

COMNAVRESFORCOMINST 5450.7A
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COMNAVRESFORCOM INSTRUCTION 5450.7A

From: Commander, Navy Reserve Forces Command

Subj: MISSIONS, FUNCTIONS, AND TASKS OF NAVY RESERVE CENTERS

Ref: (a) COMNAVRESFORCOMINST 5450.5
(b) OPNAVINST 5400.45
(c) OPNAVINST 3060.7C
(d) COMNAVRESFORINST3060.7E
(e) DODM 5200.02
(f) COMNAVRESFORINST 1770.1
(g) Supplemental IMS Code and MAS Code Guidance for RESPERS M-1001.5

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

1. Purpose. To publish the authorities delegated to Navy Reserve Centers (NRC), as Echelon V Commands under the authority of Commander, Navy Region Readiness and Mobilization Commands (REDCOM) and the missions, functions, and tasks of NRCs as shore-based activities.

2. Cancellation. COMNAVRESFORCOMINST 5450.7

3. Background. Reference (a) establishes REDCOM's missions, functions, and tasks and establishes REDCOMs as the Immediate Superior in Command (ISIC) for NRCs. Reference (b) provides the Standard Navy Distribution List (SNDL) shore chain of command. Reference (c) is the Navy Manpower Augmentation Guide. Reference (d) provides guidance on the Navy Reserve Mobilization/Demobilization Procedures. Reference (e) discusses procedures for the DoD Personnel Security Program (PSP). Reference (f) sets policy and expectations for the Funeral Honors Support Program. Reference (g) provides additional procedures and technical guidance to supplement Individual Mobilization Status (IMS) and Manpower Availability Status (MAS) code instructions.

4. Authorities. Per reference (a), NRCs are delegated the authority to ensure Navy Reserve strategic goals are met through mobilization readiness of assigned Navy Reserve Readiness Units (NRRUs) for current and future Navy requirements. NRCs are responsible for assigned facilities, equipment, and personnel resources.

5. Mission. The mission of NRCs is to maximize mobilization readiness by providing mission and training support with administrative services to the Reserve personnel in support of training, surge, and operational requirements for the Navy and Marine Corps team and Joint Forces.

6. Command Relationships

a. NRCs are Echelon V shore commands and report to their geographical Echelon IV REDCOM per reference (b) for administrative, training, readiness, and service-related matters.

b. NRCs execute requirements to maintain assigned NRRUs in the highest state of mobilization readiness.

7. Action. In accomplishing the assigned mission, NRC Commanding Officers (CO) and COs of operational units will ensure performance of the functions and tasks in enclosure (1).

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 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 COMNAVRESFORCOM Web site, <https://navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Instructions/>

Functions and Tasks of Navy Reserve Center

1. Navy Reserve Personnel Readiness. Execute administrative requirements to maintain Navy Reserve Force personnel in the highest state of mobilization readiness. Ensure flexibility in meeting combatant commander and theater specific mobilization readiness requirements to execute service missions in support of Chief of Naval Operations and operational missions in response to Fleet requirements.

a. Coordinate with REDCOMs, NRRUs and operational units in administering applicable Navy training and mobilization readiness requirements to include, but may not be all inclusive: pay readiness, medical and dental, career development support, training, personnel records, and technical equipment requirements, as applicable.

b. Administer order writing and travel support programs and policies to include annual training (AT) and discretionary Reserve Personnel Navy accounts for employment of Navy Reserve Forces.

c. In coordination with NRRUs to support and administer information technology infrastructure requirements to include: Non-classified Internet Protocol Router Network (NIPRNet), Secret Internet Protocol Router Network (SIPRNet), wireless internet service plans, policy, support management, framework interoperability, token issuance and support, network connectivity solutions, and integration of zero trust security across legacy and cloud domains to ensure physical, data, and personal network access security as required.

d. Develop, manage, and track all required Career Counselor related items and provide career development program management guidance to field activities via NRRU Career Counselors.

e. Ensure physical, data, and personal network access security as a part of zero trust network security in accordance with applicable directives and policies for NRCs with an inclusive Enclave that is not designated as a Joint Reserve Intelligence Center.

f. Facilitate Common Access Card (CAC)/identification card services for military and family members, as applicable.

g. Execute family readiness and employer support programs per higher directives.

h. NRCs staffed with a Security Management Office (SMO), will maintain at least two personnel with current and active accounts in Personnel Security (PERSEC) software programs at all times such as Defense Information System for Security (DISS), Secure Web Fingerprint Transmission system (SWFT), National Background Investigation Services (NBIS) and any successor programs.

1. PERSEC Program managers are responsible for ensuring all assigned personnel are enrolled in the Continuous Vetting (CV) process and maintain a Security Clearance level of at least SECRET per reference e.

2. Duties for all SMOs to support their assigned personnel include, but are not limited to: indoctrinating, annual training, briefing, processing the SF-86 Security Questionnaire, coordinating with the Defense Counterintelligence and Security Agency Consolidate Adjudication Services (DCSA CAS), assisting with task responses to the DCSA CAS in a timely

manner, providing Clearance verification of Service members to gain access to Software programs, fingerprinting through the issued eFingerprint scanner, and other such duties in accordance with applicable directives and policies.

2. Navy Reserve Financial Resource Execution. Support REDCOMs in all phases of Operations and Maintenance, Navy Reserve fiscal execution, reporting, and audit readiness. Commanders and Directors should ensure they have the supporting documentation for resource decisions which may be subject to an audit examination.

a. Schedule, process, and maintain all drill and pay records for assigned NRRU personnel and assist with pay issues. To mitigate pay issues, ensure de-confliction between regular drills, additional drills, funeral honors, and active duty.

b. In accordance with MILPERSMAN 1070-270 and 1740-010, ensure all required verifications of NAVPERS 1070/602 and Servicemembers' Group Life Insurance election are completed.

c. Serve as liaison for all incentive and special pays through COMNAVRESFORCOM via REDCOM.

d. Provide AT funding in accordance with annual force execution guidance and ensure proper liquidation of funded Selected Reserve orders.

e. Depending on mission requirements and funding source, write requirements for and approve Annual Training, Active Duty for Training, and Inactive Duty for Training Travel applications. If supported command is paying for the orders, NRC will act as resource owner and approve medical/dental hard holds, as required.

f. Execute policy and direct, supervise, and coordinate Navy Reserve logistic functions for NRRUs to include financial record keeping, procurement, clothing management, berthing, messing, acquiring, and maintaining training equipment, as necessary.

3. Navy Reserve Equipment Readiness. Properly maintain Navy Reserve equipment necessary for NRRUs to achieve mobilization readiness, if assigned.

a. Ensure all assigned equipment meets Occupational Safety and Hazardous Material requirements.

b. Maintain accurate equipment listing and accountability which may include: auxiliary craft, armories, weapons, simulators, damage control trainers, and medical/dental equipment, as assigned.

4. Mobilization. Support the mobilization and de-mobilization processing, Command Individual Augmentee Coordinator responsibilities, Warrior and Family Support program management, and Deployment Readiness Training. Ensure completion of all mobilization screening and demobilization actions.

a. Execute Force standardized personnel activation, mobilization, demobilization and deactivation of assigned units and personnel in accordance with reference (d).

b. Consolidate, track, and maintain mobilization readiness and status for assigned units and personnel, including periodic reporting requirements.

c. Coordinate, as required, across all office codes to ensure readiness or deployment limiting conditions are tracked and addressed appropriately and ensure appropriate IMS or MAS codes are applied timely in accordance with reference (g).

d. Conduct timely mobilization notification for personnel assigned to mobilize in accordance with reference (d).

e. Conduct mobilization screening of personnel assigned to mobilize.

f. Conduct Special Cases Boards (SCB) as required, and forward via appropriate ISIC to the decision making authority, in compliance with references (c) and (d) when members tagged for mobilization request delay, deferment or exemption. The decision making authority is dependent on the request. Delays under 30 do not require SCBs.

g. Coordinate issue of gear as required.

h. Coordinate personnel transportation and onward movement, as required.

i. During redeployment, coordinate return of gear, as required.

j. Execute mobilization exercises (MOBEXs) to evaluate readiness, as directed.

5. Shore Installation Coordination. Provide effective and efficient planning and oversight of Reserve facilities and supported infrastructure and utilities.

a. Manage and identify facility related resource requirements, the material condition, safety and appearance of assigned land and facilities, and proper and economic use of assets

b. Coordinate with REDCOMs and Naval Facilities Engineering Command for facility repairs to include invoice verification and contracting work.

c. Ensure efficient use of and identify capability gaps of assigned facilities.

d. In accordance with reference (f), support Commander, Navy Installations Command (CNIC) in funeral honors and Casualty Assistant Calls Officer duties, as directed.

e. Establish Anti-Terrorism Force Protection (ATFP) plans per established policies and procedures for those activities not co-located on Department of Defense (DoD) installations. Activities co-located on a DoD installation shall abide by the installation commander's antiterrorism force protection plan.

f. Support Navy Recruiting Reserve Command facilities requirements as required.

6. Medical Readiness Management

a. Administer, manage, and coordinate Force Health Protection and Readiness for assigned personnel.

b. Coordinate Health of the Force programs identified to maintain the medical readiness of assigned personnel.

c. Monitor and manage compliance with Chief, Navy Bureau of Medicine and Surgery (BUMED) and Bureau of Navy Personnel Command (BUPERS) standards via REDCOM.

d. Ensure assigned personnel are fully medically ready for world-wide deployment and medical records and Individual Mobilization Status and Manpower Availability Status codes are accurate.

e. Execute, track, and report personnel medical readiness requirements to assigned REDCOM.