

RESERVE FORCE READINESS SYSTEM (RFRS)



COMDTINST 5320.4B

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COMMANDANT INSTRUCTION 5320.4B

Subj: RESERVE FORCE READINESS SYSTEM (RFRS)

Ref: (a) Reserve Component Action Plan (RCAP), March 2023

(b) Full-Time Support (FTS) to the Reserve Components, DoDI 1205.18

(c) Coast Guard Medical Manual, COMDTINST M6000.1 (series)

(d) Command Senior Enlisted Leader (CSEL) Rating Force Master Chief (RFMC) and Senior Enlisted Leader (SEL) Program, COMDTINST 1306.1 (series)

(e) Coast Guard, 14 U.S.C.

(f) Reserve Policy Manual, COMDTINST M1001.28 (series)

(g) Coast Guard Reserve – Training Management System (CGR-TMS), COMDTINST 1001.3 (series)

(h) Personnel and Pay Procedures TTP, PPCINST M1000.2 (series)

(i) Reserve Duty Status and Participation, COMDTINST 1001.2 (series)

(j) Coast Guard Ombudsman Program, COMDTINST 1750.4 (series)

1. PURPOSE. This Instruction provides guidance, management roles/responsibilities, and Service-wide organizational structure of the Reserve Force Readiness System (RFRS). RFRS provides expertise, leadership, and collaboration between the Active Component (AC) and the Reserve Component (RC) to strengthen the professionalism, proficiency, capabilities, and readiness of the RC in accordance with Reference (a). This policy identifies Full-Time Support (FTS) requirements funded by the Reserve Training (RT) fund. It assigns responsibility for identifying, planning, programming, and budgeting positions, and it establishes priorities for allocating FTS authorizations in support of the training and administration of the RC in alignment with Reference (b).
2. ACTION. All Coast Guard unit commanders, commanding officers, officers in charge, deputy/assistant commandants, and chief of headquarters staff elements shall comply with the provisions of this Instruction.
3. AUTHORIZED RELEASE. Internet release is authorized.

4. DIRECTIVES AFFECTED. Reserve Force Readiness System (RFRS) Staff Element Responsibilities, COMDTINST 5320.4A and Full-Time Support (FTS) to the Coast Guard Reserve Component, COMDTINST 5320.3A are hereby cancelled.
5. BACKGROUND. The RFRS is an operational support system that enhances the organization, administration, and training of the Coast Guard Reserve. This system is comprised of dedicated and specialized members who foster Service-wide readiness, ensure resources are in alignment with requirements, maximize position-assigned competency attainment, and facilitate rapid deployment of the Coast Guard Reserve to meet contingency response demands. RT funded FTS positions are integrated into the Coast Guard Reserve and AC to build a framework for FTS billet allocations to achieve the best mix to perform steady state missions while maximizing Reserve readiness and capabilities.
6. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide administrative guidance for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.
7. MAJOR CHANGES. This Instruction incorporates the contents of Full-Time Support (FTS) to the Coast Guard Reserve Component, COMDTINST 5320.3A, reorganizes Coast Guard Reserve governance into the Assistant Commandant for Reserve (CG-R), defines the roles and responsibilities across RFRS and for the management of FTS resources, and retitles Reserve Program Administrator (RPA) to Reserve Component Manager (RCM).
8. SCOPE AND AUTHORITIES. Reserve stakeholders must become familiar with the directives and publications noted throughout this Instruction.
9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. The Office of Environmental Management, Commandant (CG-47) reviewed this Commandant Instruction and the general policies contained within and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. 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 requirements, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).
10. DISTRIBUTION. Electronic distribution in the Directives System Library. Intranet/Pixel Dashboard: Directives Pubs, and Forms - PowerApps (appsplatform.us). If Internet released: Commandant Instructions (uscg.mil), Coast Guard Forms (uscg.mil) .
11. 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 SharePoint site at: <https://uscg.sharepoint-mil.us/sites/cg61/CG611/SitePages/Home.aspx>.

12. DUTIES AND RESPONSIBILITIES. Commands shall ensure reservists under their authority receive appropriate readiness support and training opportunities to achieve the competencies needed to support operational requirements for the six Coast Guard Mission Programs listed in Reference (a). Unit commanders must ensure RFRS staff fulfill the responsibilities outlined in this Instruction. Members assigned to RFRS FTS positions must complete RFRS Learning Management System (LMS) course (502465). In addition, RFRS FTS personnel responsible for handling medical information shall complete Health Insurance Portability and Accountability Act (HIPAA) training in accordance with Reference (c). RFRS is comprised of elements from FTS and the Selected Reserve (SELRES). RFRS staff elements are as follows:

- a. Active Component (AC). Coast Guard leaders must play a key role in bolstering Reserve capabilities and ensuring our resilient RC is postured to respond to the operational needs of the Coast Guard and our Nation. It is the duty of every commander, commanding officer, officer-in-charge and program manager to provide the leadership, management, and training necessary for assigned RC members to obtain position-assigned competencies necessary to deploy for contingency response. Where direct FTS are assigned, they must ensure FTS personnel are utilized primarily in support of the RC.
- b. Full-Time Support (FTS). The Coast Guard maintains FTS positions on the Personnel Allowance List (PAL), funded by the RT fund. These consist of direct and indirect FTS positions. Indirect FTS positions staffed by AC and civilian personnel are employed in non-Reserve related billets to recognize the resources required to benefit and support overall Service needs. Direct support positions are primarily responsible for assisting in the organization, administration, recruitment, instruction, and training of the RC. These FTS personnel consist of Reserve Component Managers (RCM), AC, and civilian personnel assigned within RFRS at the 281 billets outlined in Appendix A.
 - (1) Assistant Commandant for Reserve (CG-R). Commandant (CG-R) serves as the Director of the Coast Guard Reserve and the Commandant's statutory advisor on reserve activities. Commandant (CG-R) is responsible for preparation, justification, and execution of the budget for the Coast Guard Reserve, in accordance with Reference (e), and is the director and functional manager of budget authority of the Coast Guard Reserve. Commandant (CG-R) is typically the primary representative of the Coast Guard Reserve to the Department of Defense (DOD) Reserve Forces Policy Board (RFPB) and provides National Guard and Reserve Equipment Report (NGRER) to DOD. Commandant (CG-R) is responsible for program management of the RCM corps.
 - (a) Office of Reserve Policy and Requirements Integration (CG-R5). Commandant (CG-R5) is the program manager for Reserve policy, requirements, and strategic communications. Commandant (CG-R5) develops the strategic intent for the RC and plays a crucial role in optimizing the RC to support the Coast Guard's six Operational Mission Programs, to include strategic development of the authorities, capabilities, competencies, capacities, and partnerships necessary for current and future operational requirements. Manages various platforms to promulgate communications and guidance and aligns initiatives and activities

with Coast Guard, Department, DOD, and national strategies, and conveys intent through clear, concise, and consistent messaging. Establishes the optimal structure of the RC and aligns competency and training requirements to capabilities for a Fully Mission Capable (FMC) RC.

- (i) Component Policy and Strategic Communications Division (CG-R55). Commandant (CG-R55) formulates and implements policy, systems, and standards for the management of the RC. Drafts legislative change proposals, personnel legislation review initiatives, and reviews all associated and proposed laws and DOD directives/instructions for Coast Guard Reserve equities. Provides representation to CG and DOD policy boards to ensure parity with DoD RCs. Coordinates the Reserve Awards program on behalf of Commandant (CG-R). Develops internal and external strategic communications strategies and products for the RC.
 - (ii) Requirements and Integration Division (CG-R57). Commandant (CG-R57) establishes and manages RC capabilities. Coordinates, prioritizes, and integrates Reserve requirements across the enterprise. In coordination with program managers and Rating Force Master Chiefs, establishes position-assigned competencies to support the nine operational requirements per Reference (a). Coordinates and submits the Coast Guard Reserve input to the annual DOD NGRER, Enterprise Risk Register, and the Deputy Commandant for Operations Strategic Planning Directive.
- (b) Office of Reserve Readiness, Resources, and Analysis (CG-R8). Commandant (CG-R8) oversees the RT budget, executes RC strategic business plans, and directs development of measures to ensure Reserve resources are used to achieve the best operational outcome. Oversees the development of the out-year RT budget and current-year budget execution in alignment with Congressional Justification, financial controls, policies, and strategic priorities. Coordinates with Commandant (CG-8) and Deputy Commandant for Operations Resource Advisor (DCO-RA) to ensure reserve resource equities are addressed through the Planning, Programming, Budgeting, and Execution (PPBE) process. Directs development of measures and analyses to ensure the health and readiness of the RC. Oversees RT funded FTS personnel responsible to organize, administer, recruit, instruct, and train the RC.
 - (i) Measures, Analysis, and Component Readiness Division (CG-R81). Commandant (CG-R81) develops and analyzes measures to evaluate the efficacy of laws, policies, doctrine, and programs that impact the RC. Evaluates, controls, and monitors staffing standards and functions necessary to achieve both quality and effectiveness of the RC. Commandant (CG-R81) oversees PAL Reprogramming Review (PRR) involving reserve-funded positions, devises measures and monitors reserve personnel participation, readiness compliance levels, and competencies to meet Commandant (CCG) mission priorities.

- (ii) Resource Management Division (CG-R82). Commandant (CG-R82) serves as the resource manager for the RC. Develops out-year RT budget submissions and resource related actions through the Coast Guard PPBE process. Directs current year RT funds distribution and monitors field execution of funds to ensure alignment with financial controls, policies, and Reserve strategic priorities. Ensures the use of RT funds and FTS billets align with Congressional intent, planned contingency requirements, and Reserve strategic initiatives. Reviews FTS positions during the annual budget build and coordinates re-leveling of FTS positions quarterly during PRR to ensure the applicable allocation and mix of FTS categories and personnel meets the readiness, capability, and deployability requirements for the RC.
- (2) Master Chief Petty Officer of the Coast Guard Reserve (MCPO-CGR). MCPO-CGR serves as a personal advisor to the Commandant (CCG), Vice Commandant (VCG), Commandant (CG-R), and Master Chief Petty Officer of the Coast Guard (MCPO-CG) on all matters affecting morale, work-life, and general well-being of reserve personnel and their dependents in accordance with Reference (d).
- (3) Coast Guard Liaison Officer (CGLO) to the Office of Assistant Secretary of Defense for Manpower and Reserve Affairs (ASD(M&RA)). The CGLO to the ASD(M&RA) is the primary advisor to the Deputy Assistant Secretary of Defense for Reserve Integration and is the lead Coast Guard advisor to the DOD in the development and coordination of policies governing manpower, compensation, medical readiness, program development, and legislative proposals for the seven military Reserve and National Guard Components. Informs Defense Department leaders on policies and proposals that impact the recruiting, retention, and military benefits for Reserve and National Guard members.
- (4) Commander, Personnel Service Center, Reserve Personnel Management (PSC-RPM). Commander (PSC-RPM) performs Service-wide reserve personnel management functions including all Reserve duty assignments, long-term non-contingency Active Duty for Operational Support (ADOS) assignments, Officer Evaluation System (OES), officer promotions, enlisted advancements, Servicing Personnel Office (SPO) for the Inactive Ready Reserve (IRR). Serves as the incapacitation Benefits Issuing Authority (BIA) for the RC. Adjudication of the Reserve Enlisted Employee Review System (EER) is performed by Commander, Personnel Service Center, Enlisted Personnel Management (PSC-EPM).
- (a) Reserve Component Category Management Branch (PSC-RPM-1). Commander (PSC-RPM-1) facilitates all boards, panels, promotions, advancements, retirements, resignations, discharges, separations, and Officer Evaluation Report (OER) validations for all reserve and RCM personnel.
- (b) Reserve Assignments Branch (PSC-RPM-2). Commander (PSC-RPM-2) generates all permanent change of station (PCS) assignments and Reserve 'A' School orders and provides career counseling to reserve members. Manages Flexible Personnel Allowance List (FlexPAL), Reserve 'A' School requests, and

long-term non-contingency ADOS.

- (c) Reserve Personnel Services Branch (PSC-RPM-3). Commander (PSC-RPM-3) serves as command for all IRR members, maintains SPO personnel data records (PDR) and performs SPO transactions for IRR/Inactive Status List (ISL)/Active Status List (ASL) transferring to and from SELRES. Processes IRR discharges. Commander (PSC-RPM-3) is the program manager for all Reserve Veterans Affairs (VA) Education Programs. Prepares and tracks Medical Hold (MEDHOLD), Active Duty for Health Care (ADHC), and Notices of Eligibility (NOE) authorizations for reserve members injured in the Line of Duty (LOD). NOE requests related to a restricted report of sexual assault must be directed to Sexual Assault Prevention, Response, & Recovery (CG-1K4) in accordance with Reference (f).
- (5) Pacific and Atlantic Area RFRS Staff. Validate and communicate operational commanders' required force capabilities to include planning and monitoring of resource requirements incidental to RC readiness and identifies functions for RC organization (PAL and Full-Time Equivalent cap management) to meet operational and activation requirements. Provide guidance and oversight to subordinate unit RFRS staff, monitor competency attainment progress, readiness, and training of reservists, manage LOD determinations, and assist subordinate units in the activation, employment, and deactivation of reservists.
- (6) PACAREA (PAC-13). Acts as the principal RC advisor and expert to the PACAREA Commander for Port Security Unit (PSU) readiness. Focus on the administration of the RC and:
 - (a) Provides guidance, oversight, and the execution of the RT budget for PSUs and Coast Guard reservists assigned to U.S. Navy Maritime Expeditionary Security Force (MESF) units;
 - (b) Oversees activations and deactivations of assigned SELRES;
 - (c) Serves as centralized Inactive Duty for Training (IDT) berthing coordinator for all eligible members drilling at MESF units;
 - (d) Manages the execution of the Coast Guard Reserve – Training Management System (CGR-TMS) in accordance with Reference (g);
 - (e) Supports reserve capabilities development by aligning training opportunities with position-assigned competencies;
 - (f) Prioritizes the attainment of position-assigned competencies while supporting to the fullest extent possible unit-assigned competencies and professional development training opportunities;
 - (g) Processes and approves short-term ADOS requests;

- (h) Acts as the conduit for requested changes in reserve-funded positions via the PRR process;
 - (i) Requests, plans and executes annual active duty Reserve Month allocation for all PSU and MESF units and supporting staff;
 - (j) Advises PSUs and PACAREA Commander on reserve-specific personnel actions and adjudications between commands and Commander (PSC-RPM);
 - (k) Fosters proactive relationships between units and regional Employer Support of Guard and Reserve (ESGR) staffs and family readiness programs;
 - (l) Engages and supports the Yellow Ribbon Reintegration Program (YRRP) for all PSU and MESF deployments;
 - (m) Manages the Request for Forces (RFF) process for all PSU and MESF units; and
 - (n) Serves as the conduit between Health, Safety and Work-Life (HSWL) Operational Medicine Division (OPMED), Commander (PSC-RPM), PSU and MESF units regarding health protection guidance for overseas deployments. Serves as case manager for Reserve Incapacitation Benefits (RIB).
- (7) District (dxr) Staff. District (dxr) acts as the principal RC advisor and expert for the District Commander. District (dxr) shall focus on the administration of the RC and:
- (a) Provides guidance, oversight, and the execution of the RT budget to units within their geographic Area of Responsibility (AOR);
 - (b) Works with Personnel Service Center, Personnel Services Division, Surge Staffing Section (PSC-PSD-SSS), and Operational Logistics Command, Reserve Force Readiness Division (LOGCOM-1) to prepare for and execute activations of the RC;
 - (c) Oversees activations and deactivations of assigned SELRES;
 - (d) Manages the execution of the Coast Guard Reserve – Training Management System (CGR-TMS) in accordance with Reference (g);
 - (e) Supports reserve capabilities development by aligning training opportunities with position-assigned competencies;
 - (f) Prioritizes the attainment of position-assigned competencies while supporting to the fullest extent possible unit-assigned competencies and professional development training opportunities;
 - (g) Acts as the conduit for requested changes in reserve-funded positions via the PRR process;

- (h) Serves as centralized IDT berthing coordinator for all eligible members drilling within District's geographic AOR;
 - (i) Monitors LOD determinations, MEDHOLD, and ADHC;
 - (j) Advises administrative staff on reserve-specific personnel actions and adjudications between commands and Commander (PSC-RPM);
 - (k) Fosters proactive relationships between units and regional DOD ESGR staffs and family readiness programs; and
 - (l) Provides direct RFRS support to reservists assigned to the district staff and air stations.
- (8) Sector RFRS Staff. Assists the Sector Commander to achieve a FMC RC by ensuring the necessary training, qualification, and contingency readiness of their reserve personnel and guiding individual training to fulfill assigned competency and contingency roles. The primary focus of Sector RFRS personnel is managing the RC to achieve operational readiness. Sector RFRS facilitate understanding of reserve requirements to achieve national contingency response demands, but do not perform personnel administration functions, such as orders creation. Personnel administration functions must be processed in accordance with Reference (h). Collateral duties assigned should be secondary and not detract from the Sector RFRS staff's primary role. Sector RFRS:
- (a) Provides oversight of contingency preparedness and operational readiness of reserve personnel. This oversight includes providing the Sector Commander with information regarding the readiness of their reservists and serving as the Sector reserve expert;
 - (b) Facilitates dialogue between the Senior Reserve Officer (SRO), Silver Badge, department heads, subordinate units/Senior Enlisted Reserve Advisors (SERA), and other RFRS staff elements to achieve a FMC RC;
 - (c) Ensures the RC is included in the unit's contingency plans, exercises, and Watch Quarter Station Bill (WQSB) and collaborates with leadership to ensure training and readiness is in alignment with those plans and position-assigned competencies;
 - (d) Advises the command regarding administrative actions for non-compliance with mandatory reserve participation standards and training requirements in accordance with Reference (i);
 - (e) Prioritizes the attainment of position-assigned competencies while supporting to the fullest extent possible unit-assigned competencies and professional development training opportunities;
 - (f) Collaborates with the unit training officer and District (dxr) on CGR-TMS

management for reserve personnel and assists in the development of an annual training cycle, local structured training events, and reserve-integrated exercises;

- (g) Coordinates with the unit training officer and supervisors to verify training activities are documented;
 - (h) Collaborates with the unit training officer to monitor unit operational training. Ensures non-rated members are scheduled to attend “A” school. Monitors availability and attendance at “C” schools;
 - (i) Annually manages the compilation of Individual Training Plans (ITP) for reservists and prepares the unit ITP report for dissemination up the chain of command;
 - (j) Coordinates activations and deactivations of reservists;
 - (k) Ensures training is aligned with contingency and activation planning requirements. Acts as the conduit for requested changes in reserve positions on the PAL via the PRR process;
 - (l) Monitors and advises on the status of personnel matters such as conduct, Reserve Component Category (RCC) changes, retirements, separations, Government Travel Charge Card (GTCC) issues, lateral change-in-rating requests, pay and personnel discrepancies, LOD determinations, NOE, ADHC, and MEDHOLD orders, and other medical items;
 - (m) Establishes and maintains a relationship with the local ESGR program representatives and assists the command in the resolution of employer support issues;
 - (n) Ensures reservists and dependents are provided appropriate support in preparation for activation, deployment, and reintegration after release from active duty (RELAD);
 - (o) Stays informed of reservists’ recall status including pending recalls and RELADs;
 - (p) Facilitates interviews of AC and RC members pending separation regarding reserve affiliation; and
 - (q) Coordinates awareness and communicates with reservists deployed or assigned temporary duty (TDY).
- (9) Operational Logistics Command (LOGCOM) RFRS Staff. Acts as the principal RC advisor and expert for all SELRES within the Deputy Commandant for Mission Support (DCMS) enterprise. Interprets policy, validates unit-level training, mitigates gaps in reserve readiness, and focuses on streamlining SELRES training and competency management. They are responsible for readiness monitoring of assigned SELRES. In addition, Operational Logistics Command, Reserve Force Readiness

- Division, (LOGCOM-1):
- (a) Prepares for and executes activations of the reserve for contingency operations through training and augmentation;
 - (b) Serves as primary SELRES point of contact within the DCMS enterprise for RFF to support contingencies, surges, and ADOS needs. Facilitates identification, activations, and deactivations of qualified personnel to satisfy contingency requirements;
 - (c) Manages Base reserve PAL reprogramming requests and ensures proper alignment of reserve-funded positions with activation, training, and contingency requirements;
 - (d) Supports reserve capabilities development by aligning training opportunities with position-assigned competencies;
 - (e) Prioritizes the attainment of position-assigned competencies while supporting to the fullest extent possible unit-assigned competencies and professional development training opportunities;
 - (f) Facilitates the ITP process;
 - (g) Oversees and directs reserve activations and deactivations, in conjunction with contingency force management evolutions for DCMS and Headquarters directorates SELRES;
 - (h) Monitors RC participation status/metrics and administrative matters such as discharges, retirements, and RCC changes;
 - (i) Maintains contact with Base SROs and SERAs to ensure communications with SELRES;
 - (j) Manages LOD determinations, MEDHOLD, and ADHC;
 - (k) Processes and approves short-term ADOS requests; and
 - (l) Collaborates with other RFRS staff elements to attain a FMC RC.
- (10) PSU Command Cadre and FTS Staff. Acts as the principal RC advisor and expert assigned to the unit. PSU RFRS:
- (a) Provides guidance, oversight, and the execution of Enduring Overseas Mission (EOM) and unit funds. Submits annual spend plans to PAC-3DSF and PAC-8;
 - (b) Provides oversight of contingency preparedness and operational readiness and serves as reserve expert;
 - (c) Collaborates with other RFRS staff elements to help achieve a FMC RC;

- (d) Monitors RC participation and manages the separation of non-compliant members in accordance with Reference (i);
- (e) Manages CGR-TMS for assigned personnel, assists in the development of an annual personnel training cycle, and communicates the annual plan to ensure compliance;
- (f) Annually reviews ITPs for reservists to ensure “C” school quotas are properly prioritized;
- (g) Prioritizes the attainment of position-assigned competencies while supporting to the fullest extent possible unit-assigned competencies and professional development training opportunities;
- (h) Coordinates reserve activations and deactivations;
- (i) Collaborates with the unit training officer to monitor Mandated Training (MT) and unit operational training. Ensures non-rated members are scheduled to attend “A” school. Monitors availability and attendance at “C” schools;
- (j) Designates sponsors for newly assigned personnel;
- (k) Manages all mission required equipment, including personal gear and personal protective equipment (PPE);
- (l) Maintains contact with personnel deployed or assigned TDY;
- (m) Monitors reservists’ recall status including pending recalls and RELADs;
- (n) Coordinates with the unit training officer to ensure personnel training is documented;
- (o) Coordinates with the unit ombudsman and assists in the link between commands and dependents in accordance with Reference (j);
- (p) Manages and reports the status of personnel matters such as conduct, RCC changes, retirements, separations, GTCC issues, lateral change-in-rating requests, pay and personnel discrepancies, LOD determinations, NOE, ADHC, and MEDHOLD orders, and other medical items;
- (q) Actively monitors the PAL by coordinating assignment actions with Commander (PSC-RPM) through PAC-13 and managing the PRR process;
- (r) Advises and assists with disciplinary actions including investigations, administrative separations, non-judicial punishment (NJP), Uniform Code of Military Justice (UCMJ), and discharges;
- (s) Establishes and maintains a relationship with the local ESGR program

representatives and assists the command in the resolution of employer support issues; and

- (t) Ensures reservists and dependents are provided appropriate support in preparation for activation, deployment, and reintegration after RELAD.
- c. SELRES Leadership Positions. SELRES leadership must be fully integrated into the active duty chain of command. RC leadership positions and titles are purposefully set in accordance with program managers. Effective SELRES leaders will focus on the readiness of the reserve workforce and support training evolutions that drive position-based competency attainment. The tendency to create a parallel reserve chain of command degrades operational effectiveness and is contrary to an integrated RC. SELRES members are assigned to various positions in support of RFRS to enhance the operational commander's ability to provide a FMC RC. These include: SROs, Reserve Gold and Silver Badge Command Master/Senior Chiefs (CMC/CSC), Reserve Force Advisors (RFA), SERAs, and Reserve Training Petty Officers (RTPO). These reserve members generally drill two days a month and serve two weeks a year on active duty.
- (1) Senior Reserve Officer (SRO). SROs serve as advocates for the RC and as members of the command staff, reporting directly to the unit commander or deputy. The SRO fills a leadership role in supporting the unit commander's goals and objectives, but ultimately, training, readiness, and overall administrative support shall remain the responsibility of the unit commander. The SRO's leadership role is secondary to developing and maintaining their own position-assigned competencies. The SRO:
 - (a) Advises command on reserve equities in the command decision-making process. Augmentation activities should directly support gaining the knowledge, skills, and competencies necessary for activation. SROs are expected to maintain their position-assigned competencies while concurrently fulfilling their leadership responsibilities;
 - (b) Collaborates with the command cadre and RFRS staff on administration, training, decisions, and recommendations that affect reserve personnel;
 - (c) Establishes and maintains relationships with the local ESGR program representatives and assists the command in the resolution of employer support issues;
 - (d) Ensures reservists receive information in preparation for activations and deployments; and
 - (e) Remains informed on current issues, policies, and procedures affecting reserve personnel and ensures reservists have access to all current information.
 - (2) Gold Badge. Reserve Gold Badge Command Senior Enlisted Leaders (CSEL) are assigned to most Flag Officers in command positions. CSELs report directly to their respective principal. The Gold Badge shall be considered the senior-most enlisted reservist within their respective command, regardless of time-in-service or grade.

- (3) Silver Badge. Reserve Silver Badge CSELs are primarily assigned to non-Flag commands having billeted CMC, Command Senior Chief (CSC), and Command Chief (CC) positions, screened and assigned by Commander (PSC-RPM). By position and title, the billeted Silver Badge shall be considered the senior-most “Chief” at their unit and at units falling under their AOR, regardless of time in service or grade.
- (4) Reserve Force Advisor (RFA). The RFAs are the direct representative of the RC to their assigned Rating Force Master Chief (RFMC). RFAs monitor the training and operational readiness of reservists in their assigned rating. The RFAs advise RFMCs on the state of the rating within the RC and coordinate and address leadership training processes which support the advancement and activation readiness of reserve personnel. Overall rating responsibility and support remain with the RFMCs.
- (5) Senior Enlisted Reserve Advisor (SERA). SERAs are reserve E-7 through E-9 positions that report directly to the unit commanding officer or officer-in-charge. In coordination with the executive officer/executive petty officer, SERAs monitor and advise their commands on RC policy, training, and personnel issues. SERAs assist commands in maintaining activation readiness and provide leadership and mentoring. SERAs are assigned to facilitate the RC and are required to maintain position-assigned competencies. SERA candidates must complete a senior enlisted service academy within one year of assignment to a SERA position. SERAs must complete the SERA LMS course (502466) prior to reporting for duty. The SERA:
 - (a) Coordinates with command and other RFRS elements on training, platform use, “C” schools, etc. to achieve a FMC RC;
 - (b) Collaborates with RFRS staff elements to track reservist’s performance against participation and readiness standards in accordance with Reference (i). Coordinates discrepancy resolution and assists in participation compliance measures;
 - (c) Tracks reservists’ recall status including pending recalls and RELADs;
 - (d) Works with AC supervisors to designate sponsors for newly assigned reservists;
 - (e) Provides assistance in processing pending disciplinary actions;
 - (f) Reviews reservist’s Individual Development Plans (IDP) and ITPs. Works with supervisors and RFRS staff elements to resolve discrepancies;
 - (g) Coordinates with the unit ombudsman and assists in the link between commands and dependents in accordance with Reference (j);
 - (h) Monitors progress and reports to the command the status of personnel matters such as GTCC issues, lateral change-in-rating requests, pay and personnel discrepancies, conduct, and medical readiness;
 - (i) Provides command guidance and input on awards and recognitions;

- (j) Serves as an advocate and mentor for facilitating professional development;
 - (k) Collaborates with the unit training officer to monitor MT and unit operational training. Ensures non-rated members are scheduled to attend “A” school. Monitors availability and attendance at “C” schools;
 - (l) Coordinates training schedules with AC supervisors;
 - (m) Monitors issuance of all mission required equipment, including personal gear and PPE. Assists in resolving deficiencies;
 - (n) Tracks and reports LOD determinations;
 - (o) Ensures activities and training are documented; and
 - (p) Monitors activated reservists.
- (6) Reserve Training Petty Officer (RTPO). RTPOs are senior enlisted reserve members who report to the command. Their primary focus is to ensure the unit’s reserve members attain position-assigned competencies. The RTPO provides training and competency attainment statuses to the chain of command. Each small boat station with reservists assigned shall have a RTPO billet. The Reserve Aviation Program will be allotted RTPO billets to manage training based on platform. In coordination with the unit training Petty Officer, the RTPO is responsible for operational training and readiness, such as boat/aircrew certifications.

13. FORMS. None.

14. SECTION 508. This policy is created to adhere to accessibility guidelines and standards as promulgated by the U.S. Access Board with consideration of Information and Communications Technology (ICT) requirements. If accessibility modifications are needed for this artifact, please communicate with the Section 508 Program Management Office (PMO) at Section.508@uscg.mil. Concerns or complaints for non-compliance of policy and/or artifacts may be directed to the Section 508 PMO, the Civil Rights Directorate (<https://www.uscg.mil/Resources/Civil-Rights/>) for the Coast Guard, or to the U.S. Department of Homeland Security at accessibility@hq.dhs.gov.

15. REQUEST FOR CHANGES. Units and individuals may formally recommend changes through the chain of command using the Coast Guard Memorandum. Comments and suggestions from users of this Instruction are welcomed. All such correspondence may be emailed to Commandant (CG-R55) at: COMDT-CGR55Policy-SMB-Access@uscg.mil.

/TIFFANY G. DANKO/
Rear Admiral, U. S. Coast Guard Reserve
Assistant Commandant for Reserve

Appendix A. Reserve Force Readiness System (RFRS) Direct Support Billet Map

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Appendix A. Reserve Force Readiness System (RFRS) Direct Support Billet Map

Posn. #	Position Title	DEPTID	Department Name
00028535	RESERVE READINESS CHIEF-FTS	007094	SECTOR PUGET SOUND CONTINGENCY PLANNING & FORCE RDNS STF
00038726	RESERVE READINESS - FTS	007094	SECTOR PUGET SOUND CONTINGENCY PLANNING & FORCE RDNS STF
00028246	RESERVE READINESS CHIEF-FTS	007159	SECTOR LONG ISLAND SND CONTINGENCY PLANNING & FORCE RDNS STF
00036822	MGMT & PRGM ANALYST-FTS	007159	SECTOR LONG ISLAND SND CONTINGENCY PLANNING & FORCE RDNS STF
00007215	RESERVE READINESS - FTS	007175	SECTOR MIAMI CONTINGENCY PLANNING & FORCE RDNS STF
00016070	RESERVE READINESS - FTS	007175	SECTOR MIAMI CONTINGENCY PLANNING & FORCE RDNS STF
00040819	RESERVE READINESS - FTS	007207	SECTOR SAN DIEGO CONTINGENCY PLANNING & FORCE RDNS STF
00065371	RESERVE READINESS CHIEF-FTS	007207	SECTOR SAN DIEGO CONTINGENCY PLANNING & FORCE RDNS STF
00023753	RESERVE READINESS - FTS	007223	SECTOR HONOLULU CONTINGENCY PLANNING & FORCE RDNS STF
00007078	RESERVE READINESS CHIEF-FTS	007261	SECTOR BOSTON CONTINGENCY PLANNING & FORCE RDNS STF
00013491	RESERVE READINESS - FTS	007261	SECTOR BOSTON CONTINGENCY PLANNING & FORCE RDNS STF
00000119	RESERVE READINESS - FTS	007277	SECTOR NEW YORK CONTINGENCY PLANNING & FORCE RDNS STF
00004603	RESERVE READINESS - FTS	007277	SECTOR NEW YORK CONTINGENCY PLANNING & FORCE RDNS STF
00004922	RESERVE READINESS - FTS	007277	SECTOR NEW YORK CONTINGENCY PLANNING & FORCE RDNS STF
00006942	RESERVE READINESS - FTS	007277	SECTOR NEW YORK CONTINGENCY PLANNING & FORCE RDNS STF
00010617	RESERVE READINESS CHIEF-FTS	007277	SECTOR NEW YORK CONTINGENCY PLANNING & FORCE RDNS STF
00012156	RESERVE READINESS - FTS	007277	SECTOR NEW YORK CONTINGENCY PLANNING & FORCE RDNS STF
00015569	RESERVE READINESS - FTS	007277	SECTOR NEW YORK CONTINGENCY PLANNING & FORCE RDNS STF
00021800	PRGM ASSIST-FTS	007293	SEC MARYLAND-NATIONAL CAPITAL REGION CONT PL/RDNS STF
00040490	RESERVE READINESS CHIEF-FTS	007293	SEC MARYLAND-NATIONAL CAPITAL REGION CONT PL/RDNS STF
00028655	RESERVE READINESS - FTS	007311	SECTOR DELAWARE BAY CONTINGENCY PLANNING & FORCE RDNS STF
00039443	RESERVE READINESS CHIEF-FTS	007311	SECTOR DELAWARE BAY CONTINGENCY PLANNING & FORCE RDNS STF
00075306	RESERVE READINESS - FTS	007311	SECTOR DELAWARE BAY CONTINGENCY PLANNING & FORCE RDNS STF
00029117	RESERVE READINESS CHIEF-FTS	007328	SECTOR LA/LB CONTINGENCY PLANNING & FORCE RDNS STF
00040894	RESERVE READINESS - FTS	007328	SECTOR LA/LB CONTINGENCY PLANNING & FORCE RDNS STF
00018471	RESERVE READINESS CHIEF-FTS	007360	SECTOR MOBILE CONTINGENCY PLANNING & FORCE RDNS STF
00034050	RESERVE READINESS - FTS	007360	SECTOR MOBILE CONTINGENCY PLANNING & FORCE RDNS STF
00039932	RESERVE READINESS - FTS	007376	SECTOR SAN JUAN CONTINGENCY PLANNING & FORCE RDNS STF
00007970	RESERVE READINESS - FTS	007426	SECTOR DETROIT CONTINGENCY PLANNING & FORCE RDNS STF
00012153	RESERVE READINESS - FTS	007426	SECTOR DETROIT CONTINGENCY PLANNING & FORCE RDNS STF
00040654	RESERVE READINESS - FTS	007442	SECTOR NORTHERN GREAT LAKES CONTING PLNG & FORCE RDNS STF
00031709	RESERVE READINESS - FTS	007470	SECTOR N NEW ENGLAND CONTINGENCY PLANNING & FORCE RDNS STF
00035943	RESERVE READINESS CHIEF-FTS	007470	SECTOR N NEW ENGLAND CONTINGENCY PLANNING & FORCE RDNS STF
00017460	RESERVE READINESS - FTS	007490	SECTOR ST PETERSBURG CONTINGENCY PLANNING & FORCE RDNS STF
00021689	MGMT & PRGM ANALYST-FTS	007490	SECTOR ST PETERSBURG CONTINGENCY PLANNING & FORCE RDNS STF
00065366	RESERVE READINESS CHIEF-FTS	007490	SECTOR ST PETERSBURG CONTINGENCY PLANNING & FORCE RDNS STF
00007957	RESERVE READINESS - FTS	007513	SECTOR EASTERN GREAT LAKES CONTINGENCY PLNG & FORCE RDNS STF
00016484	RESERVE READINESS CHIEF-FTS	007513	SECTOR EASTERN GREAT LAKES CONTINGENCY PLNG & FORCE RDNS STF
00004599	MGMT & PRGM ANALYST-FTS	007529	SECTOR JACKSONVILLE CONTINGENCY PLANNING & FORCE RDNS STF

Appendix A. to COMDTINST 5320.4B

Posn. #	Position Title	DEPTID	Department Name
00041660	RESERVE READINESS CHIEF-FTS	007529	SECTOR JACKSONVILLE CONTINGENCY PLANNING & FORCE RDNS STF
00028297	RESERVE READINESS - FTS	007562	SECTOR SAN FRANCISCO CONTINGENCY PLANNING & FORCE RDNS STF
00029114	RESERVE READINESS CHIEF-FTS	007562	SECTOR SAN FRANCISCO CONTINGENCY PLANNING & FORCE RDNS STF
00006984	RESERVE READINESS - FTS	007579	SECTOR VIRGINIA CONTINGENCY PLANNING FORCE READINESS
00008614	RESERVE RDNS DUTY-FTS	007579	SECTOR VIRGINIA CONTINGENCY PLANNING FORCE READINESS
00009865	RESERVE READINESS - FTS	007579	SECTOR VIRGINIA CONTINGENCY PLANNING FORCE READINESS
00082156	RESERVE READINESS - FTS	007579	SECTOR VIRGINIA CONTINGENCY PLANNING FORCE READINESS
00027383	RESERVE READINESS - FTS	007599	SECTOR CHARLESTON CONTINGENCY PLANNING & FORCE RDNS STF
00033702	RESERVE READINESS CHIEF-FTS	007599	SECTOR CHARLESTON CONTINGENCY PLANNING & FORCE RDNS STF
00038208	RESERVE READINESS - FTS	007599	SECTOR CHARLESTON CONTINGENCY PLANNING & FORCE RDNS STF
00004601	RESERVE READINESS - FTS	007625	SECTOR NORTH CAROLINA CONTINGENCY PLANNING & FORCE RDNS STF
00034254	RESERVE READINESS - FTS	007625	SECTOR NORTH CAROLINA CONTINGENCY PLANNING & FORCE RDNS STF
00015035	RESERVE READINESS CHIEF-FTS	007714	SECTOR NEW ORLEANS CONTINGENCY PLANNING & FORCE RDNS STF
00031613	MGMT & PRGM ANALYST-FTS	007714	SECTOR NEW ORLEANS CONTINGENCY PLANNING & FORCE RDNS STF
00024421	RESERVE READINESS - FTS	007730	SECTOR OHIO VALLEY CONTINGENCY PLANNING & FORCE RDNS STF
00035062	RESERVE READINESS CHIEF-FTS	007730	SECTOR OHIO VALLEY CONTINGENCY PLANNING & FORCE RDNS STF
00040508	RESERVE READINESS - FTS	007730	SECTOR OHIO VALLEY CONTINGENCY PLANNING & FORCE RDNS STF
00017539	MGMT & PRGM ANALYST-FTS	007746	SECTOR HOUSTON/GALV CONTINGENCY PLANNING & FORCE RDNS STF
00029970	RESERVE READINESS CHIEF-FTS	007746	SECTOR HOUSTON/GALV CONTINGENCY PLANNING & FORCE RDNS STF
00007267	RESERVE READINESS CHIEF-FTS	007847	SECTOR LAKE MICHIGAN CONTINGENCY PLANNING & FORCE RDNS STF
00012140	RESERVE READINESS - FTS	007847	SECTOR LAKE MICHIGAN CONTINGENCY PLANNING & FORCE RDNS STF
00065377	RESERVE READINESS - FTS	007847	SECTOR LAKE MICHIGAN CONTINGENCY PLANNING & FORCE RDNS STF
00013635	RESERVE READINESS - FTS	007889	SECTOR CORPUS CHRISTI CONTINGENCY PLANNING & FORCE RDNS STF
00030840	RESERVE READINESS CHIEF-FTS	007889	SECTOR CORPUS CHRISTI CONTINGENCY PLANNING & FORCE RDNS STF
00000980	PAY & COMPENSATION POLICY-FTS	007952	DIRECTOR OF RESERVE AND MILITARY PERSONNEL
00004905	POLICY SUSTAINMENT-FTS	007952	DIRECTOR OF RESERVE AND MILITARY PERSONNEL
00004910	POLICY SUSTAINMENT-FTS	007952	DIRECTOR OF RESERVE AND MILITARY PERSONNEL
00081001	POLICY SUSTAINMENT-FTS	007952	DIRECTOR OF RESERVE AND MILITARY PERSONNEL
00004872	OFFICE OF MIL PERSONNEL CHIEF	007960	OFFICE OF MILITARY PERSONNEL
19379882	RSV PERS POLICY SPEC-FTS	007960	OFFICE OF MILITARY PERSONNEL
00021652	HR ASSIST (MIL)-FTS	008087	SECTOR UPPER MISS CONTINGENCY PLANNING & FORCE RDNS STF
00032394	RESERVE RDNS CHIEF-FTS	008087	SECTOR UPPER MISS CONTINGENCY PLANNING & FORCE RDNS STF
00003619	MGMT & PRGM ANALYST-FTS	008137	D7 FORCE READINESS BRANCH (DXR)
00015834	RESERVE MANAGEMENT DUTY - FTS	008137	D7 FORCE READINESS BRANCH (DXR)
00016087	RESERVE MANAGEMENT CHIEF - FTS	008137	D7 FORCE READINESS BRANCH (DXR)
00021619	RESERVE MGMT DUTY - FTS	008137	D7 FORCE READINESS BRANCH (DXR)
00026762	PRGM ASSIST-FTS	008137	D7 FORCE READINESS BRANCH (DXR)
00065372	RESERVE MANAGEMENT DUTY - FTS	008137	D7 FORCE READINESS BRANCH (DXR)
00065373	RESERVE MANAGEMENT DUTY - FTS	008137	D7 FORCE READINESS BRANCH (DXR)
00065374	RESERVE MANAGEMENT DUTY - FTS	008137	D7 FORCE READINESS BRANCH (DXR)

Appendix A. to COMDTINST 5320.4B

Posn. #	Position Title	DEPTID	Department Name
00005395	RESERVE MANAGEMENT DUTY - FTS	008161	D1 FORCE READINESS BRANCH (DXR)
00005426	RESERVE MANAGEMENT DUTY - FTS	008161	D1 FORCE READINESS BRANCH (DXR)
00010621	RESERVE MANAGEMENT DUTY - FTS	008161	D1 FORCE READINESS BRANCH (DXR)
00010628	RESERVE MANAGEMENT DUTY - FTS	008161	D1 FORCE READINESS BRANCH (DXR)
00010634	RESERVE MANAGEMENT DUTY - FTS	008161	D1 FORCE READINESS BRANCH (DXR)
00014264	MGMT & PRGM ANALYST-FTS	008161	D1 FORCE READINESS BRANCH (DXR)
00074404	RESERVE MANAGEMENT CHIEF - FTS	008161	D1 FORCE READINESS BRANCH (DXR)
00005525	RESERVE MANAGEMENT CHIEF - FTS	008189	D8 FORCE READINESS BRANCH (DXR)
00006276	RESERVE MANAGEMENT DUTY - FTS	008189	D8 FORCE READINESS BRANCH (DXR)
00025128	RESERVE MANAGEMENT DUTY - FTS	008189	D8 FORCE READINESS BRANCH (DXR)
00031614	RESERVE MANAGEMENT DUTY - FTS	008189	D8 FORCE READINESS BRANCH (DXR)
00032406	RESERVE MGMT DUTY-FTS	008189	D8 FORCE READINESS BRANCH (DXR)
00032407	RESERVE MGMT DUTY-FTS	008189	D8 FORCE READINESS BRANCH (DXR)
00042045	RESERVE MANAGEMENT DUTY - FTS	008189	D8 FORCE READINESS BRANCH (DXR)
00010040	RESERVE MANAGEMENT DUTY - FTS	008210	D11 PLANNING & FORCE READINESS DIVISION (DX)
00028898	RESERVE MANAGEMENT CHIEF - FTS	008210	D11 PLANNING & FORCE READINESS DIVISION (DX)
00034433	RESERVE MANAGEMENT DUTY - FTS	008210	D11 PLANNING & FORCE READINESS DIVISION (DX)
00035860	RESERVE MANAGEMENT DUTY - FTS	008210	D11 PLANNING & FORCE READINESS DIVISION (DX)
00036990	RESERVE MGMT DUTY-FTS	008210	D11 PLANNING & FORCE READINESS DIVISION (DX)
00006249	RESERVE MANAGEMENT DUTY - FTS	008233	D13 PLANNING & FORCE READINESS DIVISION (DX)
00009297	RESERVE MANAGEMENT CHIEF - FTS	008233	D13 PLANNING & FORCE READINESS DIVISION (DX)
00009371	RESERVE MGMT DUTY - FTS	008233	D13 PLANNING & FORCE READINESS DIVISION (DX)
00011631	RESERVE MANAGEMENT DUTY - FTS	008233	D13 PLANNING & FORCE READINESS DIVISION (DX)
00036234	RESERVE MANAGEMENT DUTY - FTS	008233	D13 PLANNING & FORCE READINESS DIVISION (DX)
00029309	RESERVE MANAGEMENT DUTY - FTS	008249	D14 PLANNING & FORCE READINESS DIVISION (DX)
00035019	RESERVE MANAGEMENT CHIEF - FTS	008249	D14 PLANNING & FORCE READINESS DIVISION (DX)
00016086	RESERVE MANAGEMENT CHIEF - FTS	008267	D17 PLANNING & FORCE READINESS DIVISION (DX)
00026206	RESERVE MANAGEMENT DUTY - FTS	008267	D17 PLANNING & FORCE READINESS DIVISION (DX)
00033082	MCPO-CGR-FTS	008653	MASTER CHIEF PETTY OFFICER OF THE COAST GUARD (CG-00B)
19371876	MCPOCG SPECIAL ASSISTANT-FTS	008653	MASTER CHIEF PETTY OFFICER OF THE COAST GUARD (CG-00B)
00004915	RPM DIV CHF-FTS	010064	PSC RESERVE PERSONNEL MGMT DIVISION (RPM)
00010085	MGMT & PRGM ANALYST-FTS	010064	PSC RESERVE PERSONNEL MGMT DIVISION (RPM)
00024570	RPM ASSIST DIV CHF-FTS	010064	PSC RESERVE PERSONNEL MGMT DIVISION (RPM)
00008003	ASP/ISL MGMT-FTS	010089	PSC RESERVE COMPONENT CATEGORY MGMT BRANCH (RPM-1)
00024539	RES OFF STAT/PERF SYS DIV-FTS	010089	PSC RESERVE COMPONENT CATEGORY MGMT BRANCH (RPM-1)
00024554	OFF STATUS/PERF SYS-FTS	010089	PSC RESERVE COMPONENT CATEGORY MGMT BRANCH (RPM-1)
00024555	RES COMP CAT MGMT BR CHF-FTS	010089	PSC RESERVE COMPONENT CATEGORY MGMT BRANCH (RPM-1)
00024569	OFF STATUS/PERF SYS-FTS	010089	PSC RESERVE COMPONENT CATEGORY MGMT BRANCH (RPM-1)
00027164	RES COMP ADMIN SUPT-DUTY-FTS	010089	PSC RESERVE COMPONENT CATEGORY MGMT BRANCH (RPM-1)
00028828	RES COMP CAT MGMT BR DUTY-FTS	010089	PSC RESERVE COMPONENT CATEGORY MGMT BRANCH (RPM-1)

Appendix A. to COMDTINST 5320.4B

Posn. #	Position Title	DEPTID	Department Name
00029308	RES COMP CAT MGMT BR DUTY-FTS	010089	PSC RESERVE COMPONENT CATEGORY MGMT BRANCH (RPM-1)
00035215	OFF STATUS/PERF SYS-FTS	010089	PSC RESERVE COMPONENT CATEGORY MGMT BRANCH (RPM-1)
00037372	OFF STATUS/PERF SYS-FTS	010089	PSC RESERVE COMPONENT CATEGORY MGMT BRANCH (RPM-1)
00074387	RES COMP CAT MGMT BR DUTY-FTS	010089	PSC RESERVE COMPONENT CATEGORY MGMT BRANCH (RPM-1)
00075627	RES PRGM MGMT-FTS	010089	PSC RESERVE COMPONENT CATEGORY MGMT BRANCH (RPM-1)
00078829	HR SPEC (MIL)-FTS	010089	PSC RESERVE COMPONENT CATEGORY MGMT BRANCH (RPM-1)
00004014	RESERVE RDNS DUTY-FTS	010091	PSC RESERVE ASSIGNMENTS BRANCH (RPM-2)
00004536	RESERVE ASSIGNMENTS-FTS	010091	PSC RESERVE ASSIGNMENTS BRANCH (RPM-2)
00004537	RESERVE ASSIGNMENTS-FTS	010091	PSC RESERVE ASSIGNMENTS BRANCH (RPM-2)
00006182	RESERVE STAFF DUTY-FTS	010091	PSC RESERVE ASSIGNMENTS BRANCH (RPM-2)
00006971	RESERVE ASSIGNMENTS-FTS	010091	PSC RESERVE ASSIGNMENTS BRANCH (RPM-2)
00008604	RESERVE CAPACITY ANALYST-FTS	010091	PSC RESERVE ASSIGNMENTS BRANCH (RPM-2)
00010777	RESERVE ASSIGNMENTS-FTS	010091	PSC RESERVE ASSIGNMENTS BRANCH (RPM-2)
00013513	RESERVE CAPACITY SPEC-FTS	010091	PSC RESERVE ASSIGNMENTS BRANCH (RPM-2)
00024595	RESERVE STAFF DUTY-FTS	010091	PSC RESERVE ASSIGNMENTS BRANCH (RPM-2)
00027310	RESERVE ASSIGNMENTS-FTS	010091	PSC RESERVE ASSIGNMENTS BRANCH (RPM-2)
00028899	RESERVE ASSIGNMENTS-FTS	010091	PSC RESERVE ASSIGNMENTS BRANCH (RPM-2)
00038520	ASSIGNMENTS BR CHF-FTS	010091	PSC RESERVE ASSIGNMENTS BRANCH (RPM-2)
00065367	RESERVE ASSIGNMENTS-FTS	010091	PSC RESERVE ASSIGNMENTS BRANCH (RPM-2)
00075292	RESERVE STAFF DUTY-FTS	010091	PSC RESERVE ASSIGNMENTS BRANCH (RPM-2)
00004914	RSV PERS SERVICES BR CHF-FTS	010093	PSC RESERVE PERSONNEL SERVICE BRANCH (RPM-3)
00004924	RSV INCAP BENEFITS MGMT-FTS	010093	PSC RESERVE PERSONNEL SERVICE BRANCH (RPM-3)
00007068	RSV (IRR ASL ISL) SPO-FTS	010093	PSC RESERVE PERSONNEL SERVICE BRANCH (RPM-3)
00009219	RSV (IRR ASL ISL) SPO-FTS	010093	PSC RESERVE PERSONNEL SERVICE BRANCH (RPM-3)
00015643	RSV(IRR ASL ISL)SPO SUPV -FTS	010093	PSC RESERVE PERSONNEL SERVICE BRANCH (RPM-3)
00027163	HR ASSIST (OA/MIL)-FTS	010093	PSC RESERVE PERSONNEL SERVICE BRANCH (RPM-3)
00033641	RSV (IRR ASL ISL) SPO-FTS	010093	PSC RESERVE PERSONNEL SERVICE BRANCH (RPM-3)
00039935	RSV (IRR ASL ISL) SPO-FTS	010093	PSC RESERVE PERSONNEL SERVICE BRANCH (RPM-3)
00075628	RSV (IRR ASL ISL) SPO-FTS	010093	PSC RESERVE PERSONNEL SERVICE BRANCH (RPM-3)
00007768	RESERVE READINESS - FTS	036426	SECTOR COLUMBIA RIVER CONTINGENCY PLANNING & FORCE RDNS STF
00031307	RESERVE READINESS CHIEF-FTS	036426	SECTOR COLUMBIA RIVER CONTINGENCY PLANNING & FORCE RDNS STF
00004917	STRATEGIC ANALYST-FTS	036731	EMERGING POLICY STAFF (CG-DCO-X)
00005917	PERSONNEL DIVISION CHIEF - FTS	038213	LANTAREA PERSONNEL DIVISION (1)
00002459	RESERVE CAPABILITIES MGMT- FTS	038224	LANTAREA RESERVE READINESS & CAPABILITIES BRANCH (15)
00004006	MGMT PRGM ANALYST-FTS	038224	LANTAREA RESERVE READINESS & CAPABILITIES BRANCH (15)
00007092	RESERVE CAPABILITIES MGMT- FTS	038224	LANTAREA RESERVE READINESS & CAPABILITIES BRANCH (15)
00041658	RESERVE READINESS MGMT - FTS	038224	LANTAREA RESERVE READINESS & CAPABILITIES BRANCH (15)
00071743	RSV RDNS & CAP MGMT BR CHF-FTS	038224	LANTAREA RESERVE READINESS & CAPABILITIES BRANCH (15)
00022887	PSU/MESF FORCE MGR FTS	038312	PACAREA CURRENT OPERATIONS/SHORE FORCES/DSF BRANCH (3SF)
00018935	PERSONNEL DIVISION CHIEF - FTS	038313	PACAREA PERSONNEL DIVISION (1)

Appendix A. to COMDTINST 5320.4B

Posn. #	Position Title	DEPTID	Department Name
00071744	ASST PERSONNEL DIV CHIEF - FTS	038313	PACAREA PERSONNEL DIVISION (1)
00006929	RESERVE READINESS MGMT - FTS	038330	PACAREA RESERVE READINESS BRANCH (15)
00009582	MGMT & PRGM ANALYST-FTS	038330	PACAREA RESERVE READINESS BRANCH (15)
00034881	RESERVE CAPABILITIES MGMT- FTS	038330	PACAREA RESERVE READINESS BRANCH (15)
00075500	TACTICAL COXSWAIN-FTS	038611	PORT SECURITY UNIT 301 WATERSIDE SECURITY DIVISION
00075501	MAINTENANCE SUPT-FTS	038615	PORT SECURITY UNIT 301 MAINTENANCE DIVISION
00075503	ARMORY SUPT-FTS	038616	PORT SECURITY UNIT 301 WEAPONS DIVISION
00075499	LOGISTICS DEPT HD-FTS	038617	PORT SECURITY UNIT 301 LOGISTICS DEPARTMENT
00075502	ADMIN/PERS TM LD-FTS	038617	PORT SECURITY UNIT 301 LOGISTICS DEPARTMENT
00075504	FINANCE/SUPPLY TM LD-FTS	038617	PORT SECURITY UNIT 301 LOGISTICS DEPARTMENT
00009598	TACTICAL COXSWAIN-FTS	038622	PORT SECURITY UNIT 305 WATERSIDE SECURITY DIVISION
00009599	MAINTENANCE SUPT-FTS	038626	PORT SECURITY UNIT 305 MAINTENANCE DIVISION
00005554	ARMORY SUPT-FTS	038627	PORT SECURITY UNIT 305 WEAPONS DIVISION
00005663	FINANCE/SUPPLY TM LD-FTS	038628	PORT SECURITY UNIT 305 LOGISTICS DEPARTMENT
00009600	LOGISTICS DEPT HD-FTS	038628	PORT SECURITY UNIT 305 LOGISTICS DEPARTMENT
00037906	ADMIN/PERS TM LD-FTS	038628	PORT SECURITY UNIT 305 LOGISTICS DEPARTMENT
19381418	TRAINING OFFICER-FTS	038630	PORT SECURITY UNIT 307 OPERATIONS DEPARTMENT
00021964	TACTICAL COXSWAIN-FTS	038632	PORT SECURITY UNIT 307 WATERSIDE SECURITY DIVISION
19381417	FIRE TEAM MEMBER-FTS	038633	PORT SECURITY UNIT 307 SHORESIDE SECURITY DIVISION
19381412	ELECTRONICS SUPT-FTS	038634	PORT SECURITY UNIT 307 COMMUNICATIONS DIVISION
19381416	COMMS WATCHSTANDER-FTS	038634	PORT SECURITY UNIT 307 COMMUNICATIONS DIVISION
00021966	MAINTENANCE SUPT-FTS	038636	PORT SECURITY UNIT 307 MAINTENANCE DIVISION
19381413	MAINTENANCE SUPT-FTS	038636	PORT SECURITY UNIT 307 MAINTENANCE DIVISION
00021965	ARMORY SUPT-FTS	038637	PORT SECURITY UNIT 307 WEAPONS DIVISION
00000120	ADMIN/PERS TM LD-FTS	038638	PORT SECURITY UNIT 307 LOGISTICS DEPARTMENT
00021960	LOGISTICS DEPT HD-FTS	038638	PORT SECURITY UNIT 307 LOGISTICS DEPARTMENT
00021967	FINANCE/SUPPLY TM LD-FTS	038638	PORT SECURITY UNIT 307 LOGISTICS DEPARTMENT
19381414	FINANCE/SUPPLY SUPT-FTS	038638	PORT SECURITY UNIT 307 LOGISTICS DEPARTMENT
19381415	ADMIN/PERS SUPT-FTS	038638	PORT SECURITY UNIT 307 LOGISTICS DEPARTMENT
00041713	TACTICAL COXSWAIN-FTS	038642	PORT SECURITY UNIT 308 WATERSIDE SECURITY DIVISION
00041714	MAINTENANCE SUPT-FTS	038646	PORT SECURITY UNIT 308 MAINTENANCE DIVISION
00041716	ARMORY SUPT-FTS	038647	PORT SECURITY UNIT 308 WEAPONS DIVISION
00033474	ADMIN/PERS TM LD-FTS	038648	PORT SECURITY UNIT 308 LOGISTICS DEPARTMENT
00041715	FINANCE/SUPPLY TM LD-FTS	038648	PORT SECURITY UNIT 308 LOGISTICS DEPARTMENT
00041717	LOGISTICS DEPT HD-FTS	038648	PORT SECURITY UNIT 308 LOGISTICS DEPARTMENT
00014499	TACTICAL COXSWAIN-FTS	038652	PORT SECURITY UNIT 309 WATERSIDE SECURITY DIVISION
00014500	MAINTENANCE SUPT-FTS	038656	PORT SECURITY UNIT 309 MAINTENANCE DIVISION
00013593	ARMORY SUPT-FTS	038657	PORT SECURITY UNIT 309 WEAPONS DIVISION
00011521	ADMIN/PERS TM LD-FTS	038658	PORT SECURITY UNIT 309 LOGISTICS DEPARTMENT
00013402	FINANCE/SUPPLY TM LD-FTS	038658	PORT SECURITY UNIT 309 LOGISTICS DEPARTMENT

Appendix A. to COMDTINST 5320.4B

Posn. #	Position Title	DEPTID	Department Name
00014501	LOGISTICS DEPT HD-FTS	038658	PORT SECURITY UNIT 309 LOGISTICS DEPARTMENT
00027472	TACTICAL COXSWAIN-FTS	038662	PORT SECURITY UNIT 311 WATERSIDE SECURITY DIVISION
00027473	MAINTENANCE SUPT-FTS	038666	PORT SECURITY UNIT 311 MAINTENANCE DIVISION
00026274	ARMORY SUPT-FTS	038667	PORT SECURITY UNIT 311 WEAPONS DIVISION
00002089	ADMIN/PERS TM LD-FTS	038668	PORT SECURITY UNIT 311 LOGISTICS DEPARTMENT
00026273	FINANCE/SUPPLY TM LD-FTS	038668	PORT SECURITY UNIT 311 LOGISTICS DEPARTMENT
00027474	LOGISTICS DEPT HD-FTS	038668	PORT SECURITY UNIT 311 LOGISTICS DEPARTMENT
00075494	TACTICAL COXSWAIN-FTS	038672	PORT SECURITY UNIT 312 WATERSIDE SECURITY DIVISION
00075495	MAINTENANCE SUPT-FTS	038676	PORT SECURITY UNIT 312 MAINTENANCE DIVISION
00075497	ARMORY SUPT-FTS	038677	PORT SECURITY UNIT 312 WEAPONS DIVISION
00075493	LOGISTICS DEPT HD-FTS	038678	PORT SECURITY UNIT 312 LOGISTICS DEPARTMENT
00075496	ADMIN/PERS TM LD-FTS	038678	PORT SECURITY UNIT 312 LOGISTICS DEPARTMENT
00075498	FINANCE/SUPPLY TM LD-FTS	038678	PORT SECURITY UNIT 312 LOGISTICS DEPARTMENT
00032655	TACTICAL COXSWAIN-FTS	038682	PORT SECURITY UNIT 313 WATERSIDE SECURITY DIVISION
00032656	MAINTENANCE SUPT-FTS	038686	PORT SECURITY UNIT 313 MAINTENANCE DIVISION
00032657	ARMORY SUPT-FTS	038687	PORT SECURITY UNIT 313 WEAPONS DIVISION
00006279	ADMIN/PERS TM LD-FTS	038688	PORT SECURITY UNIT 313 LOGISTICS DEPARTMENT
00032654	LOGISTICS DEPT HD-FTS	038688	PORT SECURITY UNIT 313 LOGISTICS DEPARTMENT
00032658	FINANCE/SUPPLY TM LD-FTS	038688	PORT SECURITY UNIT 313 LOGISTICS DEPARTMENT
00038522	RES ANALYSIS-FTS	041714	OP LOCATION-FORCECOM TRNG OPS BR (TOT)-WASHINGTON DC
00042041	RESOURCE MANAGER - FTS	043213	OP LOCATION-FORCECOM BUSINESS OPERATIONS BR-WASHINGTON DC
00004007	RESERVE MGMT DUTY-FTS	043233	D5 FORCE READINESS BRANCH (DXR)
00004267	RESERVE MGMT DUTY-FTS	043233	D5 FORCE READINESS BRANCH (DXR)
00004535	RESERVE MANAGEMENT DUTY - FTS	043233	D5 FORCE READINESS BRANCH (DXR)
00024427	RESERVE MANAGEMENT DUTY - FTS	043233	D5 FORCE READINESS BRANCH (DXR)
00030039	RESERVE MANAGEMENT DUTY - FTS	043233	D5 FORCE READINESS BRANCH (DXR)
00036823	RESERVE MGMT DUTY-FTS	043233	D5 FORCE READINESS BRANCH (DXR)
00040156	RESERVE MANAGEMENT CHIEF - FTS	043233	D5 FORCE READINESS BRANCH (DXR)
00004848	PSU AFC-90 RECONCILIATION-FTS	043887	PACAREA DSF BRANCH (13)
00006248	PSU RESERVE MGMT DUTY-FTS	043887	PACAREA DSF BRANCH (13)
00037114	PRGM ANALYST-FTS	043887	PACAREA DSF BRANCH (13)
00073569	PSU RESERVE MGMT DUTY-FTS	043887	PACAREA DSF BRANCH (13)
00075297	PSU RESERVE MGMT DUTY - FTS	043887	PACAREA DSF BRANCH (13)
00078553	DSF BRANCH CHIEF-FTS	043887	PACAREA DSF BRANCH (13)
00001946	RESERVE MGMT DUTY-FTS	045010	D9 FORCE READINESS BRANCH (DXR)
00001947	MGMT & PRGM ANALYST-FTS	045010	D9 FORCE READINESS BRANCH (DXR)
00004923	RESERVE MANAGEMENT CHIEF - FTS	045010	D9 FORCE READINESS BRANCH (DXR)
00007272	RESERVE MGMT DUTY - FTS	045010	D9 FORCE READINESS BRANCH (DXR)
00012125	RESERVE MANAGEMENT DUTY-FTS	045010	D9 FORCE READINESS BRANCH (DXR)
00001939	MGMT ANALYST-FTS	046249	PERSONNEL & RESERVE FORCE READINESS DIVISION (LOG-1)

Appendix A. to COMDTINST 5320.4B

Posn. #	Position Title	DEPTID	Department Name
00002616	ADMIN/PERS SUPPORT-FTS	046249	PERSONNEL & RESERVE FORCE READINESS DIVISION (LOG-1)
00006227	PERS/RES RDNS DIV CHIEF-FTS	046249	PERSONNEL & RESERVE FORCE READINESS DIVISION (LOG-1)
00030018	DEP PERS/RES RDNS DIV CHF-FTS	046249	PERSONNEL & RESERVE FORCE READINESS DIVISION (LOG-1)
00040453	RSV MGMT DUTY - FTS	046249	PERSONNEL & RESERVE FORCE READINESS DIVISION (LOG-1)
00053259	OPERATIONS ASSIST-FTS	046249	PERSONNEL & RESERVE FORCE READINESS DIVISION (LOG-1)
00075301	PANELS AND REPORTS - FTS	046670	CG RECRUITING COMMAND OFF ACCESSIONS & ANALYSIS BR (ACCOFF)
00004916	RESERVE READINESS CHIEF-FTS	046928	SECTOR SE NEW ENGLAND CP/RDNS RFO
00031839	MGMT & PRGM ANALYST-FTS	046928	SECTOR SE NEW ENGLAND CP/RDNS RFO
00034324	SURGE STAFFING SECT-DUTY-FTS	047267	PERSONNEL SERVICE CENTER PSD SURGE STAFFING SECTION
00038471	SURGE STAFFING SECT-DUTY-FTS	047267	PERSONNEL SERVICE CENTER PSD SURGE STAFFING SECTION
00041659	SURGE STAFFING SECT-DUTY-FTS	047267	PERSONNEL SERVICE CENTER PSD SURGE STAFFING SECTION
00004919	DEP ASST COMDT FOR RESERVE-FTS	048195	ASSISTANT COMMANDANT FOR RESERVE (CG-R)
00033132	ADMIN SPEC-FTS	048195	ASSISTANT COMMANDANT FOR RESERVE (CG-R)
00033133	ASST COMDT FOR RESERVE-FTS	048195	ASSISTANT COMMANDANT FOR RESERVE (CG-R)
00036714	EXEC ASST - FTS	048195	ASSISTANT COMMANDANT FOR RESERVE (CG-R)
00023203	OFFICE CH-FTS	048201	OFFICE OF RESERVE POLICY & REQUIREMENTS INTEGRATION (CG-R5)
19379842	OFFICE CHIEF RSV RESOURCES-FTS	048202	OFFICE OF RESERVE RESOURCES READINESS & ANALYSIS (CG-R8)
00004902	PRGM ANALYST-FTS	048203	COMPONENT POLICY & STRATEGIC COMMS DIVISION (CG-R55)
00004907	WRITER/EDITOR-FTS	048203	COMPONENT POLICY & STRATEGIC COMMS DIVISION (CG-R55)
00004909	VISUAL INFO SPEC-FTS	048203	COMPONENT POLICY & STRATEGIC COMMS DIVISION (CG-R55)
00004912	POLICY&STRAT COMMS DIV CH-FTS	048203	COMPONENT POLICY & STRATEGIC COMMS DIVISION (CG-R55)
00010935	STRAT COMMS TEAM LEAD-FTS	048203	COMPONENT POLICY & STRATEGIC COMMS DIVISION (CG-R55)
00033946	PUBLIC AFFAIRS SPEC - FTS	048203	COMPONENT POLICY & STRATEGIC COMMS DIVISION (CG-R55)
19379878	POLICY & STRAT COMMS DUTY-FTS	048203	COMPONENT POLICY & STRATEGIC COMMS DIVISION (CG-R55)
19379879	RSV COMPONENT POLICY MGMT-FTS	048203	COMPONENT POLICY & STRATEGIC COMMS DIVISION (CG-R55)
00004906	REQS & INTEGRATION DUTY-FTS	048204	REQUIREMENTS & INTEGRATION DIVISION (CG-R57)
00004911	REQS & INTEGRATION DUTY-FTS	048204	REQUIREMENTS & INTEGRATION DIVISION (CG-R57)
00004913	REQS & INTEGRATION DUTY-FTS	048204	REQUIREMENTS & INTEGRATION DIVISION (CG-R57)
00004920	REQS & INTEGRATION DIV CH-FTS	048204	REQUIREMENTS & INTEGRATION DIVISION (CG-R57)
00004921	MEASURES&READINESS DIV CH-FTS	048205	MEASURES ANALYSIS & COMPONENT READINESS DIVISION (CG-R81)
00036827	MANAGEMENT ANALYST-FTS	048205	MEASURES ANALYSIS & COMPONENT READINESS DIVISION (CG-R81)
00072689	PRGM ANALYST-FTS	048205	MEASURES ANALYSIS & COMPONENT READINESS DIVISION (CG-R81)
19379880	RESERVE MEASURES/ANALYSIS-FTS	048205	MEASURES ANALYSIS & COMPONENT READINESS DIVISION (CG-R81)
00004900	RESROUCE MGMT DUTY-FTS	048206	RESOURCE MANAGEMENT DIVISION (CG-R82)
00004918	RESOURCE MGMT DIV CH-FTS	048206	RESOURCE MANAGEMENT DIVISION (CG-R82)
00006999	ACCT MGMT-FTS	048206	RESOURCE MANAGEMENT DIVISION (CG-R82)
00011523	RT FIN MGR - FTS	048206	RESOURCE MANAGEMENT DIVISION (CG-R82)
00013665	ACCT MGMT-FTS	048206	RESOURCE MANAGEMENT DIVISION (CG-R82)
00039449	RESOURCE MGMT DUTY-FTS	048206	RESOURCE MANAGEMENT DIVISION (CG-R82)
19379881	DDE-CGLO DOD RES AFFAIRS-FTS	048356	OP LOCATION-CG-R PERS & READINESS MANPOWER & RSV AFFAIRS

Appendix A. to COMDTINST 5320.4B

Posn. #	Position Title	DEPTID	Department Name
00077324	PAL ANALYST-FTS	049409	ORG ANALYSIS / PERSONNEL ALLOWANCE DIVISION (CG-811)
00004844	PERS/SUP WORKFORCE MGMT CH-FTS	049453	PERSONNEL & SUPPORT WORKFORCE MGMT DIVISION (DCMS-DPR-13)