



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

COMNAVRESFORCOMINST 5450.6B

N5

11 Jan 2024

COMNAVRESFORCOM INSTRUCTION 5450.6B

From: Commander, Navy Reserve Forces Command

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

Ref: (a) COMNAVRESFORINST 5450.37J
(b) OPNAVINST 5400.45

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

1. Purpose. To publish the authorities delegated to Navy Reserve Professional Development Center (NAVRESPRODEVCCEN) as an echelon IV command under the authority of Commander, Navy Reserve Forces Command (COMNAVRESFORCOM), as well as the mission, functions, and tasks of NAVRESPRODEVCCEN as a shore-based activity.
2. Cancellation. COMNAVRESFORCOMINST 5450.6A.
3. Background. Reference (a) establishes COMNAVRESFORCOM's mission, functions, and tasks. Reference (b) establishes NAVRESPRODEVCCEN as an echelon IV subordinate activity.
4. Mission. The primary mission of NAVRESPRODEVCCEN is to provide professional development to the Total Reserve Force in alignment with Navy Reserve priorities through quality instruction and innovative training solutions.
5. Command Relationships. NAVRESPRODEVCCEN 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. NAVRESPRODEVCCEN Detachment Norfolk, VA (UIC 41039).
7. Action. In accomplishing the assigned mission, NAVRESPRODEVCCEN will perform the functions and tasks in enclosure (1).

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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 N5 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.



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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/>

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FUNCTIONS AND TASKS OF NAVY RESERVE PROFESSIONAL
DEVELOPMENT CENTER

1. Navy Reserve Personnel Readiness. Provide instruction to Navy Reserve Force personnel in the areas of leadership, training, customer service, administration, management, career information, and operation of specific software systems.
 - a. In coordination with Requirement Sponsors (RS), develop instructional courses and leverage technology to enhance instruction delivery.
 - b. Maintain instructional courses to ensure they reflect the most current policy and programs.
 - c. Coordinate with Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Training (N7) and appropriate COMNAVRESFORCOM program managers annually to ensure the facilitators and instructors understand course content and updated policies.
 - d. Publish descriptions of courses, schedule, attendance, prerequisites, and eligibility requirements.
 - e. Manage course instructors and facilitators. Coordinate facility resources and personnel to ensure effective training.
 - f. 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.
 - g. 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 Mission Support and Interactive Customer Evaluation programs.
 - h. Execute schoolhouse programs that support instructors and students.
 - i. Support the RS Annual Course Audit.
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 COMNAVRESFORCOM and in all matters relating to Navy Reserve manpower, pay, and personnel. Coordinate with Budget Submission Office 72 (COMNAVRESFORCOM N1C1) for Active Duty/Training and Administration of the Reserves/Civilian Personnel manning and manpower requirement issues.
4. Navy Reserve Medical. Ensure NRPDC Active Duty/Training and Administration of the Reserve staff comply with COMNAVRESFORCOM guidance related to medical readiness and injury case management programs.