



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

IN REPLY REFER TO
OPNAVINST 5420.112
N951
10 May 2011

OPNAV INSTRUCTION 5420.112

From: Chief of Naval Operations

Subj: OPERATIONAL SUPPORT OFFICER

Ref: (a) OPNAVINST 1001.21B
(b) COMNAVRESFORINST 5420.14 (NOTAL)

Encl: (1) List of Major Commands with Operational Support
Officers Assigned

1. Purpose. To codify the primary duties and responsibilities of operational support officers (OSO) and provide guidance to supported commands.
2. Background. The mission of the Navy Reserve is to provide strategic depth and deliver operational capabilities to our Navy and Marine Corps team, and joint forces. Navy Reserve Sailors are ready to surge forward - anytime, anywhere - from peace to war. In addition, the Navy Reserve delivers valued capabilities to the Navy and Marine Corps team and joint forces throughout the full range of military operations. By delivering a ready and accessible force, Navy Reserve Sailors enhance Navy capabilities and contribute in real and meaningful ways to accomplishing the Navy's mission as stated in reference (a). The OSO is the accountable officer responsible to assist and support the Active Component (AC) commander's ability to maximize the utilization of their reserve assets.
3. Discussion. This instruction provides guidance to commands to optimize use of assigned OSOs. The primary functions of an assigned OSO are to facilitate access of the reserve assets and optimize the use of these capabilities to achieve operational success and mission accomplishment.
 - a. Senior OSOs will normally be either a captain (O-6) or commander (O-5) Full-Time Support (FTS) or Selected Reserve (SELRES) officer recalled to active duty and assigned on a full-time basis. Senior OSOs provide reserve management expertise,

in-depth operational experience, and daily organizational support at the command level. These officers primarily support a flag officer, Senior Executive Service, chief of staff, or chief staff officer, and will be assigned as an assistant chief of staff, special assistant, or other position within the supported command organization to ensure maximum Navy Reserve integration and support of operational requirements.

b. Action officer (AO) level OSOs will normally be lieutenant commander (O-4) or lieutenant (O-3) FTS or SELRES officers recalled to active duty assigned on a full-time basis. AO level OSOs provide reserve management expertise, continuity, and daily organizational support at the division or department head level. These officers will be assigned as special assistants, assistant directors, or assistant department heads within the supported command organization.

c. Reserve enlisted personnel shall be assigned to supported commands to support specific Reserve Component (RC) requirements. The members are highly qualified, skilled, and familiar with Navy Reserve administration, the Navy Standard Integrated Personnel System, and Navy Reserve Order Writing System.

4. Action

a. Chief of Navy Reserve (N095) will oversee and provide advice to the Chief of Naval Operations regarding policy for the OSO program.

b. AC commands will:

(1) Involve the OSO in planning, programming, budgeting, and execution decisions to maximize Navy Reserve integration and operational support.

(2) Provide OSOs assigned to echelon 2 and below commands the necessary authority to carry out the OSO functions outlined above and detailed in reference (b) to optimize RC support.

(3) Periodically review OSO billet placement, enclosure (1), at the senior officer, AO level, and enlisted level. Ensure proper OSO distribution, rank, and administrative support

commensurate with the scope and scale of RC support to each command structure. OSO workload, responsibility, and composition of command RC support should be taken into account in the review.

(4) Officers and enlisted personnel assigned to OSO positions should be evaluated per applicable instructions. Fitness reports (FITREP) and evaluations (EVAL) typically result in no competitive ranking due to the unique designator of FTS and SELRES OSOs. If warranted, supported commanders should consider providing competitive soft break-outs in FITREP and EVAL remarks to better document the member's potential for increased responsibilities and career progression.

(5) Major manpower claimants will identify OSO billets on activity manning documents with the title "Operational Support Officer."

c. Commander, Navy Reserve Force (COMNAVRESFOR) will publish detailed direction for OSOs and the Navy Reserve Professional Development Center (NAVRESPRODEVCCEN). Additionally, COMNAVRESFOR will:

(1) Serve as the primary point of contact for reserve OSOs and provide assistance to supported commands on effective utilization of their assigned personnel.

(2) Provide OSOs RC policy on budgeting and execution guidance.

(3) Ensure OSOs are informed of any relevant reserve policy changes.

(4) Serve as liaison between OSOs and Office of the Chief of Navy Reserve staff.

(5) Maintain a current roster of OSO billets and provide this roster to Navy Personnel Command as required to support the detailing process.

d. NAVRESPRODEVCCEN will conduct OSO training and maintain a current, relevant OSO training syllabus.

e. OSOs will:

(1) Function directly under the supported command and coordinate with COMNAVRESFOR via the chain of command for reserve manpower and funding resources per reference (b).

(2) Serve as the supported commander's RC advisor and reserve resource manager. Assist the supported commander by facilitating the total force in the formulation, preparation, and execution of operational plans, policies and procedures.

(3) Prepare and implement an integrated reserve operational support plan that will include training schedules and requirements for assigned Navy Reserve units and detachments.

(4) Schedule and coordinate reserve operational support for the command via annual training, inactive duty training, inactive duty training with travel, active duty for training, or active duty for special work.

(5) Facilitate supported command access to reserve assets and maximize operational support and mobilization readiness.

(6) Participate in the planning, budgeting, and execution of AC and RC funding to meet supported command requirements.

(7) Coordinate with resource sponsors to manage RC personnel end-strength, to include the review of RC billet requirements and recommend changes in order to maximize RC personnel assignments and minimize any risk to support operational and strategic missions.

(8) Integrate with supported command planners for incorporation of RC units into current operations plans and time phased force deployment data.

(9) Complete the required OSO training provided by the NAVRESPRODEVLEN en route to or no later than 6 months after arrival at the OSO billet. This requirement will also be applied to personnel who have previously served as an OSO.

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5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of November 2007.



D. J. DEBBINK
Vice Admiral, U.S. Navy
Chief of Navy Reserve

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LIST OF MAJOR COMMANDS WITH OPERATIONAL SUPPORT OFFICERS ASSIGNED

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UIC	PLA	TOTAL COMMANDS: 65	ACT TITLE	CITY	STATE	OSOs ASSIGNED:	
						ISIC	ECHOLON
00011	CNO WASHINGTON DC		CHIEF OF NAVAL OPERATIONS	WASHINGTON	DC		1
00029	OSD		OFFICE of SECRETARY OF DEFENSE	WASHINGTON	DC	SECNAV	1
			FLEET READINESS ENTERPRISE				
00060	COMUSFLTFORCOM NORFOLK VA		U.S. FLEET FORCES COMMAND	NORFOLK	VA	CNO	2
00070	COMPACFLT PEARL HARBOR HI		U.S. PACIFIC FLEET	PEARL HARBOR	HI	CNO	2
00065	COMNAVMETOCOM STENNIS SPACE CENTER MS		NAVAL METEOROLOGY & OCEANOGRAPHY COMMAND	STENNIS SPACE CENTER	MS	CUSFFC	2
00033	COMSC WASHINGTON DC		MILITARY SEALIFT COMMAND	WASHINGTON NAVY YARD	DC	CUSFFC	3
57012	COMNAVAIRLANT NORFOLK VA		NAVAL AIR FORCE ATLANTIC	NORFOLK	VA	LANTFLT	3
57025	COMNAVAIRPAC SAN DIEGO CA		NAVAL AIR FORCE U.S. PACIFIC FLEET	SAN DIEGO	CA	PACFLT	3
69294	COMNAVAIRFOR SAN DIEGO CA		NAVAL AIR FORCES	SAN DIEGO	CA	CUSFFC	3
69235	COMNAVNETWARCOM NORFOLK VA		NAVAL NETWORK WARFARE COMMAND	NORFOLK	VA	CUSFFC	3
53825	COMNAVSURFLANT NORFOLK VA		NAVAL SURFACE FORCE ATLANTIC	NORFOLK	VA	CUSFFC	3
53824	COMNAVSURFPAC SAN DIEGO CA		NAVAL SURFACE FORCE U.S. PACIFIC FLEET	SAN DIEGO	CA	PACFLT	3
4582A	NECC LITTLE CREEK VA		NAVY EXPEDITIONARY COMBAT COMMAND	NORFOLK	VA	CUSFFC	3
57016	COMSUBFOR NORFOLK		SUBMARINE FORCE	NORFOLK	VA	CUSFFC	3
57020	COMSUBPAC PEARL HARBOR HI		SUBMARINE FORCE U.S. PACIFIC FLEET	PEARL HARBOR	HI	PACFLT	3
57007	COMUSNAVCENT BAHRAIN		U.S. NAVAL FORCES CENTRAL COMMAND / COMFIFTHFLT	FPO	AE	CNO	2
00061	COMUSNAVEUR NAPLES IT		U.S. NAVAL FORCES EUROPE / COMSIXTHFLT	FPO	AE	CNO / EURCOM	2
57006	COMNAVFORJAPAN YOKOSUKA JA		U.S. NAVAL FORCES JAPAN	FPO	AP	PACFLT	3
62894	COMNAVFORKOREA SEOUL KOR		U.S. NAVAL FORCES KOREA	APO	AP	PACFLT	3
57061	COMUSNAVSO MAYPORT FL		U.S. NAVAL FORCES SOUTHERN COMMAND / COMFOURTHFLT	MAYPORT	FL	CNO	2
08961	COMSECONDFLT		U.S. SECOND FLEET	FPO	AE	LANTFLT	3
57087	COMTHIRDFLT		U.S. THIRD FLEET	SAN DIEGO	CA	PACFLT	3
57024	COMSEVENTHFLT		U.S. SEVENTH FLEET	FPO	AP	PACFLT	3
68656	CNAFR CNATRA		CHIEF OF NAVAL AIR TRAINING	NORFOLK	VA	CNAFR	3
68656	CNAFR HELO PROGRAM		HELICOPTER PROGRAM	SAN DIEGO	CA	CNAFR	3
68656	CNAFR LOGISTICS WING		FLEET LOGISTICS SUPPORT WING	NORFOLK	VA	CNAFR	3
68656	CNAFR PATROL PROGRAM		PATROL PROGRAM	SAN DIEGO	CA	CNAFR	3
68656	CNAFR TSW		TACTICAL SUPPORT WING	NORFOLK	VA	CNAFR	3
			PROVIDERS				
00018	BUMED WASHINGTON DC		BUREAU OF MEDICINE & SURGERY	WASHINGTON	DC	CNO	2
00022	CHNAVPERS MILLINGTON TN		BUREAU OF NAVAL PERSONNEL	MILLINGTON	TN	CNO	2
31705	CHINFO WASHINGTON DC		CHIEF OF INFORMATION	WASHINGTON	DC	CNO	2
00014	CNR ARLINGTON VA		CHIEF OF NAVAL RESEARCH	ARLINGTON	VA	CNO	2
40295	COMFISCS		FLEET & INDUSTRIAL SUPPLY CENTERS	SAN DIEGO	CA	NAVSUP	3
00052	CNIC WASHINGTON DC		NAVY INSTALLATIONS COMMAND	WASHINGTON NAVY YARD	DC	CNO	2
62980	COMNAVPERSCOM MILLINGTON TN		NAVY PERSONNEL COMMAND	MILLINGTON	TN	BUPERS	3
68948	COMNAVWARDEVCOM NORFOLK VA		NAVY WARFARE DEVELOPEMENT COMMAND	NORFOLK	VA	CUSFFC/CNO	3
00019	COMNAVAIRSYSYSCOM PATUXENT RIVER MD		NAVAL AIR SYSTEMS COMMAND	PATUXENT RIVER	MD	CNO	2
00024	COMNAVSEASYSYSCOM WASHINGTON DC		NAVAL SEA SYSTEMS COMMAND	WASHINGTON NAVY YARD	DC	CNO	2
00023	COMNAVUPSYSYSCOM MECHANICSBURG PA		NAVAL SUPPLY SYSTEMS COMMAND	MECHANICSBURG	PA	CNO	2
00039	COMSPAWARESYSYSCOM SAN DIEGO CA		SPACE & NAVAL WARFARE SYSTEM COMMAND	SAN DIEGO	CA	CNO	2
62758	NAVSHIPREPFAC YOKOSUKA JA		U.S. NAVAL SHIP REPAIR FACILITY YOKOSUKA JA	FPO	AP	PACFLT	3
63393	COMNAVSAREFECEN NORFOLK VA		NAVAL SAFETY CENTER	NORFOLK	VA	CNO	2
00025	COMNAVFACENGCOS WASHINGTON DC		NAVAL FACILITIES ENGINEERING CMD	WASHINGTON NAV YARD	DC	CNO	2

LIST OF MAJOR COMMANDS WITH OPERATIONAL SUPPORT OFFICERS ASSIGNED

UIC	PLA	TOTAL COMMANDS:	ACT TITLE	CITY	STATE	OSOs ASSIGNED:	
		65				ISIC	ECHELON
		AGENCIES & OTHER COMMANDS					
HQ010	DFAS CLEVELAND OH		DEFENSE FINANCE & ACCOUNTING SERVICE	CLEVELAND	OH	DoD AGENCY	N/A
63415	DIA WASHINGTON DC		DEFENSE INTELLIGENCE AGENCY	WASHINGTON	DC	DoD AGENCY	N/A
65386	DLA FORT BELVOIR VA		DEFENSE LOGISTICS AGENCY	FORT BELVOIR	VA	DoD AGENCY	N/A
00013	NAVY JAG WASHINGTON DC		DEPARTMENT OF THE NAVY JUDGE ADVOCATE GENERAL	WASHINGTON NAVYD	DC	CNO	2
NONE	IG/SD		INSPECTOR GENERAL OF THE NAVY	ARLINGTON	VA	CNO	2
63285	NAVCRIMINVSERV WASHINGTON DC		NAVAL CRIMINAL INVESTIGATIVE SERVICE	WASHINGTON NAVY YARD	DC	CNO	2
00076	NETC PENSACOLA FL		NAVAL EDUCATION AND TRAINING COMMAND	PENSACOLA	FL	CNO	2
00124	NAVWARCOL NEWPORT RI		NAVAL WAR COLLEGE	NEWPORT	RI	CNO	2
00015	ONI WASHINGTON DC		OFFICE OF NAVAL INTELLIGENCE	WASHINGTON	DC	CNO	2
45278	MARFORRES		COMMANDER, MARINE FORCES RESERVE	NEW ORLEANS	LA	HQMC	2
		COCOMs					
	USAFRICOM		U.S. AFRICA COMMAND	STUTTGART	GY	JCS	2
49553	USCOMCENT MACDILL AFB FL		U.S. CENTRAL COMMAND	MACDILL AFB	FL	JCS	2
	EUCOM		U.S. EUROPEAN COMMAND	STUTTGART	GY	JCS	2
00066	USCOMJFCOM NORFOLK VA		U.S. JOINT FORCES COMMAND	NORFOLK	VA	JCS	2
	NORTHCOM		U.S. NORTHERN COMMAND	PETERSON AFB, COLORADO SPRINGS	CO	JCS	2
00038	USPACOM HONOLULU HI		U.S. PACIFIC COMMAND	CAMP H M SMITH	HI	JCS	2
30931	USCOMSO MIAMI FL		U.S. SOUTHERN COMMAND	MIAMI	FL	JCS	2
47030	USCOMSOC MACDILL AFB FL		U.S. SPECIAL OPERATIONS COMMAND	MACDILL AFB	FL	JCS	2
64591	USSTRATCOM OFFUTT AFB NE		U.S. STRATEGIC COMMAND	OFFUTT AFB	NE	JCS	2
47081	USTRANSCOM SCOTT AFB IL		U.S. TRANSPORTATION COMMAND	SCOTT AFB	IL	JCS	2
64590	HQ SACT		NATO - ACT	NORFOLK	VA	EUCCOM	2
86274	USDELMC		UNITED STATES DELEGATION TO THE MILITARY COMMITTEE	WASHINGTON	DC	JCS	2