



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCE  
1915 FORRESTAL DRIVE  
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COMNAVRESFORNOTE 1000  
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COMNAVRESFOR NOTICE 1000

From: Commander, Navy Reserve Force

Subj: FISCAL YEAR 2025 NAVY RESERVE FORCE GENERATION GUIDANCE

Ref: (a) COMUSFLTFORCOM/COMPACFLTINST 3501.3E  
(b) OPNAVINST 4540.352B  
(c) OPNAVINST 5450.347A  
(d) Title 10, U.S. Code  
(e) OPNAVINST 3000.16  
(f) OPNAVINST 1500.47D  
(g) OPNAVINST 5401.11  
(h) ALNAVRESFOR 020/22  
(i) DoDI 1215.06  
(j) COMNAVRESFORINST 5420.14D  
(k) RESPERSMAN 1100-060

Encl: (1) COMNAVRESFOR Force Generation Standard Operating Procedures

1. Background. Per reference (a), Commander, Navy Reserve Force (COMNAVRESFOR) is responsible for providing trained, equipped and ready Reserve Forces to Combatant Commanders. Per reference (b), COMNAVRESFOR provides vision, policy, direction, leadership, priorities and strategy to effectively employ the Navy Reserve in support of an integrated joint force and global Navy. Per reference (c), COMNAVRESFOR has an additional duty relationship with Commander, U.S. Fleet Forces Command for the training and readiness of Reserve Forces. As part of this relationship, COMNAVRESFOR liaises with supported Navy Active Component (AC) commands to ensure these commands establish individual and unit training and readiness requirements, and plan for associated school quotas for assigned Navy Reserve personnel. Reference (d) maintains separate Navy Active and Reserve Components (RC), with both components sharing responsibility for the readiness, capability and performance of the Navy Reserve. References (e) and (f) mandate that Navy Type Commands (TYCOM) execute Navy Force Generation (F<sub>g</sub>) planning and training functions enabling the development, generation, and effective employment of naval power, including Reserve support.

a. The critical steps in F<sub>g</sub> planning are the documentation of training requirements for Selected Reserve (SELRES) Sailors in order to establish aggregated and granular levels of warfighting readiness. Specific readiness systems are required to provide readiness visibility to all stakeholders in order to drive the high levels of readiness required to either deter or be ready for war. Per references (a) and (e), planning Reserve training requirements is an AC and RC responsibility, in which both Reserve Program Directors (RPD) and

1 Sep 24

Commanding Officers (CO) of Unit Mobilization Unit Identification Code (UMUIC) units continuously work with supported AC commands to provide proactive support and inject reserve-specific expertise into multiple distinct planning processes.

b. Reserve F<sub>g</sub> planning consists of the following major tasks:

(1) Planning and documenting training requirements for each Reserve mobilization billet in the Total Force Manpower Management System (TFMMS). Billet-level requirements include most Navy Enlisted Classifications (NEC) and some Additional Qualification Designations (AQD).

(2) Planning and documenting Reserve unit-level training requirements for each UMUIC for other formal schools in the Fleet Training, Management and Planning System (FLTMPS).

(3) Documenting individual warfighting training requirements for each Reserve mobilization billet in the T-Ready system. Individual warfighting training requirements to be documented in T-Ready include: Personnel Qualification Standards (PQS); Job Qualification Requirements (JQR); On-the-Job Training (OJT); and certifications, licenses and qualifications (Certs and Quals).

(4) Developing the necessary JQRs to provide job-specific training guidance for specific billets where no governing PQS currently exists.

(5) Providing each SELRES Sailor with an Individual Training Plan (ITP). The ITP shall clearly identify a Sailor's assigned billet, unit and individual warfighting training requirements as well as required Officer or enlisted leadership development courses. A completed ITP also defines an executable schedule and roadmap to achieve full warfighting readiness for a SELRES Sailor in their assigned mobilization billet. Note that a completed ITP does not signify the composite training elements within the ITP have been completed. Documentation of completion of the composite training elements within an ITP are executed in other systems, including T-Ready and FLTMPS.

(6) Planning and documenting future-year SELRES school quota requirements needed to support ITP and F<sub>g</sub> execution via participation in the Navy's Student Input Plan (SIP) process.

c. COMNAVRESFOR F<sub>g</sub> Standard Operating Procedures (SOP) provide guidance to RPDs and UMUIC COs covering the F<sub>g</sub> tasks listed above. Enclosure (1) lists all active F<sub>g</sub> SOPs. COMNAVRESFOR (N7) maintains current versions of all SOPs on the F<sub>g</sub> SharePoint website: <https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/Pages/ForceGenerationGuidance.aspx>.

d. Follow-on efforts will continue to consolidate aggregated Reserve training requirements to display warfighting readiness data from the Force level down to the individual Reserve Sailor via the Navy Reserve Readiness Module (NRRM), the Navy's Jupiter data analytics system, and other systems, to precisely articulate resource

1 Sep 24

requirements, and better inform funding decisions to achieve maximum return on each training dollar spent. NRRM and Jupiter are web-based applications providing custom display and analysis of Navy Reserve readiness data at various levels of detail to give the user a clear picture of current mobilization, mission and warfighting readiness.

e. Mobilization readiness is a combined responsibility of Navy Reserve Activities (NRA) and UMUICs. UMUIC COs are supported commanders for mobilization readiness, and NRA COs are supporting commanders. In broad terms, COMNAVRESFOR develops programs and tools for subordinate NRAs which generate mobilization readiness by providing administrative services and training support to carry out mobilization readiness functions for supported UMUICs. Mobilization readiness tools include the NRA On-boarding program and Mobilization Preparation (Mob Prep) categories in the T-Ready system. Reference (k) describes the NRA On-boarding program and the required components of administrative readiness. Enclosure (1) N7 SOP 10 defines SELRES Individual Mobilization Readiness Gates and the process which RESFOR uses to grade individual mobilization readiness in terms of non-deployability, availability, medical readiness and Mob Prep readiness. UMUIC COs are responsible for using all programs and tools to maximize each Sailor's individual mobilization readiness. NRAs and UMUIC COs are responsible to ensure that each SELRES Sailors' mobilization readiness is reported correctly in T-Ready; the Medical Readiness Reporting System (MRRS); and the Navy Standard Integrated Personnel System (NSIPS).

2. Applicability. Per references (a) through (d), COMNAVRESFOR is authorized to issue policies, procedures and protocols directing RPDs, UMUIC COs and subordinate personnel to take actions to improve warfighting readiness. In conjunction with references (a), (e), (f) and (g), this guidance clarifies policy, responsibilities, procedures, and provides critical supplemental guidance for Navy Reserve Fg planning and requirements documentation in order to achieve full warfighting readiness. Reference (j) identifies Pillar Lead RPDs, known collectively as the Executive Committee (EXCOM). RPD responsibilities in paragraph 6 below differentiate responsibilities between EXCOM Pillar RPDs, and Lead and Assistant RPDs subordinate to the EXCOM Pillar Leads. Additionally, all SELRES and Training and Administration of the Reserves (TAR) personnel have an Administrative Control (ADCON) relationship with responsibility to COMNAVRESFOR for driving high warfighting readiness, and the specific Fg responsibilities detailed in this document.

3. Purpose. In order to fully leverage the benefits of reference (g), all personnel must understand the training requirements for a SELRES Sailor's mobilization billet as well as Reserve unit-level training requirements to achieve warfighting readiness for "day one" employment in conflict. This document and enclosures describe the responsibilities and processes for defining training requirements and generating warfighting readiness at the UMUIC level, and for maximizing individual Sailor readiness through the execution of tailored ITPs.

4. Policy



1 Sep 24

a. All Navy Reserve COs, Commanders and RPDs shall comply with the Navy Reserve F<sub>g</sub> responsibilities in this guidance and execute required F<sub>g</sub> actions as detailed in the SOPs in enclosure (1) in coordination with their supported Active Unit Identification Code (AUIC). While Reserve CO responsibilities in this guidance are written for UMUIC COs, Commanders and COs of Navy Reserve operational forces shall ensure their units comply with the applicable portions of F<sub>g</sub> guidance contained herein.

b. Per reference (h), SELRES Training and Retirement Category SA (TRC SA) covers Drilling Reservists participating in unit training activities on a part-time basis, including all SELRES actively drilling in a UMUIC. TRC SA-mandated annual participation is 48 regular drills and two weeks of Annual Training (AT), totaling 38 days per year. In coordination with their supported AC commands, Navy Reserve Major and Sequential Commanders, RPDs and UMUIC COs shall develop SELRES requirements and training plans that model those of AC personnel, but are achievable within two years (76 days), unless otherwise directed via an ITP by their supported command or community in order to maximize the amount of time an individual SELRES is fully ready to fill their mobilization billet.

c. COMNAVRESFOR will track Sailors in an In-Assignment Processing (IAP) status separately from Sailors assigned to mobilization billets.

d. COMNAVRESFOR (N7) will prioritize use of Active Duty for Training (ADT)-Schools funding for Sailors who have a completed Individual Training Plan (ITP). In accordance with COMNAVRESFORNOTE 1001 (Force Execution Guidance), RPDs and UMUIC COs should not authorize expenditure of any other types of Reserve Personnel Navy (RPN) funds for SELRES who do not have a completed ITP, and should ensure all RPN expenditures are directly tied to a SELRES Sailor's ITP to increase mission readiness.

## 5. Responsibilities

a. EXCOM RPD. Ensure all subordinate unit leadership and RPDs execute F<sub>g</sub> responsibilities and supporting actions as described in enclosure (1) and detailed in paragraphs 6.b through 6.d below in conjunction with their supported AUIC(s).

### b. Lead or Assistant RPD

(1) Ensure subordinate UMUICs complete ITPs for all SELRES as detailed in enclosure (1) N7 SOP 04 as soon as possible, and no later than three months after unit On-boarding. Each month, ensure subordinate units update SELRES ITPs as needed to document individual SELRES training accomplishment and any annotate any additions to their ITP. RPDs shall routinely review ITP completion data in T-Ready, NRRM and Jupiter for accuracy.

(2) Ensure subordinate UMUICs enter training data in T-Ready for all assigned SELRES personnel within three months of unit On-boarding. SELRES personnel shall have training data (Completion Date, Incomplete or Not Applicable as appropriate) entered in all data blocks of

1 Sep 24

T-Ready, except as specifically exempted in paragraph 7 below. Additional T-Ready guidance can be found in enclosure (1) N7 SOP 05. RPDs shall routinely review training readiness data in T-Ready, NRRM and Jupiter on a quarterly basis.

(3) No later than 1 January 2025, review assigned ITPs for subordinate UMUICs to ensure relevancy and currency with the AC-defined training requirements of each mobilization billet.

(4) No later than 28 February 2025, review JQR requirements for subordinate UMUICs and initiate generation of needed additional JQRs review as detailed in enclosure (1) N7 SOP 03 as required.

(5) No later than 31 August 2025, complete a Reserve unit-level training requirement review as detailed in enclosure (1) N7 SOP 02 and submit unit-level training requirement update requests to FLTMPS. RPDs for Information Warfare (IW) units shall submit unit-level training requirement updates to CNIFR (N7) for vetting and forwarding to FLTMPS. CNIFR (N7) manages all reserve IW units in FLTMPS.

(6) No later than 31 August 2025, review all Reserve billet training requirements as detailed in enclosure (1) N7 SOP 01. Submit TFMMS Manpower Change Requests (MCR) through the AC BSO as needed to update officer billet AQDs and enlisted billet NECs. RPDs will ensure all AQD/NEC billet change MCRs are mirrored in corresponding Reserve Force Manpower Tool (RFMT) billet updates as inputs to Reserve billet selection processes.

(7) Participate in SIP planning efforts for Reserve school quotas. Utilize enclosure (1) N7 SOP 06 for guidance on SIP process participation.

(8) Ensure all assigned UMUICs have a corresponding LUIC in FLTMPS and are populated with that UMUIC's specific Reserve unit-level training requirements. Utilize enclosure (1) N7 SOP 06 for background guidance on AUIC planning and documentation. Of note, the "L" in LUIC represents the training requirements in which it is detailed for (i.e., the unit level of training).

(9) Ensure NROWS Order Writers at the RPD level comply with enclosure (1) N7 SOP 07 when preparing Active Duty for Schools (ADT-Schools) orders requirements and when writing ADT-Schools orders. Ensure all orders requesting ADT-Schools funding support ITP completion through attendance at schools required by the billet or the UMUIC.

c. UMUIC Unit CO

(1) Complete ITPs for all SELRES as detailed in enclosure (1) N7 SOP 04 as soon as possible, and no later than three months after unit On-boarding. Brief each SELRES unit member on their ITP, sign and maintain copies of each ITP on file for the duration of their tour in the unit. Each month, UMUIC COs shall ensure SELRES ITPs are updated as needed to document individual SELRES training completion dates in the ITP, and document any new ITP assignments.

1 Sep 24

(2) Complete training data entry in T-Ready for all assigned SELRES personnel within three months of unit On-boarding and update training completions on a monthly basis. All SELRES personnel shall have training data (Completion Date, Incomplete or Not Applicable as appropriate) entered in all data blocks of T-Ready, except as specifically exempted in paragraph 7 below. Additional T-Ready guidance can be found in enclosure (1) N7 SOP 05.

(3) No later than 1 January 2025, review assigned ITPs to ensure relevancy and currency with the necessary training requirements of each mobilization billet.

(4) Assist supporting RPD(s) in developing and updating JQRs as needed for Reserve billets, utilizing enclosure (1) N7 SOP 03 for guidance.

(5) No later than 31 August 2025, assist supporting RPD(s) in reviewing and updating Reserve unit-level training requirements, utilizing enclosure (1) N7 SOP 02 for guidance.

(6) No later than 31 August 2025, assist supporting RPD(s) in reviewing and updating Reserve billet training requirements, utilizing enclosure (1) N7 SOP 01 for guidance.

(7) Execute UMUIC On-boarding program (if applicable) as defined by supported AUIC and Lead/Assistant RPD for all assigned SELRES, including Voluntary Training Unit (VTU) and Readiness Support Unit (RSU) Sailors within three months of arrival and document completion electronically via the T-Ready system in accordance with enclosure (1) N7 SOP 05.

(8) Assist supporting RPD(s) to ensure that their assigned UMUICs have a corresponding LUIC in FLMTPS and are populated with that UMUIC's specific Reserve unit-level training requirements. Utilize enclosure (1) N7 SOP 06 for background guidance on LUIC planning and documentation.

(9) Ensure NROWS order writers at the UMUIC level comply with enclosure (1) N7 SOP 07 when preparing Active Duty for Schools (ADT-Schools) orders requirements and when writing ADT-Schools orders.

d. UMUIC Training Officer (TO)

(1) Act as the primary assistant to the Reserve Unit CO to provide unit-specific RPN funding requirements data up the ADCON chain of command to assist in RPN management and ITP completion.

(2) Maintain current and validated master template files of ITPs for each mobilization billet in the unit.

(3) Maintain individualized signed ITPs on file for all Sailors for the duration of their tour in the unit IAW enclosure (1) N7 SOP 04.

(4) Act as the primary assistant to the Reserve Unit CO in conducting monthly Planning Boards for Training (PB4T).

1 Sep 24

(5) Assist the Unit CO with T-Ready data entry, maintenance and currency and update training completions on a monthly basis. Additional T-Ready guidance can be found in enclosure (1) N7 SOP 05.

e. Navy Reserve Activity (NRA). In accordance with reference (k) and enclosure (1) N7 SOP 05 execute Reserve On-boarding Program for all assigned SELRES, VTU and RSU personnel and document completion of On-boarding program elements via the T-Ready system in accordance with enclosure (1) N7 SOP 05.

6. Planning Board for Training (PB4T) personnel and roles. PB4T will consist of the following personnel:

a. Reserve Unit TO. Chairs the PB4T, identifies training requirements for members. In conjunction with supporting RPD and AUIC Training Department, and submits updated RPN requirements data to the Reserve Unit CO after every PB4T. As directed, the TO shall provide information based on PB4T and ITP data to the Reserve Unit CO.

b. Administrative Department Representative. Provides updated information on assigned personnel to include administrative readiness for Mobilization, drills, and orders status for each Sailor.

c. Operations Department Representative. Provides input on operational issues that may support or detract from mobilization training of each Sailor.

7. Reserve Readiness Reporting and Exemptions. Except as exempted below, all Reserve UMUICs shall report all individual readiness elements in T-Ready, including UMUIC On-boarding, ITP, PQS, JQR, OJT, and certifications, licenses and qualifications for all assigned SELRES personnel. NRAs shall execute the RESFOR NRA On-Boarding Program for all assigned SELRES, VTU and RSU personnel in accordance with reference (k) and document NRA On-boarding completion via the T-Ready system.

a. Exemption for Navy Reserve Operational Forces

(1) All Reserve operational forces with a readiness reporting requirement in the Defense Readiness Reporting System – Strategic (DRRS-S), Defense Readiness Reporting System – Marine Corps (DRRS-MC) or Navy Readiness and Reporting Enterprise (NRRE) are delineated by AUIC/UMUIC in Annex A to enclosure (1) N7 SOP 05. Reserve operational forces shall report unit readiness in DRRS-S, DRRS-MC and/or NRRE in accordance with established guidelines and periodicity.

(2) Reserve operational forces shall report NRA On-boarding completion via T-Ready in accordance with reference (k) and Enclosure (1) N7 SOP 05.

(3) Reserve operational forces are exempt from reporting all other T-Ready individual readiness elements in T-Ready, including UMUIC On-boarding, Individual Training Plan (ITP), Personnel Qualification Standard (PQS), Job Qualification Requirement (JQR), On-the-Job Training (OJT), and Certifications and Qualifications.

1 Sep 24

(4) RPDs shall review the T-Ready exempt unit listing in Annex A to enclosure (1) N7 SOP 05 and make change recommendations to COMNAVRESFOR (N7) as needed.

b. CNIFR Units. CNIFR UMUICs were incorporated into T-Ready in December 2023 and shall maintain unit individual training readiness reporting in T-Ready.

c. VTU and RSU units. VTUs and RSUs do not have mobilization billets or unit-level training requirements, and thus are exempt from T-Ready reporting for all individual SELRES readiness elements with the exception of NRA On-boarding. Supporting NRAs are responsible for completing NRA On-boarding for VTU and RSU personnel and shall report NRA On-boarding completion via T-Ready in accordance with reference (k) and Enclosure (1) N7 SOP 05.



M. J. STEFFEN  
Deputy Commander



1 Sep 24

COMNAVRESFOR FORCE GENERATION STANDARD OPERATING PROCEDURES

- (1) N7 SOP 01 - Billet Training Requirements Review and Update
- (2) N7 SOP 02 - Unit-Level Training Requirements Review and Update
- (3) N7 SOP 03 - Job Qualification Requirement Development
- (4) N7 SOP 04 - Individual Training Plan Development
- (5) Individual Training Plan (ITP) Example
- (6) N7 SOP 05 - Training Requirements Documentation
- (7) N7 SOP 06 - Student Input Plan Background and Procedures
- (8) N7 SOP 07 – ADT-Schools Guidance
- (9) N7 SOP 08 – TEAMS Training Guidance
- (10) N7 SOP 10 – SELRES Individual Mobilization Readiness Gates