



DEPARTMENT OF THE NAVY
COMMADDER, NAVY RESERVE FORCES COMMAND
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COMNAVRESFORCOMINST 5450.1
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COMNAVRESFORCOM INSTRUCTION 5450.1

From: Commander, Navy Reserve Forces Command

Subj: MISSION FUNCTIONS AND TASKS FOR COMMANDING OFFICER
MOBILIZATION AND DEPLOYMENT SUPPORT COMMAND

Ref: (a) COMNAVRESFORINST 5450.37 (Series), Missions, Functions, and Tasks of
Commander, Navy Reserve Forces Command
(b) OPNAVINST 5400.45A, Standard Navy Distribution Listing
(c) SECNAV M-5210.1, Department of the Navy Records Management Program Manual

Encl: (1) Mission, Functions and Tasks of Mobilization Deployment Support Command

1. Purpose. To publish the delegated authority to Commanding Officer (CO), Mobilization Deployment Support Command (MDSC) as an Echelon IV command under the authority of Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) and issue the Mission, Functions and Tasks per references (a) through (c).

2. Background. Reference (a) establishes COMNAVRESFORCOM'S mission, functions, and tasks. Reference (b) established MDSC as an Echelon IV subordinate activity.

3. Mission. The primary mission of the MDSC is to provide support for Navy activations and mobilizations such as Individual Augmentees (IA) in Ad-Hoc units or Joint Manning Documents (JMDs) employed in, or in support of, contingency operations and emergent non-traditional, non-naval assignments. An IA Sailor includes those deployed under Individual Augmentee Manpower Management (IAMM), Global War on Terrorism Support Assignment (GSA), Overseas Contingency Operations Support Assignment (OSA) orders and mobilized reservists.

4. Command Relationships. MDSC is a shore-based activity in an active (fully operational) status. MDSC is an Echelon IV command and reports to COMNAVRESFORCOM for administrative and service-related matters.

Area Coordination:

- a. Area Coordinator: Commander, U.S. Fleet Forces Command
- b. Regional Coordinator: Commander, Navy Region Mid-Atlantic
- c. Local Coordinator: Commander, Naval Station Norfolk

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5. Commanded, Tenant, Supported and Supporting Activities and Detachments. MDSC is the Immediate Superior in Command, with Administrative Control to oversee the inspection, audit and assessment for the performance and readiness of multiple subordinate units.

6. Overseas Detachments. The primary purpose of the MDSC overseas detachments is to provide Reception, Staging, Onward Movement and Integration (RSO&I) and administrative support to IA Sailors. MDSC forward detachments play an important role as liaisons between MDSC and other stakeholders in foreign countries, including host commands and forward operating units from all branches of the United States military. MDSC forward detachments serve as effective instruments of U.S. foreign policy by initiating and continuing action programs which promote positive relations between the command and foreign nations, and which assist individual naval personnel to work effectively, live with dignity and satisfaction, and function as positive representatives of the Navy and the United States while overseas.

7. Action. MDSC will execute the functions and tasks in enclosure (1) and will recommend revisions to this document as required.

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, COMNAVRESFORCOM N01A 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.



M. J. STEFFEN

Mission, Functions and Tasks of Mobilization Deployment Support Command (MDSC)

1. Support Relationships. MDSC will directly support COMNAVRESFORCOM in executing the responsibilities of formulating and implementing the following:

a. Provide comprehensive administrative and personnel support to COMNAVRESFORCOM as the Mobilization Center of Excellence (MCOE) and prepare for contingent comprehensive administrative, tactical, and personnel support to regional LACMOB as required or to exercise capabilities. Develop and maintain the capability to rapidly expand the current mobilization capacity through Navy Reserve Readiness Unit (NRRU) augmentation to support emerging contingencies up to a Full Mobilization Order in execution of Operational Plans, contingency operations, or as directed by higher authority. Support Sailor activation through Adaptive Mobilization operations at various CONUS sites and work with stakeholders in the event of a mass mobilization or a civil or natural disaster.

b. Provide dedicated support to Individual Augmentee (IA), Joint Individual Augmentee (JIA), and Ad-Hoc contingency operations Sailors throughout the entire mobilization process from pre-deployment through processing, equipping, training, mobilization and demobilization.

c. Provide comprehensive, IA, JIA, and Ad-Hoc contingency operational support with specific administrative support throughout the mobilization continuum, including theater-specific medical screening of deploying/re-deploying Sailors.

d. Employ an oversight process for Navy personnel undergoing mission specific training for mobilizations supporting non-naval or non-traditional ad-hoc missions.

e. Execute Navy programs designed to support and promote the psychological, emotional, and spiritual welfare of mobilized Sailors and their dependent families.

f. Man, train, equip, and provide oversight support to MDSC Liaison Officers (LNOs) CONUS and OCONUS within theater geographic areas of responsibility as necessary to provide Reception, Staging, Onward Movement and Integration (RSO&I) and administrative support to IA Sailors.

g. Liaise with and support COMNAVRESFORCOM by augmenting Deployment Readiness Training (DRT) for Reserve Sailors identified for mobilization and their families.

h. Provide support and training for designated Navy Mobilization Processing Site (NMPS) Adaptive Mobilization Readiness Team (AMRT) and Reserve Operational Unit, Mobilization Processing Team (MPT) personnel on NMPS Mission, Functions and Tasks to assist them in preparing Sailors with administrative and medical requirements for a mobilization.

i. Maintain and distribute updated deployment and redeployment briefs to designated NMPSs.

j. Provide, facilitate, and care for the religious and spiritual needs of MDSC and IA Sailors to include conducting pastoral counseling, conducting religious rites and rituals, procurement of religious materials and resources.

2. Pre-mobilization Functions

a. Review United States Fleet Forces (USFF) sourcing assignments in support of Combatant Commanders' Requests for Forces (RFF), Requests for Support (RFS), Joint Manning Document (JMD), and augmentation support requests which are tasked via Global Force Management Allocation Plan (GFMAP), Deployment Orders, Execution Orders, and rotational plans, to determine logistical and operational support requirements and make recommendations for appropriate courses of action.

b. Facilitate communications between IA Operational Control (OPCON) and Tactical Control (TACON) commands/units and IA sourcing entities to validate accuracy of IA billet requirements and to facilitate resolution of issues involving billet requirements and sourcing solutions.

c. Collaborate with USFF, COMNAVRESFORCOM, and Navy Component Commanders (NCC) to identify issues, develop solutions, and coordinate tasks to meet all near and long-term requirements based on mission and availability of resources. When directed, participate in working groups (WG) and operational planning teams (OPT).

d. Assign Action Officers (AOs) to coordinate and provide mission management support to IA Sailors, directly and by assisting parent commands in resolving administrative, professional, family, and personal issues prior to mobilization during all phases of the IA continuum.

e. Develop an operational and administrative understanding of emergent and rotational tasking and the processes structured to support said tasking.

f. Ensure MDSC staff personnel are trained and equipped on current and evolving policy, technologies, concepts, and capabilities to continually improve readiness and support to AMRT and MPT staff and deployed IA personnel.

g. Coordinate with Naval and/or Joint Component Commander Staffs on IA deployment and readiness issues.

h. Coordinate with Navy Reserve Region Readiness and Mobilization Command (REDCOM) and NRCs to verify and validate security clearances to meet mobilization billet/order requirements.

3. Mobilization Processing Functions

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- a. Coordinate with local Region Legal Service Offices (RLSOs) for provision of legal readiness briefings to, and legal assistance for, Sailors being processed. In addition, augment these functions with organic MDSC legal capabilities as resources permit.
- b. Coordinate with local military medical facilities to augment medical team to assist in the medical processing using authorized medical screening checklists. Additionally, complete any identified missing pre-mobilization medical requirements.
- c. Coordinate with Transaction Support Center (TSC) Norfolk to provide administrative support for gain and transfer actions associated with PCS orders for IA Sailors on GSA orders and to provide pay and administrative support for all IA Sailors.
- d. Measure, outfit, and issue uniforms and authorized gear, to include gas masks, to deploying Sailors, as required by USFF, and ensure completion of the Isolated Personnel Report (ISOPREP) data card.
- e. Coordinate with USFF, U.S. Transportation Command (USTRANSCOM), Navy Air Logistics Office (NALO), Joint Operational Support Airlift Center, and Navy Passenger Transportation Office (NAVPTO) to schedule deploying Sailor transportation into theater, additional training sites or ultimate duty location.
- f. Coordinate with Fleet and Family Service Centers (FFSC) to provide assistance during mobilization processing.
- g. Deliver mandated briefs and/or training to Sailors mobilizing and demobilizing during the NMPS process.
- h. Assist USFF in the development, implementation, and review of IA Family Readiness policy. Coordinate with Command Individual Augmentee Coordinator (CIAC) program stakeholders, including IAs, Parent Commands, FFSCs, and USFF. Provide subject matter expertise with regard to effective support of IA families and assist parent commands in providing personnel accountability support in cases of crisis or disaster.
- i. Assign AOs to coordinate and continue providing mission management support to IA Sailors during deployment processing phase to ensure deployment readiness for their respective missions.
- j. Coordinate with USFF to ensure sailors are properly screened for deployment and receive required services upon re-deployment at NMPS.

4. Deployment Training Functions

- a. Coordinate with USFF, COMNAVRESFORCOM, Department of the Army (DOA) and others as required, on mission specific training, administrative and quality of life issues supporting combat training and deployment readiness of IA Sailors.

b. Support execution of the USFF promulgated training schedule by providing onsite support to personnel departing and returning from IA missions via LNOs.

c. Analyze, develop, and submit recommendations to USFF and COMNAVRESFORCOM to improve training as required.

d. Issue, in conjunction with Supply, Organizational Clothing and Individual Equipment (OC&IE) gear at the Combat Skills Training (CST) site, fund Rapid Fielding Initiative gear issued by the U.S. Army's Program Executive Office/Soldier at CST, and fund Naval Sea Systems Commands Chemical, Biological, Radiological and Nuclear J-List gear requirements for applicable IA personnel. Coordinate with USFF, COMNAVRESFORCOM, DOA, and others as required on outfitting to be conducted per U.S. Army Personnel Policy Guidance for Contingency Operations in Support of OCO, USFF direction and mission requirements.

e. Liaise with USFF and U.S. Army Forces Command to distribute and position U.S. Army Loan Weapons Program assets to Navy IA personnel.

f. Assess and accommodate the religious and spiritual needs of IA Sailors and facilitate access to religious ministry resources. Consider Expanded Operational Stress Control (EOSC) doctrine in building resiliency in IA Sailors and Units.

5. MDSC RSO&I IA Support Functions. MDSC AOs in direct coordination with MDSC LNOs facilitate the RSO&I of Sailors deployed to non-Navy commands as they enter the combatant command (CCMD) area of responsibility (AOR) and proceed to their Ultimate Duty Station (ULTDUSTA); complement supported command and locally available resources to ensure sustainment of these IA Sailors with regard to Navy-specific administrative needs during their Boots on Ground (BOG) phase; provide a connection between these IA Sailors and the Theater Naval Commander; and facilitate the redeployment of these IA Sailors.

a. Facilitate movement and staging:

(1) Coordinate travel for IA Sailors from CONUS to ULTDUSTA during deployment. This includes movement into the AOR, ground transportation, temporary lodging, and transportation of gear, aerial port of debarkation liaison (APOD LNO) functions, and intra-theater travel to their ULTDUSTA where the IA Sailor reports to their supported command.

(2) Coordinate with the supported command and IA Sailor to schedule their detachment date and Warrior Transition Program third location decompression (WTP-TLD) class (if applicable) in accordance with redeployment orders. Arrange travel from their ULTDUSTA to their next redeployment processing location (normally WTP-TLD) during redeployment. This includes air and ground movement from their ULTDUSTA, temporary lodging, transportation of authorized gear, APOD LNO functions, and air transport to their next redeployment location.

(3) Coordinate with supported command to facilitate movement of IA Sailors out of the AOR when on emergency leave, and track IA Sailor movement in and out of the AOR when traveling due to rest and recuperation leave (R&R), regular leave, or medical evacuation (MEDEVAC).

(4) Process and track leave requests for IA Sailors and issue leave control numbers.

b. Support Navy-specific administrative needs of each IA Sailor throughout their deployment by complementing resources available through their supported commands, guiding and assisting both the IA Sailor and the supported command, and engaging with Navy resources on behalf of the IA Sailor and supported command. This includes but is not limited to:

(1) Coordinate with the appropriate TSC and Regional Support Centers (RSC) on behalf of each IA Sailor to execute applicable pay, allowance, and entitlement adjustments, leave accounting, NSIPS status changes, and travel claim processing throughout the BOG phase.

(2) Track advancement status and provide administrative support for promotions and approved frocking of IA Sailors that occur during the BOG phase. Administer oaths as requested.

(3) Order and administer advancement exams, or generate exemption letters, as appropriate for each IA Sailor.

(4) Facilitate networks of Navy personnel in the AOR to assist IA Sailors with access to Navy career development resources, including Career Development Boards, Chief Petty Officer and First Class Petty Officer training, preparation for competitive boards, Personnel Qualification Standards (PQS), and other Navy-specific programs.

(5) Advise and assist supported commands and IA Sailors to ensure IA Sailors receive proper and timely Navy fitness reports and evaluations.

(6) Advise supported commands and IA Sailors regarding Navy regulations and concurrence procedures pertaining to awards.

(7) Provide administrative processing for theater campaign awards for IA Sailors.

c. Track and engage with IA Sailors and supported commands. This includes but is not limited to:

(1) Execute a robust battlefield circulation plan by routinely traveling throughout the AOR to visit supported command leadership and assigned IA Sailors. Strive for 100% “eyes on” verification of IA Sailor well-being, and track engagement frequency.

(2) Maintain a database of deployed IA Sailors including location, official contact information, redeployment schedule, relief plan, and open issues.

(3) Inform USFF, COMNAVRESFORCOM, and the Theater Naval Commander of any situations in which IA Sailor tasking deviates from their billet description. Engage with the supported command and higher Naval authorities to resolve such situations.

d. Assist in billet management activities, including but not limited to:

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(1) Advise and assist supported commands and IA Sailors regarding the processes for changing billet descriptions and requirements.

(2) Coordinate with supported commands and USFF to process and execute order modification requests including billet cancelations, line transfers, voluntary extensions, early releases, WTP-TLD waiver requests, and changes to deployment and redeployment itinerary to support mission requirements and Navy policy.

e. Integrate efforts with the Theater Naval Commander, including but not limited to:

(1) Make reports per Theater Naval Commander and COMNAVRESFORCOM Commander's Critical Information Requirements (CCIR).

(2) Integrate with the Theater Naval Commander task force structure to be the link between IA Sailors at non-Navy commands and the Theater Naval Commander.

(3) Disseminate applicable Theater Naval Commander policies and missives to IA Sailors.

(4) Coordinate with Theater Naval Commander to complete any required Special Incident Reporting (e.g., OPREP-3 Pinnacle, OPREP-3 Navy Blue, OPREP-3 Navy Unit SITREP) per OPNAVINST 3100.6.

(5) Provide routine reports to COMNAVRESFORCOM and the Theater Naval Commander to include IA Sailor location and count summary (Force Laydown), Force Protection status, open issues, and critical statistics.

f. Facilitate good order and discipline of IA Sailors as follows:

(1) Provide guidance to supported command leadership regarding questions of Navy traditions, policy, and standards with respect to good order and discipline, protocols, behavior, uniform policy, and other matters of military justice.

(2) Facilitate coordination between supported command leadership, applicable local theater authorities, and Navy legal authorities in matters of discipline involving IA Sailors during their BOG phase.

6. Redeployment Transition Program and Reintegration Functions

a. Oversee a redeployment transition program to assist in the reintegration of Sailors with their families, Navy commands and/or NRA upon the conclusion of their tours. The program will provide stress mitigation and decompression time during the transition from a high stress environment. Sailors will participate in redeployment briefings, Combat and Operational Stress Control continuum workshops, IA/GSA post-deployment surveys and Navy Bureau of Medicine and Surgery (BUMED) post-deployment health assessments.

- b. Collect and return weapons and gear, if issued, to their respective issue points and coordinate and assist IA Sailors with follow-on travel.
- c. Provide U.S. Customs briefs as required.
- d. Facilitate redeploying IA Sailors arriving at local Air Mobility Command (AMC) rotator sites, commercial sites OCONUS and U.S. airports upon return to CONUS. Assist in coordinating transportation and temporary billeting as necessary for Sailors returning to MDSC or their next scheduled intermediary stop (I-stop).
- e. Execute USFF directed Warrior Transition Program (WTP) - Third Location Decompression (WTP-TLD) to all eligible IA Sailors. Provide EOSC workshops and training that addresses psychological, emotional, social, physical, and spiritual well-being, and educates IA Sailors on available resources for post-deployment care. Provide and facilitate mental health services. Provide and facilitate delivery of religious ministry, to include religious services and pastoral counseling.

7. Demobilization/Redeployment Functions

- a. Provide administrative oversight for redeploying IA Sailors and arrange transportation to Active Component gaining command or Naval Reserve Activity (NRA).
- b. Provide administrative support to include, but not limited to, concurrent FITREPS, travel claim support and Hardship Duty Pay – Tempo (HDP-T) verification and certification.
- c. Ensure all members complete the Post-Deployment Health Assessment form (DD 2796). The completed form must be reviewed with the member in a face-to-face interview with a health care provider.
- d. Provide post deployment physical examinations for RC redeploying Sailors to determine if member is fit for duty. If member is not fit for duty, admit Sailor into MDSC's Medical Delay Program to not exceed 28 days. If after 28 days, member is still not fit for duty, coordinate with CNPC (PERS 95) to transfer member into MDSC's Medical Evaluation Program, not to exceed 90 days.
- e. Coordinate with Department of Veterans Affairs (VA), Employment Support of the Guard and Reserve (ESGR), USFF, RLSO, and FFSC to provide re-deployment briefs (e.g., Operational Stress Control, Returning Warrior Workshop Program, Transition Assistance Program, VA Capstone), and make appropriate referrals to assist members in obtaining transition services.
- f. Coordinate with TSC Norfolk's Reserve Center of Excellence (RCOE) to provide administrative support for completion of all out-processing administrative requirements including, but not limited to, entering active duty strength loss transaction in NSIPS, preparation and issuing the DD-214, computing final separation payment worksheet and accounting for all accrued leave per current law and policy.

g. Complete Pre-Separation/Transition Counseling eForm (DD 2648) and Individual Transition Plan Checklist (DD 2958) for RC Sailors prior to releasing from active duty.

h. Coordinate the scheduling of the Transition Assistance Program (TAP), utilizing TAP initial counseling and recording tier level and joint pathway preference for all RC Sailors who have served 180 days or more on Title 10 Active Duty orders, prior to releasing member from MDSC.

i. Execute USFF directed WTP Lite workshops for IA Sailors not requiring WTP-TLD. Provide EOSC workshops, decompression trip/experience, and training that addresses psychological, emotional, social, physical, and spiritual well-being, and educates IA Sailors on available resources for post-deployment care. Provide and facilitate mental health services as needed.

j. Coordinate with NAVPTO to arrange redeploying Sailor transportation to AC parent command or NRA.

8. MDSC Reserve Program Director (RPD)

a. Serve as the command's primary Command Reserve Management Program (CRMP) advisor and manager. Ensure Navy Reserve personnel are fully trained to fulfill the duties and responsibilities of their programed mobilization billets within established mobilization timeframes.

b. Coordinate with MDSC Unit Leadership to effectively and efficiently utilize Annual Training (AT), Active Duty for Training (ADT), Inactive Duty Training Travel (IDTT), Additional Training Periods (ATP), and Active Duty for Operational Support (ADOS) funding to support MDSC's support requirements and facilitate training.

9. Administrative/Manning/Legal Tasks

a. Manage and administer all Command Pay and Personnel Administrator (CPPA) support services for staff, including activity gains and losses, benefits and entitlements transactions, local/no-cost TAD orders, local/non-DTS travel claims, enlistment extensions of end of obligated service (EAOS) dates, and workforce development and educational programs, to include advancement exams, by the Education Services Officer (ESO) for MDSC staff. Additional administrative support services include Commanding Officer Representative (COR) muster reporting and NFAAS accountability, awards program, fitness reports and evaluations, staff telework, leave and liberty policies, command correspondence, instructions, and notices.

b. Develop policies, guidance and procedures to optimize the readiness, utilization and assignment of AC and RC personnel, Navy civilian and contractor personnel.

c. Coordinate with COMNAVRESFORCOM to develop and manage MDSC staff Activity Manpower Document (AMD) and Force Generation (Fg) IA requirements to meet mission requirements.

d. Coordinate staff manpower issues with COMNAVRESFORCOM.

e. Perform functions of a command staff judge advocate (SJA) including advice on ethics, investigations, discipline, performance, military justice, support agreements, and any other legal matters related to MDSC. MDSC legal responsibilities include administration of military justice for MDSC staff and IA/JIA Sailors who are on an I-stop at MDSC or MDSC detachments, or in transit to MDSC or MDSC detachments, who are suspected of violations of the Uniform Code of Military Justice (UCMJ). With regards to IA/JIA Sailors, provide logistical legal support to COCOM supported commands to facilitate military justice related TACON release. MDSC is not responsible for conducting investigations, facilitating with law enforcement agencies or investigators, or implementing administrative or disciplinary action with regards to IA/JIA Sailors in their forward deployed billets other than facilitating their TACON release.

f. Other non-administrative collateral duties include Defense Information Security Systems and Security Clearances, Intelligence Oversight, Insider Threat, Counterintelligence and OPSEC; Physical Readiness Information Management System, Physical Fitness Assessment documentation, Safety training/mishap reporting via both the Enterprise Safety Application Management System and the Web-Enabled Safety System.

10. Supply/Budget Tasks

a. Develop and submit annual budgetary phasing submissions to COMNAVRESFORCOM for baseline and related Contingency funding requirements via the Planning, Programming, Budgeting, and Execution process.

b. Distribute, execute, and monitor current and prior fiscal years' direct and reimbursable funding allocations, including Government Travel Charge Card management and Defense Travel System management.

c. Evaluate financial expenditures against mission requirements to determine adequacy of funds provided and facilitate future Return on Investment financial decisions.

d. Establish and implement financial management policies, procedures and integrated contemporary financial systems based on statutory, Department of Defense, Secretary of the Navy and/or CNOs fiduciary guidance.

e. Assist in analyzing force structure requirements to determine the most productive and cost-effective courses of action.

f. Develop, plan, and implement policies and guidance for the positioning, distribution and oversight management of assigned assets to achieve required readiness for deploying IA forces.

g. Direct, implement, and coordinate policies for reclamation and re-issue of mission equipment issued in support of deploying forces.

- h. Develop and implement maintenance programs to maintain the material condition and accounts of assigned assets and equipment at the required levels of readiness and sustainability to support projected equipment service life.
- i. Develop and implement policies, guidance and standards for the repair, alteration, salvage, stripping, reutilization, and disposal of equipment and assets.
- j. Collect, review, and distribute the necessary reports on the repair and maintenance status of non-TOA equipment transferred or acquired for deploying IA forces.

11. Information Technology (IT) Tasks

- a. Assist MDSC staff, WTP, and Distributed LNOs with OPREP-guidance and SR guidance.
- b. Maintain SIPR room and all classified and unclassified message traffic. Ensure Trusted Agent to key SIPR tokens and change PINs. Manage NMCI user access requirements.
- c. Develop and implement IT procedures and protocol for staff.
- d. Organize and direct command Information Technology (IT) support functions for MDSC, WTP, and Distributed LNOs to include Information Technology Procurement Requests (ITPR), equipment inventory, equipment refresh, and IT budget projections. Identify, implement, and manage communication systems and functions.
- e. Schedule and track mandatory IT training certifications and compliance.
- f. Develop, plan, and implement policies and guidance for relocation of network assets.
- g. Enforce Navy IT Acceptable Use Policies.
- h. Webmaster for Share-portals.

12. Training and Future Operations Planning Tasks

- a. Conduct indoctrination for all newly reported personnel (both MDSC staff and NRU members) in accordance with current policy.
- b. Conduct all command-wide training in accordance with annual DoD and DoN requirements and document completion.
- c. Develop and maintain a Long-Range Training Plan in accordance with current policy.
- d. Ensure MDSC staff assigned to required collateral duties attend all prerequisite schools, training, or certification programs necessary to fulfill their assignment.

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- e. Develop and publish qualification standards for both MDSC staff and NRU SELRES members to ensure all are trained and qualified to support MDSC's mission. Document completion of required JQR and PQS across the MDSC enterprise.
- f. As directed by USFF, train and assign facilitators to conduct weekly WTP workshop in support of third-location decompression efforts. Ensure all participants receive required printed resources to support them post-mobilization.
- g. Train and assign facilitators to support external course curricula as required (e.g. Navy Reserve Unit Management Course, DRT, Navy Reserve Center Commanding Officer Course).
- h. When directed by COMNAVRESFORCOM, train personnel in NMPS missions, policies, and procedures to support their follow-on execution of Adaptive Mobilization (AM) events.
- i. In support of COMNAVRESFORCOM, maintain subject matter expertise (SME) on current policies and procedures for NMPS processing, to include development of deployment and redeployment playbooks, formal on-the-job training (OJT) curriculum for prospective and designated NMPSs, and standardized qualification requirements. Will coordinate training, maintain records of training completion and qualifications, and will submit requests to capture qualifications in systems of record.

13. Medical Tasks

- a. Complete annual Physical Health Assessments on MDSC staff members pending Primary Care Manager assignment.
- b. Track the individual medical readiness for MDSC staff, WTP, and Distributed LNOs.
- c. Provide manpower and informational support to the medical assets located at subordinate commands and detachments.
- d. Coordinate with local medical or NMCP staff for on-site administration of required annual vaccinations.
- e. Manage all aspects of staff medical training and ensure all permanent and temporary staff has received adequate training prior to working with patients.
- f. Provide medical support for all command Physical Fitness Assessment cycles.
- g. Provide Tactical Combat Casualty Care (TCCC) training.
- h. Manage MEDEVAC/MEDDELAY and LIMDU assigned sailors.
- i. Identify a Senior Medical Department Representative (SMDR). Conduct CNRFC HS-1 Self-Assessment utilizing COMNAVRESFORINST 5040.1H.

- j. Maintain deployer's service treatment records IAW MANMED Ch. 6 and 16.
- k. Track Mental Health referrals that are identified during Mental Health Assessment.
Notify Commanding Officer.
- l. Ensure clinical quality management program in place to ensure competency review of
healthcare providers per DODI 6025.13 and DHA-PM 6