

## RESPERSMAN 1300-040

### OPERATIONAL SUPPORT UNITS

<b>Responsible Office</b>	COMNAVRESFORCOM (N12)	Phone:	DSN	262-2261
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<b>References</b>	(a) COMNAVRESFORNOTE 1001 (b) RESPERSMAN 1300-060 (c) BUPERSINST 1610.10D (d) COMNAVRESFORNOTE 5400
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1. **Operational Support Units (OSUs)**. OSUs shall be used to provide training as well as individual and mobilization readiness support for cross-assigned out (CAO) personnel, per reference (b), and those in an In Assignment Processing (IAP) status who are not able to receive required training from other local units.

a. OSUs have no mobilization billets. Therefore, Training Reserve Unit Identification Code (TRUIC) assignments to OSUs are typically made only when there are no other TRUIC assignment options.

2. **Reporting Senior**. Depending on the local Navy Operational Support Center (NAVOPSPTCEN) Selected Reserve population, an OSU may have an Assistant Officer-In-Charge (AOIC) billet designated. The Navy Reserve activity (NRA) commanding officer (CO) is the reporting senior for the OSU AOIC.

a. In accordance with reference (c), Lieutenant Commanders (O4) assigned to the AOIC billet will be the reporting senior for E9 and below personnel assigned. Lieutenants (O3) assigned to the AOIC billet will be the reporting senior for E4 and below personnel assigned. The NRA CO will be the reporting senior for all officers in the OSU, for all E5 and above personnel in the unit if the AOIC is an O3, and for all personnel for an OSU that does not have a designated AOIC billet.

b. AOIC billets will be assigned via JOAPPLY. All AOIC billet assignments will be considered local assignments for drilling purposes. AOIC billet applicants living out of a reasonable community distance (RCD) must sign an RCD waiver.

3. **Senior Enlisted Leader (SEL)**. Depending on the local NAVOPSPTCEN selected Reserve population, an OSU may have an SEL billet designated. OSU SEL billets will be assigned via Career Management System – Interactive Detailing (CMS-ID). If the OSU does not have an assigned SEL billet, the NRA CO, in coordination with the delegated AOIC, should designate the most qualified senior enlisted Sailor to be the SEL.

4. **Responsibilities**

a. COMNAVRESFORCOM (N1) shall:

(1) Implement a four-year weighted average algorithm to determine the minimum OSU population warranting OSU AOIC and/or SEL billet(s). The algorithm will give 40% weight to the current year (CY) OSU population, 30% weight to the CY-1 population, 20% weight to the CY-2 population and 10% weight to the CY-3 population. The resulting 4-year weighted average OSU population will be divided into three categories: (1) AOIC & SEL assigned if OSU population is greater than 70, (2) only SEL assigned if OSU population is between 60 and 70, and (3) no AOIC or SEL assigned if OSU population is less than 60. This algorithm and resulting billet distribution shall be reviewed at least every three years.

(2) Structure administrative billets to support OSU, AOIC, and SEL billet requirements.

(3) Assign eligible Sailors to OSU, AOIC, and SEL billets in JOAPPLY and CMS-ID.

b. NRA CO shall:

(1) Act as the Operational Support Officer for the OSU leadership and assigned IAP personnel.

(2) Provide direction, guidance, and support to the OSU leadership as necessary.

(3) Coordinate with other Reserve Unit COs and OSU, AOIC or SEL to transfer eligible cross-assigned and IAP Sailors from the OSU to Reserve Units containing billets with similar rate/Navy enlisted classification (NEC) /designator requirements to the rate/NEC/designator of the Sailor. The goal is to reduce the population of the OSU to the greatest extent possible.

(a) The mission of Reserve Units must be considered when increasing their cross-assigned out (CAO) and in-assignment processing (IAP) populations. CAO and IAP Sailor placement in operational/commissioned units [see reference (d) for a full list] shall be minimized, unless specifically requested by the Unit CO/OIC. For augment unit placement, a 125% capacity restriction shall be used to minimize unfair administrative requirements to any particular Reserve Unit. The Reserve Unit's population of CAO, IAP, and locally-assigned Sailors should not exceed 125% of the total number of authorized billets for that unit. The following equation illustrates this capacity restriction:

$$CAO + IAP + Local Sailors < (Unit's Billets \times 1.25)$$

(b) If Reserve Unit CO's are willing to accept more than 125% capacity, then the supported NAVOPSPTCEN may exceed the 125% Unit capacity by assigning more CAO/IAP Sailors, with a signed memo from the affected Unit CO, solidifying this agreement. This memo is valid until the Reserve Unit CO transfers or withdraws support in writing, whichever occurs first.

c. OSU, AOIC shall:

(1) Be responsible for the administration and training of all OSU Sailors.

(2) Closely manage the OSU, while building relationships and working directly with the NRA leadership and staff, OSU SEL, and other Reserve unit leadership to maximize professional training opportunities for OSU Sailors.

(3) Engage with the unit mobilization unit identification code (UMUIC) leadership of the OSU CAO Sailors to ensure expectations are being met per reference (b).

(4) Ensure OSU officers and enlisted Sailors are trained on Navy Reserve systems (e.g. Career Management System-Interactive Detailing, Junior Officer APPLY, APPLY, Navy Reserve Order Writing System, Defense Travel System, Navy Reserve Manpower Management System), and assist OSU Sailors in researching and applying for billets.

(5) Assist the NRA CO in reducing or limiting the population of the OSU (refer to paragraph 4.b.3 above). For example, if an IAP Sailor is eligible for a vacant billet within the NRA, encourage the Sailor to apply for the vacant billet, and immediately coordinate a TRUIC change into the associated unit. Seek units within one's NRA that would best suit the skills of assigned CAO Sailors, and coordinate TRUIC changes into those units.

(6) Assist IAP Sailors in researching and securing AT/ADT opportunities.

(7) Mentor junior officers and enlisted Sailors on reserve career management.

5. **IDTT**. IDTT orders and funding are available to allow CAO personnel to travel to their supported commands and/or UMUIC when appropriate, per reference (a). For further information on the process, refer to reference (b).