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OPNAV INSTRUCTION 5450.347

From: Chief of Naval Operations

Subj: MISSIONS, FUNCTIONS AND TASKS OF COMMANDER, NAVY RESERVE
FORCE

Ref: (a) 10 U.S.C. §10172
(b) SECNAVINST 7000.27A
(c) U.S. Navy Regulations, 1990
(d) OPNAVNOTE 5400 Ser DNS-33/11U228576 of 1 Oct 2011
(Canc: Oct 2012)

Encl: (1) Functions and Tasks of COMNAVRESFOR

1. Purpose. To publish the delegated authorities to Commander, Navy Reserve Force (COMNAVRESFOR) under the authority of the Chief of Naval Operations (CNO) and the missions, functions and tasks of COMNAVRESFOR as a shore-based activity.

2. Background. Reference (a) requires the establishment of a Navy Reserve Force, to be operated as a separate command of the Navy, with the Chief of Navy Reserve serving as commander, reporting directly to the CNO. Reference (b) establishes comptroller organization guidance for budgets.

3. Authorities

a. CNO delegates to COMNAVRESFOR the authority under references (a) and (c) to man, train, equip and administer the Navy Reserve, including management of Navy Reserve resources to maintain readiness for current and future Navy requirements.

b. Per reference (b), COMNAVRESFOR is the budget submission office (BSO) with financial management authority and responsibility for assigned forces, shore activities, military and civilian personnel, infrastructure and budget.

4. Mission. The mission of COMNAVRESFOR is to provide strategic depth and deliver operational capabilities to the Navy and Marine Corps team, and joint forces, from peace to war.

5. Command Relationships

a. COMNAVRESFOR is an echelon 2 command under the CNO and reports to the CNO for administrative and service related matters. The COMNAVRESFOR headquarters is located in Norfolk, VA.

b. COMNAVRESFOR is the immediate superior in command and has administrative control of the following Navy commands and their subordinates, per reference (d):

(1) Commander, Navy Reserve Forces Command
(COMNAVRESFORCOM), Norfolk, VA.

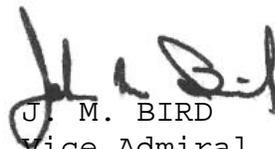
(2) Commander, Navy Air Force Reserve, (COMNAVAIRFORES),
Norfolk, VA.

c. COMNAVRESFOR, COMNAVRESFORCOM, and COMNAVAIRFORES headquarters staff personnel function as a combined echelon 2 and 3 unit in order to avoid duplicative staff functionality.

d. COMNAVRESFOR and COMNAVRESFORCOM have an additional duty relationship with Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM) for the training and readiness of Reserve Forces.

6. Action. In accomplishing the assigned mission, COMNAVRESFOR will ensure performance of the functions and tasks in enclosure (1).

7. 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 January 2012.



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Vice Admiral, U.S. Navy
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FUNCTIONS AND TASKS OF COMNAVRESFOR

1. Function: NAVY RESERVE PERSONNEL READINESS. Administer Navy Reserve personnel requirements to ensure they are ready to respond in support of higher echelon mission requirements.
 - a. In coordination with supported commands, administer training and readiness requirements, to include training quotas, training aids, and technical equipment requirements.
 - b. Administer order writing and travel support programs and policies to include annual training and discretionary Reserve Personnel Navy (RPN) accounts for deployment of Navy Reserve Forces.
 - c. In coordination with supported commands, administer information technology infrastructure requirements to include policy, support management and framework interoperability, security and connectivity.
 - d. In coordination with the Navy Inspector General, Naval Audit Service and Department of Defense (DoD) Inspector General, conduct and monitor Inspector General investigations, inspections and advisory roles to subordinate commands.
 - e. Administer personal readiness, family readiness, and employer support programs for the Navy Reserve.
 - f. Provide Navy Reserve Force legal and ethics assistance.
 - g. Provide oversight of civilian personnel and equal employment opportunity (EEO) program plans, policy, and advice to subordinate commands for establishment, coordination and management of personnel and manpower resources and or activities.
 - h. Manage, train, and administer the Navy Reserve Force to fulfill manpower requirements to authorized levels as prescribed by the CNO. In addition, assist Commander, Navy Recruiting Command with reserve specific issues.
 - i. Develop retention initiatives and provide management guidance to field activities.

j. Manage and maintain the Navy Reserve public affairs program in coordination with the Chief of Information.

k. In coordination with supported commands, administer fire protection, emergency services, and safety occupational and health programs, policies and directives in compliance with regulatory requirements.

l. Direct and supervise Navy Reserve Force security management resources to include security clearances, sensitivity evaluation of civilian positions, and facilities security.

m. Administer the Navy Reserve Force EEO program.

n. Provide Navy Reserve Force chaplain advisory, assistance, and consultation services to force personnel on matters related to religion, religious ministry, and moral and ethical concerns, command morale, and quality of life issues.

o. In coordination with Bureau of Medicine and Surgery (BUMED), manage Navy Reserve Force Health protection policies and issue guidance for force medical readiness in support of accession, retention and mobilization, and or physical risk per DoD, Department of the Navy and BUMED policies and instructions.

2. Function: BSO 72. Support the CNO in overall planning, programming and budgeting, including formulation, review, and presentation of Navy Reserve strength plans, programs, and budgets.

a. Coordinate development of Navy Reserve requirements and support resource sponsors in the Planning, Programming, and Budgeting System (PPBS) process.

b. In coordination with Defense Finance and Accounting Service, assist with pay issues.

c. Plan, program, and budget for mobilization equipment, non-technical equipment, and logistic support equipment. Develop requirements, establish priorities, allocate funds, and direct and or oversee procurement of non-technical training equipment and logistic support equipment and material for designated Navy Reserve activities.

d. Prepare and submit the annual Navy Reserve budget to ensure the planning, programming, and budgeting of Navy offices and commands while considering the requirements essential to the mobilization readiness of the Navy Reserve.

e. Develop requirements for new and replacement aircraft and for all required spare parts, assemblies, aircraft handling equipment, and support facilities necessary for Navy Reserve readiness for insertion into the budgeting system.

f. Submit hardware, software, programming, and systems requirements for timely integration into the PPBS to appropriate information systems support agencies.

g. Serve as military manpower sponsor for COMNAVRESFOR manpower claimant and as reserve program billet sponsor.

h. Control the allocation of RPN funded billets authorized under section 265 of title 10, United States Code, for BSO 72.

3. Function: MOBILIZATION. Coordinate mobilization requirements with Deputy Chief of Naval Operations (Operations, Plans and Strategy) (N3/N5) and monitor mobilization readiness status of Navy Reserve units and personnel. Advise CNO on the status of Navy Reserve mobilization readiness.

a. Coordinate Reserve Component personnel mobilization and demobilization through Navy shore based entities, such as Navy Personnel Command (PERS 46), Expeditionary Combat Readiness Centers and Navy Mobilization Processing Sites.

b. As required by the CNO, and following guidance issued by the Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (N1), plan for implementation of personnel processing procedures in the event of full or partial mobilization. Assist as required in the recall of assigned Navy Reserve units and individuals when activation is directed.

4. Function: SHORE INSTALLATION COORDINATION. In coordination with Commander, Naval Installations Command (CNIC), provide oversight and prioritization of Reserve facility infrastructure to include: 125 Navy operational support centers, 5 reserve component commands, all Commander, Naval Air Forces Reserve squadrons, and other subordinate commands.

- a. Direct and supervise facilities management functions in cooperation with CNIC and Naval Facilities Engineering Command.
- b. Direct and supervise the Shore Installations and Facilities Planning System for Navy Reserve, including formulating of Military Construction, Navy Reserve program.
- c. Recommend the establishment, disestablishment, and modification of active Navy Reserve activities to the Director, Navy Staff and, upon approval, execute the implementation.
- d. Coordinate the establishment of anti-terrorism force protection plans per established policies and procedures to govern those activities not co-located on major fleet installation bases or not established behind government property fence lines.