



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

COMNAVRESFORCOMINST 5420.1
N00C
27 Nov 2023

COMNAVRESFORCOM INSTRUCTION 5420.1

From: Commander, Navy Reserve Forces Command

Subj: COMMANDER, NAVY RESERVE FORCES COMMAND LANGUAGE, REGIONAL
EXPERTISE AND CULTURE PROGRAM

Ref: (a) DODI 5160.70
(b) OPNAVINST 5400.46A

Encl: (1) Base Access Letter Template

1. Purpose. To implement Language Region Expertise and Culture (LREC) program that will identify and organize foreign language speakers within the command, increase Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) staff language capabilities and provide a cultural perspective on global events.

2. Scope. This instruction applies to all personnel assigned to COMNAVRESFORCOM.

3. Discussion. It is Department of Defense (DOD) and Navy policy that foreign language skills, regional expertise and cultural capabilities are enduring critical competencies, which are mission-essential and must be managed to maximize the accession, development, sustainment, enhancement and employment of these vital skills. Identifying foreign language speakers and their capability within the Command will enhance warfighting readiness.

4. Responsibilities

a. Commander Navy Reserve Forces, Language, Regional Expertise, and Culture (LREC) Officer will:

(1) Ensure compliance with governing instructions and LREC Program by-laws

(2) Maintain a roster of COMNAVRESFORCOM Headquarter (HQ) Staff Defense Language Proficiency scores which will allow:

(a) Translation support for visits of foreign dignitaries to War College, NATO and other Commands in the area.

(b) Support vetting of Selected Reserve mobilizers with foreign language skills as needed.

(3) Increase foreign language capabilities of COMNAVRESFORCOM HQ staff by hosting regular language classes.

(4) Provide a meaningful cultural perspective on relevant current events world-wide.

5. Membership. Open to all military personnel and DOD civilians. Fees are not required for membership.

6. 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.

7. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM CMDCCM will review this instruction annually around the anniversary of its issuance date 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.



M. J. STEFFEN

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/>

COMNAVRESFORCOMINST 5420.1
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BASE ACCESS LETTER TEMPLATE

(LETTER HEAD)

5354
Ser N01/

From: Commander, Navy Reserve Forces Command
To: Commanding Officer, Navy Support Activity, Norfolk
(Attn: Security Department)

Subj: BASE ACCESS REQUEST

1. The following individuals require base access on October 2023 in order to attend the Hispanic American Heritage Month Ceremony at 1030 onboard Commander, Navy Reserve Forces Command, Building NH-32, Auditorium.

Mr. John Civilian
Mrs. Jane Civilian

2. If you have any questions, please contact LCDR Sergei Working at COMM: (757) 322-2622

G. E. EDMONDS
Chief of Staff

Enclosure (1)