



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCES COMMAND  
1915 FORRESTAL DRIVE  
NORFOLK VIRGINIA 23551-4615

COMNAVRESFORCOMINST 5450.8 CH-1  
N2

15 Dec 16

COMNAVRESFORCOM INSTRUCTION 5450.8 CHANGE TRANSMITTAL 1

From: Commander, Navy Reserve Forces Command

Subj: DISTINCTION OF ROLES AND RESPONSIBILITIES BETWEEN NAVY  
OPERATIONAL SUPPORT CENTERS AND COMMANDER, INFORMATION  
DOMINANCE CORPS RESERVE COMMAND FOR INFORMATION WARFARE  
COMMUNITY RESERVE COMPONENT PERSONNEL

Encl: (1) Revised Page 9

1. Purpose. To promulgate Change 1.
2. Action. Replace page 9, paragraph h of the basic instruction with enclosure (1).
3. Records Management. Records created as a result of this change transmittal, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

  
R. K. HUDGENS  
Executive Director

Releasability and distribution:

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COMNAVRESFORCOM INSTRUCTION 5450.8

From: Commander, Navy Reserve Forces Command

Subj: DISTINCTION OF ROLES AND RESPONSIBILITIES REGARDING  
SUPPORT FOR INFORMATION WARFARE COMMUNITY RESERVE  
COMPONENT PERSONNEL

Ref: (a) RESPERS M-1001.5  
(b) COMNAVRESFORCOMINST 5450.3B  
(c) OPNAVINST 5401.8C  
(d) CNO WASHINGTON DC 161548Z Jul 12 (NAVADMIN 215/12)  
(e) Information Dominance Type Command Implementation  
Planning Team Final Report of 30 December 2013  
(f) CNO ltr 3110 Ser N00/100013 of 4 March 14  
(g) COMNAVRESFORCOMINST 5450.7  
(h) OPNAVINST 6110.1J  
(i) COMNAVRESFORINST 6100.3A

1. Purpose. To publish the roles and responsibilities ("Lanes in the Road") of Commander, Naval Information Force Reserve (COMNAVIFORES), COMNAVINFORES Region Commanders, and Reserve Component Command Commanders (RCCs)/Navy Operational Support Center (NOSC) Commanding Officers in support of Information Warfare Community (IWC) Reserve Component (RC) personnel per references (a) through (i).

2. Background

a. The IWC is comprised of officers (including Limited Duty Officers and Chief Warrant Officers) designated as Information Professional, Information Warfare, Intelligence, and Oceanography, along with officers who are members of the Space Cadre; and enlisted in the Aerographer's Mate, Cryptologic Technician, Intelligence Specialist and Information Systems Technician (IT) ratings.

b. IWC unit and personnel readiness is the responsibility of the unit Commanding Officer/Officer in Charge. A team approach, with proper coordination between all supporting

stakeholders who provide administrative support and chain of command accountability, is essential to ensuring the highest state of IWC readiness. The roles and responsibilities listed below are intended to be a "starting point" for coordination.

### 3. Roles and Responsibilities

#### a. Orders and Travel

(1) Navy Reserve Order Writing System (NROWS) (applies to Selected Reserve (SELRES) personnel only)

(a) COMNAVIFORES requires continued NROWS and Defense Travel System (DTS) access since COMNAVIFORES is the fund approver for Inactive Duty Training Travel (IDTT), Active Duty Training-Special (ADT-S), and COMNAVIFORES executes management of Military Intelligence Program (MIP) ADT-Reimbursable. COMNAVIFORES writes and approves requirements for IWC SELRES training and IWC school-house instruction, as well as for all IWC Reserve Component-funded ADT/IDTT orders.

(b) COMNAVIFORES Regions shall communicate and submit requests for IDTT and ADT orders to COMNAVIFORES.

(c) RCCs/NOSCs shall process and route all orders in NROWS and shall be the Hard Hold approver. This requires coordination between NOSCs, the IWC Regions and COMNAVIFORES.

#### (2) Defense Travel System (DTS)

(a) COMNAVIFORES manages DTS for Full-Time Support (FTS), Active Duty (AD) and civilian personnel assigned to COMIDCRESCOM Unit Identification Codes (UICs) (COMNAVIFORES and COMNAVIFORES Regions); and maintains oversight and authority over COMNAVIFORES Regions.

(b) COMNAVIFORES Regions execute and manage DTS for FTS, AD and civilian personnel assigned to the respective Region UICs.

(c) RCCs/NOSCs shall process DTS for all IWC SELRES personnel.

#### (3) Government Travel Charge Card Program (GTCC)

(a) COMNAVIFORES executes responsibility for, and manages, GTCC for FTS, AD and civilian personnel assigned to COMNAVIFORES UICs, and maintains oversight and authority over COMNAVIFORES Regions.

(b) COMNAVIFORES Regions execute and manage GTCC for FTS, AD and civilian personnel assigned to Region UICs.

(c) RCCs/NOSCs execute GTCC for all SELRES personnel.

b. Medical and Dental (applies to SELRES personnel only).

(1) Medical Readiness

(a) COMNAVIFORES monitors overall medical readiness for all IWC SELRES personnel.

(b) COMNAVIFORES Regions monitor medical readiness for SELRES personnel assigned to IWC Reserve Component units.

(c) RCC/NOSCs administer, manage and coordinate Force Health Protection and medical readiness for all SELRES personnel.

(2) Dental Readiness

(a) COMNAVIFORES monitors overall dental readiness for all IWC SELRES personnel.

(b) COMNAVIFORES Regions monitor dental readiness for personnel assigned to IWC Reserve Component units.

(c) RCC/NOSCs administer, manage and coordinate Force Health Protection and dental readiness for all SELRES personnel.

c. Billet and Personnel Management

(1) Junior Officer (JO) APPLY

(a) COMNAVIFORES will be granted Program Manager level access in Reserve Forces Manpower Tools (RFMT)/JO APPLY. This level of access will give visibility on all IWC officer billets.

(b) COMNAVIFORES liaises with supported commands and ensures communication, education, and compliance of COMNAVIFORES Regions. In the event of disparate recommendations between COMNAVIFORES and the supported command Operational Support Officer (OSO), the OSO recommendation will be given priority. COMNAVRESFORCOM maintains final assignment approval authority regarding all SELRES personnel.

(c) RCCs/NOSCs will be responsible for coordination with unit Commanding officers (COs) and for the dissemination of information concerning assignment cycles as well as RFMT/JO APPLY participation requirements.

(2) Command Management System Interactive Detailing (CMS-ID). COMNAVIFORES will be granted Reserve Assignment Coordinator access in CMS-ID for IWC ratings.

(a) COMNAVIFORES liaises with and makes recommendations to COMNAVRESFORCOM for final approval for assignments to billets with IWC ratings.

(b) COMNAVIFORES Regions have oversight, review authority and responsibility, to make recommendations to COMNAVIFORES.

(c) RCCs/NOSCs will be responsible for coordination with unit COs and for the dissemination of information concerning assignment cycles as well as CMS-ID participation requirements.

(3) Navy Standard Integrated Personnel System (NSIPS). COMNAVIFORES, COMNAVIFORES Regions, and unit COs will coordinate with NOSCs for required Manpower Availability Status and Individual Mobilization Status codes in NSIPS.

(4) Mobilization

(a) COMNAVIFORES is the mobilization manager for all IWC Reserve Component ratings and designators.

(b) COMNAVIFORES Regions shall create, maintain and provide COMNAVIFORES with a mobilization "short list." Additionally, COMNAVIFORES Regions shall make informal notification of mobilizations to personnel.

(c) RCCs/NOSCs shall be responsible for mobilization processing and official notification to IWC personnel.

(5) Command Individual Augmentee Coordinator (CIAC)

(a) COMNAVIFORES shall coordinate with RCCs/NOSCs, or higher echelons, and provide support.

(b) COMNAVIFORES Regions shall provide support if required.

(c) RCCs/NOSCs execute CIAC requirements.

(6) FTS and Active Duty Personnel Management

(a) COMNAVIFORES shall coordinate with Navy Personnel Command (NPC) for assignment and billet details for all active duty billets; and with NPC and Commander, Navy Reserve Forces Command N1, for all FTS billets. In accordance with all applicable instructions and reference (b), COMNAVIFORES shall maintain responsibility and execute all personnel and billet support requirements such as, but not limited to: Fitness reports (FITREPs), Evaluations (EVALS), Command Physical Readiness/Fitness Program, awards, career guidance, career training, billet management, and general military training (GMT).

(b) COMNAVIFORES Regions coordinate with higher echelon for assignment, and execute requirements for personnel and billet support as directed by COMNAVIFORES.

(c) RCCs/NOSCs have no responsibility, or required actions, for active or FTS personnel assigned to the IWC Reserve Component.

(7) SELRES FITREPS/EVALS/Advancement Exams

(a) FITREPS/EVALS shall be administered per BUPERSINST 1610.10D. COMNAVIFORES Regions shall ensure SELRES IWC evaluations are sent to their respective NOSCs.

(b) RCCs/NOSCs shall order all advancement exams for IWC SELRES personnel.

(8) Civilian Management

(a) COMNAVIFORES shall manage Defense Civilian Intelligence Personnel System (DCIPS) employees as directed by OPNAV N2/N6 and in accordance with applicable COMNAVRESFOR instructions.

(b) COMNAVIFORES Regions shall manage DCIPS employees in accordance with COMNAVIFORES direction and DCIPS guidance.

(c) RCCs/NOSCs have no responsibility or action for IWC Reserve Component civilian personnel.

d. Accessions and Retention

(1) COMNAVIFORES is responsible for, and ensures execution of all support for IWC Reserve Component accessions and retention (Direction Commission boards, New Accession Training accessions, etc.). COMNAVIFORES executes Force and community requirements, national IWC boards, and policy and plans for the IWC Reserve Component.

(2) COMNAVIFORES Regions manage IWC Reserve Component accession and retention and ensure unit COs coordinate on core retention areas (re-enlistment, community professional qualification standards, warfare qualification, Career Development Boards).

(3) RCCs/NOSCs are not responsible for IWC Reserve Component accession or retention. NOSCs will notify COMNAVIFORES of the movement of IWC SELRES personnel to the Individual Ready Reserve (IRR), IRR Active Status Pool, In Assignment Processing, and Operational Support Units. However, this neither affects nor limits NOSC authorities, nor does it impact NOSC execution of administrative processing with regard to separations (Administrative Separation or High-Year Tenure).

e. Training

(1) IWC Specific Training

(a) COMNAVIFORES shall fund, manage requirements, audit and execute Center for Information Dominance policy.



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(b) COMNAVIFORES Regions execute and track IWC Reserve Component specific training, including core competencies.

(c) RCCs/NOSCs may provide venues and additional support, if requested.

(2) Enterprise Safety Applications Management System (ESAMS)

(a) COMNAVIFORES shall be accountable for all ESAMS metrics and requirements for IWC Active, FTS, SELRES (less SELRES in Voluntary Training Unit) and Civilian Personnel.

(b) COMNAVIFORES Regions shall ensure compliance with all related COMNAVRESFORCOM instructions and guidance.

(c) RCCs/NOSCs are accountable for ESAMS for IWC SELRES in Voluntary Training Units.

(3) General Military Training (GMT)

(a) COMNAVIFORES is accountable for GMT metrics and requirements for IWC Active, FTS and Civilian personnel.

(b) COMNAVIFORES Regions shall ensure completion of all GMT requirements and will coordinate completion with servicing NOSCs.

(c) RCCs/NOSCs may provide venues and support if requested. NOSCs are accountable for GMT metrics and requirements for IWC SELRES units and will coordinate requirements with COMNAVIFORES Regions.

(4) Command Fitness Program

(a) Per references (h) and (i), NOSCs manage Command Fitness Program requirements for all SELRES members. The Command Fitness Leader (CFL) at the NOSC is responsible for documentation and Physical Readiness Information Management System (PRIMS) data entry for those members. The CFL is required to verify Official Military Personnel File and NSIPS with the PRIMs to ensure accurate data.



(b) IWC Reserve Component Units may complete a PFA at a different location upon coordination with their NOSC and designation (and appropriate training) of a unit Assistant CFL (ACFL). However, the NOSC retains responsibility for the PFA and PRIMS for reporting.

(5) Security Training. COMNAVIFORES has sole responsibility for security training for personnel assigned to IWC Reserve Component units and UICs.

(a) COMNAVIFORES shall audit all security training for personnel assigned to IWC Reserve Component units.

(b) COMNAVIFORES Regions shall ensure counter-intelligence and intelligence oversight training is completed and tracked for all personnel assigned to IWC Reserve Component units and/or UICs.

(c) RCCs/NOSCs have no responsibility, or action, for security training of personnel assigned to IWC Reserve Component units, but shall assist in compliance of other Navy Reserve Activities and units to which IWC SELRES personnel are assigned.

f. SCIF Facility Management within Navy-hosted Joint Reserve Intelligence Centers (JRICs)

(1) COMNAVIFORES maintains operational oversight of all Navy hosted JRICs and shall periodically conduct audits, and approve and maintain on file all required Memorandum of Understanding/Memorandum of Agreement.

(2) COMNAVIFORES Regions are responsible for the day-to-day management of the JRICs within their respective geographical regions, per reference (b).

(3) NOSCs' responsibilities pertaining to SCIF management are delineated in reference (g).

g. Budget and Supply - defined solely within MIP/Operations and Maintenance Navy Reserve (O&MNR) funding.

(1) COMNAVIFORES shall manage MIP/O&MNR and DCIPS on behalf of Chief of Naval Operations N2/N6.

(2) COMNAVIFORES Regions shall coordinate with COMNAVIFORES for budget execution.

(3) NOSCs have no responsibility or actions pertaining to IWC Reserve Component MIP/O&MNR budget and supply.

**h. Security Clearance**

(1) COMNAVIFORES shall serve as the Navy Reserve Force Special Security Officer (SSO) and shall implement, monitor, and inspect security management programs for, and ensure proper Joint Personnel Adjudication System (JPAS) relationships of, all Reserve Component personnel indoctrinated into Sensitive Compartmented Information (SCI) in accordance with applicable instructions, reference (b), and in coordination with COMNAVRESFOR and the Navy Reserve Force Senior Intelligence Officer (SIO)/COMNAVRESFORCOM N2. COMNAVIFORES shall also interface with the SSO, OPNAV N2 and N6 as necessary to fulfill this function.

(2) COMNAVIFORES Regions shall serve as Special Security Representatives (SSRs) and shall administer (in JPAS level 3) all Reserve Component personnel with SCI-level eligibility requirements. SSRs will be responsible for all associated administrative requirements to include prescreening interviews, indoctrination/debriefings and annual training requirements. The COMNAVIFORES SSO and SSRs will coordinate with the SIO on any compelling and/or exceptional need requirements.

(3) RCCs/NOSCs will administer investigations for all assigned personnel—including IWC—and shall provide any information changes (i.e., personnel status) to COMNAVIFORES Regions relating to all SCI-indoctrinated personnel, and ensure coordination with the COMNAVIFORES Region prior to removal of any security access.

**i. Substance Abuse**

**(1) Urinalysis**

(a) COMNAVIFORES shall monitor metrics of IWC Reserve Component units and ensure compliance with requirements.

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(b) COMNAVIFORES Regions shall ensure compliance of IWC Reserve Component units, including units in geographically remote locations. Where necessary, COMNAVIFORES Regions shall coordinate with NOSC's for AD/FTS compliance.

(c) RCCs/NOSC's shall ensure execution for IWC Regions and send all documentation to the respective COMNAVIFORES Region for IWC Reserve Component units. RCCs/NOSC's may provide assistance for IWC Region AD/FTS personnel if requested.

(2) Drug and Alcohol Program Advisor (DAPA)

(a) COMNAVIFORES shall monitor and maintain DAPA metrics and requirements for IWC Reserve Component units.

(b) COMNAVIFORES Regions shall ensure IWC Reserve Component units comply with DAPA requirements.

(c) RCCs/NOSC's execute and maintain functionality of DAPA and take necessary action in Alcohol and Drug Management Information Tracking System.

j. Command Climate/Command Managed Equal Opportunity (CMEQ)

(1) COMNAVIFORES shall execute, oversee, maintain and monitor CMEQ metrics and requirements.

(2) COMNAVIFORES Regions shall ensure IWC Reserve Component unit leadership completes and complies with CMEQ requirements.

(3) NOSC's have no CMEQ responsibilities or actions for IWC Reserve Component units.

k. SharePoint

(1) COMNAVIFORES is site owner and administrator for the COMNAVIFORES site and hierarchy, implementing and promulgating governance for all IWC Reserve Component units.

(2) COMNAVIFORES Regions shall be site owner and administrator of COMNAVIFORES Region sites and the sites of assigned IWC units.

(3) NOSCs have no responsibility or action for IWC Reserve Component unit SharePoint sites or requirements.

1. Special Programs

(1) Sexual Assault Prevention and Response Program (SAPR)/Suicide Prevention and Awareness

(a) COMNAVIFORES administers and executes for assigned IWC FTS/AD personnel and, as required, provides assistance to RCCs/NOSCs in support of IWC SELRES personnel.

(b) COMNAVIFORES Regions shall administer and execute all training and reporting responsibility for Assigned IWC AD/FTS personnel.

(c) RCCs/NOSCs will administer SAPR/Suicide Prevention and Awareness training for all IWC SELRES units (including education and Suicide Prevention/SAPR Victim Advocacy services).

(2) Command Financial Services (Sailor financial counseling assistance)

(a) COMNAVIFORES monitors and supports as required for IWC Reserve Component units.

(b) COMNAVIFORES Regions are the accountable authority and shall ensure personnel in IWC Reserve Component units are provided appropriate access and training.

(c) RCCs/NOSCs execute Command Financial Specialist support for assigned SELRES.

(3) Operation and Situation Reports (OPREP and SITREP), including reporting requirements for SAPR, Sexual Assault, Suicide and attempted Suicide.

(a) COMNAVIFORES is the cognizant authority and maintains responsibility for all AD/FTS/SELRES and civilian personnel assigned. COMNAVIFORES is responsible for release of all pertinent OPREP and SITREP messages.

(b) COMNAVIFORES Regions support COMNAVIFORES for AD/FTS/SELRES and Civilian personnel assigned to IWC Reserve Component UICs; support and coordinate with NOSCs for IWC Reserve Component units.

(4) Navy Family Accountability Assessment System (NFAAS)

(a) COMNAVIFORES executes the NFAAS program for all AD/FTS and civilian personnel assigned to IWC Reserve Component UICs, and provides support for SELRES personnel, as required.

(b) COMNAVIFORES Regions support COMNAVIFORES with AD/FTS/Civilian personnel assigned to IWC Reserve Component UICs and support the NOSCs for SELRES personnel in IWC Reserve Component units.

(c) RCCs/NOSCs execute NFAAS program for assigned SELRES personnel.

m. Awards and Recognition

(1) IWC SELRES personnel

(a) COMNAVIFORES is the cognizant authority for awards and shall ensure COMNAVIFORESINST 1650 is accurate, updated and implemented.

(b) COMNAVIFORES Regions shall execute and submit awards in accordance with COMNAVIFORESINST 1650.

(c) RCCs/NOSCs execute their awards program per SECNAVINST 1650.1H and local instructions.

(2) AD and FTS personnel. COMNAVIFORES has sole responsibility for awards for AD and FTS personnel assigned to IWC Reserve Component UICs.

(a) COMNAVIFORES is the cognizant authority for awards and shall ensure COMNAVIFORESINST 1650 is accurate, updated and implemented.

(b) COMNAVIFORES Regions shall execute and submit awards per COMNAVIFORESINST 1650.

(c) RCCs/NOSCs have no responsibility, or action, for AD/FTS personnel assigned to IWC Reserve Component UICs.

(3) Civilian. COMNAVIFORES has sole responsibility for awards and recognition of IWC Reserve Component/DCIPS employees, per COMNAVRESFOR directives.

(a) COMNAVIFORES manages and executes awards for DCIPS employees IAW applicable instructions.

(b) COMNAVIFORES Regions manage, support and execute award processing IAW policy, under the guidance and supervision of COMIDCRESCOM.

(c) RCCs/NOSCs have no responsibility, or action, for IWC Reserve Component/DCIPS civilian awards.

  
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