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COMNAVRESFORNOTE 1000
N7
18 Sep 2023

COMNAVRESFOR NOTICE 1000

From: Commander, Navy Reserve Force

Subj: FISCAL YEAR 2024 NAVY RESERVE FORCE GENERATION GUIDANCE

Ref: (a) COMUSFLTFORCOM/COMPACFLTINST 3501.3E
    (b) OPNAVINST 5450.352B
    (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
    (k) RESPERSMAN 1100-060

Encl: (1) 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 provides vision, policy, direction, leadership, priorities and strategy to effectively employ the Navy Reserve in support of an integrated joint force and global Navy. Per reference (c), COMNAVRESFOR has an additional duty relationship with Commander, U.S. Fleet Forces Command for the training and readiness of Reserve Forces. As part of this relationship, COMNAVRESFOR liaises with supported Navy Active Component (AC) commands to ensure these commands establish training and readiness requirements including associated school quotas for assigned Navy Reserve personnel. While reference (d) maintains separate Navy Active and Reserve Components (RC), 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) in order to establish aggregated and granular levels of readiness. The resulting training and readiness system is required to provide readiness visibility to all stakeholders in order to drive the high levels of readiness

required to either deter or be ready for war. Per references (a) and (e), planning reserve training requirements is an AC and RC responsibility, in which both Reserve Program Directors (RPD) and Commanding Officers (CO) of Unit Mobilization Unit Identification Code (UMUIC) units continuously work with supported AC commands to provide proactive support and inject reserve-specific expertise into multiple distinct requirements planning processes.

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

   (1) Planning, defining, and documenting training requirements for specific reserve 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) Planning, defining, and documenting reserve unit-level training requirements for other formal schools in the Fleet Training, Management and Planning System (FLTMPS).

   (3) Documenting individual warfighting training requirements in the T-Ready system. T-Ready is a Navy Reserve web-based application which tracks individual Sailor training requirements and related readiness items for use and assessment by command leadership, and is located here: https://bridge.nrdw.navyreserve.navy.mil/tready/#/training-readiness. Individual warfighting training requirements to be documented include: Personnel Qualification Standards (PQS), Job Qualification Requirements (JQR), On-the-Job Training (OJT), certifications, licenses and qualifications.

   (4) Developing the necessary JQRs to provide training guidance for specific billets where no governing PQS currently exists.

   (5) Providing each SELRES Sailor with an Individual Training Plan (ITP). The ITP shall clearly identify a Sailor's assigned billet, unit, and individual warfighting training requirements as well as required officer and enlisted leadership development courses. The ITP also defines an executable roadmap and schedule to achieve full warfighting readiness in their assigned mobilization billet.

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

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

d. Follow-on efforts will consolidate aggregated reserve training requirements to display warfighting readiness data from the Force level down to individual reserve Sailors via the Navy Reserve Readiness Module (NRRM) and other systems, precisely articulate resource requirements, and better inform funding decisions to achieve maximum return on each training dollar spent. NRRM is a navy reserve web-based application which provides custom display and analysis of navy reserve readiness data at various levels of detail to give the user a clear picture of current readiness.

2. Applicability. Per references (a) through (d), COMNAVRESFOR is authorized to issue policies, procedures and protocols directing actions to promote warfighting readiness to subordinate personnel, including all RPDs and UMUIC COs. Reference (j) identifies Pillar Lead RPDs, known collectively as the Executive Committee (EXCOM). RPD responsibilities in paragraph 6 below differentiate responsibilities between EXCOM Pillar RPDs and Lead/Assistant RPDs who are subordinate to EXCOM Pillar Leads. Additionally, all SELRES and Training and Administration of the Reserves (TAR) personnel have an Administrative Control (ADCON) relationship with the responsibility to COMNAVRESFOR of driving high warfighting readiness, and the specific F_g responsibilities detailed in this document. COMNAVRESFOR provides partial TYCOM functionality for all UMUICs not assigned to Commander, Naval Air Force Reserve (COMNAVFORRES), Commander, Naval Information Force Reserve (COMNAVIFORES), Naval 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), all personnel must understand the AC training requirements for the SELRES Sailors' mobilization billets as well as the reserve unit-level training requirements to achieve warfighting readiness for "day one" employment with the AC in both 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 for maximizing individual Sailor readiness through the execution of tailored ITPs.

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

4. Policy

    a. All Navy Reserve UMUIC and operational force COs, Commanders and RPDs shall comply with the Navy Reserve F_g responsibilities in this guidance and execute required F_g actions as detailed in the SOPs in enclosure (1) in coordination with their supported Active Unit Identification Code (AUIC).

    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-mandated annual participation is 48 regular drills and two weeks of Annual Training (AT), totaling 38 days. In coordination with their supported AC commands, Navy Reserve Major and Sequential Commanders, RPDs and UMUIC COs should develop SELRES requirements and training plans that model those of AC personnel, but are achievable within two years (76 days) to maximize the amount of time an individual SELRES is fully ready to fill their mobilization billet.

    c. COMNAVRESFOR will track Sailors in an In Assignment Processing (IAP) status separately from Sailors assigned to mobilization billets.

    d. COMNAVRESFOR (N7) will prioritize use of Active Duty for Training (ADT)- Schools funding for Sailors who are in the process of completing, or have completed, an Individual Training Plan (ITP).

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 6b through 6d below in conjunction with their supported AUIC.

    b. Lead or Assistant RPD

    (1) No later than 1 January 2024, review assigned ITPs for subordinate UMUICs to ensure relevancy and currency with the AC-defined training requirements of each mobilization billet.

    (2) No later than 28 February 2024, review JQR requirements for subordinate UMUICs and initiate generation of needed additional JQRs review as detailed in enclosure (1) N7 SOP 03 as required.

    (3) No later than 30 April 2024, complete a Reserve unit-level training requirement review as detailed in enclosure (1) N7 SOP 02 and submit unit-level training requirement update requests to FLTMPS. RPDs for Information Warfare (IW) units shall submit unit-level training

requirement updates to COMNAVIFORES (N7) for vetting and forwarding to FLTMPS. COMNAVIFORES (N7) manages all Reserve IW units in FLTMPS.

(4) No later than 31 May 2024, review all Reserve billet training requirements as detailed in enclosure (1) N7 SOP 01. Submit TFMMS Manpower Change Requests (MCR) through their AC BSO 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 as inputs to reserve billet selection processes.

(5) Ensure subordinate units complete ITPs for all SELRES as detailed in enclosure (1) N7 SOP 04 as soon as possible, and no later than three months of unit on-boarding. Each month, ensure subordinate units update SELRES ITPs as needed to document individual SELRES training accomplishment and any new ITP assignments.

(6) Participate in SIP planning efforts for reserve school quotas. Utilize enclosure (1) N7 SOP 06 for guidance on SIP process participation.

(7) Utilize enclosure (1) N7 SOP 07 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. <u>UMUIC Unit CO</u>

(1) No later than 1 January 2024, review assigned ITPs to ensure they remain relevant and current with the AC-defined training requirements of each mobilization billet.

(2) Assist supporting RPD in reviewing and updating reserve billet training requirements, utilizing enclosure (1) N7 SOP 01 for guidance.

(3) Assist supporting RPD in reviewing and updating reserve unit-level training requirements, utilizing enclosure (1) N7 SOP 02 for guidance.

(4) Assist supporting RPD in developing and updating JQRs as needed for reserve billets, utilizing enclosure (1) N7 SOP 03 for guidance.

(5) Complete ITPs for all SELRES as detailed in enclosure (1) N7 SOP 04 as soon as possible, and no later than three months of unit on-boarding. 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. Each month, update SELRES ITPs as needed to codify individual SELRES training completions and any new ITP assignments and document completion electronically via the T-Ready system.

(6) Complete training data entry for all assigned SELRES personnel within three months of unit on-boarding. SELRES personnel shall have training data entered in all data blocks of the T-Ready system, including Not Applicable ("N/A") where appropriate, except as specifically exempted in paragraph 7 below. Additional T-Ready guidance can be found in enclosure (1) N7 SOP 05.

(7) Execute UMUIC on-boarding program (if applicable) as defined by supported AUIC and Lead/Assistant RPD for all assigned SELRES, Voluntary Training Unit (VTU) and Readiness Support Unit (RSU) personnel within three months of arrival and document completion electronically via the T-Ready system in accordance with enclosure (1) N7 SOP 05.

(8) Ensure unit NROWS order writers utilize enclosure (1) N7 SOP 07 when preparing Active Duty for Schools (ADT-Schools) orders requirements and when writing ADT-Schools orders. Ensure all orders requesting ADT-Schools funding support completion of a Sailor's current and validated ITP training requirements.

d. Reserve Unit Training Officer (TO)

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

(2) Maintain current and validated master file of ITPs for each mobilization billet in the unit and filed for all Sailors executing ITPs for the duration of their tour in the unit.

(3) Act as the primary assistant to the Reserve Unit CO in conducting a monthly Planning Board for Training (PB4T).

(4) Assist the Unit CO with T-Ready data entry, maintenance and currency as required. Additional T-Ready guidance can be found in enclosure (1) N7 SOP 05.

e. Navy Reserve Activity (NRA)

(1) In accordance with reference (k), execute a Reserve On-Boarding program for all assigned SELRES, VTU and RSU personnel and document on-boarding completion via the T-Ready system.

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

a. PB4T 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, submits updated RGP data to the Reserve Unit CO after every PB4T. As directed, the TO shall provide information based on the PB4T and ITP data to the Reserve Unit CO.

(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 each Sailor's mobilization training.

7. Reserve Readiness Reporting and Exemptions:

a. Except as exempted below, all Reserve UMUICs shall report all individual readiness elements in T-Ready, including UMUIC on-boarding, ITP, PQS, JQR, OJT certifications, licenses and qualifications for all assigned SELRES personnel.

b. Navy Reserve Operational Forces

(1) All reserve operational forces with a readiness reporting requirement in the Defense Readiness Reporting System-Strategic (DRRS-S) and/or Navy Readiness and Reporting Enterprise (NRRE) are delineated by AUIC/UMUIC in Annex A to enclosure (1) N7 SOP 05. These Reserve operational forces shall report unit readiness in DRRS-S and/or NRRE in accordance with established guidelines and periodicity.

(2) Reserve operational forces shall report NRA on-boarding completion via T-Ready in accordance with reference (k).

(3) Reserve operational forces are exempt from reporting all other T-Ready individual readiness elements in T-Ready, including UMUIC on-boarding, ITP, PQS, JQR, OJTRSU, and certifications and qualifications.

(4) Reserve operational forces that already have an established training program in place via a dedicated community warfare system (e.g., SHARP 7.0, ASM, etc.) and tracks personnel warfighting and mobilization readiness may be waived from the RGP requirement by their Pillar Lead. Pillar Lead RPDs shall sign all RGP waivers. Waivers are valid for a period of three years or until canceled. 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.
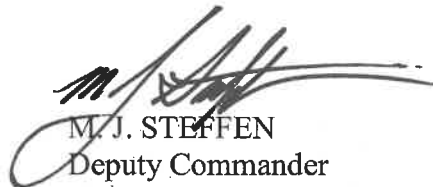
c. COMNAVIFORES Units

(1) UMUICs ADCON to CNFIR shall continue to report individual SELRES readiness elements via the Reserve Employment Readiness (RER) tool, and are exempt from all T-Ready reporting until directed otherwise.

(2) For planning purposes, COMNAVIFORES UMUICs should anticipate shifting individual readiness element reporting from RER to T-Ready in October 2023 and completing the transition NLT 31 December 2023.

d. VTU and RSU Units

(1) VTUs and RSUs do not have mobilization billets or unit-level training requirements and are exempt from T-Ready reporting for all individual SELRES readiness elements with the exception of NRA on-boarding. Supporting NRAs are responsible for completing NRA on-boarding for VTU and RSU personnel and shall report NRA on-boarding completion via T-Ready in accordance with reference (k).

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. N7 SOP 06 - Student Input Plan Background and Procedures

8. N7 SOP 07 – ADT-Schools Guidance

9. N7 SOP 08 – TEAMS Training Guidance