



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCES COMMAND  
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N5  
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COMNAVRESFORCOM INSTRUCTION 5450.5D

From: Commander, Navy Reserve Forces Command

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVY REGION READINESS AND  
MOBILIZATION COMMANDS

Ref: (a) COMNAVRESFORINST 5450.37I  
(b) OPNAVINST 5400.45  
(c) DoD 7000.14-R Volume 14, Financial Management Regulation, June 2017  
(d) SECNAVINST 7000.278

Encl: (1) Functions and Tasks of Navy Region Readiness and Mobilization Commands

1. Purpose. To publish the authorities delegated to Navy Region Readiness and Mobilization Commands (REDCOM) as echelon IV commanders under the authority of Commander, Navy Reserve Forces Command (COMNAVRESFORCOM), and the mission, functions, and tasks of the REDCOMs as shore based activities.

2. Cancellation. COMNAVRESFORCOMINST 5450.5C

3. Background. Reference (a) establishes COMNAVRESFORCOM's mission, functions, and tasks, and reference (b) establishes REDCOMs as echelon IV subordinate activities.

4. Authorities. REDCOMs are delegated the authority to function as the immediate superior in command (ISIC) for all assigned Navy Reserve Centers (NRC), and to serve as field commanders for COMNAVRESFORCOM for assigned facilities, equipment, and personnel resources. Additionally, REDCOMs retain financial management (FM) and comptroller authority, per references (c) and (d), for specifically aligned Commander, Naval Air Force Reserve (COMNAVARES) subordinate activities.

5. Mission. The mission of REDCOMs is to conduct and oversee mobilizations, and maintain assigned personnel and equipment in the best possible state of readiness to deliver strategic depth and operational capability to the Navy, Marine Corps, and Joint Forces.

6. Command Relationships

a. REDCOMs are echelon IV commanders and report to COMNAVRESFORCOM for administrative and service related matters.

b. REDCOMs are the immediate superior in charge (ISIC), exercising administrative control of assigned Navy commands and their subordinates listed in reference (b).

c. REDCOMs have an additional duty relationship to their respective Navy region commander.

d. The following REDCOMs maintain FM and comptroller duties for COMNAVAIRES subordinate activities as indicated below:

(1) REDCOM Jacksonville – Fleet Logistics Support Wing; Tactical Support Wing.

(2) REDCOM Norfolk – 4<sup>th</sup> Marine Aviation Wing (MAW); Naval Air Facility (NAF) Washington; Fleet Readiness Center Reserve Mid-West (FRCMW) Detachment McGuire, FRCMW Detachment Washington, DC; Aviation Support Detachment (ASD) McGuire; and ASD Washington DC.

(3) REDCOM San Diego – Maritime Support Wing

7. Action. In accomplishing the assigned mission, Navy Region REDCOMs will ensure performance of the functions and tasks in enclosure (1).

8. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual M-5210.1, January 2012.

9. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10-year anniversary date, or an extension has been granted.



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Releasability and distribution:

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

Functions and Tasks of Navy Region Readiness and Mobilization Commands

1. Navy Reserve Personnel Readiness. Execute medical, administrative and legal requirements to maintain Navy Reserve Force personnel in the highest state of mobilization and warfighting readiness. Ensure flexibility in meeting combatant commander, service and theater-specific personnel readiness requirements to execute service missions in support of Chief of Naval Operations (CNO) and operational missions in response to fleet requirements.

a. Monitor, coordinate, advise and assist echelon 5 commanders in the execution of their tasks and functions. Conduct triennial or as needed command assessments of subordinate commands/activities and forward results to COMNAVRESFORCOM.

b. Execute and enable programs for the training and mobilization readiness of assigned Navy Reserve personnel to meet their Navy operational requirements to include:

(1) Track and report participation, medical, training, and administrative requirements.

(2) Ensure compliance with financial audit requirements.

(3) Ensure compliance with career management requirements.

(4) Ensure compliance with assignment policies and Sailor onboarding requirements.

c. REDCOMs with Yellow Ribbon Program Coordinators will administer family and employer readiness requirements as directed by higher echelon and assist the REDCOMs that are without Yellow Ribbon Program Personnel as directed by CNRFC. Comply with family and employer support, ombudsman, command individual augmentee coordinator, family support, and yellow ribbon reintegration programs.

d. Execute directed policy of Deputy Under Secretary of the Navy for Policy (DUSN-P); provide guidance and instruction in personal, information, industrial and operations security pillars, and in conjunction with N3 on physical security and N4 for acquisition security pillars.

e. In coordination with COMNAVRESFORCOM N00P, execute communication priorities and objectives set by Commander, Navy Reserve Force (COMNAVRESFOR). Ensure assigned Navy Reserve Force personnel are informed about Navy Reserve initiatives, programs, and resources.

f. Execute policy and direct, supervise, and coordinate logistics functions of the Navy Reserve Force for subordinate commands.

(1) Provide management and supervision of Navy Reserve logistics functions for subordinate commands, to include financial record keeping, procurement, clothing management, berthing, and messing.

(2) Provide the interactive customer evaluation program.

g. Execute information technology (IT) support, ensuring the highest possible flexibility and accessibility, via IT systems, to the Navy Reserve Sailors. Provide cryptographic oversight to assigned NRA's to include SIPRNet Token administration as required.

h. Provide Deputy Contractor Technical Representative (DCTR) support for Navy Marine Corps Intranet (NMCI)-related issues to all COMNAVVAIRES units geographically located within the REDCOM.

i. Provide administrative oversight, training, and track injury management programs to subordinate activities.

2. Navy Reserve Financial Resources Execution. Support COMNAVRESFORCOM in all phases of budget planning, resolution, execution, and reporting.

a. Respond to higher echelon data calls and requests for information in support of the planning, programming, and budgeting system process.

b. Ensure the requirements of references (a), (c), and (d) are being met. Manage execution year financial requirements for subordinate commands in order to support the commander's mission. Account and report on current and five prior fiscal year appropriations for the component and subordinate commands.

c. Execute overall budgetary policy, accounting, and execution guidance for financial support provided by COMNAVRESFOR N8.

d. Manage annual training, and ensure proper liquidation of funded Selected Reservist orders.

e. Coordinate, monitor, and execute audit readiness and sustainment requirements in support of financial improvement and audit readiness.

f. Adhere to Department of Defense Financial Management Regulations (DOD FMR) and Department of the Navy Financial Management regulations and policies.

3. Navy Reserve Manpower and Personnel. Execute guidance from COMNAVRESFORCOM in all matters relating to Navy Reserve manpower, pay, and personnel matters for subordinate commands.

a. Coordinate with COMNAVRESFORCOM Manpower and Personnel department for active duty, full time support, and civilian personnel manning and manpower requirement issues for echelon 4 and 5 commands.

b. Execute retention initiatives to subordinate activities and personnel.

c. Assist COMNAVRESFORCOM in Direct Commission Officer, New Accession Training, and PRISE-R accession program management.

d. Provide guidance on Reserve pay and personnel policy and execution to lower echelons. Monitor, track, and assist in resolving all Reserve pay and personnel affecting reserve personnel issues and liaise between COMNAVRESFORCOM and all lower echelons.

e. Monitor and analyze required pay and personnel transactions performed by NRAs by utilizing pay and personnel system and applicable reports to ensure transactions are being performed in accordance with current policy, service level agreements and timelines.

f. Monitor and ensure timely adjudication of drill periods in accordance with current policy.

g. Assist in Activation of Reserve Personnel to include ADOS, RECALL, and Mobilization. Provide NRAs guidance and assistance as needed. Liaise between affected commands/echelons.

4. Mobilization. Execute Reserve Component personnel activation, ADOS, RECALL, mobilization, demobilization, and deactivation requirements as directed by higher authority.

a. Oversee Force-standardized personnel activation, mobilization, demobilization, and deactivation of assigned Reserve Component commands and personnel.

b. Consolidate, track, and maintain mobilization readiness and status for assigned commands and personnel, including periodic reporting requirements.

c. Provide oversight of annual mobilization exercises (MOBEXs) to evaluate readiness.

d. Coordinate, as required, across all office codes to ensure readiness or deployment limiting conditions are tracked and addressed appropriately.

e. Enforce training to NRC personnel to standardize and execute mobilization processes. Local Area Coordinator for Mobilization (CNRF/C N00L), CNRF/C N7, and Expeditionary Combat Readiness Center (ECRC) shall train to the standard. REDCOMs enforce and maintain the standard.

f. Ensure timely mobilization notification for personnel assigned to mobilize.

g. Coordinate issue of gear as required.

h. Coordinate personnel transportation and onward movement, as required.

i. During redeployment, coordinate return of gear, as required.

5. Shore Installation Management. Provide effective and efficient land and facilities planning for subordinate activities.

a. Oversee the identification of facility related resource requirements, material condition, safety, appearance of assigned land and facilities, proper/economic use of assets, and the efficient and effective application of manpower and funds.

b. Ensure efficient use and identify capability gaps of assigned facilities and recommend modifications, consolidation, closures, new construction, and alternative facilities to regional Naval Facilities Engineering Command and COMNAVRESFORCOM facilities manager, as appropriate.

c. Execute, supervise, and coordinate anti-terrorism force protection plans per established policies and procedures for those activities not co-located on major fleet installations or not established behind government property fence lines. Activities co-located on a major installation shall abide by Installation Commander's antiterrorism force protection plan.

6. REDCOMs with Medical Holding (MEDHOLD) Units. REDCOMs with attached MEDHOLD Units shall additionally execute administrative functions and provide appropriate services and oversight to the assigned Sailors in areas of administrative and personnel responsibility.