OPNAV INSTRUCTION 5450.347A

From: Chief of Naval Operations

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

Ref: (a) 10 U.S.C.
     (b) SECNAVINST 7000.27A
     (c) Navy Regulations, 1990
     (d) OPNAVINST 5400.45

Encl: (1) Functions and Tasks of Commander, Navy Reserve Force

1. Purpose

   a. 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 activity.

   b. This revision provides additional guidance on COMNAVRESFOR Selected Reserve manning distribution functional oversight; force public affairs office function; Navy operational support center armed watchstander requirements oversight; financial improvement and audit readiness requirements; and shore installation oversight and coordination alignment. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 5450.347.

3. Scope and Applicability. This instruction applies to all personnel and subordinate unit identification codes that report to Commander, Navy Reserve Force.

4. Background. Reference (a), section 10172, 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.

5. Authorities

   a. CNO delegates to COMNAVRESFOR the authority under references (a), (c), and (d) 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 submitting office (BSO) with financial management authority and responsibility for assigned shore activities, military and civilian personnel, infrastructure, and budget.

6. 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.

7. Command Relationships

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

   b. COMNAVRESFOR is the immediate superior in command and has administrative control of the Navy commands listed in subparagraphs 7b(1) and 7b(2) and their subordinates, per reference (d):

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

      (2) Commander, Naval Air Force Reserve, (COMNAVAIRFORRES), Norfolk, VA.

   c. COMNAVRESFOR, COMNAVRESFORCOM, and COMNAVAIRFORRES headquarters staff personnel function as combined echelon 2 and 3 units 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.

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

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5215.1 of January 2012.

10. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFOR will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense (DoD), SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in
effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1.

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Director, Navy Staff

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, http://donidocumentservices.dla.mil
FUNCTIONS AND TASKS OF COMMANDER, NAVY RESERVE FORCE

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. Liaise with supported commands to ensure they establish training and readiness requirements for assigned Navy Reserve personnel, to include training requirement documentation, participation in the student input plan process, 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 accounts for deployment of the Navy Reserve Force.

   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 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 Program plans, policy, and advice to subordinate commands for establishment, coordination, and management of personnel and manpower resources and or activities.

   h. Administer placement of Navy Reserve Force manpower requirements within authorized levels as prescribed by the CNO; and in coordination with Bureau of Naval Personnel, administer training and distribution of Navy Reserve Force personnel.

   i. Develop recruiting and retention initiatives, and provide management guidance to field activities. In addition, assist Commander, Navy Recruiting Command with Reserve specific issues.

   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 Equal Employment Opportunity 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, mobilization, and physical risk per DoD, Department of the Navy, and BUMED policies and instructions.

p. Oversee Navy Reserve public affairs guidance and internal and external communications execution.

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, Budgeting, and Execution (PPBE) process.

   b. Plan, program, and budget for Navy Reserve officer and enlisted bonuses and incentives. Coordinate with Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (N1) on execution of bonus and incentive policies and guidance for the Navy Reserve Force.

   c. Plan, program, and budget for logistic support equipment and armed watchstander equipment. Develop requirements, establish priorities, allocate funds, and direct and oversee procurement of non-technical training equipment, logistic support equipment, and materiel 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. Plan, program, and budget for new and replacement aircraft and for all required spare parts, assemblies, aircraft handling equipment, and support facilities necessary for Navy Reserve readiness.

f. Submit hardware, software, programming, and systems requirements for timely integration into the PPBE 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 Reserve Personnel, Navy funded billets authorized under section 10211 of reference (a), for BSO 72.

i. Oversee audit readiness and sustainment requirements in support of financial improvement and audit readiness.


a. Coordinate Reserve Component personnel mobilization and demobilization through Navy shore based entities, such as Navy Personnel Command, Augmentation Management Division (PERS-46), expeditionary combat readiness centers, and Navy mobilization processing sites.

b. As required by the CNO, and following guidance issued by the 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, Navy Installations Command (CNIC), provide oversight and prioritization of subordinate command infrastructure related matters.


b. Oversee 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. Supervise and coordinate antiterrorism force protection plans per established policies and procedures for those activities not co-located on major fleet installations or not established behind government property fence lines.