



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
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COMNAVRESFOR NOTICE 1000

From: Commander, Navy Reserve Force

Subj: FY23 NAVY RESERVE FORCE GENERATION GUIDANCE

Ref: (a) COMUSFLTFORCOM/COMPACFLTINST 3501.3E
(b) OPNAVINST 4540.352B
(c) OPNAVINST 5450.347A
(d) Title 10, U.S. Code
(e) OPNAVINST 3000.16
(f) OPNAVINST 1500.47D
(g) OPNAVINST 5401.11
(h) ALNAVRESFOR 020/22
(i) DoDI 1215.06
(j) COMNAVRESFORINST 5420.14D

Encl: COMNAVRESFOR Standard Operating Procedures

1. Background. Per reference (a), Commander, Navy Reserve Force (COMNAVRESFOR) is responsible for providing trained, equipped and ready Reserve forces to Combatant Commanders. Per reference (b), COMNAVRESFOR, in his role as Chief of Naval Operations (N095), is responsible to provide vision, direction, leadership, priorities and strategy to effectively use the Navy Reserve in support of a total integrated force. Per reference (c), COMNAVRESFOR has an additional duty relationship with Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM) for the training and readiness of Reserve Forces, and liaises with supported Active Component (AC) commands to ensure they establish training and readiness requirements for assigned Navy Reserve personnel, to include training requirement documentation, and planning for training quotas. While reference (d) maintains separate Navy active and reserve components, both components share responsibility for the readiness, capability and performance of the Navy Reserve. References (e) and (f) mandate that Navy Type Commands (TYCOM) execute Navy Force Generation (F_g) planning and training functions enabling the development, generation, and effective employment of naval power, including Reserve support.

a. The critical steps in F_g planning are the definition and documentation of the specific training requirements for Selected Reserve (SELRES) to be ready for war and provide a common operating picture for all readiness stakeholders. Per references (a) and (e), planning Reserve training requirements is an AC responsibility with Reserve component leaders, including both Reserve Program Directors (RPD) and Commanding Officers (CO)

of Unit Mobilization Unit Identification Code (UMUIC) units providing proactive support and injecting reserve-specific expertise into several requirements planning processes.

b. Reserve F_g planning consists of the following major tasks:

(1) Plan, define and document training requirements for specific mobilization billets in the Total Force Manpower Management System (TFMMS). Billet-level requirements include most Navy Enlisted Classifications (NEC) and some Additional Qualification Designations (AQD).

(2) Plan, define and document Reserve unit-level training requirements for other formal schools in the Fleet Training, Management and Planning System (FLTMPS).

(3) Plan, define and document other individual warfighting training requirements in the Reserve Force (RESFOR) specific Training Requirements Documentation process. Individual training warfighting requirements to be documented include: Reserve unit-level training requirements assigned to a specific SELRES Sailor, Personnel Qualification Standards (PQS), Job Qualification Requirements (JQR), On-the-Job Training (OJT), and professional certifications and qualifications.

(4) Develop the necessary JQRs to provide training guidance for specific billets where no formal guidance currently exists.

(5) Provide each SELRES Sailor with an Individual Training Plan (ITP). The ITP should clearly identify a Sailor's assigned billet, unit and warfighting training requirements and an executable roadmap and schedule to achieve full warfighting readiness.

(6) Plan and document future-year SELRES school quota requirements needed to support ITP execution via participation in the Navy's Student Input Plan (SIP) process.

(7) Plan and document Reserve Personnel Navy (RPN) funding requirements to support execution of ITPs for warfighting readiness via the RESFOR Readiness Generation Plan (RGP).

c. COMNAVRESFOR Standard Operating Procedures (SOP) provide guidance to RPDs and UMUIC COs covering the F_g tasks listed above. Enclosure (1) lists all active F_g SOPs.

d. COMNAVRESFOR (N7) maintains current versions of all F_g SOPs on the COMNAVRESFOR (N7) SharePoint website:
<https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/Pages/ForceExecutionGuidance.aspx>.

e. Follow-on readiness efforts will leverage Reserve aggregated training requirements to consolidate and display warfighting readiness data from the Force level down to individual

Reserve Sailors via the Navy Reserve Readiness Module (NRRM), precisely articulate resource requirements, and better inform funding decisions to achieve maximum return on each training dollar spent.

2. Applicability. Per references (a) through (d), COMNAVRESFOR is authorized to issue policies, procedures and protocols directing actions which promote warfighting readiness to subordinate personnel. Subordinate personnel for the purposes of this guidance include all RPDs and UMUIC COs. Reference (i) identifies Pillar Lead RPDs, known collectively as the Executive Committee (EXCOM). RPD responsibilities in paragraph 6 below distinguish responsibilities between EXCOM Pillar RPDs, and subordinate Lead and Assistant RPDs. Additionally, all SELRES and Training and Administration of the Reserves (TAR) personnel have an Administrative Control (ADCON) relationship and responsibility to COMNAVRESFOR for warfighting readiness and the specific F_g actions detailed in this document. COMNAVRESFOR provides some TYCOM functionality for all UMUICs except those assigned to Commander, Naval Air Force Reserve (CNAFR), Commander, Naval Information Force Reserve (CNIFR), Navy Special Warfare Group 11 (NSWG-11), and Navy Expeditionary Combat Command (NECC).

3. Purpose

a. In order to fully leverage the benefits of reference (g), the Force must ensure that unit leadership and all personnel understand individual Sailors' mobilization billet and Reserve unit-level training requirements to achieve warfighting readiness for "day one" employment with the active component in crisis and strategic competition. This document and enclosures describe the responsibilities and processes for defining training requirements and generating warfighting readiness at the UMUIC level, and individual Sailor readiness through the use of tailored ITPs. Pillar leads, RPDs and UMUIC COs are all responsible for the F_g planning processes and required outcomes described herein.

b. Per references (a) through (d), COMNAVRESFOR is authorized to issue policies, procedures and protocols directing RPDs and UMUIC COs to take actions which promote warfighting readiness. In conjunction with references (a), (e), (f) and (g), this guidance clarifies policy, responsibilities, procedures, and provides critical supplemental guidance for Navy Reserve F_g planning and requirements documentation for warfighting readiness.

4. Policy

a. All Navy Reserve COs, Commanders and RPDs will comply with Navy Reserve F_g responsibilities in this guidance and execute required F_g actions as detailed in SOPs located in enclosure (1) in coordination with their supported Active Unit Identification Code (AUIC). While Reserve CO responsibilities in this guidance are written for UMUIC COs, Commanders and COs of Navy Reserve operational forces should ensure their units comply with the F_g guidance contained herein.

b. Per reference (h), SELRES Training and Retirement Category SA (TRC SA) covers Drilling Reservists participating in unit training activities on a part-time basis, including all SELRES actively drilling in a UMUIC. TRC SA-required participation includes 48 regular drills and two weeks of Annual Training (AT), for a total of 38 days year. In coordination with their supported AC commands, Navy Reserve Commanders, RPDs and UMUIC COs should strive to develop SELRES requirements and training plans that model those of AC Navy personnel, but are also achievable within two years or less of TRC SA participation (76 days or less) in order to maximize the amount of time an individual SELRES is fully warfighting ready in their mobilization billet.

5. Responsibilities

a. EXCOM RPD

(1) Ensure all subordinate unit leadership and RPDs execute F_g responsibilities and supporting actions as described in enclosure (1) and detailed in paragraphs 6.b through 6.d below in conjunction with their supported AUIC.

(2) No later than 1 August of each year, compile cost estimates of Reserve Personnel Navy (RPN) funding needed to fulfill the next Fiscal Year's training requirements and submit to RESFOR (N3) as the Pillar Readiness Generation Plan (RGP).

(3) Provide feedback to all Sub-Pillars on RGP Plan inputs, actual RPN budget amounts received, and how funds will be distributed among Sub-Pillars.

b. Lead or Assistant RPD

(1) Ensure subordinate units understand COMNAVRESFOR N7 SOP 05 Training Requirements Documentation no later than 31 January 2023.

Please Note: COMNAVRESFOR (N01D) will electronically pull the necessary training data for CNIFR UMUICs currently using Reserve Employment Readiness (RER) reporting protocols if the data required is part of the unit's monthly RER report. More specific implementation guidance, instructions and delivery dates will be provided via future FRAGO to this Notice.

(2) By 28 February 2023, and no later than May of each year thereafter, review all Reserve billet training requirements as detailed in enclosure (1). Submit TFMMS Manpower Change Requests (MCR) as needed to update officer billet AQDs and enlisted billet NECs. RPDs will ensure all AQD/NEC billet change MCRs are mirrored in corresponding Reserve Force Manpower Tool (RFMT) billet updates.

(3) By 31 March 2023, and no later than October of each year thereafter, complete a Reserve unit-level training requirement review and submit unit-level training requirement

updates in FLT MPS.

(4) By 30 April 2023, complete JQR development as needed for Reserve billets.

(5) By 31 May 2023, ensure subordinate units complete ITP Development for all assigned SELRES. Each month, ensure subordinate units update SELRES ITPs as needed to document individual SELRES training completions and any new ITP assignments.

(6) Participate in Student Input Plan planning efforts for Reserve school quotas.

(7) When directed, generate subordinate unit RGP RPN cost estimates to the Pillar Lead. RGP generation is the responsibility of Lead RPDs. Lead RPDs will sign manually or electronically and maintain hard or electronic copies of approved RGPs for a period of three years.

(8) Provide feedback to all supported Reserve Units on RGP inputs, actual RPN budget amounts received, and how funds will be distributed among supported Reserve units.

(9) Utilize SOPs in enclosure (1) when preparing Active Duty for Schools (ADT-Schools) orders requirements and when writing ADT-Schools orders. Ensure all orders requesting ADT-Schools funding support ITP completion.

c. UMUIC Unit CO

(1) Read and understand COMNAVRESFOR N7 SOP 05 Training Requirements Documentation no later than 31 January 2023. Execute Training Requirements Documentation via the T-Ready application per COMNAVRESFOR N7 SOP 05 Training Requirements Documentation no later than 28 February 2023.

Please Note: COMNAVRESFOR (N01D) will electronically pull the necessary training data for CNIFR UMUICs currently using RER reporting protocols if the data required is part of the unit's monthly RER report. More specific implementation guidance, instructions and delivery dates will be provided via future FRAGO to this Notice.

(2) Assist supporting RPD in reviewing and updating Reserve billet training requirements.

(3) Assist supporting RPD in reviewing and updating Reserve unit-level training requirement.

(4) Assist supporting RPD in developing and updating JQRs as needed for Reserve billets.

(5) Develop an ITP for each SELRES no later than 31 May 2023 that fully qualifies them

in their Mobilization Billet and individually-assigned unit-level training requirements as quickly as possible.

(6) Brief each SELRES unit member on their ITP, sign and maintain copies of each ITP on file for the duration of their tour in the unit.

(7) Provide supporting RPD with unit-specific data to assist in generation of the unit RGP. Coordinate with Lead RPD to ensure that the unit RGP details all RPN necessary for unit personnel ITP completion.

(8) Ensure unit NROWS order writers utilize SOPs in enclosure (1) when preparing Active Duty for Schools (ADT-Schools) orders requirements and when writing ADT-Schools orders. Ensure all orders requesting ADT-Schools funding support ITP completion.

c. Reserve Unit Training Officer (TO)

(1) Act as the primary assistant to the Reserve Unit CO to provide unit-specific data up the ADCON chain of command to assist in unit RGP generation that supports ITP completion for all assigned Sailors.

(2) Maintain ITPs on file for all Sailors for the duration of their tour in the unit.

(3) Maintain unit-level data that projects RGP requirements for the next 12 calendar months at a minimum to assist in answering short-fused RPN data calls.

(4) Act as the primary assistant to the Reserve Unit CO in conducting monthly Planning Boards for Training (PB4T).

6. Planning Board for Training (PB4T) personnel and roles

a. Will consist of the following personnel:

(1) Reserve Unit TO. Chairs the PB4T, identifies training requirements for members. In conjunction with supporting RPD and AUIC Training Department, and submits updated RGP data to the Reserve Unit CO after every PB4T.

(2) Administrative Department Representative. Provides updated information on assigned personnel to include administrative readiness for Mobilization, drills, and orders status for each Sailor.

(3) Operations Department Representative. Provides input on operational issues that may support or detract from mobilization training of each Sailor.

b. As directed, the TO shall provide information based on PB4T and ITP data to the Reserve

Unit CO to update the unit RGP.

7. Navy Reserve Operational Forces

a. Operational Forces that already have an established training program in place via a dedicated community warfare system (e.g. SHARP 7.0, ASM, etc.) that tracks personnel warfighting and mobilization readiness may be waived from the RGP requirement by their Pillar Lead. With the understanding that Training Requirements Documentation via T-Ready will likely duplicate some reporting elements in community warfare systems, Operational Forces must execute Training Requirements Documentation via the T-Ready application per COMNAVRESFOR N7 SOP 05 no later than 28 February 2023, in order to provide Force-wide visibility of all individual training requirements.

b. Pillar Lead RPDs will sign all RGP waivers. Waivers are valid for a period of three years or until canceled.

c. Units operating under such an RGP waiver are still required to submit estimates, on demand from their Pillar Lead, for funds required to execute their training plan.

d. COs of operational forces shall ensure that their units complete Warfighting Requirements Documentation and ITP Development task detailed herein.

e. All Reserve Operational Forces with an existing readiness reporting requirement in the Defense Readiness Reporting System – Strategic and Navy Reserve Readiness Enterprise will continue to report unit readiness within established guidelines and periodicity.



M. J. STEFFEN
Deputy Commander

COMNAVRESFOR STANDARD OPERATING PROCEDURES

- (1) N7 SOP 01 - Billet Training Requirements Review and Update
- (2) N7 SOP 02 - Unit-Level Training Requirements Review and Update
- (3) N7 SOP 03 - Job Qualification Requirement Development
- (4) N7 SOP 04 - Individual Training Plan Development
- (5) Individual Training Plan Example
- (6) N7 SOP 05 - Training Requirements Documentation
- (7) N31 SOP 022 - Readiness Generation Plan NROWS Procedures
- (8) N7 SOP 06 - Student Input Plan Background and Procedures
- (9) N7 SOP 07 – ADT-Schools Guidance