vehicle for ensuring that issues affecting the Coast Guard's Reserve force received due consideration at the highest levels of the service. However, the absence of uniform policies and procedures for the RPB have resulted in wide inconsistencies from board to board in terms of size and composition, scope and selection of issues for consideration, level of staff preparation and support required, frequency of board meetings and, ultimately, the disposition of the board reports submitted to the Commandant. In addition, the integration of the Coast Guard Reserve structure into the active duty force begun in the mid 1990s has blurred many of the distinctions between regular and reserve personnel. Finally, the extensive mobilization of the Reserve after the terrorist attacks that occurred on September 11, 2001, has dramatically heightened the importance of the Reserve, and raised significant issues that merit the attention of the RPB. This Instruction is intended to better align the RPB with the Reserve Program and firmly establish its mandated role as a working advisory body to the Secretary and the

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Commandant on issues affecting the Reserve force. In particular, the RPB shall consider, yet not be limited to, those reserve issues that may require the direct attention of the Commandant.

5. PROCEDURE. Effective immediately, the RPB shall carry out its functions as follows:
 - a. Board size, composition, and terms:
 - (1) The RPB shall consist of 12 members. At least half of the board shall consist of Reserve officers.
 - (2) RPB membership shall be as follows:
 - (a) The junior of the two active Selected Reserve (SELRES) flag officers. This officer shall serve as President of the RPB.
 - (b) The Pacific Area Reserve Chief of Staff and the Atlantic Area Reserve Chief of Staff.
 - (c) The Pacific Area Reserve Command Master Chief and the Atlantic Area Reserve Command Master Chief.
 - (d) The Maintenance and Logistics Command Pacific's Chief of Force Optimization and Training branch and the Maintenance and Logistics Command Atlantic's Chief of Force Optimization and Training branch.
 - (e) The Pacific Area Resources Division's Chief of Reserve Strategic Management and the Atlantic Area Resources Division's Chief of Reserve Strategic Management.
 - (f) The Coast Guard Reserve Force Master Chief.
 - (g) A Sector Commander selected by the President of the board.
 - (h) A Reserve Program Administrator (RPA) in the grade of O-5 or above as designated by the Chief of the Office of Reserve Affairs (G-WTR).
 - (3) Commandant (G-WT) shall appoint a Recorder in pay grade O-4 or below to assist the RPB. The Recorder may be active-duty, SELRES, or an RPA.
 - (4) The Maintenance and Logistics Commands and Area Commanders may select substitutes, if their designated representatives are unable to attend.
 - b. Purview. The RPB shall consider, recommend, and report to the Commandant on policy matters referred to it by the Secretary of Homeland Security and other departmental officials, the Commandant, Vice Commandant, Chief of Staff, any Assistant Commandant, the Director of Reserve and Training, the Area Commanders, Maintenance and Logistics Commanders, District Commanders, the Senior of the two Reserve Flag Officers, the President of the board, or any

other member of the board. Individual members of the Coast Guard may also submit matters for consideration by the RPB.

c. Convening and proceedings.

(1) The RPB shall convene and conduct its proceedings during each fiscal year as follows:

(a) On or about 1 October:

1. Commandant (G-WT) shall determine whether the Secretary and other departmental officials have Reserve policy matters they may wish to submit to the RPB for consideration, and if so, refer them to the board as provided in this Instruction.
2. Commandant (G-WT) shall promulgate annually an ALCOAST message announcing that fiscal year's board by:
 - a. Soliciting input on policy matters for RPB consideration from the Commandant, Vice Commandant, Chief of Staff, any Assistant Commandant, the Director of Reserve and Training, the Area Commanders, Maintenance and Logistics Commanders, District Commanders, the Senior of the two Reserve Flag Officers, the President of the board, or any other member of the board.
 - b. Inviting individual members of the Coast Guard to submit Reserve policy matters for consideration by the RPB. Such referrals shall be sent to the President of the RPB via the member's chain of command and Commandant (G-WTR) and shall include substantive endorsements at each level of the chain of command.

(b) On or about 1 December:

1. Commandant (G-WTR) will provide each board member with a copy of the previous year's board report, the disposition of the report's recommendations, and a list of all issues submitted for the current board's review.
2. Commandant (G-WT) and the RPB may consider any reserve policy matter provided or referred to the board any time during the fiscal year prior to the submittal of the board's report to the Commandant.
3. The President of the board shall provide Commandant (G-WTR) with any Reserve policy matters submitted directly to the President for RPB consideration for distribution as provided in this paragraph.

(c) After 30 December, but not later than 30 January, the RPB shall meet to decide which submitted issues to consider, and shall identify the most significant issues that impact all or most of the Reserve Force. The board may combine several related issues into a single revised issue for consideration. All items not selected for consideration will be forwarded to Commandant (G-WTR) for possible action. Commandant (G-WTR) shall notify the originator of such issues of their disposition.

- (d) Not later than 30 June, the RPB shall meet again to further consider, make recommendations, and report to the Commandant on each of the Reserve policy matters and information that the board has under consideration.
 - (e) On or about 30 June, the board shall provide its report, including those potentially involving resource allocation, to Commandant (G-C), via Commandant (G-WT), for action on the board's recommendations. The board President shall meet with Commandant (G-WT) prior to submission of the report to discuss RPB policies and procedures, and the report itself shall contain specific recommendations for improving the RPB process.
 - (f) At any time during the fiscal year, the RPB may conduct additional meetings as necessary and appropriate to ensure full consideration and evaluation of Reserve policy matters as required by this Instruction.
- (2) Any input or submittal to the RPB shall be addressed to the President, Reserve Policy Board, via the chain of command and Commandant (G-WTR), and shall include at a minimum:
- (a) A statement of the problem or issue.
 - (b) A summary of efforts previously taken to address the issue.
 - (c) Recommended corrective action.
- (3) The RPB shall normally conduct its meetings in the vicinity of Coast Guard Headquarters; however the board may conduct the meetings required by this Instruction, or any additional meeting as necessary and appropriate, in any location conducive to the full consideration and evaluation of Reserve policy matters referred to the board.
- (4) The RPB shall have the authority to call on experts in the Active, Reserve, Auxiliary, and civilian components of the service as necessary to fully investigate any issue properly referred to the board.
- d. Commandant (G-WTR) will provide staff support, Active Duty for Special Work-Reserve Component funding for members, and other AFC 90-based support as necessary for the functioning of the board.
6. ENVIRONMENTAL ASPECT and IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.
7. FORMS/REPORTS. On or about 30 June the board shall provide the Commandant with a report of the Reserve policy issues and recommendations from that fiscal year. A copy of the report shall also be sent to the senior of the two Reserve Flag Officers.
- a. The board's report shall include the following:

- (1) The dates of meetings convened and other pertinent information relating to the activities of the board.
 - (2) An assessment of the status of the recommendations and dispositions of the previous RPB report and any other items from any prior RPB report that warrants continued consideration by the RPB, including recommendations as to whether further action is needed.
 - (3) A description of the Reserve policy matters referred to the board and the nature and extent of the board's evaluation of each matter, including a review of all applicable policy, and any existing or needed measurements applicable to the matters.
 - (4) The board's recommendations to address each of the Reserve policy matters considered, including recommended policy changes, new initiatives, and attendant measurement required, and, as appropriate and if possible, the identification of key matters to be addressed by the Commandant.
- b. Prior to submittal to Commandant (G-C), Commandant (G-WT) shall endorse the board's report with comments relating to the disposition of the matters and recommendations contained in the board's report.

T. W. ALLEN /s/
Vice Admiral, U.S. Coast Guard
Chief of Staff