

COMDTINST 1306.3

November 15, 2010

COMMANDANT INSTRUCTION 1306.3

Subj: SENIOR ENLISTED RESERVE ADVISOR (SERA) PROGRAM

Ref: (a) COMDT MEMO 5400 dtd 31 AUG 2006 (CIAO #9)  
(b) ALCOAST 652/09  
(c) Command Senior Enlisted Leader Program, COMDTINST 1306.1B  
(d) Reserve Policy Manual, COMDTINST M1001.28

1. PURPOSE. To establish the Senior Enlisted Reserve Advisor (SERA) program and provide Coast Guard-wide implementation and management requirements.
2. ACTION. Area, district, and sector commanders, Commander Deployable Operations Group, commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General and special staff elements at Headquarters shall ensure compliance with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. BACKGROUND.
  - a. Since the integration of reserve forces, senior reservists at the local unit level have been performing many of the leadership, unit coordination, and interface functions between the active duty component and the individual reservists assigned to a unit. Under the Reserve Force Readiness System (RFRS) as outlined in reference (a) and through this instruction, these functions are now formalized in designated billets known as SERA. Reservists filling SERA positions will assist their active duty commands in maximizing readiness of assigned reservists for mobilization. Areas of SERA focus include coordination with active duty commands to address leadership, training, administration, processes required to support mobilization requirements, and mentoring. Nothing in this instruction is intended to replace or modify policy regarding the Command Senior Enlisted Leader Program (i.e., Command Silver and Gold Badge) outlined in reference (c).

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A																										
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NON-STANDARD DISTRIBUTION:

- b. The SERA is a Reserve billet available to E-7 through E-9 regardless of rating. Tour lengths for SERA's will not differ from other SELRES billets as outlined in reference (d). Generally, SERAs will be assigned to units based on a ratio of one SERA to a minimum of six and a maximum of thirty reserve enlisted members. SERA's shall report to the Commanding Officer (CO)/Officer in Charge (OINC) in a non-command cadre capacity. SERA's will generally not be billeted to units with permanent RFRS FTS personnel within the same chain of command, such as a PSU.
- c. Assignments for the position will only be considered for E-7 through E-9 who excel in proper use of resources and have superior time management skills.
- d. Reservists selected to become SERA's must complete required formal training.

5. RESPONSIBILITIES.

a. OFFICE OF RESERVE AFFAIRS (CG-131).

- 1) Work with programs and commands to identify billets and reprogramming needs associated with the reserve workforce to eliminate redundancies, align support functions, and manage program risks.
- 2) Establish and implement policy, procedures, systems and standards for the management of the Reserve Component.
- 3) Work with FC-51 to define, develop, and deploy training aimed at enhancing the performance of the Reserve Component.
- 4) Evaluate, control and monitor staffing standards and functions necessary to achieve both quality and effectiveness in the Reserve Program.

b. PERSONNEL SERVICES CENTER (PSC-rpm). PSC-rpm will assign SERA's to units using the annual E-7 and above assignment process. Command comments play a vital role during the assignment process.

c. SERA ASSIGNED PERSONNEL.

- 1) Report directly to unit CO/OINC in order to advise the command on reserve policy, training funding sources, individual Reservist issues, and reserve billet management.
- 2) Provide command guidance and input on reserve specific awards process, general CG awards, and other military awards for which Reservists are eligible.
- 3) Ensure assigned Reservists and their families are accounted for in the unit ombudsman family readiness program.
- 4) Stay informed of reservists recall status (e.g., Title 10, Title 14, etc.) including pending recalls and RELADs.

- 5) Coordinate with RFRS staff to track assigned Reservists' performance against participation and readiness standards including IDT/ADT, ASQ, medical, dental, weight, and other required readiness related data. Highlight discrepancies for assigned Reservists to both members and command to expedite resolution.
- 6) Work with supervisors to designate sponsors and mentors for newly assigned Reservists.
- 7) Maintain awareness of pending disciplinary actions, as permitted, against assigned Reservists.
- 8) Review assigned Reservist Individual Development Plans (IDPs) and Individual Training Plans (IPs) for completion, content, and progress. Work with supervisors and appropriate RFRS staff to resolve discrepancies.
- 9) Monitor progress and report to the command status of assigned Reservists personnel matters such as travel card issues, laterals in process, pay and personnel discrepancies NOEs, NFFD, and Limited Duty.
- 10) Serve as advocate and mentor for assigned reservists' to ensure professional and leadership development. Track assigned reservists progress towards certification and advise Reservists and command regarding progress status.
- 11) Coordinate completion of Mandated Training (MT) and unit operational training for assigned Reservists with RFRS staffs, unit, and other staffs as required.
- 12) Monitor availability and attendance at "C" Schools relevant to assigned Reservists training, certification, and professional development requirements.
- 13) Coordinate IDT, ADT, and RMP schedules of assigned Reservists with unit active duty supervisors as required.
- 14) Ensure provision of all mission required equipment, including personal gear and personal protective equipment (PPE) necessary to perform missions for assigned Reservists. Highlight shortfalls to appropriate members of command and Full Time Support (FTS) staff.
- 15) Verify assigned Reservists activities have been input into management information systems, e.g., Direct Access, AOPS, MSLE, TMT, MRTT, etc.
- 16) Ensure appropriate level of communication is established and maintained for Reservists deployed or assigned TAD.
- 17) Work with and coordinate all necessary activities relating to Sector and District RFRS Staffs.

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. None.

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