

Welcome Senior Enlisted Reserve Advisors to Small Boat Stations!

**By Captain Ted Harrop
Chief, Office of Boat Forces**

Boat Forces is pleased to officially welcome you as the Senior Enlisted Reserve Advisors (SERA) in our community! Thank you for accepting this leadership position and for changing from a hands-on technician to a leader and mentor of the reservists at your station. Your role as the SERA is crucial to the success of the reserve program. As senior enlisted reserve leaders at boat force units, I'd like to set my expectations for your success.

My charge to you is to execute! You are Chiefs, Senior Chiefs, and Master Chiefs. Your years of experience have provided you with a wealth of knowledge that you must use to ensure your unit is fully ready when the call comes. Many of you have been recalled and deployed, in many cases several times and you know how critical it is that you arrive qualified, current, and capable of meeting mission. As leaders and mentors to your reserve personnel, instill in them a sense of urgency and the importance of **being** Semper Paratus. Remind your people that being mobilization ready is not just being administratively or medically ready but also being current in their assigned competencies.

As the SERA, you are the "in-house" reserve expert. You are also a critical advisor and leader, available **24/7** to the OIC/CO, who you will report directly to. The professionalism and enthusiasm you embody will set the stage for the entire reserve workforce. Keep your schedule flexible so you can make time to help each member meet the mobilization requirements and address their concerns and oversee their training. Individual Development and Training Plans are key and you should make sure every member has one. Likewise, you should continuously track their progress towards meeting training goals and requirements.

Success in this position will require an understanding of the measurement systems. More importantly, it will require frequent engagement with the command cadre at your station as well as with the sector and district Reserve Force Readiness Staffs (RFRS). Remain in constant contact with these folks as they can be your eyes and ears when you are not there. The RFRS staff should feed you all the information you need to plan and lead the reserves to meet readiness objectives.

We've had another unprecedented season of demands placed on the entire Coast Guard workforce this summer. Deepwater Horizon, like Katrina and other major disasters have proven how critical our reserve members are, but only when they are ready to mobilize. We can only be ready by ensuring we train and maintain our ability to respond. Your job is to execute!

Senior Enlisted Reserve Advisor Functional Statements

The billet and anticipated duties described below will provide operational commanders with a dedicated resource with the programmatic linkage required to provide the command with advice and assistance to ensure reservists assigned are available to meet surge and contingency requirements. This SELRES support billet is a designated, formalized position Coast Guard-wide at the unit level that will be utilized to ensure that this critical support mission continues regardless of any contingency state.

Units designated to have a Senior Enlisted Reserve Advisor (SERA) billet on PAL in FY10 and future years will be announced by PSC-rpm. This part time support billet will be filled by a SELRES member in pay grade E7-9 regardless of rating, with support functions as outlined in the three main areas below:

Command Issues

- Direct report to CO/OINC
- Advise command cadre on policy, training funding sources, and member issues
- Work with the command on all SELRES award issues
- Ensure SELRES members and their families are included in the units ombudsman family readiness program
- Stay informed of any assigned Reservists being recalled
- Track individual SELRES member participation standards (IDT, ADT, ASQ, medical, dental, weight and recall data)
- Stay informed of any pending disciplinary actions on SELRES members
- Provide basic input for unit SELRES billet management
- Review all SELRES Individual Development Plans (IDPs) (or Individual Training Plans (ITPs)), and monitor progress; notify supervisors and/or appropriate FTSE staffs if there appears to be an issue with adequate progress
- Lead/direct/organize/implement the SELRES mentor program and ensure indoctrination processes are initiated
- Advise command on required actions for all NOEs, NFFD, Limited Duty and monitor their progression
- Foster SELRES member professional development opportunities

Training

- Track certifications, mentoring SELRES as they progress and notify unit if problems develop
- Coordinate GMT (both Mandatory and Workforce), and unit operational training with RFRS, unit and other staffs as required
- Coordinate with the command and appropriate RFRS staff on SELRES training programs
- Monitor availability and attendance at "C" Schools

Admin

- Track input of Direct Access, AOPS, MSLE, TMT data
- Monitor all Reserve pay issues to resolution
- Ensure comms are established with deployed/TAD SELRES members
- Ensure reservists have the appropriate gear with which to train/complete a mission
- Coordinate IDT, ADT, and RMP schedules with reservists' unit supervisors
- Advise command on the SELRES Lateral Process, and track process once initiated