



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
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COMNAVRESFORINST 3500.2
N7
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COMNAVRESFOR INSTRUCTION 3500.2

From: Commander, Navy Reserve Force

Subj: NAVY RESERVE WARFIGHTING READINESS

Ref: (a) COMUSFLTFORCOM/COMPACFLTINST 3501.3E
(b) OPNAVINST 5450.347A
(c) Title 10, U.S. Code
(d) OPNAVINST 3000.16
(e) OPNAVINST 1500.47D
(f) OPNAVINST 5401.11
(g) COMNAVRESFORINST 5420.14D
(h) RESPERS M-1001.5

Encl: (1) Navy Reserve Warfighting Readiness Gates
(2) Navy Reserve Mobilization Readiness Gates
(3) Navy Reserve Warfighting Readiness Standard Operating Procedures

1. Background

a. Per reference (a), Commander, Navy Reserve Force (COMNAVRESFOR) provides trained, equipped and ready Reserve forces to Fleet and Combatant Commanders. Per reference (b), COMNAVRESFOR has an additional duty relationship with Commander, U.S. Fleet Forces Command for the training and readiness of Reserve Forces. Reference (c) defines separate Navy Active Component (AC) and Reserve Components, which share responsibility for the readiness and capability of the Navy Reserve. References (d) and (e) mandate Navy Type Commands (TYCOM) execute warfighting readiness planning functions enabling the generation of naval power, including Reserve support.

b. In accordance with references (a) through (e), COMNAVRESFOR coordinates with supported Navy AC commands to provide reserve-specific expertise to support the documentation of individual and unit training and readiness requirements, and plan for associated school quotas for assigned Selected Reserve (SELRES) Sailors. Reserve Program Directors (RPD) and Unit Mobilization Unit Identification Code (UMUIC) Commanding Officers (CO) work continuously with supported commands to inject reserve-specific expertise into the planning tasks detailed in paragraph 5.

2. Navy Reserve Warfighting Readiness

a. The North Star is to maintain, at a minimum, 80% of our SELRES force as warfighting ready.

b. Accurate warfighting readiness data is essential for the Navy Reserve to deliver on its Strategic Advantage as a capability and manpower provider to the Navy Total Force. Every leader and unit plays a vital role in ensuring readiness numbers reflect reality. The Navy Reserve warfighting readiness assessment methodology outlined in enclosures (1) and (2) provides an accurate and actionable assessment of the Navy Reserve's ability to support the Fleet with trained SELRES. This methodology assesses SELRES as warfighting ready if they are both mission ready and mobilization ready.

c. Components of warfighting readiness. A Sailor shall be mission ready and mobilization ready to be considered warfighting ready.

(1) Mission Readiness: Assesses whether a Sailor is mission ready by analyzing billet security clearance requirements, billet FIT (including Reserve Functional Area and Sex code flexibility) and individual warfighting training requirements as defined by the Fleet. Enclosure (1) defines all three mission readiness Gates (II-IV). Generally, Navy Reserve Sailors must meet all three mission readiness gates to be considered mission ready. Paragraphs 2.d.1. and 2.d.2 describe exceptions to this mission readiness calculation for some personnel subsets.

(2) Mobilization Readiness: Assesses whether a Sailor is mobilization ready and is considered deployable in accordance with Department of Defense standards. Enclosure (2) details all four Mobilization Readiness Gates. A Sailor must meet Mobilization Readiness Gate I to be considered deployable and mobilization ready. Mobilization Readiness Gates A, B and C categorize the amount of additional preparation needed to mobilize the Sailor.

d. At the unit level and above, the aggregate readiness metric is the percentage of SELRES who are warfighting ready and provides a single, standardized measure for leadership and resourcing decisions. Partial training completion or "almost ready" statuses do not count toward warfighting ready percentages. The following statuses and requirement categories impact individual and unit warfighting readiness calculations:

(1) Navy Reserve Operational Units: Navy Reserve Operational Units and supporting UMUICs 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 Active Unit Identification Code (AUIC)/UMUIC in Annex A to enclosure (3) N7 SOP 05. Individual warfighting training requirements for personnel in these units are aggregated in multiple classified and unclassified warfare readiness systems and will not be duplicated in Navy Reserve warfighting readiness reporting in Jupiter and NRRM. Sailors in Navy Reserve Operational Units shall be assessed as warfighting ready if they are mission ready by meeting the Security Clearance Gate (Gate II) and billet FIT Gate (Gate III) of enclosure (1) and are mobilization ready per paragraph 2.c.2.

(2) In Assignment Processing (IAP) and Individual Ready Reserve (IRR): IAP and IRR Sailors have no billet FIT or individual warfighting training requirements. IAP (including Readiness Support Unit (RSU)) and IRR (including Voluntary Training Unit

(VTU)) Sailors shall be assessed as warfighting ready if they are mission ready by meeting the Security Clearance Gate (Gate II) of enclosure (1) and are Mobilization Ready per paragraph 2.c.2.

(3) Vacant Billets: Vacant mobilization billets provide no warfighting capability to the Fleet. As such, vacant billets will degrade warfighting readiness at the unit level and above in the same manner as Sailors in billets who are not warfighting ready and will be incorporated into future Navy Reserve warfighting readiness calculations.

(4) Unit-level Training Requirements: Unit-level training requirements are defined as the required number of graduates of specified schools or NECs in a UMUIC which are not aligned to any specific mobilization billets. Unit-level training requirements are documented in the Fleet Training Management and Planning System (FLTMPS) under each UMUIC's associated Local Unit Identification Code (LUIC) and will be incorporated into future Navy Reserve warfighting readiness calculations.

e. COMNAVRESFOR warfighting readiness Standard Operating Procedures (SOP) provide guidance to RPDs and UMUIC COs on required warfighting readiness planning tasks. Enclosure (3) lists all current warfighting readiness SOPs and other associated guidance documents which are hosted on the COMNAVRESFOR (N7) warfighting readiness SharePoint website: <https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/Pages/ForceGenerationGuidance.aspx>.

f. COMNAVRESFOR will aggregate Reserve training requirements and display warfighting readiness data from the individual Reserve Sailor up to the Force level via the Jupiter data analytics system and the Navy Reserve Readiness Module (NRRM). Jupiter and NRRM are web-based applications which provide custom displays of data and will give the user a clear picture of current Navy Reserve mobilization, mission and warfighting readiness at multiple levels.

3. 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 instruction clarifies policy, responsibilities, procedures, and provides critical supplemental guidance for Navy Reserve warfighting readiness planning and requirements documentation. Reference (g) identifies Pillar Lead RPDs, known collectively as the Executive Committee (EXCOM). Paragraph 6.a differentiates RPD responsibilities between EXCOM Pillar RPDs and subordinate Lead and Assistant RPDs. Paragraph 6.b identifies Navy Reserve Activity (NRA) responsibilities. Additionally, all SELRES and Training and Administration of the Reserves personnel shall execute applicable warfighting readiness responsibilities as detailed in this instruction.

4. Policy

a. In coordination with their supported AUICs, all Navy Reserve COs, Commanders and RPDs shall execute the warfighting readiness responsibilities detailed in this instruction in accordance with the SOPs listed in enclosure (3).

While Reserve CO responsibilities in this guidance are primarily written for UMUIC COs, Commanders and COs of Navy Reserve Operational Units shall ensure their units comply with the applicable portions of the warfighting readiness guidance contained in this instruction.

b. In coordination with their supported AUICs and RPDs, UMUIC COs should develop SELRES training tracks that model those of AC personnel but are achievable within two years (76 days of entitlement training time) in order to maximize the amount of time a SELRES Sailor is warfighting ready in their mobilization billet before moving on to further assignments.

c. Mobilization readiness is a combined responsibility of UMUICs and NRAs. UMUIC COs are supported commanders for mobilization readiness, and NRA COs are supporting commanders. COMNAVRESFOR develops programs and tools for subordinate NRAs to generate mobilization readiness by providing administrative services and training support to carry out mobilization readiness functions for supported UMUICs. UMUIC COs shall coordinate with their unit members' supporting NRAs, including the NRAs of non-locally assigned personnel, to employ all programs and tools to maximize each Sailor's individual mobilization readiness. NRAs and UMUIC COs shall ensure that each SELRES' mobilization readiness data components are reported correctly in Navy Standard Integrated Personnel System (NSIPS), Medical Readiness Reporting System (MRRS) and T-Ready.

5. Reserve Warfighting Readiness Planning Tasks

a. Plan and document requirements for each Reserve mobilization billet in the Total Force Manpower Management System (TFMMS). Billet requirements coded to the billet in TFMMS include schools awarding Navy Enlisted Classifications (NEC) and Additional Qualification Designations (AQD).

b. Plan and document Reserve unit-level training requirements for each UMUIC for other formal schools in FLT MPS.

c. Document individual warfighting training requirements for each Reserve mobilization billet in the T-Ready system. Individual warfighting training requirements include: Personnel Qualification Standards (PQS); Job Qualification Requirements (JQR); On-the-Job Training (OJT); and certifications, licenses and qualifications (Certs and Quals). These define the individual warfighting training requirements essential for professional competence and define requirements necessary for an individual to effectively perform the duties expected of the billet occupant upon mobilization. Each mobilization billet shall have a minimum of one individual warfighting training requirement between these four designated categories. SELRES billets with no individual warfighting training requirements in T-Ready shall be assessed as not mission ready and not warfighting ready.

d. Develop the necessary JQRs to provide job-specific training guidance for specific billets where no governing PQS currently exists.

e. Issue each SELRES Sailor an Individual Training Plan (ITP). The ITP shall clearly identify a Sailor's assigned billet, unit-level and individual warfighting training requirements as well as required Officer leadership or Enlisted Leader Development (ELD) courses. The individual warfighting readiness requirements entered in T-Ready form only a portion of the Sailor's ITP. Issuance of an ITP does not signify the training elements and schools of an ITP have been completed. As a Sailor completes the training elements and schools within an ITP, the completion of training is documented across multiple systems, including T-Ready and FLT MPS. For more information on ITP development, utilize enclosure (3) N7 SOP 04. ITPs shall include the following elements:

(1) NEC ("C" School) or AQD-generating formal schools coded to the Mobilization billet on the AUIC Activity Manpower Document (AMD), and "A" Schools or Officer Development School requirements stipulated by contract or affiliation agreements.

(2) Unit-Level training requirements (formal schools) assigned to the individual SELRES for completion.

(3) Any PQS, JQR or OJT assigned to the Sailor's mobilization billet in T-Ready.

(4) Individual SELRES licensure and certification information (including license / certification name and expiration date) when needed to maintain civilian licenses and certifications in a mobilization billet and documented in T-Ready.

(5) Any other requirements or certifications deemed necessary for the mobilization billet that don't fit naturally into other existing categories. If additional reporting fidelity is desired for these requirements, unit leadership should document them in T-Ready.

(6) Periodic leadership training, including Officer Leadership Course series for officers, or ELD course series for enlisted. Though included as requirements on a Sailor's ITP, these courses are not incorporated in the warfighting readiness metric.

f. Plan and document future-year SELRES school quota requirements needed to support warfighting readiness execution via participation in the Navy's Student Input Plan (SIP) process detailed in enclosure (3) N7 SOP 06.

6. Responsibilities

a. Supported Commands

(1) SELRES Flag Champion (Enterprise / TYCOM / Fleet / Community).

(a) Advise reporting senior and operational chain of command of the capabilities, limitations, and mobilization authorities, readiness, and employment of assigned reserve forces in the event of conflict or real-time operations.

(b) Provide additional guidance to subordinate RPDs in assigned chain of command in the execution of their responsibilities as outlined in paragraph 3.

(2) EXCOM RPD. Ensure all subordinate RPDs and unit leadership execute warfighting readiness responsibilities as detailed in paragraphs 6.a.3 and 6.a.4, and supporting actions as described in enclosure (3) SOPs, in conjunction with their supported AUIC(s).

(3) Lead or Assistant RPD

(a) No later than 1 January each year, review assigned ITPs for subordinate UMUICs to ensure relevancy to the Fleet-defined training requirements of each mobilization billet.

(b) No later than 28 February each year, review JQR requirements for subordinate UMUICs and initiate generation of necessary additional JQRs as required. Utilize enclosure (3) N7 SOP 03 for guidance on JQR generation.

(c) No later than 31 August each year, complete a Reserve unit-level training requirement review as detailed in enclosure (3) N7 SOP 02 and submit unit-level training requirement update requests to FLTTPS. Commander, Naval Information Forces Reserve (CNIFR) (N7) is the community manager for all reserve Information Warfare (IW) personnel and units in FLTTPS. RPDs that have assigned Reserve IW units shall submit unit-level training requirement updates for their IW units to CNIFR (N7) for vetting and forwarding to FLTTPS.

(d) No later than 31 August each year, review all Reserve billet training requirements as detailed in enclosure (3) N7 SOP 01. Submit TFMMS Manpower Change Requests (MCR) through the AC Budget Submitting Office 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 billet updates as inputs to Reserve billet selection processes.

(e) Participate in SIP planning efforts for Reserve school quotas. Utilize enclosure (3) N7 SOP 06 for guidance on SIP process participation.

(f) Ensure all assigned UMUICs have a corresponding LUIC in FLMTTPS and are populated with the UMUIC's specific Reserve unit-level training requirements. Utilize enclosure (3) N7 SOP 06 for background guidance on LUIC planning and documentation.

(g) Ensure Navy Reserve Order Writing System (NROWS) Order Writers at the RPD level comply with guidance in enclosure (3) N7 SOP 07 when preparing Active Duty Training for Schools (ADT-Schools) NROWS requirements and orders. Ensure all orders requesting ADT-Schools funding support attendance at schools required by the billet or the UMUIC.

(h) Ensure subordinate UMUICs execute responsibilities detailed in paragraph 6.a.4.

(4) UMUIC Unit CO

(a) Issue ITPs for all assigned SELRES as detailed in enclosure (3) N7 SOP 04 within three months of arrival. Brief each SELRES unit member on their ITP, sign and maintain copies of each ITP on file for the duration of the member's orders to the unit.

(b) Input individual warfighting training requirements data into T-Ready for all assigned SELRES within three months of arrival. SELRES personnel shall have the 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. Utilize enclosure (3) N7 SOP 05 for additional T-Ready guidance.

(c) No later than 1 January each year, review the individual warfighting training requirements assigned for each billet in T-Ready, and review issued ITPs to ensure they match the Fleet-defined training requirements of each mobilization billet.

(d) Execute UMUIC On-boarding program as defined by supported AUIC and Lead/Assistant RPD for all assigned SELRES, including VTU and RSU Sailors within three months of arrival. Document on-boarding completion electronically via the T-Ready system in accordance with enclosure (3) N7 SOP 05.

(e) Assist supporting RPD(s) to ensure their assigned UMUICs have a corresponding LUIC in FLTMPS and are populated with that UMUIC's unit-level training requirements. Utilize enclosure (3) N7 SOP 06 for background guidance on LUIC planning and documentation.

(f) Ensure NROWS Order Writers at the UMUIC level comply with guidance in enclosure (3) N7 SOP 07 when preparing ADT-Schools NROWS requirements and orders. Ensure all orders requesting ADT-Schools funding support attendance at schools required by the billet or the UMUIC.

(g) Provide expertise and assist supporting RPD(s) in executing responsibilities detailed in paragraphs 6.a.3.b through 6.a.3.d.

b. Supporting Commands

(1) Reserve Force (RESFOR) Echelon 2 (Navy Reserve Force)

(a) Develop and promulgate warfighting readiness guidance.

(b) Develop and maintain warfighting readiness data reporting capability in Jupiter and NRRM for Enterprise-level warfighting readiness briefs.

(2) RESFOR Echelon 3 (Navy Reserve Forces Command, Naval Air Force Reserve, Navy Information Forces Reserve) will ensure subordinate echelons execute responsibilities as detailed in paragraph 6.b.4.

(3) RESFOR Echelon 4 (Navy Region Readiness and Mobilization Commands, Tactical Support Wing, Maritime Support Wing, Fleet Logistics Support Wing, Naval Special Warfare Group 11) will ensure subordinate echelons execute responsibilities as detailed in paragraph 6.b.4.

(4) RESFOR Echelon 5 (Navy Reserve Activities)

(a) In accordance with reference (h) and enclosure (3) 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 (3) N7 SOP 05.

(b) No later than 31 December each year, ensure Mobilization preparation (Mob Prep) data is current for all assigned SELRES, VTU and RSU personnel in all Mob Prep sub-categories: Common Access Card Expiration Date; ZipServe Pay Packet Submission Date; Service Group Life Insurance (SGLI) Currency; Government Travel Charge Card status and End of Obligated Service Date.

7. Navy Reserve Operational Units Readiness Reporting and Exemptions. Navy Reserve Operational Units are delineated by AUIC/UMUIC in Annex A to enclosure (3) N7 SOP 05. These units shall report unit readiness in DRRS-S, DRRS-MC and/or NRRE in accordance with established guidelines and periodicity.

a. RPDs shall review the T-Ready exempt unit listing in Annex A to enclosure (3) N7 SOP 05 and make change recommendations to COMNAVRESFOR (N7) as needed.

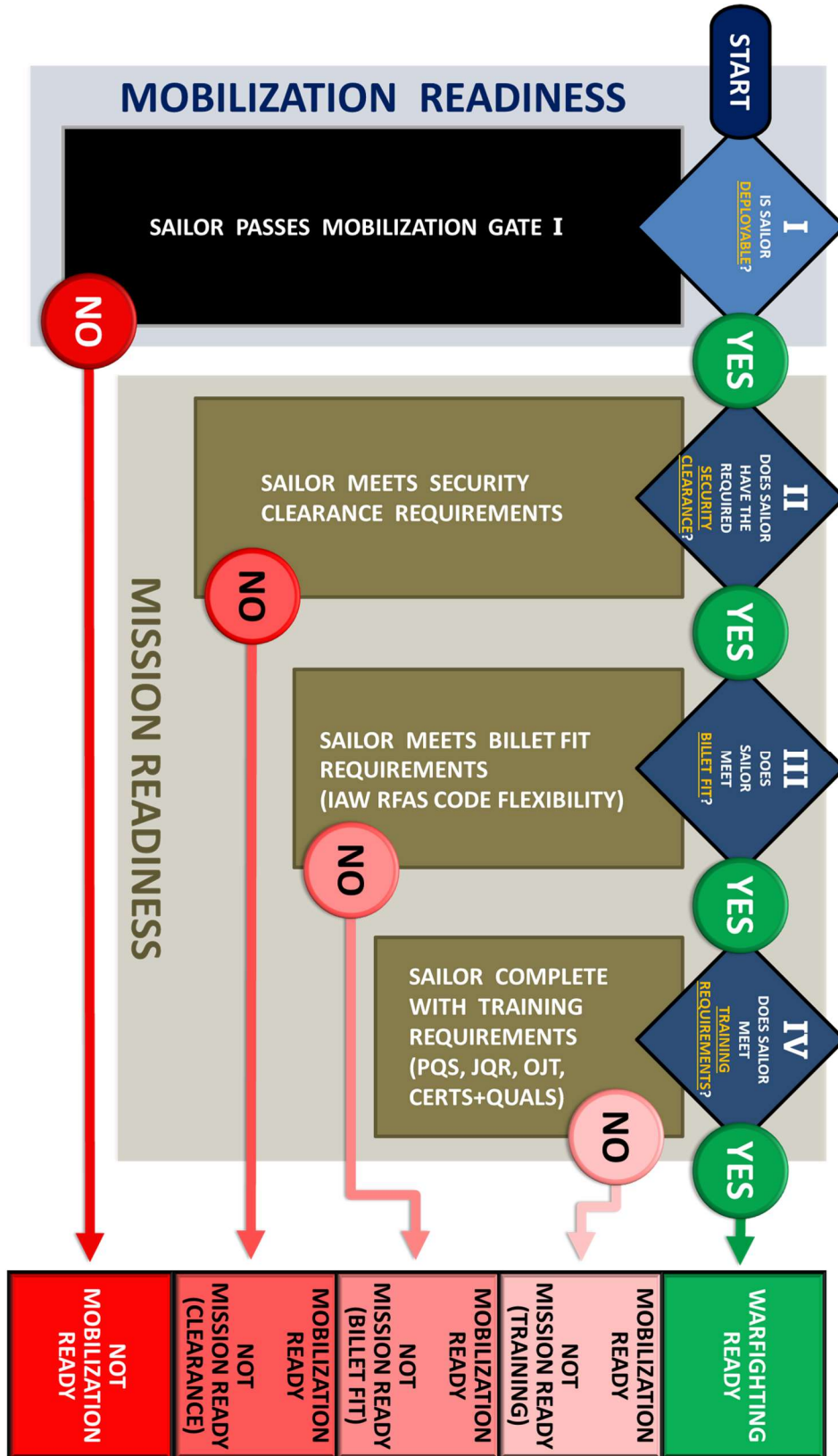
b. Reserve Operational Units shall report NRA On-boarding completion and Mob Prep data in T-Ready.

c. Reserve Operational Units are exempt from reporting mission readiness elements in T-Ready.

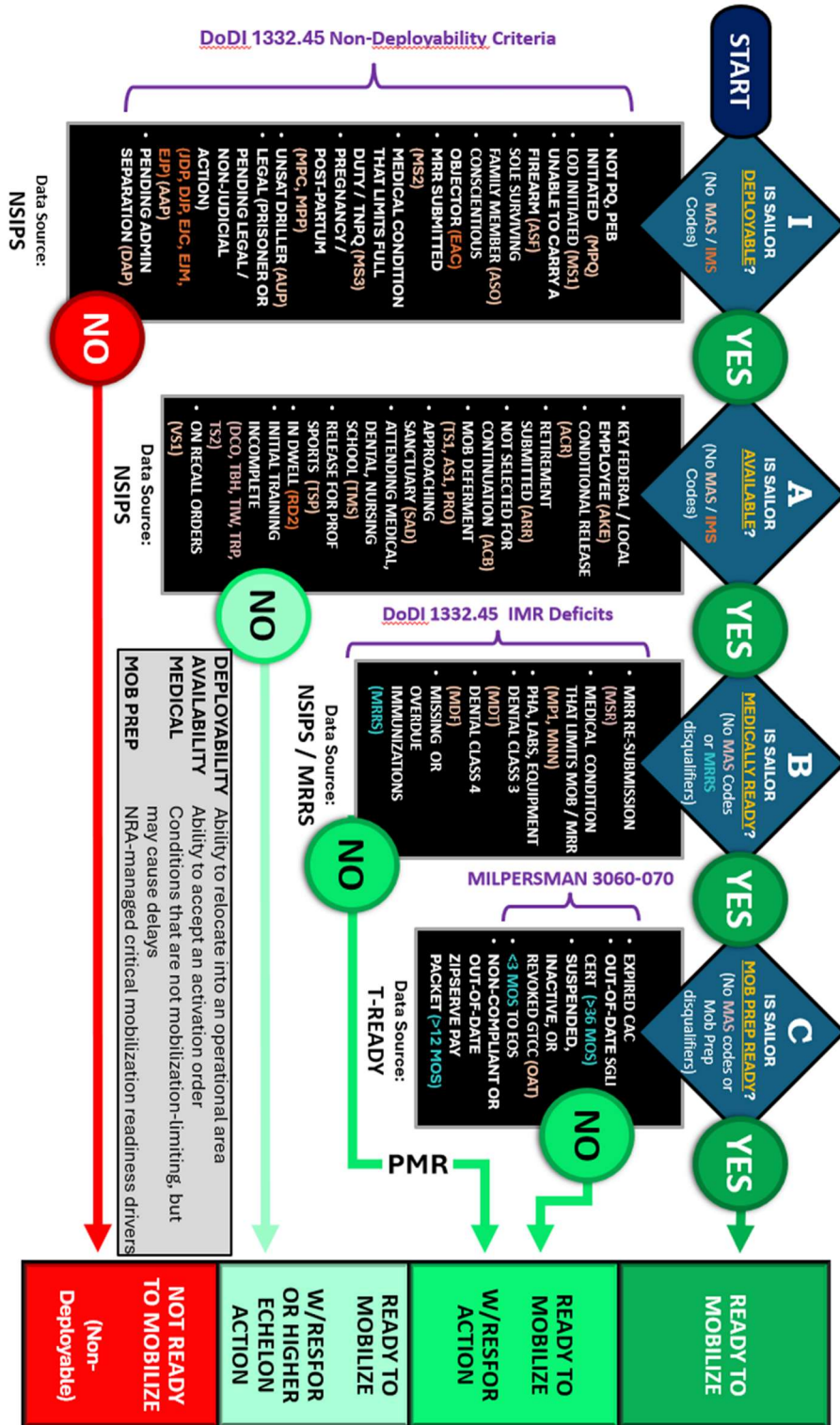


R.S. LOFGREN
Acting

NAVY RESERVE WARFIGHTING READINESS GATES



Navy Reserve Mobilization Readiness Gates



6 Nov 2025

NAVY RESERVE WARFIGHTING READINESS
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 (ITP) Development
- (5) 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 05MP – Mob Prep Data Collection User Guide