

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