



COMDTINST 5725.1D  
02 DEC 2021

COMMANDANT INSTRUCTION 5725.1D

Subj: COAST GUARD RESERVE POLICY BOARD

Ref: (a) Title 14, United States Code §3703  
(b) Department of Homeland Security Delegation No. 0170.1(II)(43)

1. PURPOSE. This Instruction establishes policies and procedures for the operation of 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 5725.1C is cancelled.
4. DISCUSSION. Reference (a), Title 14, United States Code (U.S.C.) §3703, 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), Department of Homeland Security (DHS) Delegation No. 0170.1(II)(43), delegates to the Commandant of the Coast Guard (CCG) the duties assigned to the Service Secretary in Reference (a), Title 14, U.S.C. §3703. The CG RPB is an important vehicle for ensuring the issues affecting the Coast Guard's Reserve Component (RC) 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 SECDHS and to the CCG on issues affecting the Coast Guard RC.
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.

DISTRIBUTION – SDL No. 170

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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 duty. The senior Selected Reserve flag officer and one member each from Pacific Area, Atlantic Area, and Director of Operational Logistics command cadre will perform duty functions as members of the Board. Other senior members of the RC and Active Component (AC) will have to perform Board functions, when selected, as well.
  - b. TRAINING REQUIRED. No training will be required for any RC or AC personnel.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
  - a. Commandant Office of Environmental Management, Commandant (CG-47) reviewed the development of this Commandant Instruction and the general policies contained within it, and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. No further environmental analysis is necessary in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).
  - b. This Commandant Instruction will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental mandates, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).
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://cg.portal.uscg.mil/library/directives/SitePages/Home.aspx>.
10. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with the records retention schedules located on the Records Resource Center CGPortal site:  
<https://cg.portal.uscg.mil/units/cg61/CG611/SitePages/Home.aspx>.
11. POLICY.
  - a. Scope. The CG RPB will provide advice and recommendations to CCG, in accordance with Reference (b), DHS Delegation No. 0170.1(II)(43), on strategies and policies designed to improve and enhance the capabilities and effectiveness of the RC. The CG RPB will typically 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, formal topic submissions will be solicited annually, no later than 01 September for the following year CG RPB consideration. The SECDHS, other departmental officials, the CCG, and all members of the Coast Guard may refer matters for consideration to the Board. Each submission will be screened by the Assistant Commandant for Reserve (CG-R). Any submission not meeting the intended criteria of the CG RPB may be forwarded to the appropriate venue and stakeholder.

- (1) Policy issues must be forwarded in a standard Coast Guard memorandum as set forth in Enclosure (1) via email to Commandant (CG-R5) at [reservepolicy@uscg.mil](mailto:reservepolicy@uscg.mil). Submissions to the CG RPB must be addressed to the President, Reserve Policy Board, and include, at a minimum, the following information:
  - (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 may significantly impact CG missions if not resolved;
  - (b) Current policy or statute;
  - (c) Estimated number of reservists affected (if known);
  - (d) A summary of efforts previously taken to address the issue; and
  - (e) Recommended corrective action.
- (2) Submissions not meeting the criteria may be returned for clarification.
- c. **Board Composition.** Board composition is prescribed at the discretion of Commandant (CG-R) to ensure appropriate representation of voting and non-voting members. The Board may request the presence of advisors from staff elements relevant to the topic discussions at any time. Coast Guard Headquarters (CGHQ) directorates or Coast Guard Personnel Service Center (CG-PSC) staff serve in an advisory capacity and must not be voting members of the Board. When a designated board member is unable to participate, Commandant (CG-R) may select an alternate. At least one-half of the board members must be Reserve officers per Reference (a), Title 14, U.S.C. §3703.
  - (1) Voting membership of the CG RPB will consist of highly qualified individuals of the RC and AC. Panel membership must include a diverse representation of skills, experience, race, ethnicity, and gender. At a minimum, Board membership consists of the following ten positions:
    - (a) Board President. The CG Senior Selected Reserve (SELRES) flag officer will serve as the board president. An alternate Reserve flag officer designated by Commandant (CG-R) will serve as President if the senior SELRES flag officer is unavailable;
    - (b) Key Leadership Positions. Area and Director of Operational Logistics (DOL) representation will rotate annually to ensure an even distribution of leadership positions, specifically, Area Reserve Chief of Staff (CoS) or DOL Senior Reserve Officer (SRO), Pacific Area, Atlantic Area, and DOL Office of Personnel and Reserve Force Readiness (PAC-1, LANT-1, DOL-1), and Reserve Command Master Chief (RCMC) as represented in (Table 1); and

|                     |        |                      |               |
|---------------------|--------|----------------------|---------------|
| <b>Year Cycle 1</b> | PAC-1  | LANTAREA Reserve CoS | DOL RCMC      |
| <b>Year Cycle 2</b> | LANT-1 | DOL SRO              | PACAREA RCMC  |
| <b>Year Cycle 3</b> | DOL-1  | PACAREA Reserve CoS  | LANTAREA RCMC |

Table 1: Key Leadership Position Rotation Cycle

- (c) At-large membership. Commandant (CG-R) will solicit volunteers to represent the following positions:
    - i. Operational Unit Command Cadre (O-5 or above);
    - ii. Mission Support Command Cadre (O-5 or above);
    - iii. Active Component Command Master Chief (CMC);
    - iv. Port Security Unit (PSU) CO, XO, or CMC;
    - v. Senior Reserve Officer (O-5 or above); and
    - vi. Reserve Component Manager (RCM), (O-5 or above).
  - (d) Members wishing to apply for Board membership may submit an application in accordance with annual guidance released by Commandant (CG-R) utilizing Enclosure (2) as an example.
- (2) Panel members will serve for one calendar year. Panel members pursuing an additional one-year term must reapply and are limited to serving on the RPB for a maximum of two consecutive years.
- (3) Commandant (CG-R5) must:
- (a) Solicit CG RPB membership annually, usually no later than 01 September.
  - (b) Adjudicate board member slate and route recommendation for approval to Commandant (CG-R) no later than 01 November. Once members of the RPB have been selected, Commandant (CG-R) will forward a precept memorandum to the panel president. This precept memorandum appoints the panel members and outlines their duties and responsibilities as members of the RPB.
  - (c) Notify candidates of the status of their application to serve on the CG RPB.
  - (d) 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, usually January, and will determine the rules of procedure for the meetings. The CG RPB is a standing board with membership from the convening date of the Board until the end of the calendar year. The initial Board convening and any subsequent meetings may take place in person or remotely (e.g., video conference, teleconference, etc.), subject to the discretion of Commandant (CG-R).
- (1) Commandant (CG-R55) must:
- (a) 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) Review submissions and prepare initial background research on items accepted for RPB review.
  - (c) Refer non-Reserve policy issues to appropriate entities.

- (d) Provide submissions and research to the CG RPB for review no later than 30 days prior to the board convening.
- (e) Coordinate issuance and funding of orders for CG RPB member participation.
- (f) Monitor action on submitted policy issues and outstanding CG RPB recommendations.
- (g) Prepare the CG RPB Report and coordinate board member signatures prior to routing the report to CCG for approval.

(2) RPB Members must:

- (a) Conduct research on open action items for collaboration and recommendation.
- (b) Provide recommendations on the disposition of submissions that are not Reserve related.
- (c) Validate and sign the annual RPB Report prior to routing to CCG.

12. REPORTS. CG RPB Reports can be found via the CG Portal at:

<https://cg.portal.uscg.mil/units/CG-R/reserve-policy-board/Reserve%20Policy%20Board/Forms/AllItems.aspx>

a. The Board report must include the following:

- (1) Pertinent information relating to the activities of the Board, including, but not limited to, meetings dates and type (i.e., teleconference, in-person, virtually, etc.), names of voting and non-voting members, and advisors.
- (2) A description of the 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 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-R) 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/REPORTS. None.

14. SECTION 508. This Instruction was created to adhere to Accessibility guidelines and standards as promulgated by the U.S. Access Board. If changes are needed, please communicate with the Coast Guard Section 508 Program Management Office at [Section.508@uscg.mil](mailto:Section.508@uscg.mil).

15. REQUEST FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to Commandant (CG-R5) at [reservepolicy@uscg.mil](mailto:reservepolicy@uscg.mil).

/JAMES M. KELLY/  
Rear Admiral, U.S. Coast Guard Reserve  
Assistant Commandant for Reserve

Enclosures: (1) Reserve Policy Board Issue Submission Memorandum  
(2) Reserve Policy Board Application 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

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

Ref: (a) Coast Guard Reserve Policy Board, COMDTINST 5725.1 (series)  
(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) [Remove if not needed]

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Enclosure (2) to COMDTINST 5725.1D

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: COMDT (CG-R5)

Subj: APPLICATION FOR COAST GUARD RESERVE POLICY BOARD MEMBERSHIP

Ref: (a) Coast Guard Reserve Policy Board, COMDTINST 5725.1 (series)

1. [REQUIRED] Why do you want to be a member of the CG Reserve Policy Board (CG RPB)?
2. [REQUIRED] Relevant experiences that make your participation on the CG RPB beneficial.
3. [REQUIRED] Number of reserve billets falling under your command/responsibility.
4. [REQUIRED] Anticipated PCS transfer date/rotation date.
5. [OPTIONAL] Add additional paragraphs as needed.

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Enclosures: (1) Command Endorsement  
(2) Employee Summary Statement (ESS)

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