



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

COMNAVRESFORCOMINST 5450.6A

N5

9 Jun 16

COMNAVRESFORCOM INSTRUCTION 5450.6A

From: Commander, Navy Reserve Forces Command

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVY RESERVE
PROFESSIONAL DEVELOPMENT CENTER

Ref: (a) COMNAVRESFORINST 5450.37F
(b) OPNAVINST 5400.45
(c) SECNAV M-5210.1, Department of the Navy Records
Management Program Manual

Encl: (1) Functions and Tasks of Navy Reserve Professional
Development Center

1. Purpose. To publish the authorities delegated to Navy Reserve Professional Development Center (NAVRESPRODEVVCEN) as an Echelon IV command under the authority of Commander, Navy Reserve Forces Command (COMNAVRESFORCOM), as well as the mission, functions, and tasks of NAVRESPRODEVVCEN as a shore based activity.

2. Cancellation. COMNAVRESFORCOMINST 5450.6.

3. Background. Reference (a) establishes COMNAVRESFORCOM's mission, functions, and tasks. Reference (b) establishes NAVRESPRODEVVCEN as an Echelon IV subordinate activity.

4. Mission. The primary mission of NAVRESPRODEVVCEN is to provide professional development to the Total Force in alignment with Navy Reserve needs through quality instruction and innovative training solutions.

5. Command Relationships. NAVRESPRODEVVCEN is an Echelon IV Command under COMNAVRESFORCOM and reports to COMNAVRESFORCOM for administrative and service related matters.

6. Commanded, Tenant, Supported and Supporting Activities, and Detachments. NAVRESPRODEVVCEN Detachment Norfolk, VA (UIC 41039).

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7. Action. In accomplishing the assigned mission, NAVRESPRODEVCOM will perform 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 reference (c).

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Distribution:

Electronic only via COMNAVRESFORCOM Website
<https://www.navyreserve.navy.mil>

Functions and Tasks of the Navy Reserve Professional Development Center

1. Navy Reserve Personnel Readiness. Provide instruction to Reserve Force personnel in the areas of leadership, training, customer service, administration, management, career information, and operation of specific software systems.
 - a. Develop required instructional courses and leverage technology to enhance instruction delivery.
 - b. Maintain instructional courses to ensure they reflect current policy and programs.
 - c. Publish descriptions of courses, schedule, attendance, prerequisites, and eligibility requirements.
 - d. Manage course instructors and facilitators. Coordinate facility resources and personnel to ensure effective training.
 - e. Execute Information Technology (IT) support, ensuring the highest possible flexibility and accessibility via IT systems, to Navy Reserve Sailors in accordance with higher headquarters and DON CIO guidance.
 - f. Execute policy and direct, supervise, and coordinate functions of the Navy Reserve Force for subordinate detachments.
 - (1) Provide management and supervision for subordinate detachment(s), to include course scheduling, execution, and attendance.
 - (2) Execute World Class Customer Service and Interactive Customer Evaluation programs.
 - g. Execute schoolhouse programs that support instructors and students.
2. Navy Reserve Financial Resources Execution. Respond to higher Echelon data calls and requests for information in support of the Planning, Programming, and Budgeting System process.
3. Navy Reserve Manpower/Personnel. Execute guidance from COMNAVRESFOR and in all matters relating to Navy Reserve manpower, pay, and personnel. Coordinate with Budget Submission Office 72 (COMNAVRESFOR N1C1) for Active Duty/Full Time Support/Civilian Personnel manning and manpower requirement issues.