



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

COMNAVRESFORINST 3500.1
N7
20 Oct 2023

COMNAVRESFOR INSTRUCTION 3500.1

From: Commander, Navy Reserve Force

Subj: NAVY RESERVE OPERATIONAL LEVEL OF WAR TRAINING CONTINUUM

Ref: (a) COMUSFLTFORCOMINST/COMPACFLTINST 3501.3E
(b) ALNAVRESFOR 020/22
(c) OPNAV-M 3500.42
(d) OPNAVINST 1500.47D
(e) ALNAVRESFOR 025/20
(f) OPNAVINST 3500.42
(g) OPNAVINST 5401.11

Encl: (1) Navy Reserve Force Operational Level of War Training Continuum
(2) Training Continuum 100 and 200 Series Online Training Modules
(3) Training Continuum Completion Letter Template

1. **Purpose.** The Navy Reserve Operational Level of War (OLW) Training Continuum outlined in enclosures (1) through (3) provides guidance to execute training for Navy Reserve Forces that support Navy Component Commanders, numbered Fleet Commanders, and subordinate commanders and staffs with Maritime Operations Center (MOC) operations. This instruction provides a standardized approach to ensure Reserve Sailors are trained and ready to meet the demand.

2. **Implementation.** This is the initial version of this instruction, and it is effective upon receipt.

3. **Scope and Applicability.** Per reference (a), Commander, Navy Reserve Force (COMNAVRESFOR) is responsible for providing trained, equipped and ready reserve forces to combatant commanders. Chief of Navy Reserve (N095) is responsible for providing vision, direction, leadership, priorities, and strategy to effectively use the Navy Reserve in support of a Total Force. Additionally, COMNAVRESFOR is authorized to issue policies, procedures, and protocols directing actions that promote warfighting readiness to subordinate personnel. As such, this instruction applies to all Navy Reserve Forces that support OLW staffs under U.S. Fleet Forces Command (COMUSFLTFORCOM), U.S. Pacific Fleet (COMPACFLT), and U.S. Naval Forces Europe-Africa (COMUSNAVEUR-COMUSNAVAF), as specified in reference (a).

4. **Discussion.** The Navy Reserve Force must ensure that unit leadership and all personnel understand individual officer and enlisted mobilization billets and reserve unit-level training

requirements to achieve warfighting readiness for “day one” employment with the Active Component in crisis and conflict. This instruction codifies Navy Reserve training policy consistent with references (b), (c), and (d) and is effective immediately.

5. **Action.** Ensure widest dissemination and implementation of this instruction.

6. **Training Continuum Overview.** The Navy Reserve OLW Training Continuum standardizes the framework for training Navy Reserve Forces assigned to Navy Component Commanders and numbered Fleet Commanders. The instruction is intended to generate a Navy Reserve Force capability that can plan and execute operations at the high tactical level through the OLW and will generate forces with a standardized set of skills, including currency of those skills, which units and individuals can measure and track in real-time.

a. Our Navy’s warfighting capability and capacity depends on a trained and ready Navy Reserve. Reference (e) directs the Navy Reserve to deliver ready units of action and augmentation manpower to support Navy warfighting and enabling capabilities throughout the spectrum of conflict at a resource-informed cost. Navy Reserve support to the Fleet Commander is critical to mission accomplishment across the warfighting continuum, especially in a 24/7, high-end fight. The training, qualification and proficiency of the Navy Reserve, performing mission-critical functions, are required to support Navy Component Commanders and numbered Fleet Commanders during crisis and conflict. To remain ready to provide critical capabilities that are transferable across fleets, the Navy Reserve requires a standardized OLW training and development model to build the knowledge, skills, and proficiency of Navy Reserve officers and enlisted personnel over the course of their careers. This instruction supports the Mobilization (MOB)-to-Billet construct and will enable the Navy Reserve to provide the most beneficial operational support.

b. Reference (b) identifies the Chief of Navy Reserve as the coordinating authority for the Navy Reserve’s manning and training in support of MOCs. Reference (c) informs Navy Reserve personnel training and education requirements for assigned billets considered core or support MOC positions, conforming to requirements in reference (f).

c. The Navy Reserve OLW Training Continuum model is intended to provide warfighting-ready Navy Reserve Forces that can be mobilized quickly to their mobilization billets. Given the participation model of the Navy Reserve, which allocates 48 regular drills and two weeks of annual training, totaling 38 days per year, the training continuum is intended to augment existing training requirements and qualification procedures in a manner achievable within that model. Although standardized, this training continuum is flexible and tailorable through on-the-job training to provide the knowledge and skills needed for Navy Reserve Forces in the Navy Component Commanders and numbered Fleet Commanders MOCs.

d. Navy Reserve units supporting Navy Component Commanders and numbered Fleet Commanders must develop their personnel to generate a Navy Reserve Force capability that can plan and execute operations at the high tactical level through the OLW based on requirements tied to mobilization billets. This training continuum provides a flexible but

standardized pathway for units to assign Individual Training Plans (ITPs) that ensure members develop the knowledge and skills necessary to operate within a MOC.

7. Responsibilities.

a. Commander, Navy Reserve Force, Commander, Navy Reserve Forces Command, and Navy Reserve OLW Flag Lead will coordinate with the MOC Type Commander, Naval Information Forces, along with the MOC Executive Steering Committee and its subordinate working groups to provide a unified voice for all Navy Reserve forces in support of staffs Navy Component Commanders and numbered Fleet Commanders.

b. Navy Reserve OLW Flag Lead. Assigned by the Chief of Navy Reserve, serves as the senior RC OLW Enterprise Officer to fulfill CNR's vision, direction, leadership, priorities, and strategy to effectively use the Navy Reserve in support of a Total Force. The RC OLW Flag lead does not have operational authority, but is the principal coordinator across the AC/RC Flag Wardroom, notably Fleet VCOM/DCOM and Fleet MOC TYCOM, to provide RC standardization ISO wartime trained, equipped, and ready reserve forces to Combatant and Fleet Commanders.

c. MOC Training and Exercise Team (MOC TET) Navy Reserve unit. This unit shall augment and provide strategic depth to the MOC TET. At the direction of the MOC TET, the personnel will coordinate with Navy Component Commanders' and numbered Fleet Commanders' headquarters training personnel to synchronize Navy Reserve OLW training requirements. In conjunction with the MOC TET, the Navy Reserve units will analyze the effectiveness of the Navy Reserve OLW Training Continuum to ensure alignment with the Maritime Operations Center Standardization (MOCSTAN) training requirements and Navy Component Commanders' and numbered Fleet Commanders' requirements. Additionally, they will provide fundamentals and currency training to Navy Reserve Forces in accordance with the Navy Reserve Force OLW Training Continuum.

c. Navy Reserve Units. Navy Reserve unit Commanding Officers (COs) supporting the staffs of Navy Component Commanders and numbered Fleet Commanders shall be responsible for the training and readiness of their personnel. They shall work with their supported commands to standardize and synchronize required training requirements for missions, functions, and tasks while tracking completion rates and training readiness levels of their units and any subordinate units (when applicable). COs are also responsible for overseeing their personnel through the Navy Reserve Operational OLW Training Continuum. At a minimum, this shall include assigning each member an ITP to meet the requirements identified in this instruction. Unit training representatives will ensure that the completion of MOC training requirements is documented in the Fleet Training Management and Planning System (FLTMPS) and T-Ready, the Navy Reserve Training and Readiness reporting system.

d. Reserve Program Directors. In accordance with references (d) and (g), Reserve Program Directors (RPD), working with the supported fleet and respective Navy Reserve units, shall actively participate in the command's requirements generation process; the planning, programming, budgeting, and execution of funding; manning, training, and equipping processes;

and readiness reporting. RPDs, in their role as executors of the Command Reserve Management Program at major training customers (e.g., U.S. Fleet Forces, U.S. Pacific Fleet, Commander, Navy Reserve Forces; etc.), shall ensure that Reserve training requirements resident in FLTMPs and T-Ready are current since these requirements feed other critical Navy training processes including the Student Input Plan.

e. Navy Reserve Personnel. Navy Reserve personnel shall understand the missions, functions, and tasks associated with their mobilization billet, their billet requirements assigned in reference (g), and training requirements per the Navy Reserve OLW Training Continuum and assigned ITP. ITPs include schools as required in reference (g), functional area/watch station training (PQS/JQR/OJT), and any additional requirements needed to be trained and ready to mobilize and serve as part of their gaining command on day one. Sailors will submit all documentation necessary to verify completion of training requirements, JQRs, and Additional Qualification Designation (AQD) codes, ensuring these qualifications are recorded in their electronic official personnel file, officer summary record, and/or FLTMPs and T-Ready as appropriate.

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

9. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFOR N7 will review this instruction annually to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-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 need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



J. B. MUSTIN

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site at <https://www.navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Instructions/>

NAVY RESERVE FORCE OPERATIONAL LEVEL OF WAR TRAINING CONTINUUM

1. The Operational Level of War Training Continuum.

a. Given the participation model of Navy Reserve Forces, the Navy Reserve Operational Level of War (OLW) Training Continuum is intended to augment the knowledge, skills and abilities of the Navy Reserve at the high tactical and operational level of war to achieve and sustain the knowledge, skills and abilities necessary to successfully support their Fleet Commanders, Navy Component Commanders, and numbered Fleet Commanders. It provides a broad view and practical exposure to naval warfare and the MOC warfighting knowledge needed to support the commander's decision-making cycle. The requirements in this instruction are not meant to supersede billet AQD and NOBC requirements documented in reference (c). Instead, they are intended to provide a means for Navy Reserve members to acquire necessary knowledge, skills and to bolster currency via OJT and a variety of distributed courses within the Navy Reserve engagement model.

b. The training continuum is focused on individual and team training. Consistent with reference (b), each Navy Reserve member shall be assigned an Individual Training Plan (ITP) to guide them through a spectrum of individual, team/functional, and collective/group training to include billet requirements specified in reference (c). The ITP should clearly identify the member's assigned billet, unit and warfighting training requirements, as well as an executable roadmap and schedule to achieve full warfighting readiness. Furthermore, the ITP should identify mobilization billet training (AQDs and NECs per reference (c)) and:

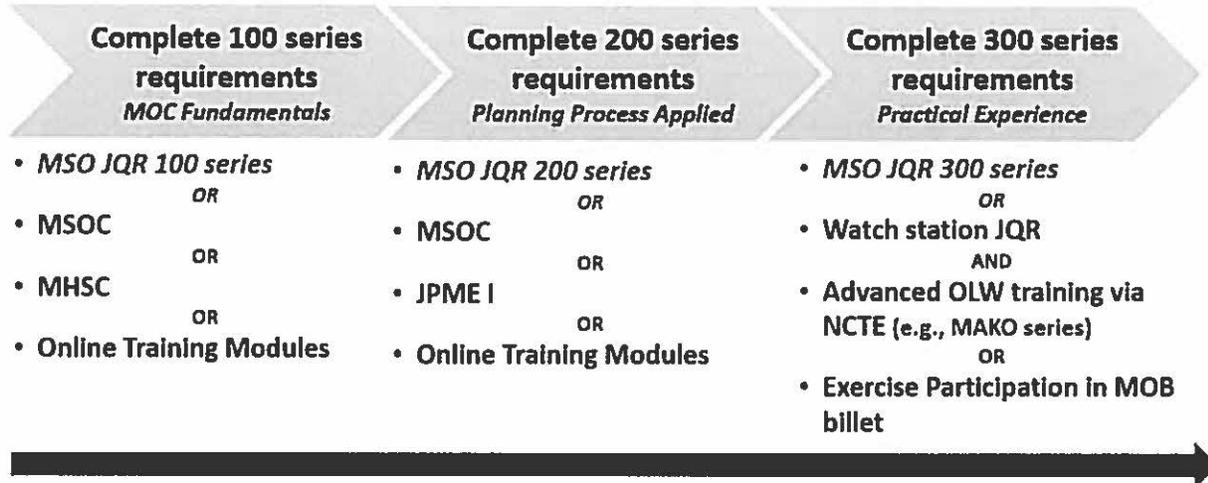
(1) Individual – onboarding, schools, PQS, JQR, OJT, and certifications/qualifications.

(2) Team/Functional - OJT gained through center or cell functional proficiency in formal or informal training environments, including breakout groups, table-top exercises, MAKO series events, etc.

(3) Collective/Group - OJT acquired through participation in fleet exercises or CCMD exercises where the Navy Component Commanders and numbered Fleet Commanders and their staffs are listed as primary or secondary training audience.

c. This training continuum provides multiple, flexible paths to attain the knowledge, skills and proficiency at the individual and team/functional levels for both MOC Core and Support positions. Any path in Section 2 of this enclosure that satisfies the 100, 200, and 300 series will be sufficient to complete the individual and team/functional requirements found in this instruction. It enables Navy Reserve personnel who have already completed specific training to satisfy the requirements for each series. Some MOC support positions do not require 200 series completion, which should be accounted for in the member's ITP. The time needed to complete this training continuum will depend on the level of prior experience and training but is expected to be completed within 12 - 18 months of the initial assignment.

Figure 1. Example of a NR OLW Training Continuum



First 12 -18 Months of RC OLW Tour

d. The Naval War College courses remain an excellent means for the Navy Reserve to attain high tactical and OLW knowledge, skills, and proficiency. Particularly, the Maritime Staff Operator Course (MSOC) is considered the standard to prepare Navy chiefs and officers to fill MOC core positions. The Maritime Operational Planners Course (MOPC) develops planners capable of performing in dynamic, complex, and high-tempo maritime operational environments. Completion of the JOM or JPM AQD satisfies Training Continuum 100 and 200 level academic requirements. The Maritime Headquarters Staff Course (MHSC) and associated JSM AQD meets the academic requirements for certain MOC support positions.

e. MAKO series events. The Reserve Component Operational Level of Warfare team, in conjunction with the Navy Warfare Development Center (NWDC), created a dedicated series of exercises to develop MOC/OLW proficiency and maintain the Navy Reserve currency between Tier 1 exercises. The MAKO series provides standardized OLW task training and prepares watchstanders to step into MOC operations with focused lines of effort and objectives that can be tailored to specific fleet scenarios. Each MAKO exercise focuses on a specific AOR and uses existing exercise material as the basis for the planning and execution. Additionally, the exercises provide Navy Reserve personnel high-end warfighting training during four-day drill weekends. Participation in a MAKO series event provides Navy Reserve members a means to complete 300 series training requirements while MOC functional areas accomplish Team/Functional level training.

f. The Maritime Staff Officer (MSO) JQR provides an additional OJT training pathway for the completion of 100 and 200 level requirements and includes the completion of a team/functional level training event. The JQR uses relevant instructions, unit-led academics during the drill weekend, and practical watch station experience via participation in a MAKO series event or fleet exercise. To complete the 300 level requirements, members must qualify in

their individual watch stations as well as meet the exercise participation requirement. Final qualification boards are conducted in conjunction with Active Duty MOC personnel.

2. Training Continuum Series Requirements

a. 100 Series (OLW & MOC Fundamentals)

(1) The 100 series requirements encompass fundamental level knowledge for any support position, as defined by reference (c), within a Navy Component Commander's and numbered Fleet Commander's maritime operations center headquarters (MOC HQ). This series exposes Navy Reserve personnel to OLW core concepts, MOC construct and organization, functional and cross-functional team roles and responsibilities, and an introduction to operational planning and execution.

(2) The 100 Series requirements can be accomplished through the following means:

- (a) MSOC/MOPC (core positions), or
- (b) MHSC (support positions), or
- (c) Maritime Staff Officer JQR 100 Series Completion, or
- (d) Completion of 100 series Online Training Modules in Enclosure (2)

b. 200 Series (Navy Planning Process (NPP))

(1) The 200 series requirements are intended to develop an understanding of how to apply the Navy Planning Process working with MOC Cross Functional Teams and incorporating Commander's Intent and Guidance. This series enables Navy Reserve personnel to integrate Staff and Risk Assessments, targeting concepts, and intelligence when performing all steps in the Naval Planning Process during real world planning scenarios.

(2) The 200 series can be completed through the following means:

- (a) MSOC/MOPC, or
- (b) JPME I (JS7 AQD), or
- (c) Maritime Staff Officer JQR 200 Series Completion, or
- (d) Naval Planning Process course (ex. TACTRAGRU LANT/PAC, JECC PC), or
- (e) Completion of 200 series Online Training Modules in Enclosure (2)

c. 300 Series (Billet/position requirements/JQR and Practical Experience)

(1) The 300 series requirements encompass the completion of individual watch station requirements with advanced MOC training and the ability to use the knowledge obtained in 100 and 200 series in a practical real world or exercise scenario. Completing the 300 series demonstrates the knowledge, skills, and proficiency required to perform as a member of the MOC, and that members of the MOC are trained to be warfighting-ready to mobilize and support their Navy Component Commanders' and numbered Fleet Commanders' headquarters mission.

(2) The 300 series requirements can be accomplished through the following means:

(a) Individual billet/position requirements/JQR, and

(b) Maritime Staff Officer JQR 300 Series Completion, or

(c) Advanced OLW training via Navy Constructive Training Environment (NCTE) event such as a MAKO series exercise or

(d) Completion of any Tier 1 CCDDR Exercise in assigned billet position

(3) Completing the 100, 200, and 300 series requirements completes the Fleet Navy Reserve Force Maritime Operations Center Training Continuum's training path.

TRAINING CONTINUUM 100 AND 200 SERIES ONLINE TRAINING MODULES

Completing Online Module electronic training offers a self-paced option to gain the knowledge to satisfy the 100 and 200 series requirements.

1. Joint Knowledge Online Courses. The JKO courses listed in the online module tables below are available via: <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>.

2. NWC College of Maritime Operational Warfare, Assist and Assess Team Online Courses. The CMOW-AAT courses listed in the online module tables below are available via Intelink: https://intelshare.intelink.gov/sites/CMOW-AAT/_layouts/15/start.aspx#/SitePages/Home.aspx

Online training option courses for 100 Series OLW & MOC Fundamentals:

Course Title	Location	CIN/CSD ID	Course Length	Date Completed
1.02 - Levels of War Concept Video & PPT	CMOW-AAT Intelink Website	N/A	30 min	
1.03 - Operational Functions Concept Video & PPT	CMOW-AAT Intelink Website	N/A	30 min	
1.06 - Theater Geometry Concept Video & PPT	CMOW-AAT Intelink Website	N/A	30 min	
Read the MOC Effective Practices Guidebook	CMOW-AAT Intelink Website	N/A	2 hrs	
CCIR at the Operational Level	JKO	J3OP-US1149	1 hr	
JFC 100 Module 03: Joint Operations	JKO	J3OP-US1143	2 hrs	
Battle Rhythm	JKO	PACJ7-US004	1 hr	
B2C2WGs and the Commander's Decision Cycle	JKO	J3OP-US202-HB	1 hr	
Joint HQ Organization, Staff Integration and Battle Rhythm	JKO	J3OP-US1155	1 hr	

Online training option courses for 200 Series Naval Planning Process:

Course Title	Location	CIN/CSD ID	Course Length	Date Completed
2.01 - NPP Overview Video & PPT	CMOW-AAT Intelink Website	N/A	30 mins	
2.02 - NPP Step 1 Mission Analysis Video & PPT	CMOW-AAT Intelink Website	N/A	30 mins	
2.03 - NPP IPOE Video & PPT	CMOW-AAT Intelink Website	N/A	30 mins	
2.04 - NPP Center of Gravity Video & PPT	CMOW-AAT Intelink Website	N/A	30 mins	
2.05 - NPP COG Deconstruction Video & PPT	CMOW-AAT Intelink Website	N/A	30 mins	
2.06 - NPP CCIRs Video & PPT	CMOW-AAT Intelink Website	N/A	30 mins	
2.07 - NPP PIRs Video & PPT	CMOW-AAT Intelink Website	N/A	30 mins	
2.08 - NPP Step 2 COA Development 1 Video & PPT	CMOW-AAT Intelink Website	N/A	30 mins	
2.09 - NPP Step 2 COA Development 2 Video & PPT	CMOW-AAT Intelink Website	N/A	30 mins	
2.10 - NPP Step 3 COA Analysis Video & PPT	CMOW-AAT Intelink Website	N/A	30 mins	
2.11 - NPP Step 4 Comparison/Decision Video & PPT	CMOW-AAT Intelink Website	N/A	30 mins	
2.12 - NPP Step 5 Plans/Orders Video & PPT	CMOW-AAT Intelink Website	N/A	30 mins	
2.15 - NPP Operational Assessment Video & PPT	CMOW-AAT Intelink Website	N/A	30 mins	

TRAINING CONTINUUM COMPLETION LETER TEMPLATE

DD Mmm YY

From: Commanding Officer, NR UNIT NAME
To: Rank, Member's First Name MI. Last Name

Subj: COMPLETION OF NAVY RESERVE OPERATIONAL LEVEL OF WAR TRAINING
CONTINUUM

Ref: (a) COMNAVRESFORINST 3500.1

1. Pursuant to reference (a), the following personnel has successfully completed the Fleet Navy Reserve Force Training Continuum for U.S. FLEET NAME effective ## MONTH 20##:

RANK John T. Sailor

2. Congratulations on this achievement!

I. A. SAILOR

Copy to:
Member