



COMDTINST 5725.1C  
16 JUL 2018

COMMANDANT INSTRUCTION 5725.1C

Subj: COAST GUARD RESERVE POLICY BOARD

Ref: (a) 14 U.S.C. §703  
(b) DHS Delegation No. 0170.1(II)(43)

1. **PURPOSE.** To establish policies and procedures for the Coast Guard Reserve Policy Board (CG RPB).
2. **ACTION.** All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements must comply with the provisions of this Instruction. Internet release is authorized.
3. **DIRECTIVES AFFECTED.** Coast Guard Reserve Policy Board, COMDTINST 5725.1B is cancelled.
4. **DISCUSSION.** Reference (a) requires the Secretary of the Department of Homeland Security (SECDHS) to convene a CG RPB at least annually to consider, recommend, and report to the Secretary on Reserve policy matters. Reference (b) delegates to the Commandant of the Coast Guard (CCG) the duties assigned to the Service Secretary in Reference (a). The CG RPB is an important vehicle for ensuring that issues affecting the Coast Guard's Reserve component receive due consideration at the highest levels of the Service. In particular, the CG RPB must consider, yet not be limited to, those Reserve issues that may require the direct attention of the CCG. All members of the board will be Federal employees, therefore, the Federal Advisory Committee Act, 5 U.S.C. App. § 2 (FACA), does not apply to this Board. This Instruction establishes the Board's mandated role as a working advisory body to the Secretary of the Department of Homeland Security and the CCG on issues affecting the Coast Guard Reserve component.

DISTRIBUTION – SDL No. 168

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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. Major changes to this Instruction include updated guidance on Board membership, length of term for members, meeting schedule, and policy submission process.
7. IMPACT ASSESSMENT.
  - a. PERSONNEL RESOURCES REQUIRED. This Instruction does not require the designation of any special position or collateral. The senior Selected Reserve flag officer and a member of each Pacific Area, Atlantic Area, and Director of Operational Logistics command cadre will perform duty functions as a member of the Board. Other senior members of the reserve and active component will have to perform Board functions, when selected, as well.
  - b. TRAINING REQUIRED. No training will be required for any reserve or active component personnel.
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, Commandant (CG-47). This Instruction is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion (CATEX) A3 from further environmental analysis in accordance with "Implementation of the National Environmental Policy Act (NEPA)", DHS Instruction Manual 023-01-001-01 (series).
  - b. This Instruction 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 policy in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Department of Homeland Security (DHS) and Coast Guard NEPA policy, and compliance with all other applicable environmental mandates.
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.dcms.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.

- a. Scope. The CG RPB will provide advice and recommendations to CCG, in accordance with Reference (b), on strategies and policies designed to improve and enhance the capabilities and effectiveness of the Reserve component. The CG RPB will normally only review matters of a strategic nature. The CG RPB must consider, recommend, and report on referred policy matters to CCG.
- b. Submission. Reserve policy issues may be submitted year-round, however, issues will be solicited formally each calendar year. Matters for consideration may be referred to the Board by the SECDHS, other departmental officials, the CCG, and all members of the Coast Guard. Each submission will be screened by Commandant (CG-131) and the submitter will receive a response within 14 calendar days stating the action intended. Any submission not meeting the intended criteria of the CG RPB may be forwarded to the appropriate venue/stakeholder.
  - (1) Policy issues must be forwarded in standard Coast Guard memorandum format, as set forth in Enclosure (1).
  - (2) Memoranda are to be submitted, through the chain of command (including appropriate District (dxr) and Area office), in accordance with annual administrative notification guidance as an attachment, via email, to the following address: [reservepolicy@uscg.mil](mailto:reservepolicy@uscg.mil). All memorandum Thru addressees must endorse and forward the memorandum with or without comments. All submissions to the CG RPB must be addressed to the President, Reserve Policy Board, and must include at a minimum:
    - (a) A statement of the problem or issue as it applies to Commandant strategic level initiatives (e. g. Human Capital Strategy, Commandant's Direction, etc.) and how the problem/issue may significantly impact CG missions if not resolved;
    - (b) Current policy or statute;
    - (c) Estimate number of reservists affected (if known);
    - (d) A summary of efforts previously taken to address the issue; and
    - (e) Recommended corrective action.
  - (3) Submissions not meeting the criteria will be returned for correction.
- c. Board Composition. Board composition is at the discretion of Director of Reserve and Military Personnel, Commandant (CG-13). The Board must be comprised of 9 voting members. Additional non-voting advisors from relevant staff elements may also be present at the request of the Board President. Coast Guard members assigned to a Coast Guard Headquarters (CGHQ) directorate or Coast Guard Personnel Service Center (CG-PSC) must not be voting members of the Board, but may be non-voting members. In accordance with Reference (a), at least one-half of the members of the Board must be reserve officers. Commandant (CG-13) may select an alternate (Active or Reserve) if a designated Board member is unable to attend.
  - (1) Board members must consist of the following:
    - (a) The senior Selected Reserve (SELRES) flag officer as President. If the senior flag officer is unavailable, then an alternate flag officer will serve as President; and
    - (b) One of the following, on a rotating basis:

- 1) Year Cycle 1: Pacific Area (PAC-1), Atlantic Area Senior Reserve Officer (SRO), and Director of Operational Logistics Reserve Command Master Chief (RCMC).
  - 2) Year Cycle 2: Atlantic Area (LANT-1), Director of Operational Logistics SRO, and Pacific Area RCMC.
  - 3) Year Cycle 3: Director of Operational Logistics (DOL-1) (or a DOL-1 representative E-9 or O-5 and above), Pacific Area Reserve Chief of Staff (CoS), and Atlantic Area RCMC, and
- (c) Commandant (CG-131) chooses any 5 at-large members from the following:
- 1) A Sector Commander or Deputy Sector Commander.
  - 2) A Base Commander or Base Executive Officer.
  - 3) An Active Duty Command Master Chief.
  - 4) A Reserve Command Master Chief.
  - 5) A Senior Enlisted Reserve Advisor.
  - 6) Any additional enlisted member, Chief Petty Officer or above.
- (2) Commandant (CG-131) will provide a CG RPB facilitator, recorder, and additional staff support as necessary.
- d. Convening and Proceedings. The CG RPB must convene and conduct its proceedings annually, within the first quarter of the calendar year, normally January. The CG RPB is a standing board with membership from the convening date of the Board until the convening date of the following Board. Normally, the Board will formally convene in person at CGHQ, subject to the discretion of Commandant (CG-13). Any subsequent meeting may take place using alternative means such as video conference, teleconference, or other collaboration technologies.
- (1) Commandant (CG-131) must:
- (a) Annually promulgate an administrative notification message announcing the convening date of the Board and the process for submission of CG RPB issues no later than 90 days prior to the Board convening.
  - (b) Route the Board member list and precept to Commandant (CG-13) no later than 60 days prior to the Board convening.
  - (c) Review submissions and prepare background research. Provide submissions, and research to the CG RPB 30 days prior to any Board convening.
  - (d) Provide funding for Board member's travel as necessary.
  - (e) At the end of each Board's yearly cycle, prepare a CG RPB report for Board signature and route it to the CCG for approval no later than 15 calendar days after the closing of each yearly cycle.
  - (f) Initiate all action on policy issues submitted and any recommendations made in the yearly CG RPB report.

12. REPORTS. Each CG RPB report of Reserve policy issues and recommendations will be made visible to all members of the Coast Guard via the CG Portal at: <https://cgportal2.uscg.mil/units/cg131/reserve-policy-board/Reserve%20Policy%20Board/Forms/AllItems.aspx>.
- a. A Board's report must include the following:
- (1) The dates of meetings convened and other pertinent information relating to the activities of the Board.
  - (2) A description of the reserve policy issues 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.
  - (3) Recommendations to address each of the reserve policy matters considered, including recommended policy changes, and recommended new initiatives.
  - (4) Action initiated or completed on each recommendation, if applicable.
- b. Prior to submittal to the CCG, Commandant (CG-13) must endorse the Board's report and provide comments as necessary concerning the disposition of the matters and recommendations contained in the Board's report.
13. FORMS. None.
14. REQUEST FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to Commandant (CG-1311) at [HQS-DG-LST-CG-1311@uscg.mil](mailto:HQS-DG-LST-CG-1311@uscg.mil).

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

Encl: (1) Reserve Policy Board Issue Submission Memorandum

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U.S. Department of  
Homeland Security

United States  
Coast Guard



[Unit]

[Address]  
[Address]  
Staff Symbol:  
Phone:  
Email:

5420  
[Date]

## MEMORANDUM

From: [Name, Rank]  
[Unit]

To: President  
Coast Guard Reserve Policy Board

Thru: (1) [Unit CO] [Remove/Add Thru lines as appropriate for your Chain of Command]  
(2) [Sector CO]  
(3) [District dxr/PAC-13]  
(4) [PAC-1 or LANT-1 or DOL-1]

Subj: ISSUE TO BE CONSIDERED BY THE COAST GUARD RESERVE POLICY BOARD

Ref: (a) Coast Guard Reserve Policy Board, COMDTINST 5725.1C  
(b) [Any Other Appropriate References]

1. [REQUIRED. State the problem or issue you are addressing. The problem should be of a Coast Guard strategic nature. Do not submit issues that are created by procedural or process-related issues.]
2. [REQUIRED. State what the current policy or statute is. Include all of the affected policies and statutes in this memo's Reference list above.]
3. [REQUIRED. State an estimate of the number of reservists potentially affected Coast Guard wide by the issue.]
4. [REQUIRED. State what prior attempts have been made to address the issue (if known) and the outcomes of those attempts.]
5. [REQUIRED. State a recommended corrective action to solve the problem or issue? Significant detail is important to include to support your solution.]
6. [OPTIONAL. Add additional paragraphs as needed.]

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Enclosure: (1) [Erase if not needed]

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