COMNAVRESFOR INSTRUCTION 5400.43

From: Commander, Navy Reserve Force

Subj: COMMANDER, NAVY RESERVE FORCE/COMMANDER, NAVY RESERVE FORCES COMMAND STAFF ORGANIZATIONAL MANUAL

Ref: (a) OPNAVINST 3120.32C

Encl: (1) Staff Organizational Manual (SORM)
(2) COMNAVRESFOR Organizational Chart (CNRF)
(3) COMNAVRESFORCOM Organizational Chart (CNRFC)

1. Purpose. To issue to Commander, Navy Reserve Force (COMNAVRESFOR)/Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Staff Organizational Manual (SORM) per reference (a).

2. Scope. The COMNAVRESFOR/COMNAVRESFORCOM staff organizational, mission, functions, command relationships, key processes, tasks and knowledge.

3. Action. The actual staff organization, command relationships, key processes, tasks, and functions are listed in enclosures (1) through (3) of this instruction. Accordingly, Deputy Chiefs of Staff (DCOSs), Special Assistants (SAs), and Division Directors are tasked with carrying out the organizational missions, functions, and tasks.

L. S. LITTLE
Deputy

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http://navyreserve.navy.mil
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MISSION AND FUNCTIONS OF THE COMMANDER, NAVY RESERVE FORCE

1. Mission. To provide strategic depth and deliver operational capabilities to our Navy and Marine Corps team, and Joint forces, from peace to war.

2. Functions. Under the Chief of Naval Operations (CNO), with additional duty (ADDU) to and as prescribed by the Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM):

   a. Manages, trains, and administers the Navy Reserve Force following policies prescribed by the CNO.

   b. Monitors effectiveness of resources management, training, and administration of the Navy Reserve, directing corrective action to ensure that the responsiveness and mobilization readiness of the Navy Reserve meet the requirements prescribed by the CNO.

   c. Coordinates funding requirements and manages assigned resources/budgets as a major claimant.

   d. Supports the CNO (N095) in overall planning, programming and budgeting, including formulation, review, and presentation of Navy Reserve strength plans, programs, and budgets.

   e. Ensures Navy Reserve units, including commissioned units and augment units, report readiness per guidelines established by their active component supported commander.

   f. Works with USFF and Operational Support Officers assigned to Type Commanders to determine readiness reporting criteria and adapt to emerging readiness reporting requirements, when required.

   g. Conducts necessary liaison (DIRLAUTH/COORD) with commands, bureaus, and offices to obtain resources required for readiness of the Navy Reserve per applicable directives to include the following:

      (1) Submits to appropriate training support agencies requirements for school quotas, training aids, training devices, and technical training equipment for timely insertion into the programming, planning, and budgeting system.

Enclosure (1)
(2) Plans, programs, and budgets for mobilization equipment, non-technical equipment, and logistic support equipment. Develops requirements, establishes priorities, allocates funds, and directs and/or oversees procurement of non-technical training equipment and logistic support equipment and material for designated Navy Reserve Activities (NRAs).

(3) In coordination with Commander, Navy Installations Command (CNIC), directs and supervises the Shore Installations and Facilities Planning System for the Navy Reserve, including formulation of the Military Construction, Navy Reserve program.

(4) In cooperation with CNIC, coordinates the establishment of Anti-Terrorism Force Protection (ATFP) plans per established policies/procedures to govern those activities not co-located on major fleet installation bases or not established behind government property fence lines.

(5) Directs and supervises facilities management functions in cooperation with CNIC and Naval Facilities (NAVFAC).

(6) Develops requirements for new and replacement aircraft and all required spare parts, assemblies, aircraft handling equipment, and support facilities necessary for Navy Reserve readiness and for timely insertion into the programming, planning and budgeting system.

(7) Submits to appropriate Information Systems (IS) support agencies requirements for hardware, software, programming, and systems integration for timely insertion into the programming, planning and budgeting system.

h. Recommends the establishment, disestablishment, and modification of active Navy Reserve Activities to the CNO (DNS) and, upon approval, effects the implementation.

i. Recommends the establishment, disestablishment, and modification of Selected Reserve programs and units of the Navy Reserve to the CNO (N095) and, upon approval, effects the implementation.

j. As required by the CNO, and following guidance issued by the Deputy CNO (Manpower and Personnel) (N1), plans for the implementation of personnel processing procedures in the event
of full or partial mobilization. Assists, as required, in the recall of assigned Navy Reserve units and individuals when activation is directed.

k. Directs Reserve Component personnel mobilization/demobilization through Navy shore based infrastructures and their chain of command to include but not limited to Navy Personnel Command (NAVPERSCOM) (PERS 46), Expeditionary Combat Readiness Center (ECRC), and Navy Mobilization Processing Sites (NMPS).

l. Manages the Navy Reserve Force to fulfill manpower requirements to authorized levels as prescribed by the CNO (N095) to include the following:

   (1) Develops Reserve Component support of the Navy Total Force through alignment of specific skill requirements across the Reserve Force.

   (2) Develops retention initiatives and provides management guidance to field activities.

   (3) Recruits and retains adequate Full Time Support (FTS) personnel and hires/retains adequate civilian support personnel.
MISSION AND FUNCTIONS OF THE COMMANDER, NAVY RESERVE FORCES
COMMAND

1. Mission. The mission of Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) is to administer the Selected Reserve, including management of all Navy Reserve resources (manning/equipment), to maintain the highest possible readiness and availability that will permit rapid employment if a partial or full mobilization occurs, and to perform such other functions as may be directed by the Commander, Navy Reserve Force.

2. Functions. Under the Office of the Chief of Navy Reserve (OCNR)/Commander, Navy Reserve Force (COMNAVRESFOR), with additional duty to and as prescribed by the COMUSFLTFORCOM and with support of COMNAVPERSCOM; Chief of Naval Education and Training (CNET); the Bureau of Medicine and Surgery (BUMED); and other offices, bureaus, and field commands:

   a. Manages, trains and administers the Navy Selected Reserve Force (to include the Individual Ready Reserve (IRR)) through established policies and strategic planning documents in support of a Total Integrated Force as prescribed by the COMNAVRESFOR.

   b. Responsible for the development, implementation, management, interpretation, and administration of Navy Reserve training, including the establishment of standards and policies applicable to Reserve units and their personnel.

   c. Monitors effectiveness of resources management, training, and administration of the Navy Reserve, directing corrective action to ensure that the responsiveness and mobilization readiness of the Navy Reserve meet the requirements prescribed by the COMNAVRESFOR.

   d. Manages assigned resources and executes budgets as major claimant through proper budgetary support, financial resourcing and logistical equipping of activities, in support of programs, ensuring capabilities and readiness requirements are maintained.

   e. Supports the COMNAVRESFOR in overall planning, programming, and budgeting Operation and Maintenance, Navy Reserve (O&MNR) and Reserve Personnel Navy (RPN), including formulation, review, and presentation of Navy Reserve strength plans, programs, and budgets based upon activation and
mobilization manpower requirements and prescribes personnel strength of Reserve programs and units.

f. Conducts necessary liaison with commands, bureaus, and offices to obtain resources required for readiness of the Navy Reserve to include the following:

(1) Submits to appropriate training support agencies requirements for school quotas, training aids, training devices, and technical training equipment for timely insertion into the programming and budgeting system.

(2) Plans, programs, and budgets for mobilization equipment, non-technical equipment, and logistic support equipment. Develops requirements, establishes priorities, allocates funds, and directs and/or oversees procurement of non-technical training equipment and logistic support equipment and material for designated Navy Reserve Activities (NRAs).

(3) Monitors and recommends input into the Shore Installations and Facilities Planning System for Navy Reserve, including the formulating of the Military Construction, Navy Reserve (MCNR) appropriation program.

(4) Oversees and directs input on facilities management functions to include shore (Reserve Component Command (RCC)/Navy Operational Support Center (NAVOPSPTCEN)) and Navy Reserve Air facilities (NAS/NAF) to include Special Project Programs (SPP) and Sustainment Restoration and Maintenance (SRM) of facilities.

(5) Develops requirements for new and replacement aircraft and for all required spare parts, assemblies, aircraft handling equipment, and support facilities necessary for Navy Reserve readiness for insertion into the budgeting system.

(6) Submits to appropriate Information Systems (IS) support agencies, requirements for hardware, software, programming, and systems integration for timely insertion into the Planning, Programming and Budgeting System (PPBS). Develops Knowledge Management/Information Technology (KM/IT) strategies, policies, plans, architecture, standards, guidance and process reinvention support for the claimancy. Ensures that developed and acquired systems are efficient, interoperable, and consistent with the Navy Reserve vision.
g. Recommends the establishment, disestablishment, and modification of active Navy Reserve activities to the COMNAVRESFOR, and upon approval, effects the implementation.

h. Recommends the establishment, disestablishment, and modification of Selected Reserve programs and units of the Navy Reserve to the COMNAVRESFOR, and upon approval, effects the implementation.

i. As required by the COMNAVRESFOR, plans for implementation of personnel processing procedures in the event of full or partial mobilization. When directed, assists as required in the recall of assigned Navy Reserve units and individuals.

j. Manages the Navy Selected Reserve Force (to include the Individual Ready Reserve (IRR)) to fulfill manpower requirements to authorized levels as prescribed by the COMNAVRESFOR to include the following:

   (1) Performs community management functions addressing requirements for, and career opportunities in, specific skills.

   (2) Develops retention initiatives and provides management guidance to field activities.

k. Develop Reserve capabilities based assessment criteria for measuring fleet readiness based upon Navy Mission Essential Tasks List (NMETLs) and Military Critical Technology List (MCTL). Assist USFF in developing mission area requirements and assessment criteria specific to operational areas.

l. Produce end-to-end assessments that identify capability gaps in warfighting, readiness, personnel, and requirements based on threat capabilities, current operations, operational plans, and direction from higher authority. Submit recommendations to USFF and submit recommendations in support of the Navy’s Planning, Programming, Budgeting and Execution (PPBE) process.

m. Ensure appropriate lessons learned are collected, reviewed, and disseminated in a consistent and standardized way that can be applied to the training process in a timely manner, which supports deploying unit’s readiness for mission requirements and ensures units remain fully prepared to counter an adaptable and flexible threat.
n. Oversight and coordination of both Equal Employment Opportunities (EEO) and Civilian Personnel (CIVPERS) programs in accordance with the Human Resources guidance and policies. Planning and policy-making authority in establishing, coordinating, and managing personnel policies, programs, civilian manpower resources, and activities for the total claimancy. Expert advisor on CIVPERS and EEO issues for the Reserve Force.

o. Serves as the principal advisor on matters pertaining to manpower and personnel administration management. Exercises overall management of assigned drilling Selective Reserve manpower, develops procedures for administration, directs implementing approved drilling Selective Reserve manpower plans and personnel policies. Assists in determining Navy Reserve manpower, personnel requirements, developing manpower, personnel plans and policies affecting the Navy Reserve.

p. Administers overall management of drilling Selective Reserve manpower; develops guidance and procedures for implantation, control and management of approved manpower plans and authorized programs; develops and manages drilling Selective Reserve officer and enlisted community management; provides statistical forecasting and analysis of drilling Selective Reserve officer and enlisted manpower strength plans.
CHAPTER 1

Section I - Commander, Navy Reserve Force (COMNAVRESFOR)

1. (N00) COMNAVRESFOR (Flag Officer) (DC)

   a. Mission. To provide strategic depth and deliver operational capabilities to our Navy and Marine Corps team, and Joint forces, from peace to war.

   b. Functions

      (1) Manages, trains, and administers the Navy Reserve Force as prescribed by CNO.

      (2) Manages assigned resources and executes the budget as a major claimant.

      (3) Monitors effectiveness of resources management, training, and administration of the Navy Reserve; directing corrective action to ensure the responsiveness and mobilization readiness of the Navy Reserve meet the requirements prescribed by CNO.

   c. Key Process. Detailed as the Director of the Navy Reserve (N09) in support of CNO in overall planning, programming, and budgeting; including formulation, review, presentation, and execution of Navy Reserve strength plans, programs and budgets.

   d. Command Relationships. Conducts necessary liaison with commands, agencies, and offices to obtain resources required for the readiness of the Navy Reserve Force.

   e. Tasks

      (1) Submits requirements for school quotas, training aids, training devices, and technical training equipment to appropriate training support agencies for timely insertion into the programming and budgeting system.

      (2) Plans, programs, and budgets for mobilization equipment, non-technical equipment, and logistics support equipment. Develops requirements, establishes priorities, allocates funds, and directs and/or oversees procurement of non-technical training equipment, logistics support equipment, and material for designated NRAs.
(3) Directs and supervises the Shore Installations and Facilities Planning System for the Navy Reserve, including formulating the Military Construction, Navy Reserve program.

(4) Directs and supervises facilities management functions.

(5) Develops requirements for new and replacement aircraft and for all required spare parts, assemblies, aircraft handling equipment, and support facilities necessary for Navy Reserve readiness for insertion into the budgeting system.

(6) Submits to appropriate information systems support agencies requirements for hardware, software, programming and systems integration for timely insertion into the planning, programming, and budgeting system.

(7) Recommends the establishment/disestablishment and modification of NRAs to CNO and effects implementation.

(8) Recommends the establishment/disestablishment and modification of Selective Reserve (SELRES) programs and units of the Navy Reserve to CNO (N09B) and effects implementation.

(9) As required by CNO, under the guidance of Chief of Naval Personnel, plans for implementing personnel processing procedures when a full or partial mobilization occurs. Assist as required in the recall of Navy Reserve units and individuals when activation is directed.

(10) Manages SELRES to fulfill manpower requirements and to execute drill pay allocations as prescribed by CNO.

(11) Under the guidance of the Chief of Information (CIO), maintains and manages public affairs programs for matters relating to the Navy Reserve.

(12) Reports annually and as required to CNO on Navy Reserve readiness.

(13) As CNO's executive agent for the Department of the Navy (DON) airlift, manages organic airlift including formulating worldwide policy, and the exercise of scheduling coordination of continental Navy airlift operations.
(14) Manages the Navy Reserve Force to fulfill manpower requirements to authorized levels as prescribed by the CNO to include the following:

(a) Performs community management functions addressing requirements for, and career opportunities in specific skills.

(b) Develops retention initiatives and provides management guidance to field activities.

f. Knowledge. Flag Officer appointed by CNO.

2. (N00B) Deputy Commander

a. Mission. Administers Navy Reserve programs including management of all assigned Navy Reserve resources; performs such other functions or tasks as may be directed by the CNO and COMNAVRESFOR with additional duty to, and as prescribed by COMUSFLTFOR.

b. Functions

(1) Serves as the Commander for Navy Reserve Forces Command (COMNAVRESFORCOM) (N00) with additional duties as Deputy Commander for COMNAVRESFOR (N00B).

(2) Manages, trains, and administers the Navy Reserve Force as prescribed by the CNO and COMNAVRESFOR.

(3) Manages assigned resources and executes the budget as a major claimant (BSO 72).

(4) Monitors effectiveness of resources management, training, and administration of the Navy Reserve; directing corrective action to ensure the responsiveness and mobilization readiness of the Navy Reserve meet the requirements prescribed by the CNO.

(5) Serves as General Court-Martial convening authority.

c. Key Process. Assigned ADDU as the Deputy Commander (N00B) of the Navy Reserve Force in support of CNO in overall planning, programming, and budgeting, which include formulation, review, presentation, and execution of Navy Reserve strength plans, programs, and budgets.
d. Command Relationships. Conducts necessary liaison with commands, agencies and offices to obtain resources required for the readiness of the Navy Reserve Force.

e. Tasks

(1) Submits requirements for school quotas, training aids, training devices, and technical training equipment to appropriate training support agencies for timely insertion into the programming and budgeting system.

(2) Plans, programs, and budgets for mobilization equipment, non-technical equipment and logistics support equipment. Develops requirements, establishes priorities, allocates funds, and directs and/or oversees procurement of non-technical training equipment, logistic support equipment, and material for designated NRAs.

(3) Coordinates with CNIC to ensure that facilities supporting Reserve commands/units are properly funded and managed.

(4) Submits to appropriate information systems support agencies requirements for hardware, software, programming, and system integration for timely insertion into the planning, programming and budgeting system.

(5) Recommends the establishment/disestablishment and modification of NRAs to CNO (N095) and effects implementation.

(6) Recommends the establishment/disestablishment and modification of SELRES programs and units of the Navy Reserve to CNO (N095) and effects implementation.

(7) As required by CNO, under the guidance of the NAVPERSCOM, plans for implementing personnel processing procedures when a full or partial mobilization occurs. Assists as required in the recall of Navy Reserve units and individuals when activation is directed.

(8) Manages SELRES to fulfill manpower requirements and to execute drill pay allocations as prescribed by CNO.

(9) Under the guidance of the CIO, maintains and manages a public affairs program for matters relating to the Navy Reserve.
(10) Manages the Navy Reserve Force to fulfill manpower requirements to authorized levels as prescribed by the CNO to include the following:

(a) Performs community management functions addressing requirements for, and career opportunities in specific skills.

(b) Develops retention initiatives and provides management guidance to field activities.

f. Knowledge. Flag Officer appointed by CNO.

3. (N00ED) Executive Director

a. Mission. Assists and advises the Commander(s) in all matters related to executing the mission of COMNAVRESFOR. Administers Navy Reserve programs including management of all Navy Reserve resources, performs such other functions or tasks as may be directed by the CNO and COMNAVRESFOR.

b. Functions. Acts as principal advisor to COMNAVRESFOR on all matters of major importance relating to the mission of COMNAVRESFOR/COMNAVRESFORCOM and serves as the Senior civilian employee. Assists COMNAVRESFOR/COMNAVRESFORCOM in the discharge of responsibilities.

(1) Serves as the Executive Director for COMNAVRESFOR (N00ED) with additional duty as prescribed to COMNAVRESFORCOM (N00ED).

(2) Manages, trains, and administers the Navy Reserve Force as prescribed by the CNO and COMNAVRESFOR.

(3) Manages assigned resources and executes the budget as a major claimant.

(4) Monitors effectiveness of readiness, resources management, logistics, training, and administration of the Navy Reserve; directing corrective action to ensure that the responsiveness and mobilization readiness of the Navy Reserve meet the requirements prescribed by the CNO.

c. Command Relationships. Detailed as the Executive Director (N00ED) of the Navy Reserve Force in support of CNO in overall planning, programming, and budgeting; including formulation, review, presentation, and execution of Navy Reserve
strength plans, programs, and budgets. Assists COMNAVRESFOR in liaison with commands, agencies, and offices to obtain resources required for readiness of the Navy Reserve.

d. Key Processes. Ensures the organization, readiness training, administration, and operations of COMNAVRESFOR/COMNAVRESPORCOM are carried out per the policies, plans, and intentions of the commander. Conducts necessary liaison with commands, agencies, and offices to obtain resources required for the readiness of the Navy Reserve Force.

e. Tasks

(1) Represents the commander at senior level meetings and working groups convened by the following:

(a) Office of the Secretary of Defense (OSD)
(b) Office of the Secretary of the Navy (SECNAV)
(c) Office of CNO
(d) COMUSFLTFORCOM
(e) CNIC
(f) Other federal agencies as prescribed

(2) Renders decisions and initiates action on matters for which the policies of COMNAVRESFOR/COMNAVRESPORCOM have been established.

(3) Reviews and initiates current and long-range plans necessary for an effective and vital Navy Reserve Program.

(4) Keeps informed on all major issues, duties and accomplishments of the various staff elements through the COS.

(5) As senior civilian employee, manages a workforce of over 500 civilian employees and field activities and a military workforce of over 71,300 employees.

f. Knowledge. Senior Executive Services (SES) appointed by CNO.

(1) Thorough knowledge of the Navy Reserve Force, its mission, function, operation, and management.
(2) Well-versed in matters of protocol and able to effectively communicate at all levels.

(3) Thorough knowledge of the PPBS.

(4) Experience in Program Objectives Memorandum (POM) and Program Review (PR) processes.

(5) Familiarity with the DON Interim Performance Management System and the Performance Awards Review Board process.

(6) Expert knowledge of staffing requirements of the Pentagon, and the relationships between the service components, OSD, and the U.S. Congress.

4. (NO1) Chief of Staff

a. Mission. The Chief of Staff (COS) is the executive for, and primary assistant to the Deputy Commander, COMNAVRESFOR. Is assigned additional duty to the Commander, COMNAVRESFORCOM, in the same capacity. Directs and coordinates the staff to accomplish the mission and tasks of the command.

b. Functions

(1) Acts for the Executive Director when absent.

(2) Coordinates activities of staff officers, directing staff activities, office organization, and routine.

(3) Serves as Commanding Officer (CO), Staff Enlisted Personnel, COMNAVRESFORCOM.

(4) Provides counseling, guidance, direction, and disciplinary control over COMNAVRESFORCOM staff personnel.

c. Command Relationships

(1) Liaises with all echelons of command senior to and subordinate to COMNAVRESFOR.

(2) Interfaces with echelon III/IV commanders on issues such as Hotline complaints, Congressional inquiries, awards submittals, and JAGMAN investigations.

(3) Liaises with COMNAVPERSCOM (PERS-4317) for officer assignments.
d. Key Processes

(1) Represents the Commander at routine, periodic meetings held by COMNAVRESFOR and COMNAVRESFORCOM.

(2) Ensures the organization, administration, training, readiness, and operations of the Navy Reserve are carried out per the policies, plans, and intentions of COMNAVRESFOR.

(3) Interprets and carries out orders, regulations, and directives.

(4) Coordinates organization of the staff and ensures its efficient operation.

(5) Directs the preparation of staff work and guides work efforts for the staff, exercising supervision over departments, and ensuring completed staff work is submitted.

e. Tasks

(1) Acts as the principal assistant to the Commander on all administrative matters including correspondence, schedules, Fitness Reports (FITREPs), enlisted performance evaluations, and other administrative duties as assigned.

(2) Ensures the organization, readiness, training, administration, and operation of the staff are carried out in conformance with the policies, plans, and intentions of the Commander.

(3) Directs, supervises, and coordinates the work of the staff and is responsible for the staff’s efficient functioning through the Deputy Chiefs of Staff (DCOSs), Special Assistants (SAs) and Flag Office Support Staff.

(4) Assigns major tasks to the DCOSs and SAs to ensure their most expeditious and efficient accomplishment. Keeps the Commander and Executive Director fully informed on matters relating to the tasks assigned to the staff for action.

(5) Keeps informed on all matters pertaining to the duties and accomplishments of the various staff elements.

(6) Inquires into the disposition of Hotline complaints and ensures Hotline investigations are being conducted by staff members and/or subordinate Commanders as necessary.
(7) Approves or disapproves Temporary Additional Duty (TAD) requests for DCOSs and SAs.

(8) Coordinates field commanders conferences and other meetings or conferences involving the command and senior staff. Ensures minutes from these conferences are compiled and published.

(9) Coordinates with the FTS detailer on staff officer gains and losses. Makes staff officer duty assignments and reassignments as required.

(10) Chair of the Resource Management Board and Awards Board.

(11) Reviews congressional correspondence, directs the preparation of appropriate responses, and signs the responses.

(12) Supervises the preparation of FITREPs for COMNAVRESFORCOM staff members and other officers for which the commander is the reporting senior.

(13) Coordinates all staff ceremonies (e.g., retirement, reenlistment, awards).

(14) Performs other duties as may be assigned.

f. Knowledge

(1) Required NOBC 9034

(2) O6/post-major command

(3) Thorough knowledge of the Navy Reserve Force, its mission, functions, operations, and management.

(4) Well-versed in matters of protocol and able to effectively communicate at all levels.

(5) Ability to:

   (a) Manage and supervise subordinate staff.

   (b) Establish and maintain effective working relationships with civilians and military at all levels.
(c) Apply sound, independent judgment in carrying out and executing the various duties, ethically, efficiently, and effectively.

(6) Knowledge of financial management.

5. (N00MC) Force Master Chief (DC)

a. Mission. Provides COMNAVRESFOR with information regarding existing and potential situations, procedures, and practices which affect the welfare, morale, and well being of all enlisted personnel and their family members within COMNAVRESFOR's claimancy. Recommends actions to enhance quality of life and eliminate adverse conditions for enlisted personnel, further enhancing the attractiveness of the Naval Service.

b. Functions

(1) Serves as the Senior Enlisted Advisor to COMNAVRESFOR on matters relating to enlisted personnel management.

(2) Advises COS of existing or potential problems detected at the field/staff levels.

c. Command Relationships. SA to COMNAVRESFOR. Liaises with the Master Chief Petty Officer of the Navy (MCPON), and other Fleet and Force Master Chiefs. Maintains open communication with all Navy Reserve Force Command Master Chiefs.

d. Key Processes. Responsible for maintaining a strong customer service relationship with all echelons of command and civilian organizations on any and all matters pertaining to Quality of Life Issues for Sailors and their families.

e. Tasks

(1) Maintains liaison between the MCPON and other Fleet, Force, and CNO directed Command Master Chiefs.

(2) Provides pertinent information to enlisted personnel through newsletters, personal letters, and visits addressing current Navy enlisted program opportunities, policies, and concerns.

(3) Serves as the enlisted representatives of the Navy Reserve Force in official military and civic functions.
(4) Accompanies COMNAVRESFOR or designated representative to official functions, inspections, and ceremonies.

(5) Travels to and meets formally and informally with enlisted personnel at NRAs to exchange ideas and provide information which affects Navy Reservists and their families.

(6) Assists in the reception of official visitors to the staff.

(7) Participates as a member of, or advisor to, the following boards/panels:

(a) CNO/MCPON

(b) Department of Defense (DoD) Reserve Force Senior Enlisted Advisors Council.

(c) Secretary of the Navy National Navy Reserve Policy Board.

(d) COMNAVRESFOR Navy Reserve Policy Board.

(e) Navy Reserve Command Master Chief Leadership Continuum.

(f) Chief Petty Officer and Senior/Master Chief Petty Officer Reserve Advancement Selection Boards.

(g) Command Master Chief Selection Boards.

(h) COMNAVRESFOR Shore Sailor of the Year.

(i) Navy Reserve Sailor of the Year.

(j) Selection of the Force Master Chief, Navy Reserve Force.

(k) U.S. Navy Senior Enlisted Academy Selection Boards.

(l) U.S. Army Sergeants Major Academy Selection Boards.

(m) Navy Enlisted Reserve Association "Service to the Reservist" Awards Selection Board.
(n) Fleet Reserve Associations National Convention.

(o) Government Employees Insurance Company Military Service Awards Selection Board.

(p) Navy Enlisted Reserve Association National Conference.

(q) Fleet Reserve Association National Convention.

(r) Noncommissioned Officers Association.

f. Knowledge

(1) Must possess the Command Master Chief Navy Enlisted Classification (NEC) 9580.

(2) Thorough knowledge of the Navy Reserve Force and its mission, functions, operations and management.

(3) Well-versed in matters of protocol and able to effectively communicate at all levels.

(4) Ability to:

   (a) Apply sound, independent judgment in executing various duties involved with selection boards and enlisted morale and welfare issues.

   (b) Establish and maintain an effective working relationship within every echelon and all levels of the chain of command, both military and civilian.

   (5) Previous Command Master Chief experience at a lower echelon; NEC attainment.
(11) Arranges conferences, meetings, and briefings, establishing time and place.

(12) Maintains a close analysis of items on hand purchased with Official Representation Funds.

(13) Controls command plaques and requests for their issuance.

(14) Attends weekly line-up meeting. Prepares and distributes minutes for the line-up meeting.

(15) Responsible for all official mail addressed to COMNAVRESFOR.

b. Knowledge

(1) Sound foundation of administrative concepts and practices.

(2) Knowledge of:

(a) COMNAVRESFOR's views sufficient to affect necessary liaison between superior and subordinate commands in the exchange of information and be able to assist the Commander with inherent administrative tasks.

(b) Principles and practices of office administration, and COMNAVRESFOR policies, preference and procedural matters to relieve the complex and diverse administrative burdens of the office.

(c) Required correspondence, message, formats, grammar, spelling, and punctuation.

(d) Protocol with respect to higher echelons, other military activities or government officials due to frequency of interaction.

(e) Key public and civic officials who have an interest in the Navy and Navy Reserve programs.

(3) Skill in:

(a) Advising and instructing other secretaries, clerical support personnel and staff members in subordinate organizations concerning such matters as directives, reports, correspondence, and telephone procedures.
(b) Oral and written communication.

(c) Planning, organizing, and coordinating work in dynamic situations where workload priorities and deadlines are consistently changing.

(d) Typing at a high level of proficiency.

(e) Operation of word processing software and office automation features.

(4) Public relations acumen is vital in this highly visible position.

3. (N00W) Flag Writer (DC)

   a. Tasks

   (1) Assists in coordinating daily, weekly, monthly, and yearly schedules for the Commander.

   (2) Assists with travel arrangements for the Commander, as directed.

   (3) Tracks and prepares FITREPs for the Commander’s signature on all officers for whom COMNAVRESFOR is the reporting senior. Ensures all FITREPS are mailed.

   (4) Prepares official and personal correspondence, as directed.

   (5) Assists with coordination of VIPs and distinguished visitor visits, as directed.

   (6) Reviews and directs correction of correspondence, if required, prepared for the Commander’s review or signature. Logs in/out and tracks correspondence prepared for the Commander’s review or signature.

   (7) Maintains the Commander’s correspondence files in the absence of the Executive Secretary.

   (8) Performs other duties as may be assigned.
4. (N00A) Aide

a. Tasks

(1) Responsible for action on matters relating to uniforms, honors, ceremonies, official visits, and general protocol.

(2) Acts on matters relating to entertainment and social functions that the Commander is invited to. Coordinates arrangements as necessary.

(3) As flag transportation officer, arranges matters of:

   (a) Berthing, transportation, scheduling, and other logistic functions in conjunction with official visits by the Commander.

   (b) Controls use of vehicles assigned to COMNAVRESFORCOM.

   (c) Travels with the Commander, when required.

   (d) Assists the Commander in all administrative matters.

   (e) Coordinates daily, weekly, monthly, and yearly schedules as required, resolving conflicts when they arrive.

   (f) Acts as division officer for enlisted personnel assigned to the Admiral's office.

   (g) Assists with and coordinates official social functions at the Commander's quarters, as directed.

   (h) Ensures Very Important Persons (VIP) and distinguished visitors have proper quarters and transportation. Coordinates all visits as required.

   (i) Other duties as may be assigned.

5. (N00S) Secretary

a. Tasks

(1) Provides assistance to offices and departments, coordinates and prepares information, administrative tasking,
and correspondence, completes projects and requests for information from higher headquarters as designated by the Commander, Executive Director and COS.

(2) Responds to inquiries and administrative taskings brought to the Commander or the Executive Director by members of the staff, other Navy, DoD, or federal organizations, congressional staff, state and local officials.

(3) Receives and screens correspondence submitted for the Commander, Executive Director or COS’s signature for clarity of thought, completeness, grammatical and procedural accuracy.

(4) Drafts and types a variety of correspondence for signature of the front office, including personal and official letters, and memorandums.

(5) Verifies, gathers, assembles, and prepared reports pertaining to travel obligations to include mid-year review, protocol budget, and annual travel budget.

(6) Controls and maintains the signature facsimile stamp, and signature software for COMNAVRESFORCOM and uses it with a keen sense of discretion on travel orders, awards, or personal correspondence for COMNAVRESFORCOM as directed by the Executive Director or COS.

(7) Exercises control over the appointment calendars for daily events involving the Executive Director and COS. Assists the flag writer and flag aide with the Commander’s appointment calendar.

(8) Screens all calls and visitors, answering questions, and completing most business involving established policy or routine matters without referral to the Executive Director or COS.

(9) Arranges conferences, meetings, and briefings, establishing time and place.

(10) Maintains personal contact with and performs liaison functions for Executive Director and COS while they are TAD.

(11) Maintains a close analysis of items on hand purchased with Official Representation Funds.

(12) Attends weekly line-up meeting. Prepares and distributes minutes if requested by Executive Director or COS.
(13) Responsible for all official mail addressed to the Commander, Executive Director and COS.

(14) Has supervisory responsibility for one office automation technician and protocol assistant.

(15) Acts as protocol officer for COMNAVRESFORCOM. Directs and coordinates activities for visiting foreign dignitaries and local VIPs. Maintains VIP address lists for ceremonies and liaisons with other protocol offices in the Norfolk area regarding any visitors to COMNAVRESFORCOM. Prepares name tags, conference rooms, arranges for refreshments, etc.

b. Knowledge

(1) Sound foundation of administrative concepts and practices.

(2) Knowledge of:

(a) COMNAVRESFORCOM's views sufficient to affect necessary liaison between superior and subordinate commands in the exchange of information and be able to assist the Executive Director and COS with inherent administrative tasks.

(b) Principles and practices of office administration, and COMNAVRESFORCOM policies, preferences, and procedural matters to relieve the complex and diverse administrative burdens of the office.

(c) Required correspondence, message, formats, grammar, spelling and punctuations.

(d) Protocol with respect to higher echelons, other military activities or government officials due to frequency of interaction.

(e) Key public and civic officials who have an interest in the Navy and Navy Reserve programs.

(3) Skill in:

(a) Advising and instructing other administrative/clerical support personnel, and staff members.

(b) Oral and written communications.
(c) Planning, organizing, and coordinating work in dynamic situations where workload priorities and deadlines are constantly changing.

(d) Typing at a high level of proficiency.

(e) Operation of various word processing software and office automation features.

(4) Public relations acumen is vital in this highly visible position.

6. (N00W) Flag Writer

a. Tasks. Responsible for action on matters relating to Flag Office routine. Performs the following duties:

(1) Assists in coordinating daily, weekly, monthly, and yearly schedules for the Commander.

(2) Assists with travel arrangements for the Commander, as directed.

(3) Tracks and prepares FITREPS for the Commander’s signature on all officers for whom COMNAVRESFORCOM is the reporting senior. Ensures the FITREPs are mailed.

(4) Prepares official and personal correspondence, as directed.

(5) Assists with coordination of VIPs and distinguished visitor visits, as directed.

(6) Reviews and directs correction of correspondence, if required, prepared for the Commander’s review or signature. Logs in/out and tracks correspondence prepared for the Commander’s review or signature.

(7) Serves as the Commander’s receptionist, in the absence of the Executive Secretary.

(8) Maintains the Commander’s correspondence files in the absence of the Executive Secretary.

(9) Performs other duties as may be directed.
1. **Inspector General (IG) (N002)**

   a. **Inspector General**

   (1) **Mission.** Provides sound, impartial advice to COMNAVRESFOR on matters affecting efficient, ethical operations. Additionally, the Inspector General provides assistance to Navy Reserve Force commands and individuals to help ensure the highest levels of readiness, effectiveness, discipline, efficiency, integrity, and public confidence.

   (2) **Functions**

      (a) Serves as confidential agent to COMNAVRESFOR on matters affecting military efficiency and discipline.

      (b) Serves as principal advisor to COMNAVRESFOR on all command evaluation, management control, and audit matters.

      (c) Conducts inspections, investigations and provides reports as directed by higher authority.

      (d) Ensures cooperation of Navy Reserve claimancy with the Navy Inspector General.

   (3) **Command Relationships**

      (a) SA to COMNAVRESFOR.

      (b) Liaises directly with the Navy Inspector General and the Naval Audit Service and indirectly with Department of Defense Inspector General.

      (c) Per SECNAVINST 5430.7B, Inspector Generals assigned to Echelon II commands shall be either a commissioned officer in the pay-grade of O-6 or higher, or, if a civilian, in the pay-grade of GS-15 or higher and will be assigned as full time, dedicated IG’s who bear that title.

   (4) **Key Processes**

      (a) Administers the Navy Reserve Force inspection program under guidelines established by higher authority.

   1-21 Enclosure (1)
(b) Reviews, processes, and responds to allegations of wrongdoing received from various sources.

(c) Investigates and responds to the Navy Reserve Fraud, Waste, and Abuse Hotline.

(5) Tasks

(a) Inquires into and reports on matters of importance to COMNAVRESFOR including readiness, mission performance, safety, economy, effectiveness, efficiency, discipline, morale, and welfare of the Navy Reserve.

(b) Provides COMNAVRESFOR with a continuing assessment of organizational structure, operational, and administrative management practices pertaining to operations, personnel, material, and fiscal control.

(c) Identifies problem areas, situations, or circumstances that affect mission performance.

(d) Performs inspections, investigations, inquiries, surveys, studies, and analysis as directed by COMNAVRESFOR and higher authority.

(e) Exercises broad authority over all Inspector General Activities throughout the Navy Reserve claimancy.

(f) Assigns and coordinates inspection jurisdiction to ensure all subordinate NRAs are periodically assessed.

(g) Conducts orientation instruction for officers serving as commanders, commanding officers, senior inspectors, civilian personnel who assist the Inspector General and for acting Inspector Generals.

(h) Maintains liaison with the Navy Inspector General.

(i) Maintains inspection reports for all echelon III and IV Reserve commands and investigations reports conducted on Navy Reserve units and members.

(j) Reviews Inspector General reports and forwards comments and recommendations to COMNAVRESFOR as appropriate. Analyzes inspection finding, assigns responsibility for corrective actions, and evaluates action taken.
(k) Receives, reviews, processes complaints and requests for assistance and ensures appropriate action is taken.

(l) Provides recommendations to correct conditions that adversely impact financial management, mission accomplishment, or the integrity of the command.

(m) Examines internal practices and procedures to determine adequacy and effectiveness.

(n) Monitors correction of deficiencies revealed by inspections and investigations.

(o) Monitors indicators that gauge the effectiveness of command financial management and resource usage. Recommends corrective measures and/or refinements to existing programs considered critical to the safeguarding of command resources.

(p) Provides guidance to field activities on command evaluation matters.

(q) Serves as focal point for all actions related to audits, surveys, and reviews performed by external audit agencies.

(r) Functions as the Operational Support Officer (OSO) for the Inspector General’s Reserve Unit program. Responsible for fiscal oversight and execution of IG office RPN budget, as well as tasking and supervision of SELRES IG personnel on ADT/IDTT orders in support of Navy or COMNAVRESFORCOM IG emergent requirements.

(6) Knowledge

(a) Graduate of Naval Inspector General School curriculum. Navy Officer Billet Classification (NOBC) 9960 required.

(b) Working knowledge of:


2. The Joint Ethics Regulation (JER), Standards of Conduct, and the Navy Audit Service processes.
(c) Broad knowledge of COMNAVRESFOR, COMNAVRESFORCOM, and COMNAVAIRFOR inspection programs.

(d) Ability to:

1. Apply sound, independent judgment in executing various duties involved with investigating and evaluating allegations of wrongdoing by members of the Navy Reserve Force.

2. Establish and maintain effective working relationships within all levels of COMNAVRESFOR as well as other commands.

3. Supervise subordinate staff.

(e) Effective telephonic communication skills including the ability to objectively conduct telephone interviews with Hotline complainants and provide knowledgeable counseling in sensitive situations.

(f) Persuasive writing and public speaking skills. Strong ability to deliver effective presentations to diverse audiences ranging from a small classroom environment to larger instructional symposia.

b. Deputy Inspector General

(1) Tasks

(a) Act on behalf of the IG in their absence.

(b) Inquires into and reports on matters of importance to COMNAVRESFOR including readiness, mission performance, safety, economy, effectiveness, efficiency, discipline, morale, and welfare of the Navy Reserve.

(c) Provides COMNAVRESFOR with a continuing assessment of organizational structure, operational and administrative management practices pertaining to operations, personnel, material, and fiscal control.

(d) Identifies problem areas, situations, or circumstances that affect mission performance.

(e) Performs inspections, investigations, inquiries, surveys, studies, and analysis as directed by COMNAVRESFOR and higher authority.
(f) Exercises broad authority over all IG activities throughout the Navy Reserve claimancy.

(g) Assigns and coordinates inspection jurisdiction to ensure all subordinate NRAs are periodically assessed.

(h) Conducts orientation instruction for officers serving as commanders, CO, senior inspectors, civilian personnel who assist the IG and for acting IGs.

(i) Maintains liaison with the Navy IG.

(j) Maintains inspection reports for all Echelon III and IV Reserve commands and investigation reports conducted on Navy Reserve units and members.

(k) Reviews IG reports and forwards comments and recommendations to COMNAVRESFOR as appropriate. Analyzes inspection findings, assigns responsibility for corrective actions, and evaluates action taken.

(l) Receives, reviews, processes complaints and requests for assistance, and ensures appropriate action is taken.

(m) Provides recommendations to correct conditions that adversely impact financial management, mission accomplishment, or the integrity of the command.

(n) Examines internal practices and procedures to determine adequacy and effectiveness.

(o) Monitors correction of deficiencies revealed by inspections and investigations.

(p) Monitors indicators that gauge the effectiveness of command financial management and resource usage. Recommends corrective measures and/or refinements to existing programs considered critical to the safeguarding of command resources.

(q) Provides guidance to field activities on command evaluation matters.

(r) Serves as focal point for all actions related to audits, surveys, and reviews performed by external audit agencies.
(s) Functions as the OSO for the IG’s Reserve Unit program. Responsible for fiscal oversight and execution of IG office RPN budget, as well as tasking and supervision of SELRES IG personnel on ADT/IDTT orders in support of Navy or COMNAVRESFORCOM IG emergent requirements.

(2) Knowledge

(a) Graduate of Naval IG school curriculum.

(b) Working knowledge of the:


2. JER, Standards of Conduct, and Navy Audit Service processes.

(c) Broad knowledge of COMNAVRESFOR programs and COMNAVRESFORCOM/COMNAVAIRFORCES inspection programs.

(d) Ability to:

1. Apply sound, independent judgment in executing various duties involved with investigating and evaluating allegations of wrongdoing by members of the Navy Reserve Force.

2. Establish and maintain effective working relationships within all levels of COMNAVRESFOR, COMNAVRESFORCOM, and COMNAVAIRFORCES as well as other commands.

3. Supervise subordinate staff.

(e) Persuasive writing and public speaking skills. Strong ability to deliver effective presentations to diverse audiences ranging from a small classroom environment to larger instructional symposia.

c. Investigation Program Manager

(1) Tasks

(a) Operate as a fully-accredited representative of the IG. Interface with management and executive management at all levels within the Navy Reserve Force, OPNAV, DoD, members of Congress, their staff, and other Federal agencies.

1-26  Enclosure (1)
(b) Serves as the staff technical expert and advisor on complex investigations involving payroll fraud, travel fraud, material substitution, personnel management, sexual harassment, waste or mismanagement of resources (e.g., funds, material, personnel), procurement and contracting, and standards of conduct violations.

(c) Manage the Navy Hotline Program, Military Whistleblower Program, Congressional Hotline Inquiries Program, and the Fraud, Waste, and Abuse Prevention Program.

(d) Become thoroughly familiar with performance assessments of Navy Reserve Force organizational and individual practices, using statistical analysis and organizational assessment tools to identify individual, organizational, and systemic weaknesses.

(e) Supervise personnel assigned to the Investigations Division. Plan and direct the work of subordinate personnel, approve all written reports and correspondence, provide guidance in the conduct of field investigations, provide final review of all investigations to ensure completeness, timeliness, independence, and accountability prior to submission to the IG. Ensure subordinate employees receive appropriate training and employee-development opportunities.

(f) Maintain familiarity with the Navy Reserve Force Audit Liaison Program. Be aware of and assist in tracking various audits throughout the Reserve Force claimancy. Assists the Audit Manager and Audit Liaison representative.

(g) Personally conducts investigations in response to complaints made to DODIG, NAVINSGEN, U.S. Fleet Forces IG, and members of Congress, when sensitivity or complexity of subject matter have the potential for far-reaching ramifications, including media attention and high-level interest. Handle the most sensitive cases involving the senior officers within the claimancy.

(h) Conducts and guides Military Whistleblower investigations in accordance with DoD and NAVINSGEN guidelines.

(i) Direct responses to complaints received from DoD, DON, Office of Legislative Affairs, the Navy Reserve Force Hotline, and other government Hotline complaint systems as well as inquires received from Congressional sources and the chain of command.

1-27 Enclosure (1)
(j) Review and analyze subordinate command responses for independence, completeness, objectivity, adherence to directives, and reasonableness of conclusions.

(k) Conduct life cycle management of all complaints within the claimancy. Prepare statistical analysis of case trends by subject matter, location, gender of persons involved, status of persons involved (i.e., military or civilian, officer or enlisted), and percent of total cases substantiated, or as directed.

(1) Knowledge

(a) Expert knowledge of pertinent laws, regulations, policies, and precedents that affect the use of program and related support resources in the area studied to draw conclusions in investigations, and identify appropriate remedies to lessons learned from audit and investigations analysis.

(b) Comprehensive knowledge of COMNAVRESFORCOM and Navy Region Mid-Atlantic organizations, substantive programs, operations and issues in their relationship to other activities and private industry.

(c) Working knowledge of Titles 5, 10 and 18 U.S. Code, and other areas such as manpower and personnel, accounting, Personnel Support Activity (PSA)/Personnel Support Detachment (PSD) operations, and contract writing to evaluate compliance with these laws, regulations, and procedures.

(d) Masters a broad range of DOD and DON investigation, integrity, audit, and compliance programs and support directives. Detailed working knowledge of principles, concepts, and methodology of DoD/DON programs to combat fraud, waste, abuse, and the implementing directives to allow proper structuring, development, management, analysis, and evaluation.

(e) Knowledge of major issues, program goals and objective, work process and administration operations of investigation, auditing and assessment to independently perform investigations and audit assignments; review reports of investigations conducted by subordinates and analyze audit similarities.

(f) Knowledge and professional skill to independently plan, coordinate, and conduct complex and sophisticated inquiries and investigations, using state-of-the-art techniques and methodology.
(g) Knowledge of analytical techniques as statistical analysis and cost analysis in order to develop trend lines, calculate percentages, determine averages, and deviations from average; calculate cost of contract man-hours, determine cost of loss, amount of pay back and various costs affected by less than optimum contract performance.

(h) Knowledge of and skill in using management information systems, office automation systems and processes, computer applications, principles, and techniques, including ability to develop and implement new automated systems, including Microsoft Access, for control and support of interrelated program operations.

(i) Skill in written and oral communication sufficient to prepare and present findings and recommendation regarding complex issues based on analysis and evaluation, carry out specific actions regarding controversial issues, and/or sell or implement new ideas and concepts including the preparing and presentation of reports, proposals, charts, and graphs.

d. Investigator

(1) Tasks

(a) Conduct and review investigations and oversight. Write reports based upon findings or review of reports.

(b) Analyzes collected data in accordance with appropriate guidelines. Assignments are characterized by controversy, differences of opinion, and interpretation. Must deal with a wide variety of persons as both complainants and subjects of investigation, both civilian and military (Officers and Enlisted) and contractors.

(c) Assignments may involve conflicts of interest and standards of conduct violations, which may interrelate with factors in ongoing cases being investigated by other agencies.

(d) Decisions made may involve determining an appropriate and adequate investigative strategy, methodology, the adequacy of legal and administrative actions, and the fairness/reasonableness of the investigative plan. The supervisor reviews decisions prior to dissemination.
(e) Must be alert to findings indicating possibility of systemic problems, lack of proper controls and emergent trends. Suspected trends or problem areas are reported to the supervisor.

(2) Knowledge

(a) Must have completed the IG course.

(b) In-depth knowledge of a broad range of DoD and DON investigation, integrity, compliance programs, and supporting directives.

(c) Working knowledge of principles, concepts and methodology of DoD/DON programs to combat fraud, waste, and abuse, and the implementing of directives, to allow proper structuring, development, management, analysis, and evaluation.

(d) Working knowledge of Reserve organizations, substantive programs, operations, and issues.

(e) Knowledge and professional skill to plan, coordinate, and conduct complex and sophisticated inspections and investigations, using state-of-the-art techniques, and methodology as directed by the supervisor.

(f) Ability to:

1. Carry out policies and procedures and to direct and evaluate corrective actions within DON inquiries and investigations, using state-of-the-art techniques and methodology.

2. Work independently or as a member of an investigative/inspection team representing Reserve Forces and Navy Region North Central.

3. To write in a clear, concise manner as well as demonstrated skill in oral communications.

(g) Working knowledge of Titles 5, 10, and 18 U.S. code, is also necessary as these laws impact on the treatment of Federal civilian employees and military personnel.

(h) Working knowledge of EO, sexual harassment, and reprisal directives is required to provide a basis for review of subject cases.
(i) Must be computer literate in office management software such as: Microsoft Word, Access, and Power Point in the daily business routine, and knowledge of such office automation and information systems such as networking, electronic bulletin board usage, and inter-office communications.

e. IG Office Manager

(1) Tasks

(a) Manages all administrative items that pertain to the Navy Reserve IG’s Office. Ensures correspondence leaving is properly formatted, serialized, and filed. Maintains a serial log of all outgoing correspondence.

(b) Assistant to the Command Assessment Coordinator. Initiates correspondence with Echelon IV commands regarding upcoming command assessments. Maintains constant communication between COMNAVRESFOR (N002) and Echelon IV commands during and after the assessment. Ensures various lists and instructions needed for assessments are current and updated.

(c) Receives and processes Hotline complaints concerning any fraud, waste, and abuse cases. Has the ability to conduct investigations and submit findings to various organizations.

(1) Knowledge

(a) Understands all aspects of Naval correspondence.

(b) Familiar with most Microsoft Office applications.

(c) Graduate of the Naval IG curriculum. Has knowledge in how to conduct investigations, submit reports, and maintain case files.

f. Director of Assessments/Manager’s Internal Control (MIC) Coordinator/Risk Opportunity Assessment

(1) Tasks

(a) Director of Assessments

1. Coordinate logistics for all command assessment site visits.
2. Act as team leader for command assessment site visits.

3. Ensures proper follow-up procedures are adhered to for command assessment discrepancies.

4. Maintains a database of common discrepancy items to assist in the determination of Special Interest Items.

5. Maintains copies of COMNAVRESFORCOM and subordinate command assessment reports for a minimum of six years.

6. Ensures the COMNAVRESFOR Self Assessment Guide is updated to reflect the most recent policy guidance.

7. Train Subject Matter Experts for conducting command assessments.

(b) MIC Coordinator

1. Coordinates annual Reserve Force Statement of Assurance as directed by higher authority.

2. Conducts Force-Wide MIC training.

(c) Risk Opportunity Assessment


(2) Knowledge

(a) Director of Assessments

1. Be familiar with several inspection instructions, including SECNAVINST 5040.3A, SECNAVINST 5200.35E, SENAV M-5210.1, SECNAVINST 5210.8D, and SECNAVINST 5210.16.

2. Strong working knowledge of internal control processes and methodologies.
(b) MIC Coordinator

1. Performs MIC for manager's on Navy Knowledge Online (NKO).

2. Attends MIC Workshop.

3. Trains Echelon IV MIC managers.

(c) Risk Opportunity Assessment. Strong working knowledge of the Risk Assessment process.

g. Administrative Support

(1) Tasks

(a) Serves as the administrative assistant to the Reserve Force EO Advisor. Provides admin support as needed. Maintains a database for tracking all command climate executive summaries for all Reserve commands. Maintains and tracks all SITREPS and OPREPS for the Reserve Force.

(b) Prepares and maintains any administrative items that pertain to the Navy Reserve IG office. Formats and serializes all outgoing correspondence. Maintains a serial log of all outgoing correspondence. Assists in revising any instructions that fall under cognizance of COMNAVRESFOR IG.

(c) Assists the Command Assessment Coordinator in preparing SMEs prior to traveling on assessments. Generates all correspondence that pertains to command assessments.

(d) Maintains and updates sharepoint for COMNAVRESFOR IG and EOA website.

(2) Knowledge

(a) Working knowledge of the Naval IG Investigations Manual and investigative procedures including EEO Complaint Investigations and Hotline Investigations.

(b) General working knowledge of the JER, Standards of Conduct, and Navy Audit Service processes.

(c) Broad knowledge of COMNAVRESFOR, COMNAVRESFORCOM, and COMNAVAIRFORRES inspection programs.
(d) Ability to establish and maintain effective working relationships within all levels of COMNAVRESFOR/COMNAVAIRFOR\ as well as other commands.

(e) Effective telephonic communication skills including the ability to objectively conduct telephone interviews with Hotline complainants and provide knowledgeable counseling in sensitive situations.

(f) Full range of office clerical skills to include correspondence management, databases management, filing systems, and supply procedures.

2. **(N003) Director, Warrior and Family Support Programs**

   a. Mission. Assists with Reserve specific program guidance and material for the Ombudsman Program, Command Individual Augment Coordinator (CIAC), Yellow Ribbon Reintegration Program (YRRP), and associated family support programs. Seeks standardization of Ombudsman program, CIAC program, and YRRP programs throughout the Navy Reserve Force. Reports to the COMNAVRESFOR in the performance of duties.

   b. Functions

      (1) SA to COMNAVRESFOR.

      (2) Serves as the liaison between the Navy Family Program Manager and the Navy Reserve Force.

      (3) Supports and communicates with the Navy Reserve Force Ombudsman.

3. **(N00J) Judge Advocate**

   a. Mission. Provides advice, consultation, and assistance to COMNAVRESFOR and staff members in legal matters as directed by COMNAVRESFOR. Provides legal support for COMNAVRESFOR.

   b. Functions. Serves as the principal advisor to COMNAVRESFOR on all legal issues. Serves as Ethics Advisor to the Navy Reserve Force.
4. (NOOCP) Director Human Resources

a. Mission. Manages comprehensive claimancy-wide CIVPERS/EEO programs. Advises COMNAVRESFOR regarding establishment of policies, procedures, precedents, programs, guidelines, and other directives that will enable the claimancy to effectively carry out the DON's mission regarding CIVPERS and EEO programs. Advises COMNAVRESFOR, Commander, Naval Air Force Reserve (COMNAVAIRFORRES), and subordinate commands in applying CIVPERS/EEO program policies, procedures, precedents, and guidelines to their respective civilian work forces.

b. Functions. Oversight and coordination of both EEO and CIVPERS programs. Planning and policy-making authority in establishing, coordinating, and managing personnel policies, programs, civilian manpower resources, and activities for the total claimancy. Expert technical advisor on CIVPERS and EEO issues to COMNAVRESFOR, COMNAVAIRFORRES, and other headquarters staff. COMNAVRESFOR Command Deputy EEO Officer and principal classifier.

5. (NOOF) Comptroller (DC)

a. Mission. Provides the necessary policy, guidance, and direction to ensure formulation and submission of timely, accurate, high quality budgets that adequately address the mission and program needs of the claimancy.

b. Functions. Serves as principal advisor to COMNAVRESFOR in all matters related to financial management. Manages, directs, and coordinates budget execution of all General Funds allocated to the claimancy to ensure their proper use for mission and program support within the legal and regulatory guidelines associated with such funds.

6. (NOOP) Public Affairs

a. Mission. Provides advice, consultation, and assistance in all public affairs matters to COMNAVRESFOR, DCOSs, SAs, and any additional commands within the COMNAVRESFOR claimancy per COMNAVRESFOR.

b. Functions. Serves as principal advisor to COMNAVRESFOR on all public affairs issues.
7. (NO05A) Director, Safety

a. Mission. Performs Echelon II duties as COMNAVRESFOR Safety Director and assists with echelon III safety functions for COMNAVRESFORCOM and COMNAVAIRFORES. Manages comprehensive Fire Protection and Emergency Services and Safety Occupational and Health (SOH) Programs. Complying with applicable regulatory requirements. Establishes and implements policies, procedures, programs, and other directives providing a safe and healthy work environment for all personnel while attaining DON mission goals. Optimizes Total Force Readiness through raising employee’s awareness of their SOH responsibilities providing supervisors with the tools necessary to satisfy their SOH responsibilities.

b. Functions. Serves as the focal point within the command for SOH, Federal Fire and Industrial Hygiene-related matters. Oversight and coordination of both Fire and Safety programs for all commands within the claimancy is primarily accomplished through a combination of SOH Inspections and through use of the Enterprise Safety Applications Management System (ESAMS). Planning and policy-making authority in establishing, coordinating, directing, and evaluating the effectiveness of SOH policies, plans, programs, and procedures for the COMNAVRESFOR Claimancy. Expert technical advisor on fire and safety issues to COMNAVRESFOR, COMNAVRESFORCOM, COMNAVAIRFORES, and other headquarters staff.

8. Command Information Officer (DC)

a. Mission. Develops Information Management/Information Technology (IM/IT) strategies, policies, plans, architecture, standards, guidance, and process reinvention support for the claimancy and ensures developed and acquired IM/IT systems are efficient, interoperable, and consistent with the Navy’s vision.

b. Functions

(1) Strategic information technology and communications planning.

(2) Policy formulation, adaptation, and promulgation.

(3) Information technology and communications program oversight.

(4) Planning, programming, and budgeting for Force Information Technology.
(5) Functional Area Manager.

9. (NO1E) Force Equal Opportunity Advisor, (EOA)

   a. Mission. Serves as primary advisor and subject matter expert to Commanders and Command Managed Equal Opportunity (CMEO) Managers, and provides assistance to other members in the chain of command on Equal Opportunity (EO) issues. EOA provides EO briefings, training, and assist visits to subordinate commands.

   b. Function. EOA is highly encouraged to address graduating resident and Mobile Training Team (MTT) CMEO Manager classes. EOA shall not conduct command investigations into EO issues, but instead serves as an EO process advisor and reviewing subject matter expert.

10. (NO1F) Protocol

   a. Mission. Provides advice, consultation, and assistance on all protocol matters to Commander, Navy Reserve Force.

   b. Functions. Serves as the principal advisor to COMNAVRESFOR on all protocol matters. Responsible for overall management of Distinguished Visitors’ (DVs’) itineraries and organization of logistical support associated with visits.

11. (NO1G) Force Chaplain

   a. Mission. Provides advice, assistance, and consultation to COMNAVRESFOR/COMNAVAIRFORCES on matters relating to religion, religious ministry, and moral/ethical concerns, command morale, and quality of life issues. In performing the responsibilities as an area coordinator, coordinates the provision of religious ministry in the region. Provides advice to Chief of Chaplains on matters concerning religious ministry within the claimancy. Provides advice, resources and information, and training to claimancy chaplains/religious programs.

   b. Functions

      (1) Serves as principal advisor to COMNAVRESFOR and COMNAVAIRFORCES on religious, moral, spiritual, and ethical matters.

      (2) Serves as an advisor to the Chief of Chaplains on religious ministry matters within Navy Reserve claimancy.
(3) Serves as advisor to Navy Reserve chaplains on Chief of Chaplain policies, goals, and initiatives.

(4) Responsible for matching Navy Reserve chaplain/Religious Program Specialist (RP) assets with emerging needs/requirements.

(5) Coordinates Reserve Chaplain support for military funerals. Implements staff training on Quality of Life issues.

(6) Plans and programs readiness training for Chaplains and Religious Program Specialists.

12. (N01M) Force Surgeon

   a. Mission. Establishes policy and issues guidance related to Medical Department and Navy Reserve Health of the Force issues. Provides advice, consultation, and assistance to COMNAVRESFOR claimancy in all Medical Department matters as directed by COMNAVRESFOR. Disability program manager for COMNAVRESFOR.

   b. Functions

      (1) Issue guidance to enhance Navy Reserve Force Health protection and medical readiness, per all pertinent DoD, DON, and BUMED policies and instructions.

      (2) Provides advice, consultation, and assistance to entire COMNAVRESFOR claimancy in all Medical Department matters.

      (3) Reviews and provides council on accession, retention, mobilization screening, and physical risk classification standards, interpretation and other medical issues, as necessary.

      (4) Serves as point of contact (POC) for Functional Area Manager of Navy Reserve Medical Data Management and Interoperability.

13. Security (N01S)

   a. Security Manager

      (1) Mission. Reports to COMNAVRESFOR concerning the verification and follow up on the security clearance status of all Navy Reserve personnel and evaluates the sensitivity of civilian positions.
(2) Function. SA to COMNAVRESFOR.

(3) Command Relationship. Interacts with CNO (N09N2), to provide direct, up-to-date information and personnel security support to the COMNAVRESFOR claimancy. Liaises with Defense Security Service, Navy Criminal Investigative Service, Department of the Navy Central Adjudication facility (DONCAF), and various DOD components on higher authority operational issues and concerns. Maintains liaison with OSOs from Fleet Commanders, TYCOMs, numbered fleets, Navy enterprises, Joint and Unified Commands, etc., for issues concerning RC security clearance support.


(5) Tasks

   (a) Arranges for personnel security investigations and ensures all requirements for investigations are valid.

   (b) Documents investigation results and requests additional investigation information when results present vague or contradictory information.

   (c) Conducts investigations of locally assigned personnel before recommending or granting access to sensitive information and determines eligibility for access based on results of the local investigations.

   (d) Advises division/department heads and individuals of procedures in adverse security determinations as well as employee rights.

   (e) Provides subordinate commands with guidance, interpretation and operational assistance in the Joint Personnel Adjudication System (JPAS).

   (f) Reviews and updates the COMNAVRESFORCOM security instructions in the areas of classification, safeguarding, transmission, and destruction of classified information.

   (g) Provides subordinate commands with guidance, interpretation, and operational assistance in the preparation and submission of the Electronic Questionnaire for Investigative Processing (E-QIP).
(h) Ensures threats to security and other security violations are reported, recorded, and when necessary, investigated.

(i) Develops and presents security briefings for all military and civilian personnel.

(j) Provides indoctrination briefs when individuals check onboard the command and delivers annual security refresher briefings that are relevant to local needs.

(k) Coordinates the presentation of special briefings such as the counter-intelligence, NATO, and Foreign Travel with appropriate providers.

(l) Provides security education input into the Plan of the Week, Security Guidance/Information Letter, and other media as appropriate.

(m) Develops and maintains databases for security programs as directed by the Security Manager to include but not limited to: personnel security clearance/access, personnel security investigation basis and dates, training, and briefings.

(6) Knowledge

(a) Possess specialized knowledge of personnel security program and methods for conducting personnel security investigations.

(b) The ability to function as a technical expert in security matters and ensure access is granted only where established guidelines are being met.

(c) Working knowledge of the following publications/instructions:

1. DoD 5200.2-R.

2. SECNAVINST 5510.30B.

3. SECNAVINST 5510.36A.

(d) In depth knowledge of JPAS utilized in the management of the command access authorization process and validation of personnel security clearance eligibility.
(e) The ability to determine the status of personnel security clearance investigation requests, record date PSQ sent, request DONCAF Research/Upgrade Eligibility (RRU), In/Out process new members, recording indoctrination, grant command interim access, report derogatory information under the continuous evaluation program, and process visit requests.

(f) Proficient in the use of the E-QIP program for processing personnel security investigations.

(g) Navy security education program and instructional techniques to develop and present security briefings.

(h) Office management principals and procedures to accomplish the administrative myriad of security related functions.

(i) Database management/development and the ability to generate reports in a variety of formats with specific information required.

(j) Prepare and deliver detailed reports and briefings regarding Navy Reserve Security Plans and projects.

(k) Establish and maintain effective working relationships with all levels of the COMNAVRESFORCOM staff.

b. Security Technician

(1) Tasks

(a) Reports to the COMNAVRESFORCOM Security Manager or in the absence of, reports to the COS, COMNAVRESFOR in performance of duties.

(b) Initiates verification and follows up on security clearance status of all Reserve personnel and evaluates sensitivity of civilian positions.

(c) Arranges for personnel security investigations and ensures all requirements for investigations are valid.

(d) Documents investigation results and requests additional investigation information when results present vague or contradictory information.
(e) Conducts investigations of locally assigned personnel before recommending or granting access to sensitive information and determines eligibility for access based on results of the local investigations.

(f) Advises division/department heads and individuals of procedures in adverse security determinations as well as employee rights.

(g) Provides subordinate commands with guidance, interpretation, and operational assistance in the JPAS.

(h) Reviews and updates the COMNAVRESFORCOM security instructions in the areas of classification, safeguarding, transmission and destruction of classified information.

(i) Provides subordinate commands with guidance, interpretation, and operational assistance in the preparation and submission of the E-QIP.

(j) Ensures threats to security and other security violations are reported, recorded, and when necessary investigated.

(k) Develops and presents security briefings for all military and civilian personnel.

(l) Provides indoctrination briefs when individuals check onboard the command and deliver annual security refresher briefings relevant to local needs.

(m) Coordinates the presentation of special briefings such as the counter-intelligence, NATO, and Foreign Travel with appropriate providers.

(n) Provides security education input into the Plan of the Week, Security Guidance/Information Letter, and other media as appropriate.

(o) Develops and maintains databases for security programs as directed by the Security Manager to include but not limited to: Personnel Security clearance/access, personnel security investigation basis and dates, training, and briefings.

(2) Knowledge

(a) Possess specialized knowledge of personnel security program and methods for conducting personnel security investigations.
(b) The ability to function as a technical expert in security matters and ensure access is granted only where established guidelines are met.

(c) Working knowledge of the following publications/instructions: DoD 5200.2-R, SECNAVINST 5510.30B, SECNAVINST 5510.36A.

(d) In-depth knowledge of JPAS utilized in the management of commands access authorization process and validation of personnel security clearance eligibility.

(e) The ability to determine the status of personnel security clearance investigations request, record date PSQ sent, request DONCAF RRU, in/out process new members, recording indoctrination, grant command interim access, report derogatory information under the continuous evaluation program, and process visits request.

(f) Electronic Questionnaire for Investigations processing (E-QIP) programs utilized in processing personnel security investigations.

(g) Navy security education program and instructional techniques to develop and present security briefings.

(h) Office management principals and procedures to accomplish the administrative myriad of security related functions.

(i) Database management/development and the ability to generate reports in a variety of formats with specific information required.

(j) Prepare and deliver detailed reports and briefings regarding Navy Reserve Security Plans and projects.

(k) Establish and maintain effective working relationships with all levels of the COMNAVRESFORCOM staff.
CHAPTER 1

Section IV - Organizational Directorate Codes

1. (N1) Manpower and Personnel


b. Functions

(1) Serves as principal advisor to COMNAVRESFOR in all matters relating to manpower and personnel issues. Exercises overall management of assigned Active Duty, FTS, and SELRES manpower, develops procedures for administration, and directs implementing approved SELRES manpower plans and personnel policies. Assists CNO (OPNAV N095) in determining Navy Reserve manpower and personnel requirements and in developing manpower and personnel plans and policies affecting the Navy Reserve. Advises and assists COMNAVRESFOR in general administration and management of subordinate activities in all matters relating to manpower and personnel.

(2) Administers overall management of SELRES manpower; develops guidance and procedures for implementation, control, and management of approved manpower plans and authorized programs; develops and manages SELRES officer and enlisted assignments.

(3) Administers overall management of the Navy Reserve retention program; serves as principal advisor to COMNAVRESFOR on matters concerning retention; responsible for formulating policy on retention.

2. (N2/N9) Intelligence and Information

a. Mission. Initiates, coordinates, reviews, and ensures compliance with policies pertaining to the Navy Reserve Intelligence Enterprise and Navy Reserve Information Operations Enterprise. Policies encompass the Reserve Component (RC) Force structure and its alignment with the Active Component (AC), training and education standards for officer and enlisted Intelligence and Information Operations (IO) personnel, and interpretation and implementation of total force intelligence/IO policies promulgated by the Director of Naval Intelligence (DNI) and the Commander, Naval Net-Centric Warfare Command.
Oversees the execution of reimbursable accounts established by COCOMs, national agencies, and other units to fund Navy Reserve intelligence and IO manpower and will allocate resources for unplanned Active Duty Training (ADT) manpower requirements, in support of intelligence, counter-intelligence, intelligence-related, or information operations missions.

b. Functions

(1) Serves as the principal advisor to COMNAVRESFOR on all matters pertaining to the intelligence and IO communities.

(2) Serves as primary linkage between COMNAVRESFOR and the Echelon IV commands: Commander, Naval Intelligence Reserve Command (CNIRC) and Commander, Naval Net-Centric Warfare Group (NNWG), as well as Echelon I counterparts.

(3) Represents Office of the Chief of Navy Reserve (OCNR) Intelligence and IO interests as the Echelon II N2/N9 when necessary.

3. (N3) Operations

a. Mission. Liaisons with Navy and Joint commands, primarily at the Echelon II/III levels, in an effort to ensure RC operational support to AC missions.

b. Functions

(1) Serves as principal advisor to COMNAVRESFOR on matters related to Navy Reserve operational support.

(2) Manages the entire Navy Reserve Force Discretionary RPN accounts consisting of ADT, Inactive Duty Training Travel (IDTT), and Additional Drills and formulates policy related to order writing and Discretionary RPN account expenditures.

(3) Oversees the mobilization of the Navy Reserve Force as directed by CNO and USFF.

(4) Oversees the Navy Reserve Order Writing System (NROWS) and the link between NROWS and the Defense Travel System (DTS).
4. (N4) Logistics


b. Functions

(1) Develops policy and directs, supervises, and coordinates logistics functions of the Navy Reserve Force.

(2) Provides technical and administrative assistance on matters relating to supply support required to maintain readiness of Reserve activities.

(3) Serves as COMNAVRESFOR logistics specialist for Hazardous Material Control and Management (HMC&M)/Consolidated Hazardous Material Reutilization and Inventory Management (CHRIMP) Program Manager and the centralized point of contact for all matters relating to HMC&M programs.

(4) Serves as the centralized point of contact for all matters relating to the Department of Defense Activity Address Code (DODACC). Liaises with Defense Finance and Accounting System (DFAS), Cleveland, concerning all changes, additions, and deletions.

(5) Provides supply technical assistance, customer service, consumable support, financial accounting records, and plant/minor property reporting for headquarters staffs.

(6) Coordinates, executes and documents the Government Travel Charge Card (GTCC) program for COMNAVRESFOR; provides policy guidance for subordinate echelons.

5. Contracts, (N00CT)

a. DCOS (N00CT)

(1) Mission. Provides contract support to the Navy Reserve Force.

(2) Functions

(a) Develops policy and directs, supervises, and coordinates contract functions of the Navy Reserve Force.

(b) Provides technical and administrative assistance on matters relating to contract support required to maintain readiness of Reserve activities.
(c) Serves as the centralized point of contact for all matters relating to contract activities. Liaises with DoD contracting agencies concerning all contract matters.

(d) Provides contract technical assistance, customer service, and financial accounting records for headquarters staff.

(e) Coordinates, executes, and documents the Contractor Verification System program; provides policy guidance for subordinate echelons.

(3) Command Relationships. Serves as the technical specialist and advisor to all COMNAVRESFOR activities on contracting issues and standards. Liaisons between COMNAVRESFOR commands and all outside government contracting agencies.

(4) Key Processes

(a) Prepares correspondence, directives, regulations, and notices concerning contract policy for Reserve Activities.

(b) Serves on senior planning groups to ensure contract procedures reflect Navy and Navy Reserve policy.

(c) Provides assistance in budgeting, funding, and procurement of contract services to COMNAVRESFOR.

(d) Manages, monitors, and provides oversight and supervision of all Navy Reserve contract functions including financial record keeping.

(e) Program manager for the Contractor Verification System for the claimancy.

(f) Develops and administers formal and informal contract training for all COMNAVRESFOR activities during seminars, workshops, and conferences.

(g) Prepares COMNAVRESFOR Acquisition Strategy in accordance with the Management and Oversight Process for the Acquisition of Services (MOPAS 2), COMNAVREFORINST 4215.1 series.

(h) Provides oversight for the National Guard and Reserve Equipment Authorization (NGREA) contracts. Tracks NGREA funding execution.
(5) **Tasks**

(a) Directs, supervises, and coordinates contract functions of the Navy Reserve Force.

(b) Participates in senior-level planning conferences and ensures the contract aspects of long and short-range plans are well integrated, internally coherent, and consistent with COMNAVRESFOR policies and missions.

(c) Maintains liaison and coordination with contract matters among DoD contracting agencies.

(6) **Knowledge**

(a) Working knowledge of contract operations and budgeting functions.

(b) Ability to:

1. Manage and supervise subordinate staff composed of military, civilian, and contracted personnel.

2. Establish and maintain effective working relationships with all echelons of the Navy Reserve Force.

(c) Possesses broad knowledge of COMNAVRESFOR programs and ability to apply sound, independent judgment in implementing and executing the various duties involved with contract management programs.

(d) Has a working knowledge of microcomputer systems and business applications software.

b. **Contract Manager (N00CT)**

(1) **Tasks**

(a) Formulates, processes, and manages all files, logs, and reports for the current and past five fiscal years.

(b) Ensures timely and regular follow-up on all outstanding contracts for present and past fiscal years.

(c) Formulates budget estimates and administers funding for contracts; to include out year funding requirements.
(d) Ensures contract documents, reports, and files are maintained and submitted in a timely manner. Ensures recoupment and distribution of excess funds.

(e) Liaisons with the comptroller staff to ensure all financial documents, reports, and files are managed and submitted as required.

(f) Manages and provides oversight for the preparation of Performance Work Statements/Statements of Work to ensure requirements and deliverables are clearly stated.

(2) Knowledge

(a) Familiarity with Navy publications, instructions, notices, and regulations pertaining to the operations of contract and financial systems.

(b) General knowledge of personnel management, financial management, procurement, and budget procedures.

(c) Ability to effectively communicate orally and in writing to the various departments.

c. Contract Manager Assistant (N00CT)

(1) Tasks

(a) Maintains the funding for contracts.

(b) Reviews and processes monthly reports for contracts.

(c) Initiates all correspondence pertaining to contracts.

(2) Knowledge

(a) Contract and financial knowledge.

(b) Working knowledge of contract regulations pertaining to the operations of contracts and financial systems.

(c) Working knowledge of invoice processing procedures.
6. **(N5) Plans and Policy**

   a. **Mission.** Initiates, coordinates, reviews Navy Reserve deliberate and future planning force structure, and CNIC liaison policy matters and issues. Develops and disseminates Navy Reserve priorities (including facilities), and matches future resources to requirements. Manages, plans, implements, and evaluates the following programs: Program Objectives Memorandum (POM), CNIC Military Construction (MILCON), Military Construction Navy Reserve (MCNR), Sustainment Restoration & Maintenance (SRM), and Special Program Projects (SPP) facility projects. Identifies, coordinates requirements and capabilities developed from the Navy Force Plan. Formulates force structure and provides programmatic resource requirements directing the development of POM submission. Provides assessments of programs and directives and adjusts for out year procedures.

   b. **Function.** Serves as the principal advisor to COMNAVRRESFOR on all matters pertaining to Force plans, requirements, and resources. Provides recommendations and analysis on all internal and external development plans, requirements and resources evaluating impact, and directing implementation strategy for the Navy Reserve Force.

7. **(N6) Command Technology Officer**

   a. **Mission.** Provides quality, innovative, cost effective communications, and information systems focused on meeting customer requirements within budgetary constraints.

   b. **Functions**

      (1) Strategic Information Technology and Communications Planning.

      (2) Policy formulation, adaptation, and promulgation.

      (3) Integration of technical and functional requirements.

      (4) Information technology and communications program oversight.

      (5) Deployment and implementing guidance.

      (6) Information and communications resource/financial accountability.
(7) Planning, programming, and budgeting for force information.

8. (N7) Training
   

   b. Functions. Provides overall policy guidance for the training and education of the Navy Reserve Force.

9. COMNAVRESFOR N00F/N8 Comptroller/Financial Resources
   
a. DCOS (N8)
      
      (1) Mission. Provides the necessary policy, guidance, and direction to ensure formulation and submission of timely, accurate, high quality budgets that adequately address the mission and program needs of the claimancy.

      (2) Functions. Serves as principal advisor to COMNAVRESFOR in all matters related to financial management. Manages, directs, and coordinates budget execution of all general funds allocated to the claimancy to ensure proper use for mission and program support within the legal and regulatory guidelines associated with such funds.

      (3) Command Relationships
         
         (a) Performs duties as Staff and Force Comptroller per SECNAVINST 7000.27A.

         (b) Reports directly to the Commander and ADDU to ASN(FMBC). Reports to Deputy, COMNAVRESFOR for matters pertaining to day-to-day financial management, and keeps the Deputy informed on the status of assigned programs and projects.

         (c) Reports directly to the COMNAVRESFOR for financial integrity and responsibility for over-obligation/over-expenditure of command funds per Section 31 USC 1517.

         (4) Key Processes. Establishes short and long-term financial goals, objectives, and related policy, which are realistic and responsive to COMNAVRESFOR's goals and priorities.
(5) Tasks

(a) Coordinates action on all matters related to COMNAVRESFOR resources including budget formulation, apportionment, justification, and execution.

(b) Formulates resource requirements necessary to achieve Navy Reserve program goals per Secretary of Defense (SECDEF), Secretary of the Navy (SECNAV), and CNO policy.

(c) Monitors and directs the execution of COMNAVRESFOR's financial plan, including effectiveness of use of resources, compliance with constraints, limitations, thresholds of flexibility, or other guidance as required by law, regulation, or policy of higher authority.

(d) Administers financial systems and procedures used in determining resource requirements, distribution, and use of allocated resources.

(e) Acts as the Navy Reserve lead agent in the planning and programming phases of the PPBE process.

(f) Tracks the POM with staff program managers and resource sponsors.

(g) Provides development of quantitative and qualitative measurements for programs, analysis of program performance to benchmarks, and identifying problem areas.

(h) Assists COMNAVRESFOR staff in the identification of any significant problem areas and the risk associated with funding levels provided by the FYDP.

(i) Makes long and short term recommendations for requirement and resource adjustments within the Navy Reserve support.

(j) Reviews and advises on the impact of programmatic changes in the Navy Reserve plan.

(k) Reviews program policy and provides recommendations to enhance Force readiness.

(l) Member of the CEB Resource Management Board (RMB).
(6) **Knowledge**

(a) Financial management, budget processes, and general Navy terminology as related to federal and DON policy applicable to fund planning/management and DoD/DON contract development/administration procedures.

(b) The organization, function, and operations of the Congress of the United States, governmental agencies, and military services within DoD.

(c) Detailed knowledge and understanding of budgetary and financial policies, precedent setting decisions, methods, procedures, and regulations to forecast and oversee program funding activities.

(d) Ability to apply a broad range of analytical methods, statistical approaches, work measurement tools, survey development, and data collection techniques.

(e) Skill in oral and written communication with an ability to prepare and present recommendations and solutions regarding complex issues based on analysis and evaluations.

b. **(N8A) Deputy Comptroller**

(1) **Tasks**

(a) Formulates resource requirements necessary to achieve Navy Reserve program goals per SECDEF, SECNAV, and CNO policy.

(b) Acts as Navy Reserve lead analyst in the planning and programming phases of the PPBE process.

(c) Tracks the POM with staff program managers and resource sponsors.

(d) Makes long and short term recommendations for requirement and resource adjustments within the Navy Reserve support.

(e) Assists COMNAVRESFOR staff in the identification of any significant problem areas and the risk associated with funding levels provided by the FYDP.

(f) Provides development of quantitative and qualitative measurements for programs, an analysis of program performance to benchmarks, and identifying problem areas.

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(g) Reviews and advises on the impact of programmatic changes in the Navy Reserve plan.

(h) Reviews program policy and provides recommendations to enhance Force readiness.

(i) Member of the RMB.

(2) Knowledge

(a) Financial management, budget processes, and general Navy terminology as it related to federal and DON policy applicable to fund planning/management and DoD/DON contract development/administration procedures.

(b) The organization, function, and operations of the Congress of the United States, governmental agencies, and military services with DoD.

(c) Detailed knowledge and understanding of budgetary and financial policies, precedent setting decisions, methods, procedures, and regulations to forecast and oversee program funding activities.

(d) Ability to apply a broad range of analytical methods, statistical approaches, work measurement tools, survey development, and data collection techniques.

(e) Skill in oral and written communication; ability to prepare and present recommendations and solutions regarding complex issues based on analysis and evaluations.

c. (N8A1) Administrative Support

(1) Tasks

(a) Administrative Support to the Comptroller, Deputy Comptroller, and military/civilian staff. Responsible for coordinating correspondence on matters related to Reserve Forces resources and the entire claimancy.

(b) Schedule DCOS and Deputy DCOS visitor and event calendar.

(c) Maintain correspondence tickler on deliverables.

(d) Serve as mail custodian for the code.

(e) Administrative support to the Pay Pool Manager.
(f) Coordinate DTS travel requirements for the Comptroller and Deputy Comptroller.

(g) Manage financial correspondence and budget submits from the Reserve Forces to OCNR, FMB and OSD budget submits utilizing SharePoint. Examples include, but not limited to budget exhibits and PowerPoint creation/data display in support of the following:

1. Monthly executive execution brief.
2. Mid-year
3. Budget Estimate Submissions
4. POM/PR Submissions
5. End of year close-out

(h) Coordinate/organize VTC/teleconferences, and liaison with Reserve Force staff and Executive office. Manage release, and archive briefs for internal and external audiences.

(i) Maintain Appointment/Termination Record - Authorized Signature form DD-577 required to appoint certifying officers/accountable officials in accordance with the Financial Management Requirements for personnel certifying and creating funding documents and vouchers.

(2) Knowledge

(a) Well versed in computer applications to include SharePoint, DTS, Microsoft Office products (Outlook, Excel, Project, PowerPoint, Access, Word, Visio), and Adobe Acrobat Prof.

(b) Knowledgeable about standard Navy filing principles, familiar with directives and instruction in regards to Naval writing policies and guidance.

d. (N81) Budget/Department Head Operations & Maintenance, Navy Reserve (OMNR)

(1) Tasks

(a) Formulates and disseminates OMNR, Other Procurement Navy (OPN), Overseas Contingency Ops (OCO), CN, National Guard & Reserve Equipment (NGRE), and Research Development Test & Evaluation (RDTE) budgetary

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guidance, based upon higher authority policy and procedures, to lower echelon commands and activities in the form of procedures, guidance, interpretations and reporting deadlines.

(b) Oversees the interpretation of budget policy and procedures guidance from higher authority and ensures the OMNR, OPN, OCO, CN, NGRE and RDTE budget submissions comply fully with that guidance.

(c) Coordinates and oversees the consolidation of budget submissions from Echelon III and IV commands. Based on his/her analysis of both resource levels and in-depth knowledge of Navy Reserve programs, reviews and evaluates the completed outcome for required adjustments and possible alternatives in order to remain within budget constraints. This involves development of alternative funding allocations affecting all programs in the Navy Reserve. Maintains direct liaison with counterparts at FMB, OCNR and Regional Component Commanders. Oversees final preparation and submission of BSO-72’s multi-year OMNR, OPN, OCO, CN, NGRE and RDTE budgets.

(d) Coordinates all OMNR, OPN, OCO, CN, NGRE, and RDTE reclams, appeals, and responses to questions from CNO, NAVCOMPT, Office of Secretary of Defense (OSD), Office of Management and Budget (OMB), and Congressional committees concerning the BSO’s multi-year OMNR, OPN, OCO, CN, NGRE, and RDTE budgets. Prepares responses to all Congressional inquiries relating to OMNR, OPN, OCO, CN, NGRE and RDTE matters.

(e) Formulates budget strategy and monitors execution of this strategy throughout the budget process.

(f) Oversees the funding allocation process ensuring resources received from NAVCOMPT are appropriately allocated and apportioned to the approved budget plan. Monitors and coordinates the performance of both the field and program managers throughout the budget execution process to assure timely and accurate obligation rates.

(g) Manages a continuous review of OMNR, OPN, OCO, CN, NGRE, and RDTE budget execution against approved plans for all programs. Identifies deviations from the plans, analyzes causes, and formulates and implements solutions.

(h) Monitors and oversees the preparation of the BSO level updates of the FYDP based on the POM, Program Decision
Memorandums (PDM), Program Budget Decisions (PBD), and Congressional actions. Monitor the decisions made during these actions to ensure their inclusion in the claimancy multi-year OMNR, OPN, OCO, CN, NGRE, and RDTE budgets.

(i) Serves as key advisor to top management regarding the financial feasibility and influence of command plans, policies, and decisions as they relate to the RPN account. Participates in formal and informal working groups, Quality Management Boards (QMB), meetings, conferences, and planning sessions to provide expert financial advice concerning operational and management program matters, and to maintain a constant awareness of current COMNAVRESFOR OMNR, OPN, OCO, CN, NGRE, and RDTE program plans and management needs.

(j) Prepares, analyzes, and submits recurring reports, special reports, and data compilations containing factual and interpretive OMNR, OPN, OCO, CN, NGRE, and RDTE information for use by top COMNAVRESFOR management and higher authority in assessing and maintaining the financial integrity and soundness of programs and assets.

(k) Allocates and apportions OMNR, OPN, OCO, CN, NGRE, and RDTE resources to field activities/program managers, monitors the obligation and expenditure of funds against prepared phasing plans, and reallocates funds as needed to support emergent requirements and achieve maximum utilization of funds.

(l) Coordinates tri-annual inspections of field activities, reviews inspection results, and determines proper courses of action for correction and follow-up.

(m) Formulates and provides guidance to field activities/program managers regarding OMNR, OPN, OCO, CN, NGRE, and RDTE financial policy and automated data systems as they relate to year-end closeout and other recurring reports and requirements.

(n) Oversees/supervises the Headquarters Comptroller shop and is therefore responsible for all tasks cognizant to that organization to include: budget formulation and execution, implementation of spend plans, contract/OPTAR management, headquarters civilian timekeeping, management of travel, and official representation funding.
(o) Oversees/manages the CNRF mid-year and end of year sweep-up processes; requires a thorough review/identification of available resources and consolidation of unfunded inputs from the field and headquarters and presentation to the Consolidated Evaluation Board and Requirements Review Board for prioritization.

(p) Exercises delegated supervisory authorities to include directing, coordinating, and overseeing work of other supervisors.

(q) Assures reasonable equity of performance standards and rating techniques developed by subordinates.

(r) Makes decisions on work problems presented by subordinate supervisors.

(s) Evaluates subordinate supervisors and serves as reviewing official on evaluations of non-supervisory employees rated by subordinate supervisors.

(t) Approves selections for subordinate non-supervisory positions.

(u) Provides advice, counselor instructions to individual employees on both work and administrative matters.

(v) Recommends awards or bonuses for personnel and changes to position classifications.

(w) Carries out EEO programs and promulgates EEO policies and guidance to subordinates.

(2) Knowledge

(a) This position requires expert knowledge, including theoretical, practical and applied, of the principles and objectives of federal government budget administration policies and procedures and the DOD Planning, Programming, Budgeting and Execution System (PPBES). Must have expert knowledge of NAVCOMPT, OSD, and OMB policies and procedures. MBA with a concentration in Financial Management and a previous Financial Management tour are required. A lack of either of these requirements requires prior approval by CNRF Comptroller.
(b) Experience/knowledge to plan, direct, and coordinate difficult and complex programs and activities as they relate to the RPN Appropriation.

(c) Mastery of budget formulation and execution in order to develop, apply, and adjust financial plans and policies to attain agency objectives.

(d) Expert knowledge of civilian personnel and EEO policies and guidance as needed to select, develop, and supervise a subordinate staff.

(e) Proficient in the ability to make oral and written presentations in a clear and concise manner.

(f) Demonstrated expertise in applying a high level of sound and independent judgment in the solution of financial problems and in the administration of a financial management program.

(g) Extensive in-depth knowledge of budgeting, accounting, and auditing disciplines to enable effective oversight, direction, and control.

(h) Demonstrated ability in establishing and maintaining effective working relationships with subordinate staffs and all levels of key management by exercising tact, ingenuity, and resourcefulness.

e. (N81A) OMNR Deputy Budget Director

(1) Tasks

(a) Senior civilian liaison for all OMNR Budget financial management policy and procedures within COMNAVRESFOR Organization.

(b) Coordinates budget controls, directs and performs continuing program execution review to ensure controls are not exceeded, provides analysis and appraisal of COMNAVRESFOR Appropriations, Operations and Maintenance, Navy Reserve, OMNR, OPN, RDTE, NGRE, and support programs (i.e. Counter Drug, NMCI, Air Operations, etc).

(c) Coordinates with the OMNR Budget director for budget strategies, and provides input to briefs to Senior Managers on program execution, providing recommendations to correct program variances or problem areas.
(d) Interprets guidance, develops phasing plans, prepares, oversees, and finalizes submission of Budget Exhibits via FM Systems, (i.e. JMS II, BOCS) for all Budget Cycles DON, OCO, OSD, President Budgets and certification of actuals). Completes Program Budget Information Systems (PBIS) uploads for Budget Line Items and Object classes, completes and loads issue papers, Papers/Reclaims for proposed cuts or changes (i.e. NC4 Functional Transfers). Completes multiple phasing plans during the required Budget submission and submits electronically to FMB.

(e) Answers data calls from higher authority, (Financial Management Board (FMB), OPNAV) coordinates responses between codes, and provides responses within required deadlines, which are often short fused.

(f) Provides interpretive and analytical advice on financial transactions and program execution; develops format and content to provide managers with various listing, reports, and data relative to status of funds and the propriety of obligations; and ensures the financial integrity, timeliness, accuracy and validity of supporting managerial accounting, budget execution, and financial management reports.

(g) Coordinates the development and reporting of cost/performance information in support of mission tasks for the organization.

(h) Promulgates approved financial management policies within the organization based on DON policy and develops and issues implementing procedures. Ensures compliance with internal controls.

(i) Reviews and prepares responses to reviews or audits; (i.e. FMB, GAO, DODIG), which involve financial management policy and procedure.

(j) Conducts management evaluation of issues of financial consequence raised in audit reports, budget reviews, and recommends alternatives for corrective action.

(k) Fills in for the Budget Director in his/her absence.

(l) Performs a minimum of 25 percent on supervisory duties.
1. Plans work, sets priorities, and schedules work as necessary to assure effective and expeditious accomplishment of priority work without adverse affect on regular and recurring work. Looks to improve production and quality of work.

2. Assigns work to subordinates based on employee's capabilities, priorities, and level of difficulty.


4. Interviews candidates and recommends hiring, promotions, etc.

5. Hears and resolves complaints, referring serious complaints lacking resolution to higher level supervisor. Takes disciplinary measures such as warnings and reprimands and recommends more serious disciplinary measure to higher supervision.

6. Identifies and arranges for employee development and training requirements.

7. Support and promote all aspects of the Equal Employment Opportunity Program and Affirmative Action Plan as directed by applicable laws and regulations and to communicate this support to employees assuring all employees will receive equal consideration in determining qualifications, selections, promotions, training, details, discipline, and awards.

(2) Knowledge

(a) Mastery of the concepts, principles, practices, laws, and regulations of budgeting and/or financing and their relation to subordinate and senior levels. Knowledge is sufficient to analyze national level programs; exceptionally large and complete programs; develop, recommend and implement budgetary/financial policies.

(b) Ability to interpret, assess, and project potential impact of new/revised Congressional legislation.

(c) Develops and renders authoritative interpretations of executive order, OMB guidance, within and across agency lines, and departmental guidance.
(d) Ability to lead, supervise, motivate, and counsel employees.

(e) Knowledge of basic supervisory/management principles, practices, procedures, and regulations.

f. (N82) RPN Director

(1) Tasks

(a) Formulates and disseminates RPN budgetary guidance, based upon higher authority policy and procedures, to lower echelon commands and activities in the form of procedures, guidance, interpretations, and reporting deadlines.

(b) Oversees the interpretation of budget policy and procedures guidance from higher authority. Ensures the RPN budget submissions comply fully with appropriate guidance.

(c) Manages the development and maintenance of multi-year RPN appropriation data base through collection of field and system data obtained from annual budget calls, input of headquarters level program management information, and policy and direction received from higher authority.

(d) Coordinates and oversees the consolidation of budget submissions from Echelon III and IV commands. Based on his/her analysis of both resource levels and in-depth knowledge of Navy Reserve programs, reviews and evaluates the completed outcome for required adjustments and possible alternatives in order to remain within budget constraints. This involves development of alternative funding allocations affecting all programs in the Navy Reserve, and requires knowledge and understanding of the impact of these alternatives on the mission capabilities of the Forces. Maintains direct liaison with counterparts at fleet staffs, the Chief of Naval Operations, and NAVCOMPT. Oversees final preparation and submission of BSO-72 RPN budgets.

(e) Coordinates all RPN reclamas, appeals, and responses to questions from CNO, NAVCOMPT, Office of Secretary of Defense (OSD), Office of Management and Budget (OMB), and Congressional committees concerning the BSO RPN budgets. Prepares responses to all Congressional inquiries relating to RPN matters.
(f) Formulates budget strategy and monitors execution of this strategy throughout the budget process.

(g) Oversees the funding allocation process ensuring resources received from NAVCOMPT are appropriately allocated and apportioned to the approved budget plan. Monitors and coordinates the performance of both the field and program managers throughout the budget execution process to assure timely and accurate obligation rates.

(h) Manages a continuous review of RPN budget execution against approved plans for all programs. Identifies deviations from the plans, analyzes causes, and formulates and implements solutions.

(i) Oversees the continuous monitoring of rate to determine cost growth or reduction and its subsequent impact on the current year funding constraints. Uses trend and formulates strategy to adjust programs appropriately in order to remain within budgeted controls.

(j) Monitors and oversees the preparation of the BSO level updates of the FYDP based on the POMs, PDMs, PBDs, and Congressional actions. Monitor the decisions made during these actions to ensure their inclusion in the claimancy RPN budgets.

(k) Administers the funded reimbursable program to ensure Memorandums of Understanding (MOUs) with customer activities are comprehensive, complete, and identify adequate resources to fully fund customer requirements. Ensures issuing Military Interdepartmental Purchase Requests (MIPR) are received in a timely fashion, accurately posted in the official accounting system and properly billed to customer accounts.

(l) Serves as key advisor to top management regarding the financial feasibility and influence of command plans, policies, and decisions as they relate to the RPN account. Participates in formal and informal working groups, QMB, meetings, conferences, and planning sessions to provide expert financial advice concerning operational and management program matters, and to maintain a constant awareness of current COMNAVRESFOR RPN program plans and management needs.
(m) Prepares, analyzes, and submits recurring reports, special reports, and data compilations containing factual and interpretive RPN information for use by top COMNAVRESFOR management and higher authority in assessing and maintaining the financial integrity and soundness of programs and assets.

(n) Serves as the functional requirements expert for the development and improvement of RPN financial management information reporting systems which provide programmatic and financial management data on such subjects as costs and rate measurement, expenditures, obligations, drill reporting, man-day reporting, and status of funds.

(o) Serves as a technical advisor in the development and review meetings for other command's MIS systems to determine possible financial impacts on the RPN account. Provides alternatives and recommendations for system changes and directs required management action as appropriate.

(p) Participates in the testing and validation of new systems as well as technical changes to existing systems ensuring all requirements are met and financial safeguards are effective in the new or revised system.

(q) Allocates and apporions RPN IDTT resources to field activities/program managers, monitors the obligation and expenditure of funds against prepared phasing plans, and reallocates funds as needed to support emergent requirements and achieve maximum utilization of funds.

(r) Coordinates tri-annual inspections of field activities, reviews inspection results, and determines proper courses of action for correction and follow-up.

(s) Formulates and provides guidance to field activities/program managers regarding RPN financial policy and automated data systems as they relate to year-end closeout, and other recurring reports and requirements.

(t) Exercises delegated supervisory authorities to include directing, coordinating, and overseeing work of other supervisors.

(u) Assures reasonable equity of performance standards and rating techniques developed by subordinates.
(v) Makes decisions on work problems presented by subordinate supervisors.

(w) Evaluates subordinate supervisors and serves as reviewing official on evaluations of non-supervisory employees rated by subordinate supervisors.

(x) Approves selections for subordinate non-supervisory positions.

(y) Provides advice, counselor instructions to individual employees on both work and administrative matters.

(z) Recommends awards or bonuses for personnel and changes to position classifications.

(aa) Carries out EEO programs and promulgates EEO policies and guidance to subordinates.

(2) Knowledge

(a) This position requires expert knowledge, including theoretical, practical, and applied, of the principles and objectives of federal government budget administration policies and procedures and the DOD Planning, Programming, and Budgeting and Execution System (PPBES). Must have expert knowledge of NAVCOMPT, OSD, and OMB policies and procedures.

(b) Plans, directs, and coordinates difficult and complex programs and activities as they relate to the RPN Appropriation.

(c) Mastery of budget formulation and execution in order to develop, apply, and adjust financial plans and policies to attain agency objectives.

(d) Expert knowledge of civilian personnel and EEO policies and guidance as needed to select, develop, and supervise a subordinate staff.

(e) Proficient in the ability to make oral and written presentations in a clear and concise manner.

(f) Demonstrated expertise in applying a high level of sound and independent judgment in the solution of financial problems and in the administration of a financial management program.
(g) Extensive in-depth knowledge of budgeting, accounting, and auditing disciplines to enable effective oversight, direction, and control.

(h) Demonstrated ability in establishing and maintaining effective working relationships with subordinate staffs and all levels of key management by exercising tact, ingenuity, and resourcefulness.

g. (N82A) RPN Deputy Budget Director

(1) Tasks

(a) Senior civilian liaison for all RPN Budget financial management policy and procedures within the COMNAVRESFOR organization.

(b) Coordinates budget controls, directs and performs continuing program execution review to ensure controls are not exceeded, provides analysis and appraisal of COMNAVRESFOR appropriations, RPN.

(c) Coordinates with the RPN Budget Director for budget strategies, and provides input to briefs to senior managers on program execution, providing recommendations to correct program variances or problem areas.

(d) Interprets guidance, develops phasing plans, prepares, oversees, and finalizes submission of Budget Exhibits via FM Systems, (i.e. JMS II, BOCS) for all Budget Cycles DON, OCO, OSD, President Budgets, and certification of actuals). Completes PPBIS uploads for Budget Line Items and Object classes, completes and loads issue papers/reclams for proposed cuts or changes (i.e. NC4 Functional Transfers). Completes multiple phasing plans during the required budget submission and submits electronically to FMB.

(e) Answers data calls from higher authority, (FMB, OPNAV) coordinates responses between codes, and provides responses within required deadlines, which are often short fused.

(f) Provides interpretive and analytical advice on financial transactions and program execution; develops format and content to provide managers with various listing, reports, and data relative to status of funds and the propriety of obligations.
Ensures the financial integrity, timeliness, accuracy, and validity of supporting managerial accounting, budget execution, and financial management reports.

(g) Coordinates the development and reporting of cost/performance information in support of mission tasks for the organization.

(h) Promulgates approved financial management policies within the organization based on DON policy and develops and issues implementing procedures. Ensures compliance with internal controls.

(i) Reviews and prepares responses to reviews or audits; (i.e. FMB, GAO, DODIG), which involve financial management policy and procedure.

(j) Conducts management evaluation of issues of financial consequence raised in audit reports, budget reviews etc., and recommends alternatives for corrective action.

(k) Fills in for the Budget Director in his/her absence.

(l) Performs a minimum of 25 percent on supervisory duties.

1. Plans work, set priorities, and schedules work as necessary to assure effective and expeditious accomplishment of priority work without adverse affect on regular and recurring work. Looks to improve production and quality of work.

2. Assigns work to subordinates based on employee’s capabilities, priorities, and level of difficulty.


4. Interviews candidates and recommends hiring, promotions, etc.
5. Listens to and resolves complaints, referring serious complaints lacking resolution to higher level supervisor. Takes disciplinary measures such as warnings, reprimands, and recommends more serious disciplinary measures to higher supervision.

6. Identifies and arranges for employee development and training requirements.

7. Support and promote all aspects of the Equal Employment Opportunity Program and Affirmative Action Plan as directed by applicable laws and regulations and to communicate this support to employees assuring all employees will receive equal consideration in determining qualifications, selections, promotions, training, details, discipline, and awards of employees.

(2) Knowledge

(a) Mastery of the concepts, principles, practices, laws, and regulations of budgeting and/or financing and their relation to subordinate and senior levels. Knowledge is sufficient to analyze national level programs; exceptionally large and complete programs; develop, recommend, and implement budgetary/financial policies.

(b) Ability to interpret, assess, and project potential impact of new/revised Congressional legislation.

(c) Develops and render authoritative interpretations of executive order, OMB guidance, within and across agency lines, and departmental guidance.

(d) Ability to lead, supervise, motivate, and counsel employees.

(e) Knowledge of basic supervisory/management principles, practices, procedures, and regulations.

h. (N812/N812A) Supervisory Financial Management Analyst

(1) Tasks

(a) Serves as senior liaison for budget, accounting, or financial management policy and procedures within the organization.
(b) Directs and/or performs continuing program execution review, analysis and appraisal of the major operating and support programs within the organization.

(c) Prepares briefs for senior managers on program execution and provides recommendations to correct program variances or problem areas.

(d) Provides interpretive and analytical advice on financial transactions and programs execution; develops format and content to provide managers with various listings, reports, and data relative to status of funds and the propriety of obligations; and ensures the financial integrity, timeliness, accuracy, and validity of supporting managerial accounting, budget execution, and financial management reports.

(e) Coordinates the development and reporting of cost/performance information in support of mission tasks and organization.

(f) Promulgates approved financial management policies within the organization based on DON policy and develops and issues implementing procedures. Ensures compliance with internal controls.

(g) Prepares or reviews responses to reviews or audits, which involve financial management policy and procedure.

(h) Conducts management evaluation of issues of financial consequence raised in audit reports, budget reviews, etc., and recommends alternatives for corrective action.

(2) Knowledge

(a) Knowledge of basic supervisory/management principles, practices, procedures, and regulations.

(b) Ability to lead, supervise, motivate, and counsel employees.

(c) Mastery of the concepts, principles, practices, laws, and regulations of budgeting and/or financing and their relation to subordinate and senior levels.

(d) Knowledge to analyze national level programs, exceptionally large and complete programs; develop, recommend, and implement budgetary/financial policies.
i. (N81A1) CIVPERS Budget Analyst

(1) Tasks

(a) Responsible for all CIVPERS related budget administration to include, budget formulation, justification, submission, and execution of programs administered by COMNAVRESFOR. Presents and defends budget estimates before authorities; reviews and evaluates budget requests, controls, and reports obligations and expenditures. Work also includes development, determination, and interpretation of budgetary policies and practices.

(b) Responsible for analyses and reconciliation of CIVPERS monthly reports from various sources, (RCC Budget Builder files, 1532 On Board Report, Work Year Personnel Cost, WYPC, STARS Labor and Fringe Listings and 2171 STARS-FL report) to monitor the execution of labor dollars, identify any shortfalls or overages, and recommend costs and benefits of alternative methods of financial management of the organization’s programs.

(c) Formulates all CIVPERS budget submissions (Presidents Budget, DON Budget and OSD Budget, and completes certified obligations for actual CIVPERS yearly execution. Coordinates review of applicable portions of the budget with appropriate divisions/special staff assistants of COMNAVRESFORCOM staff. Implements internal controls to ensure legal and regulatory requirements are in place for approved CIVPERS budgets.

(d) Prepares and/or reviews the narrative justification and exhibits for assigned CIVPERS programs in the budget submission to FMB, to ensure compliance with guidance and standards established by FMB and higher authority.

(e) Directs a progress and statistical reporting system to monitor performance, identifies variances from plans, and makes necessary financial adjustments. Answers data calls to higher authority as required.

(f) Recommends reprogramming of funds to ensure all civilian labor requirements are funded.
(g) Monitors prior year funds and initiates actions necessary to maintain balances required to avoid over expenditures.

(h) Issues operating targets by limitations or constraints as established by CNO or higher authority.

(i) Reports to Deputy Budget Director for all Civilian Labor Financial Management in the performance of duties.

(2) Knowledge

(a) Mastery of the concepts, principles, practices, laws, and regulations of budgeting and/or financing and their relation to subordinate and senior levels (FM).

(b) Well versed in analyzing national level programs; exceptionally large and complete programs, to develop, recommend and implement budgetary/financial policies and applications to build budget estimates and execute annual budget submissions.

(c) Understanding of resource planning and capable of integrating results into the POM process.

(d) Ability to interpret assets and project potential impact of new/revised Congressional legislation.

(e) Educated in PPBE process.

(f) Develops and renders authoritative interpretations of executive orders and OMB guidance within and across agency lines and departmental guidance.

j. (N811A) IT/Investment Budget Director

(1) Tasks

(a) Responsible for all IT related budgets, Navy Work Capital Fund (NWCF), OPN, Research, Development, Test & Evaluation, Navy (RDTEN), NGRE, OCO, CN, Navy and Marine Corps Intranet (NMCI) and other investment budget formulation, justification, submission, and execution of programs administered by COMNAVRESFOR.
(b) Responsible for analyses underlying programmatic assumptions and ability to achieve stated program requirements within known financial controls. Monitors and analyzes budget execution to forecast financial results.

(c) Formulates IT related NWCF, OPN, RDTEN, NGREA, OCO, CN, NMCI, and other investment budget submissions. Coordinates review of applicable portions of the budget with appropriate divisions/special staff assistants of COMNAVRESFORCOM staff.

(d) Prepares and/or reviews the narrative justification, exhibits, and annexes for assigned programs in the budget submission to CNO to ensure compliance with guidance and standards established by CNO and higher authority.

(e) Directs a progress and statistical reporting system to monitor performance, identify variances from plans, and makes necessary financial adjustments.

(f) Recommends reprogramming of funds to ensure priority requirements are funded.

(g) Monitors prior year funds and initiates actions necessary to maintain balances required to avoid over expenditures.

(h) Issues operating targets by limitations or constraints as established by CNO or higher authority.

(i) Reports to Force Comptroller for Financial Management in the performance of duties.

(j) Practical Comptrollership Course Coordinator (PCC), responsible for managing and setting up annual quotas for COMNAVRESFORCOM.

(k) DTS Authorizing Official (AO) for all travel authorizations and voucher for the N8 department.

(l) Navy Mission Essential Task Listing (NMETL) N8 representative. Responsible for coordinating and formulating all response to all taskings toward program.
(m) Assistant Computer Technician Representative (ACTR), responsible for management and logistics of all assets, monitors, printers, scanners, and all other IT related equipment for the N8 department.

(n) Anti-Deficiency Act (ADA) representative for COMNAVRESFORCOM staff and for the entire Reserve Force. Responsible for conducting field audits.

(2) Knowledge

(a) Masters of Business Administration (MBA) required, preferably in Financial Management (FM).

(b) Well versed in computer applications to build budget estimates and execute annual budget submissions.

(c) Understanding of resource planning and capable of integrating results into the POM process.

(d) Recommended experience in the IT community to bring continuity to the billet.

(e) Educated in PPBE process.

k. Financial Management Analyst (N811B, N81A2-N81A3, N82A2-N82A5)

(1) Tasks

(a) Prepares three annual IT, OPN & RDT&E budget submissions, DON, OSD, and Congressional, to higher authority based on published guidance from Navy. Routinely prepares responses to budget questions, reclaims, and various data calls to justify each submission.

(b) Prepares annual phasing plans and updates throughout the fiscal year to include the spread of baseline IT, OPN, RDT&E, Global War on Terror (GWOT), and CN type funds.

(c) Continuously monitors execution and maintains funds control of six major O&M, NR budget programs against approved plan. Identifies deviation from the plans, analyzes differences, and formulates proposed solutions to return to annual plan.
(d) Coordinates budget input from various budget analysts and program managers in the finance areas of CIVPERS, IT/Investment, COW/GWOT, NGRE, and CD/CN.

(e) Works with internal and external customers to enhance performance of assigned projects in the following areas:

1. IT, OPN and RDT&E budgets.

2. National Guard and Reserve equipment, cost of War/Gulf Water on Terrorism, and counterdrug/counternarcotics authorizations.

(2) Knowledge

(a) Mastery of the concepts, principles, practices, laws, and regulations of budgeting and/or financing and their relation to subordinate and senior levels.

(b) Knowledge to analyze national level programs, exceptionally large and complete programs, develops, recommend and implement budgetary/financial policies.

(c) Interpret, assess, and project potential impact of new/revised congressional legislation.

(d) Develop and render authoritative interpretations of executive orders, OMB guidance within and across agency lines, and departmental guidance.

(e) Must possess effective people skills, administrative ability, and basic knowledge of NITESTAR, PBAS and PBIS databases.

1. Financial Technician

(1) Tasks

(a) Account maintenance and accounting support work requiring a basic understanding of accounting systems, policies, and procedures to examine, verify, maintain and reconcile accounts and accounting data, prepare, and analyze reports.

(b) Clears unmatched disbursements on a daily basis through STARS by ensuring correct document number, subhead, appropriation data are posted to proper Standard Document Number (SDN).
(c) Works on back-to-back orders to ensure proper posting of expenditure data by document.

(d) Performs a variety of complex data searches through DJMS-RC, STARS-FL, NROWS, and RIMS-FM to identify pay issues for Navy Reservists.

(e) Prepare travel advance reports on a daily basis. Communication and research is performed at various echelon levels to clear out travel advances in STARS-FL.

(f) Prepare, each month, a document finding, issues, concerns, and other areas as needed for above duties as needed.

(2) Knowledge

(a) In depth knowledge of accounting, budget, or other financial management regulations, practices, procedures, and policies related to specific financial management functions.

(b) Keyboarding is required.

(c) Knowledge of accounting systems, standard accounting codes, classifications and terminology, and the ability to apply various accounting methods and techniques.

m. Accountant (N83-N83B)

(1) Tasks

(a) Reviews or evaluates new information as applied to COMNAVRESFOR, such as policy statements, regulatory directives, and legislation to identify their effect on execution of financial accounting systems and the need to establish new systems or modify existing ones.

(b) Performs a continuing review and analysis of records, reports, and user comments to identify system and regulatory problems affecting RPN, STARS field and claimant levels system development, deployment, and operations.

(c) Conducts feasibility studies of automated and non-automated accounting processes and systems for improvements.
(d) Develops unique courses of action to facilitate installation of new concepts for systems, e.g. STARS-FL, Reserve Integrated Management System (RIMS), and Fund Administration and Standardized Document Automation (FASTDATA) system.

(e) Directs the development and maintenance of manual and automated system documentation supporting the design, revision, and maintenance of automated systems.

(f) Evaluates or prepares systems change proposals for modification to existing automated systems.

(g) Implements new accounting or other prescribed systems, develops training instructions, and ensures training is accomplished.

(h) Furnishes advisory service on both STARS, RIMS, and FASTDATA systems to financial personnel and management officials. Recommends changes and/or new developments to appropriate managers to improve efficiency and maintain financial credibility within the claimancy.

(i) Performs continuing oversight by verifying RESFOR departmental reports, accounting records, reviewing output data, investigating complaints, and providing assistance to STARS-FL, RIMS, and FASTDATA users.

(j) Provides advice and assistance to internal and external activities to promote understanding of the STARS, RIMS, and FASTDATA accounting and reporting functions and related problems. Visits subordinate commands to investigate and/or resolve problem areas, which are associated with automated systems, used by or in support of accounting/disbursing operations. Represents the COMNAVRESFOR comptroller on matters relating to the Quality Improvement Visit (QUIV) program.

(k) Chairs or participates in designated study groups related to financial accounting and report missions.

(l) Chairs the FASTDATA Joint Requirements Board and performs program management functions for FASTDATA.

(2) Knowledge

(a) Knowledge of the laws and regulations governing accounting procedures.
(b) Ability to analyze and interpret financial reports, schedules, and statements.

(c) Knowledge of financial management systems and concepts.

(d) Knowledge of generally accepted accounting principles and standards.

(e) Ability to:

1. Plan, organize, work, and meet deadlines.
2. Communicate both orally and in written.

n. Supervisory Financial Management Analyst (N812A)

(1) Tasks

(a) Responsible for the preparation of budget estimates covering the commands operational programs. Provides advice and guidance to Budget Director and program managers on the preparation and execution of budget estimates and reviews analyses of those submitted. Reviews budget requests submitted to assure consistency, accuracy, and adherence to regulations. Develops and coordinates HQ COMNAVRESFOR budgetary requirements in the phases of budget formulation.

(b) Performs budget administration functions in the execution of HQ COMNAVRESFOR annual appropriated fund budget. Reviews programs and plans to assure conformance with the overall budget execution plan. Considerable re-budgeting is required as objectives, work processes, staffing needs, and funding requirements change substantially from year to year.

(c) Responsible for the selection, development, performance, effectiveness, behavior, and EEO programs of assigned personnel. Realign and reschedule work assignments of personnel to meet changing requirements and deadlines which are not part of normal day-to-day operations.

(2) Knowledge

(a) Well versed in financial management systems and other computer applications.
(b) Thorough knowledge of DOD and DON financial management regulations.

o. Budget Assistant (N812A6)

(1) Tasks

(a) Account maintenance and accounting support work requiring a basic understanding of accounting systems, policies, and procedures to examine, verify, maintain and reconcile accounts and accounting data, prepare and analyze reports. This work also requires knowledge of accounting systems, standard accounting codes, classifications and terminology, and the ability to apply various accounting methods and techniques.

(b) Work consisting of examination of documents for accuracy, adequacy of documentation, compliance with regulations for goods and services provided to or by the government, reimbursements for travel and transportation. Knowledge of procedures and regulations required to examine invoices, vouchers, and related documents is required. Also, may require knowledge of schedules, procurements instructions and procedures, travel regulations, commercial practices, trade customers, and terminology and provisions of Government contracts, etc. Must have ability to make and verify arithmetical computations.

(c) Performs technician work in support of budget analysis and administration such as maintain ledgers, budget formulation, compiling, consolidating, checking, and arranging funding data. Work requires knowledge of budget procedures related to budgeting in the Federal Service. Practical understanding and skill in the application of administrative rules, regulations, and procedures associated with records, reporting, processing, and keeping track of budgetary transactions are required.

(2) Knowledge

(a) In depth knowledge of accounting, budget, or other financial management regulations, practices, procedures, and policies related to specific financial management functions.

(b) Supervisor assigned work with standing instructions regarding objectives, priorities, deadlines, and provides guidance for unusually involved situations. Employee independently processes difficult procedural and technical tasks and handles problems and deviations in accordance with
instructions, policies, previous training, or accepted practices. Work is spot checked or reviewed by sampling for overall technical soundness and conformance to agency policies, legal or system requirements.

(c) Established procedures and specific guidelines are available in the form of agency policies and procedures, federal codes and manuals, specific related regulations, precedent actions, and processing manuals that cover most aspects of the work and are clear applicable. Employee is required to use judgment to identify, select, and use the appropriate procedures, established alternatives, or decide on a precedent action to follow. Situations where existing guidelines do not apply, or significant deviations must be made are referred to the supervisor.

p. Director, Resources and Programs (N84)

(1) Tasks

(a) Responsible for oversight of all PPBE input to OPNAV N80. Facilitates force-wide resourcing through management of the CEB and RRB process. This includes out-year IT related budgets, RPN, Navy Working Capital Fund (NWCF), OPN, RDTEN, National Guard Reserve Equipment Appropriation (NGREA), OCO, CN, NMCI, and others.

(b) Monitors and analyzes POM/Periodic Review (PR) submission, Program of Record funding throughout the FYDP; and NGREA requests for funds and resourcing using the PBIS and various other database.

(c) Validates POM/PR input (IT) related NWCF, OPN, RDTEN, NGREA, OCO, CN, NMCI, and other program submissions. Coordinates reviews by CEB and RRB of applicable portions of the budget with appropriate divisions/special staff assistants of COMNAVRESFORCOM staff, as well as, new program requests.

(d) Reviews the narrative justification, exhibits, and annexes for assigned programs in the budget submission to CNO to ensure compliance with guidance and standards established by CNO and higher authority.

(e) Directs military and civilian personnel within N84 division.
(2) Knowledge

(a) Masters of Business Administration (MBA) strongly recommended/desired, preferably in FM.

(b) Well versed in computer applications to build budget estimates and execute annual budget submissions.

(c) Understanding of resource planning and capable of integrating results into the POM process.

(d) Recommended proven sub-specialty codes in 3000 (Resource Management and Analysis) and/or 3100 (Financial Management).

(e) Educated in the PPBE process.

q. Budget/Rate Analysis & Forecast Officer (N84B)

(1) Tasks

(a) Responsible for coordination and programming of all PPBE input to OPNAV (N80). Advisor to the POM Director for RC Integrated Priority List (IPL) resourcing requirements through the Consolidated Evaluation Board (CEB) and RRB process.

(b) Monitors and analyzes POM/PR submission, Program of Record funding throughout the FYDP; and NGREA requests for funds and resourcing using the PBIS and various other databases.

(c) Validates POM/PR input (IT) related RPN, NWCF, OPN, RDTEN, NGREA, OCO, CN, NMCI, and other program submissions. Coordinates requirement reviews by CEB and RRB of applicable portions of the budget with appropriate divisions/special staff assistants of COMNAVRESFORCOM staff, as well as, new program requests.

(2) Knowledge

(a) MBA strongly recommended/desired, preferably in FM.

(b) Understanding of resource planning and capable of integrating results into the POM process.

(c) Recommended proven sub-specialty codes in 3000 (Resource Management and Analysis) and/or 3100 (Financial Management).

(d) Educated in PPBE process.
r. Program Analyst (N84A)

(1) Tasks

(a) Serves as the expert planner, analyst, and advisor for CINC IPL.

(b) Responsible for planning, implementing, monitoring, and evaluating multi-million dollar programs for Navy Reserve.

(c) Uses the performance improvement system to evaluate CINC IPL resourcing process, developing new approaches as required to increase performance quality levels, and to determine accurate measuring techniques.

(d) Evaluates legislation for projected impact on Navy Reserve Force, develops and issues guidance to CNAFR and CNRFC for development of NG&RE requirements.

(e) Evaluates and revises existing instructions pertaining to POM development, CINC IPL development, NGRE appropriation, Navy Reserve Force proposals/concepts, and fact and justification directives, procedures, manuals, and instructions concerning resourcing matters.

(2) Knowledge

(a) Completion of a Strategic Planning Seminar, PPBE training, or similar and like quality college credit coursework, or work experience in strategic planning and federal governmental budgeting.

(b) Knowledge and understanding of governing budgetary and financial policies, precedent setting decisions, methods, procedures, and regulations to forecast and oversee program funding activities. With many different sources and types of funding, must identify, analyze, evaluate funding problems, and develop alternative solutions to meet program goals and objectives.

(c) Ability to:

1. Analyze complex program data/interrelationships and coordinate the preparation of accurate and reasonable plans and proposals applying a wide range of methods used to gather, analyze, evaluate resource planning information, draw conclusion, and recommend appropriate action in a dynamic environment.
2. Apply a high level of sound, independent judgment in the solution of problems in the administration of assigned tasks to provide staff and field with proper policies and procedures to develop requirements for the claimancy.

3. Exercise requisite tact, ingenuity, and resourcefulness to establish and maintain effective working relationships inside and outside; as well as up and down the chain of command.

4. Make oral and written presentations in a clear and concise manner with sufficient forcefulness and persuasiveness to forward the interest of successful management of the Navy Reserve, and to influence decision makers of higher authority.

(d) Expert knowledge of financial management, budget processes, and general Navy terminology, as it relates to financial management and the budget process and federal and DON policy applicable to fund planning/management, and DOD/DON contract development/administration procedures.

(e) Expert knowledge of the Navy Reserve Force operating policies, programs, and procedures to use as a basis for sound reasoning, analysis advice, recommendation, and guidance, up and down the organization chain of command.