1. Commander (NO0)

   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 COMUSFLTFORCOM.

   b. Function

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

      (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 (NOOB) 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.

   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 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 COMNAVPERSCOM, 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 Chief of Information, 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 career opportunities in specific skills.
(b) Develops retention initiatives and provides management guidance to field activities.

f. Knowledge. Flag Officer appointed by CNO.

2. Executive Director (N00ED)

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 duties 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/COMNAVRESFORCOM 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) OSD
(b) Office of the 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 / COMNAVRESFORCOM 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. 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 POM and PR processes.
(5) Familiarity with the DON performance management system and the pay pool process.

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

3. COS (NA01)

a. Mission. The 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 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, 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 DCOSs, 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 conducted by staff members and/or subordinate Commanders as necessary.

(7) Approves or disapproves 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 RMB.

(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) 06/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.

4. Command Master Chief (N00C)

   a. Mission. Senior Enlisted Advisor to COMNAVRESFORCOM (Commander, Executive Director, COS) on all matters pertaining to enlisted personnel assigned to the staff of COMNAVRESFORCOM.
b. Functions. Serves as Senior Enlisted Advisor to COMNAVRESFORCOM (Commander, Executive Director, COS) keeping command aware of existing or potential situations, procedures, and practices that affect the welfare, morale, job satisfaction, training, and usage of enlisted personnel.

c. Command Relationship

(1) Liaises with Navy Reserve Force Master Chief.

(2) Liaises with the Command Master Chief of COMNAVAIRFORES, RCCs, Navy Air Logistics Office (NAVAIRLOGOFF), Navy Reserve Professional Development Center (NRPDC), CNRIC, and Marine Forces Reserve (MARFORRES).

(3) Liaises with area commands’ Command Master Chiefs, Command Senior Chiefs, and Command Chiefs.

(4) Liaises with the Navy and Navy Reserve detailers.

d. Key Processes

(1) Assumes the authority and responsibilities laid out in OPNAVINST 1306.2E.

(2) Maintains and promotes the chain of command.

(3) Advises the COS on policy pertaining to enlisted personnel.

(4) Assists in preparing and participating in ceremonies.

(5) Advises on protocol issues.

e. Tasks

(1) Ensures compliance with policies and procedures by subordinates. Encourages enlisted members to maintain the highest standards of conduct, personal appearance, and uphold the core values.

(2) Attends DCOS/SA staff meetings and participates in discussions to promote effective communication between officer and enlisted communities.

(3) Participates in the reception and hosting of official visitors.
(4) Maintains a thorough knowledge of the Navy Reserve Force, its mission, functions, operations, and management.

(5) Chairman or director of the following activities, boards, councils, and personnel: Professional Development Board (PDB); Disciplinary Review Board (DRB); Staff Sailor of the Quarter/Staff Blue Jacket of the Quarter Board (SOQ/BJOQ); Staff Sailor of the Year/Staff Blue Jacket of the Year (SOY/BJOY); Enlisted Promotion Recommendation Boards, and Staff Chief Petty Officers Mess.

(6) Is a member of, or functions in close coordination with the following: CMEO; Command Retention Team; Command Career Counselor; Cultural Awareness Committee; Welfare and Recreation Committee; Commissary and Exchange Committee; Staff Awards Board; Bachelor Enlisted Quarters Advisor Board; Ombudsman, and Sponsor Program; Chief Petty Officer Associations, and Petty Officer Associations.

(7) Recommends or assigns collateral duties, membership to boards, councils, and committees per current COMNAVRESFORSFONOTE 5420.

(8) Recommends action on enlisted personnel requests (e.g., transfer requests, personal actions, and special requests).

(9) Ensures military grooming and uniform standards are maintained.

f. Knowledge

(1) Ability to:

(a) Apply sound, independent judgment in the solution of enlisted personnel issues.

(b) Establish and maintain effective working relationships with all levels of the command.

(c) Develops, implements, and assesses policy and programs affecting enlisted personnel staff.

(d) Communicate complex information both orally and in writing, and make oral presentations.

(e) Lead and manage subordinate staff.
(f) Maintain an effective working relationship with all levels of COMNAVRESFOR, area commands, as well as superior and subordinate commands.

(g) Work independently.

(2) Broad knowledge of:

(a) COMNAVRESFORCOM's mission, programs, functions, operation, and management.

(b) Proper protocol, uniform, and grooming standards.

(c) Navy personnel PITREPS/EVALS, promotion recommendation boards, advancement eligibility, and career opportunities, and counseling.

(3) Working knowledge of Navy personnel actions, including Non-Judicial Punishment (NJP), Admin Separations, CMEO, EEO complaints, Navy Rights and Responsibilities, Freedom of Information Act (FOIA), PA, and ethics.

(4) Skill in determining what technology is available to assist staff enlisted personnel in training, promoting, and developing pride and professionalism.
CHAPTER 2

Section II - Flag Assistants

1. Flag Aide (N00A)
   
a. Function. Personal aide to the Commander. Responsible to COMNAVRESFORCOM for such personal duties as assigned.

b. 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 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.

   (4) Assists the Commander in all administrative matters.

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

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

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

   (8) Ensures VIPs and DVs have proper quarters and transportation. Coordinates all visits as required.

   (9) Other duties as may be assigned.
2. Secretary (NOOS)

   a. Function. Supervises the administrative processes of the office of COMNAVRESFORCOM. Performs protocol duties in support of COMNAVRESFORCOM.

   b. 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, Deputy Commander, 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 prepares reports pertaining to travel obligations to include mid-year review, protocol budget, and annual travel budget.

(6) Controls and maintains the signature facsimile stamp 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 Commander, Executive Director, and COS.

(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 (ORF).

(12) Attends weekly line-up meetings. 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, 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.

3. Flag Writer (NOOW)

   a. Function. Provides assistance and support to COMNAVRESFORCOM on matters of both personal and official in nature. Advises the Commander on all administrative and correspondence matters.

   b. 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 DVs visits, as directed.

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

4. Protocol Officer (N01F)

a. Function. Serves as the principal advisor to COMNAVRESFOR and COMNAVRESFORCOM on all protocol matters. Responsible for overall management of DVs itineraries and organization of logistical support associated with visits.

b. Tasks

(1) Advises COMNAVRESFOR and COMNAVRESFORCOM on all protocol matters.

(2) Plans, develops, implements, and disseminates protocol policies and practices within the Navy Reserve claimancy, while ensuring they are following prescribed DON protocol guidelines and objectives.

(3) Provides protocol guidance to queries throughout subordinate commands within COMNAVRESFOR claimancy via electronic media and other means of communication.

(4) Plans, coordinates, and implements itineraries for all DVs visiting COMNAVRESFOR and COMNAVRESFORCOM.

(a) Coordinates with local Bachelor Officer Quarters (BOQ) or hotel for reservations; makes travel arrangements, reserves parking spaces for rental cars, and makes reservations for local social events.
(b) Assigns escort officer(s) to DV and spouse, if accompanying.

(c) Coordinates briefing schedule with senior briefing officer. Ensures conference rooms are reserved, required electronic equipment is operational; handouts and name plates are in place, appropriate personal flag is being flown.

(d) Coordinates with Public Affairs Officer (PAO) to cover the event.

(e) Makes seating charts and table place cards as required.

(f) Drafts all thank you letters, Letters of Appreciation (LOA)/Letters of Commendation (LOC) for staff support during DV visits.

(g) Holds duty driver(s) meeting(s) and ensures a dry run is made.

(h) Purchases and properly documents gift/plaque for DV. If spouse accompanies DV, purchases gift for spouse.

(i) Greets/farewell all DVs at airport and headquarters building, along with Admiral/Executive Director/COS/escort officer.

(j) Coordinates social functions hosted by Navy Reserve Forces Command.

(5) Coordinates all aspects of official social functions such as lunches, dinners, receptions, changes of command, and any other special occasions.

(a) Maintains a current, accurate command invitation list for use in sending invitations to all persons who should be invited to flag-hosted social events.

(b) Drafts invitations and/or programs as requested.

(6) Manages the ORF.

(a) Prepares draft budget plan at beginning of each fiscal year for command approval.

(b) Administers funds and maintains an ongoing balance, keeping all parties informed.
(c) Orders gifts for presentations as required.

(7) Maintains history files of DV visits and changes of command.
CHAPTER 2

Section III - Special Assistants

1. Force Judge Advocate (NO0J)

   a. Force Judge Advocate

      (1) Mission. Provides advice, consultation, and assistance to COMNAVRESFORCOM and staff members in legal matters as directed by COMNAVRESFORCOM. Provides legal support for COMNAVRESFOR. Provides Program Management for the Navy Reserve Law Program.

      (2) Function. Serves as the principal advisor to COMNAVRESFORCOM on all legal issues. Serves as the Ethics Advisor to the Navy Reserve Force. Serves as Operational Support Officer/Program Manager for Force 2505 (JAG) officers and Legalmen.

      (3) Command Relationships. Special Assistant (SA) to COMNAVRESFORCOM. Liaises with the Office of the Judge Advocate General (OJAG), Naval Criminal Investigative Service (NCIS), U.S. Attorney, and superior Echelon Staff Judge Advocates.

      (4) Key Processes

         (a) Process General Court-Martial (GCM), Special Court-Martial (SPCM), Summary Court-Martial (SCM), NJPs, Administrative Separations (ADSEP), and appeals for each within COMNAVRESFOR Area of Responsibility (AOR).

         (b) Administers Reserve FOIA and Privacy Act (PA) issues and acts as the initial review authority for such requests.

         (c) Serve as the designated Ethics Counselor for COMNAVRESFORCOM.

         (d) Reviews and processes Article 138, Uniformed Code of Military Justice (UCMJ) and Article 1150, U. S. Navy Regulations complaints at the Echelon II level. Reviews, and provides legal input to the Commander on all congressional inquiries.
(e) Reviews and processes all COMNAVRESFORCOM policy documents and pronouncements for legal consistency, compliance with other DoD and DON policies, and legal sufficiency.

(f) Reviews Inspector General reports and provides legal input to the Force Inspector General, and inspects Regional Component Commands pursuant to the Inspector Generals’ Command Assessment Program.

(g) Manages the Reserve Law Program and provides Operational Support Officer services to all 2505 designated Reserve officers and Legalmen.

(5) Tasks

(a) Reviews and advises COMNAVRESFORCOM on all GCM convening authority actions and prepares all SPCM and GCM orders following Rule for Court-Martial 1104, Manual for Court-Martial 2000, and other documents and reports.

(b) Prepares and issues all SCM and Non-Bad Conduct Discharge SPCM reviews under authority of Article 64, UCMJ, and Rule for Court-Martial 1112, MCM. Reviews and advises COMNAVRESFOR on all articles 32, UCMJ, pretrial investigations.

(c) Prepares pretrial and post-trial documents for all court-martials convened by COMNAVRESFORCOM.

(d) Reviews and prepares actions on appeals submitted under Article 15, UCMJ, to COMNAVRESFORCOM.

(e) Reviews and processes packages submitted for relief for cause of Navy Reserve personnel and advises COMNAVRESFORCOM as to appropriate actions.

(f) Coordinates and processes administrative Board of Inquiry proceedings for separation of Reserve Force officers for the Chief of Navy Personnel.

(g) Processes requests for enlisted personnel for Other-Than-Honorable (OTH) discharge in lieu of court-martial.

(h) Processes requests for resignation of officers for OTH discharge in lieu of court-martial.

(i) Reviews and endorses JAGMAN investigations for COMNAVRESFOR.
(j) Serves as ethics counsel for all DoD personnel assigned to COMNAVRESFORCOM and is responsible for consistency of their opinions within the COMNAVRESFOR claimancy.

(k) Serves as ethics counsel for all DoD personnel assigned to COMNAVRESFOR and is responsible for consistency of their opinions within the COMNAVRESFORCOM claimancy.

(l) Issues DON policies and procedures in military justice and other legal matters within COMNAVRESFORCOM claimancy.

(m) Serves as the Initial Denial Authority for all FOIA/PA requests to COMNAVRESFORCOM, processes and prepares related correspondence, and subpoena requests.

(n) Reviews all complaints submitted to COMNAVRESFORCOM under Article 138, UCMJ, and Article 1150, U. S. Navy Regulations, advise proper measures for addressing those complaints, and prepares correspondence for final action.

(o) Prepares legal review of Inspector General reports and provides legal guidance to the Force Inspector General.

(p) Participates in Command Assessment Program inspections as Subject Matter Expert for legal issues.

(q) Submits budget proposals and approves travel funding requests for the Reserve Law Program.

(r) Submits billet assignments and manages APPLY for SELRES 2505 officers and Legalmen.

(s) Submits Individual Augmentee assignments for 2505 officer and Legalmen requirements.

(t) Works with 2505 SELRES officer community manager to determine community policy for accessions, promotions, and retirements of 2505 officers.

(6) Knowledge

(a) A member of the JAG Corps certified under Article 27B, UCMJ.

(b) Broad working knowledge of military and civil law, military regulations, the MCM, and the UCMJ.
(c) Thorough working knowledge of Navy personnel actions, specifically GCM, SPCM, SCM, NJP, ADSEP, and the appeal procedures for each.

(d) Thorough knowledge of investigative procedures, including Article 32, UCMJ Investigations, EEO Complaint Investigations, Inspector General and Hotline Investigations.

(e) Expert knowledge of the Joint Ethics Regulation for DoD and the Ethics in Government Act. Expert knowledge of the FOIA and PA.

(f) Ability to:

1. Manage and supervise subordinate staff.

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

3. Apply sound, independent judgment in implementing and executing the various duties involved with military justice, ethics administration, and environmental compliance.

4. Broad knowledge of COMNAVRESFOR programs.

b. Deputy Force JAG

(1) Tasks

(a) Assists Force Judge Advocate in reviewing and advising COMNAVRESFORCOM on all GCM convening authority actions and prepares all SPCM and GCM orders following Rule for Court-Martial 1104, Manual for Court-Martial 2000, and other documents and reports.

(b) Assists in preparation and issuance of all SCM and Non-Bad Conduct Discharge SPCM reviews under authority of Article 64, UCMJ, and Rule for Court-Martial 1112, MCM. Reviews and advises COMNAVRESFORCOM on all article 32, UCMJ, and pretrial investigations.

(c) Assists Force Judge Advocate in preparing pretrial and post-trial documents for all court-martials convened by COMNAVRESFORCOM.
(d) Assists the Force Judge Advocate in reviewing and preparing actions on appeals submitted under Article 15, UCMJ, to COMNAVRESFORCOM.

(e) Assists the Force Judge Advocate in reviewing and processing packages submitted for relief for cause of Navy Reserve personnel and advises COMNAVRESFORCOM as to appropriate actions.

(f) Assists the Force Judge Advocate in coordinating and processing administrative Board of Inquiry proceedings for separation of Reserve Force officers for the Chief of Navy Personnel.

(g) Assists the Force Judge Advocate in processing requests for enlisted personnel for OTH discharge in lieu of court-martial.

(h) Assists the Force Judge Advocate in processing requests for resignation of officers for OTH discharge in lieu of court-martial.

(i) Assists the Force Judge Advocate in reviewing and endorsing JAGMAN investigations for COMNAVRESFORCOM.

(j) As Ethics Coordinator, assists the Force Judge Advocate with ethics issues for the Force.

(k) Assists the Initial Denial Authority for all FOIA/PA requests to COMNAVRESFORCOM, processes and prepares related correspondence, and subpoena requests.

(l) Assists the Force Judge Advocate in reviewing complaints submitted to COMNAVRESFORCOM under Article 138, UCMJ, and Article 1150, U. S. Navy Regulations, advising proper measures for addressing those complaints, and preparing correspondence for final action.

(m) Assists Force Judge Advocate in Operational Support Officer and Program Manager responsibilities as assigned.

(n) Assists the Force Judge Advocate in other matters as assigned.

(2) **Knowledge**

(a) A member of the JAG Corps certified under Article 27b, UCMJ.
(b) Broad working knowledge of military and civil law, military regulations, the MCM, and the UCMJ.

(c) Thorough working knowledge of Navy personnel actions, specifically GCM, SPCM, SCM, NJP, ADSEP, and the appeal procedures for each.

(d) Thorough knowledge of investigative procedures, including article 32, UCMJ Investigations, EEO Complaint Investigations, IG, and Hotline Investigations.

(e) Expert knowledge of the JER for the DOD and the Ethics in government act. Expert knowledge of FOIA and PA.

(f) Ability to:

1. Manage and supervise subordinate staff.

2. Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVRESFORCOM, COMNAVAIRFORRES, as well as superior and subordinate commands.

3. Apply sound, independent judgment in implementing and executing the various duties involved with military justice, ethics administration, and environmental compliance.

(g) Broad knowledge of COMNAVRESFORCOM programs.

c. Paralegal Specialist

(1) Tasks

(a) Conducts research and prepares recommendations for legal opinions on matters of interest to COMNAVRESFORCOM and all subordinate commands.

(b) Performs paralegal analytical work for COMNAVRESFORCOM legal office.

(c) Assists Force Judge Advocate in reviewing and advising COMNAVRESFORCOM on all GCM convening authority actions and prepares all SPCM and GCM orders following Rule for Court-Martial 1104, Manual for Court-Martial 2000, and other documents and reports.
(d) Assists in preparation and issuance of all SCM and Non-Bad Conduct Discharge SPCM reviews under authority of Article 64, UCMJ, and Rule for Court-Martial 1112, MCM. Reviews and advises COMNAVRESFORCOM on all articles 32, UCMJ, pretrial investigations.

(e) Assists Force Judge Advocate in preparing pretrial and post-trial documents for all court-martials convened by COMNAVRESFORCOM.

(f) Assists the Force Judge Advocate in reviewing and preparing actions on appeals submitted under Article 15, UCMJ, to COMNAVRESFORCOM.

(g) Assists the Force Judge Advocate in reviewing and processing packages submitted for relief for cause of Navy Reserve personnel and advises COMNAVRESFORCOM as to appropriate actions.

(h) Assists the Force Judge Advocate in coordinating and processing administrative Board of Inquiry proceedings for separation of Reserve Force officers for the Chief of Navy Personnel.

(i) Assists the Force Judge Advocate in processing requests for enlisted personnel for OTH discharge in lieu of court-martial.

(j) Assists the Force Judge Advocate in processing requests for resignation of officers for OTH discharge in lieu of court-martial.

(k) Assists the Force Judge Advocate in reviewing and endorsing JAGMAN investigations for COMNAVRESFORCOM.

(l) Assists the Initial Denial Authority for all FOIA/PA requests to COMNAVRESFORCOM, processes and prepares related correspondence and subpoena requests.

(m) Assists the Force Judge Advocate in reviewing complaints submitted to COMNAVRESFORCOM under Article 138, UCMJ, and Article 1150, U. S. Navy Regulations, advising proper measures for addressing those complaints, and preparing correspondence for final action.

(n) Complete other tasks as assigned by the Force Judge Advocate or Deputy Force Judge Advocate.
(1) **Knowledge**

(a) Legal issues commonly arising in a military legal office including military justice, administrative law, personnel issues, FOIA, PA, ethics, environmental, installation, land use, and compliance.

(b) Knowledge and skills in fact finding, problem analysis, writing, interpreting regulations, and policies.

(c) Skill in applying basic legal principles and concepts, legal research methods, and data analysis techniques to perform independently recurring assignments.

(d) Ability to interpret, apply and explain to others the application of a body of law, regulations, precedents, and practices covering one or more recurring types of legal actions encountered in the military legal system.

(e) Knowledge of the principles, concepts and methods of legal research and reference sources such as agency manuals, directives, issuances, or commercial legal publications sufficient to locate appropriate data such as applicable precedents, legislative history, and commentaries which bear on particular legal issues.

(f) Knowledge of legal techniques and skills necessary to analyze both issues of fact and issues of law in order to assist in drafting advisory opinions or other legal memoranda.

(g) Knowledge of the DTS to prepare travel orders, vouchers, and supporting documentation.

(h) Ability to prepare technical writings in support of military justice, administrative law, personnel issues, FOIA, PA, ethics, and environmental law through use of manuals, directives, procedures, and precedents.

(i) Skill in using and manipulating information technology equipment (CPU, printer, scanner, fax machine) to provide administrative support to the legal department.

(j) Knowledge of researching the internet, developing web pages, updating and providing legal information to subordinate activities for practical understand of the legal activities and substantive mission of the Navy Reserve.
(k) Ability to identify budget requirements and prepare budget submission.

d. Force Legalman

(1) Tasks

(a) Conducts research and prepares recommendations for legal opinions on matters of interest to COMNAVRESFORCOM and all subordinate commands.

(b) Performs paralegal analytical work for COMNAVRESFORCOM legal office.

(c) Assists Force Judge Advocate in reviewing and advising COMNAVRESFORCOM on all GCM convening authority actions and prepares all SPCM and GCM orders following Rule for Court-Martial 1104, Manual for Court-Martial 2000, and other documents and reports.

(d) Assists in preparation and issuance of all SCM and Non-Bad Conduct Discharge SPCM reviews under authority of Article 64, UCMJ, and Rule for Court-Martial 1112, MCM. Reviews and advises COMNAVRESFORCOM on all articles 32, UCMJ, and pretrial investigations.

(e) Assists Force Judge Advocate in preparing pretrial and post-trial documents for all court-martials convened by COMNAVRESFORCOM.

(f) Assists the Force Judge Advocate in reviewing and preparing actions on appeals submitted under Article 15, UCMJ, to COMNAVRESFORCOM.

(g) Assists the Force Judge Advocate in reviewing and processing packages submitted for relief for cause of Navy Reserve personnel and advises COMNAVRESFORCOM as to appropriate actions.

(h) Assists the Force Judge Advocate in coordinating and processing administrative Board of Inquiry proceedings for separation of Reserve Force officers for the Chief of Navy Personnel.

(i) Assists the Force Judge Advocate in processing requests for enlisted personnel for OTH discharge in lieu of court-martial.
(j) Assists the Force Judge Advocate in processing requests for resignation of officers for OTH discharge in lieu of court-martial.

(k) Assists the Force Judge Advocate in reviewing and endorsing JAGMAN investigations for COMNAVRESFORCOM.

(l) Assists the Initial Denial Authority for all FOIA/PA requests to COMNAVRESFORCOM, processes and prepares related correspondence, and subpoena requests.

(m) Assists the Force Judge Advocate in reviewing complaints submitted to COMNAVRESFORCOM under Article 138, UCMJ, and Article 1150, U.S. Navy Regulations, advising proper measures for addressing those complaints, and preparing correspondence for final action.

(n) Assists the Force Judge Advocate in managing SELRES Legalmen programs and in other Operational Support Officer/program Manager responsibilities as assigned.

(o) Complete other tasks as assigned by the Force Judge Advocate or Deputy Force Advocate.

(2) Knowledge

(a) Possesses Legalman rating.

(b) Working knowledge of:

1. Military and civil law, military regulations, the MCM, and the UCMJ.

2. Navy personnel actions, specifically GCM, SPCM, SCM, NJP, ADSEP, and the appeal procedures for each.

3. The Joint Ethics Regulations, FOIA, and PA.


(c) Ability to:

1. Manage and supervise staff.

2. Establish and maintain effective working relationships with all levels of command.
3. Apply sound, independent judgment in implementing and executing various duties.

(d) Broad knowledge of COMNAVRESFOR programs.

2. Human Resources (HR) (N00CP)

a. Director, Human Resources

(1) 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 in effectively carrying out the DON’s mission regarding CIVPERS and EEO programs. Advises COMNAVRESFOR, COMNAVAIRFORES, and subordinate commands in applying CIVPERS/EEO program policies, procedures, precedents, and guidelines to their respective civilian work forces.

(2) 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 COMNAVRESFORCOM, COMNAVAIRFORES Flags, and other headquarters staff. COMNAVRESFOR Command Deputy EEO Officer and principal classifier.

(3) Command Relationships. External working relationships are with DoD Civilian Personnel Management Service, Deputy Assistant Secretary of the Navy (DASN) CIVPERS/EEO Programs, Defense Acquisition Career Management Office, and local civil authorities and civic organizations. Internal working relationships are with COMNAVRESFOR headquarters staff and all subordinate activities with civilian personnel. Advice and guidance is provided to all staff codes and subordinate commands. N00CP works closely with N00F and N1 on manpower issues.

(4) Key Processes

(a) Responds to requests for information, review of draft SECNAV instructions, and other requirements from DASN and other higher level authorities.

(b) Liaises with Human Resources Office concerning headquarters staff personnel actions.
(c) Disseminates information regarding CIVPERS/EEO programs to managers and employees. Endorses training requests for civilian staff.

(d) Administers or facilitates various benefits programs, including Federal Employees Compensation Act, Federal Employees Health Benefits, Federal Employees Group Life Insurance, Thrift Savings Plan (TSP), and Retirement.

(e) Reviews, researches, and responds to Congressional inquiries.

(f) Administers various delegated authorities, including reduction in force, separation incentives, mandatory retirement, high-grade, and hiring restrictions. Directs the activities of the command's special emphasis programs.

(g) Implements EEO programs within the staff, including development of the Headquarters Affirmative Employment Program/Federal Equal Opportunity Recruitment Program (AEP/FEORP), advises managers and supervisors on EEO matters, and processes staff discrimination complaints.

(5) Tasks

(a) Develops and executes command-wide HR programs responsive to Navy Reserve Force requirements, goals, concerns, and vision. These programs include staffing, classification, position management, workforce development, labor, and employee relations.

(b) Represents the Navy Reserve Force in matters related to HR operations and programs.

(c) Participates in quality-based command management assessments to determine the state and effectiveness of HR programs and services throughout the command.

(d) Develops and executes HR strategies supporting workforce shaping, base realignment and closures, restructuring, regionalization, consolidation, competitive sourcing, privatization, contracting out, information technology innovations, and sea shore rotation. Coordinates planning process with other line and staff directorates within the command, with counterparts at other Echelon II commands, DASN CHR, Office of Civilian Human Resources, HROs, and HRSCs.
(e) Uses varied and sometimes novel methods to develop and administer HR programs and policies which assure effective civilian HR management.

(f) Advises and assists subordinate commanding officers on HR issues.

(6) Knowledge

(a) Extensive knowledge of a variety of HR management principles, practices, laws, and regulations in order to serve as an expert technical authority, formulate program policies and procedures, and integrate and balance program requirements within overall management goals.

(b) In depth knowledge of and skill in applying a wide range of HR regulations, procedures and precedents in identifying interrelated problems, drawing conclusions, recommending appropriate courses of action, and performing a myriad of complex assignments.

(c) Knowledge of the command's missions, programs, organizational structure, relationships, business processes, and lines of authority.

(d) Knowledge of the policies and practices of supervision and personnel management to adjust work operations to meet emergency or changing program requirements within available resources, establish objectives and performance goals and assess progress toward their achievement, motivate, train and work effectively with subordinates; accomplish assigned tasks with set limits of time and cost; plan own work and carry out assignments effectively; understand and further management goals as they affect work operations; and represent the office both within and outside the command.

b. HR Specialist

(1) Tasks

(a) Plans, develops, directs, and coordinates comprehensive Human Resources Management (HRM) program for the Navy Reserve Force and Headquarters staff.

(b) Evaluates the overall effectiveness and propriety of CIVPERS/EEO practices throughout the claimancy.
(c) Renders advice and guidance and recommends appropriate action to Executive Director, COS, senior civilian and military managers on the staff and in the field, concerning matters related to or affecting HRM/EEO program management.

(d) Assesses the impact of statutory, regulatory, and DoD/DON policy actions, and when appropriate, formulates Force-wide plan for implementation.

(e) Investigates, analyzes, and determines the causes of a variety of issues and directs/makes recommendations for resolution of problems to Force Inspector General, Force Commanders, heads of subordinate activities, etc.

(f) Plans, manages, directs, and evaluates COMNAVRESFOR EEO program, including headquarters and subordinate activities.

(g) Monitors and reviews subordinate commands’ EEO programs.

(h) Develops and recommends policy in matters pertaining to Force-Wide EEO achievement. Develops command policies affecting the employment of minorities, women, and the disabled throughout the command to ensure a positive management-oriented program.

(i) Directs development of subordinate commands’ multi-year AEP and FEORP plans. Develops consolidated plans. Monitors progress and evaluates results.


(k) Conducts analyses, studies, or surveys to identify problems or barriers to EEO. Develops solution to barriers and implements plans to overcome under representation of minorities, women and handicapped individuals, including disabled veterans.

(l) Serves and coordinates interfacing with local Federal Executive Boards and Personnel Counsels in promoting human resources initiatives to enhance the relationships between agencies and the local community.
(2) Knowledge

(a) Skill in applying a wide range of personnel management regulations and procedures.

(b) COMNAVRESFOR mission, objectives, terminology, and management practices.

(c) Skill in supervising employees performing work in diverse HRM functions.

(d) Ability to:

1. Identify interrelated problems, draw conclusion, and recommend appropriate courses of action.

2. Establish and maintain effective relationships with and gain confidence and cooperation of supervisors and managers on difficult issues.

3. Analyze and evaluate statistical data, resource usage, and program requirements.

c. HR Specialist

(1) Tasks

(a) Plans, develops, directs, and coordinates a comprehensive HRM/EEO program for the Navy Reserve Force and Headquarters staff.

(b) Evaluates the overall effectiveness and propriety of CIVPERS/EEO practices throughout the claimancy.

(c) Renders advice and guidance and recommends appropriate action to Executive Director, COS, senior civilian and military managers on the staff and in the field, concerning civilian personnel matters.

(d) Assesses the impact of statutory, regulatory, and DoD/DON policy actions, and when appropriate, formulates wide plan for implementation.

(e) Investigates, analyzes, and determines the causes of a variety of issues and directs/makes recommendations for resolution of problems to Force Inspector General, Force Commanders, heads of subordinate activities, etc.
(f) Plans, manages, directs, and evaluates COMNAVRESPRs EEO program, including headquarters and subordinate activities.

(g) Develops and recommends policy in matters pertaining to Force-Wide EEO achievement. Develops command policies affecting the employment of minorities, women, and the disabled throughout the command to ensure a positive management-oriented program.

(h) Directs development of subordinate commands' multi-year AEP and FEORP plans. Develops consolidated plans. Monitors progress and evaluates results.


(j) Conducts analyses, studies, or surveys to identify problems or barriers to EEO. Develops solution to barriers and implements plans to overcome under representation of minorities, women and handicapped individuals, including disabled veterans.

(k) Serves and coordinates interfacing with local Federal Executive Boards and Personnel Counsels in promoting human resources initiatives to enhance the relationships between agencies and the local community.

(l) Serves as the COMNAVRESPFOR Claimancy Drug Free Workplace Program Administrator; Voluntary Leave Transfer Program Administrator; Telework Coordinator; Civilian Awards Program, and Work Life Program Coordinator.

(m) Provides guidance for implementation of the DON performance management system, to include training coordination and/or arrangements, data calls, and reports.

(2) Knowledge

(a) Skill in applying a wide range of personnel management regulations and procedures.

(b) COMNAVRESPFOR mission, objectives, terminology, and management practices.

(c) Skill in supervising employees performing work in diverse HRM functions.
(d) Ability to:

1. Identify interrelated problems, draw conclusions, and recommend appropriate courses of action.

2. Establish and maintain effective relationships with and gain confidence and cooperation of supervisors and managers on difficult issues.

3. Analyze and evaluate statistical data, resource usage, and program requirements.

d. Administrative Support

(1) Tasks

(a) Executes the administrative responsibilities of NOOCP.

(b) Provides policies and procedures for NOOCP regarding administrative matters.

(c) Utilizes the Defense Civilian Personnel Data System to prepare Request for Personnel Actions (RPA) for recruitment, awards, and reassignments.

(d) Utilizes the Human Resources Reporting System (HRRS) to retrieve claimant reports, EEO MD 715 Reports, 1532 Onboard Reports, etc.

(e) Utilizes the Command Workforce Dashboard to retrieve a range of reports such as workforce age, length of service, compensation, retirement eligibility, education levels, gains, losses, and workforce trends.

(f) Tracks training and ensures training incidents are captured and forwarded to the HRSC for placing in employees' official personnel records.

(g) Advises NOOCP on requirements and resources on administrative matters.

(h) Serves as a DTS Coordinator for NOOCP.

(i) Serves as the SharePoint Coordinator for NOOCP.

(j) Serves as ESAMS Coordinator for NOOCP.
(2) Knowledge

(a) Working knowledge of DoD, DON, and COMNAVRESFOR policies and directives.

(b) Possesses basic knowledge in the use of personal computers and associated software for word processing, email, presentations, and internet usage.

(c) Possesses a working knowledge of the Defense Civilian Personnel Data System, Human Resources Reporting System, Command Workforce Dashboard to process requests for personnel actions and retrieve HR reports, trends, and workforce analysis data.

3. Comptroller (N00F)

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. Function. 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 the proper use for mission and program support within the legal and regulatory guidelines associated with such funds.

4. Public Affairs (N00P)

a. Public Affairs Officer, (PAO)

(1) Mission. Provides advice, consultation, and assistance in all public affairs matters to COMNAVRESFOR, DCOS, SA, and any additional commands within the COMNAVRESFOR claimancy per COMNAVRESFOR.

(2) Functions. Serves as principal advisor to COMNAVRESFOR on all public affairs issues.

(3) Command Relationships. SA to COMNAVRESFOR. Liaison with the Navy Office of Information (CHINFO) and the Director of Navy Reserve Public Affairs Officer (N0952).

(4) Key Processes

(a) Develops, directs, and executes the public affairs program for Echelon II and below.
(b) Publishes monthly Force magazine "The Navy Reservist (TNR)."

(c) Administers content of Navy Reserve Force public Web Site.

(d) Administers SELRES Public Affairs Program.

(e) Administers content of Navy Reserve video communication.

(f) Oversight of new media processes and procedures.

(5) Tasks

(a) Reviews and advises COMNAVRESFOR on internal, media, and community relations.

(b) Plans, develops, implements, and disseminates internal and external communications; other public affairs policies and practices within the Navy Reserve claimancy while ensuring they are following prescribed DON public affairs objectives.

(c) Coordinates inputs and publishes the monthly Force magazine "TNR" and other publications as required.

(d) Provides public affairs training to prospective Echelon IV and V CO’s and Command Master Chiefs.

(e) Issues public affairs guidance to subordinate commands within COMNAVRESFOR claimancy via electronic media and other means of communication.

(f) Coordinates with CHINFO to prepare and answer (as applicable) media queries regarding Navy Reserve issues.

(g) Reports to the Commander through the Executive Director and COS.

(6) Knowledge

(a) Must be a member of the Navy Public Affairs Community, designator 1650 (active) or 1655 (SELRES).

(b) Expert on all Navy public affairs regulations and practices, including media, internal, and community relations.
(c) Broad knowledge of COMNAVRESFOR programs, electronic media, social networking, the internet, and World Wide Web, desktop publishing, and editing.

(d) Working knowledge of the FOIA and PA.

(e) Ability to:

1. Manage and supervise subordinate staff.

2. Establish and maintain effective working relationships with all levels of COMNAVRESFOR, as well as superior and subordinate commands.

3. Apply sound, independent judgment in implementing and executing the various duties involved with public affairs.

b. Deputy PAO

(1) Tasks

(a) Provides assistance in all public affairs matters to PAO.

(b) Serves as advisor to PAO on all public affairs issues. Serves as PAO during absence of PAO.

(c) Assists in executing public affairs programs for Echelon II and below.

(d) Administers content of Navy Reserve Force public Web site.

(e) Assists in administering the SELRES Public Affairs Program.

(f) Assists in administering content of Navy Reserve video communication.

(g) Oversight of new media processes and procedures.

(2) Knowledge

(a) Must be a member of the Navy Public Affairs Community, designator 1655 (SELRES).
(b) Expert on all Navy public affairs regulations and practices, including media, internal and community relations.

(c) Broad knowledge of COMNAVRESFOR programs, electronic media, the internet, and World Wide Web, desktop publishing and editing.

c. **Staff Mass Communication Specialist**

(1) **Tasks**

(a) Provide tactical assistance in all public affairs matters.

(b) Creates communication products in support of COMNAVRESFOR communication plan.

(c) Any other tasks directed by the PAO.

(2) **Knowledge**

(a) Broad knowledge of all Navy public affairs regulations and practices, media relations, internal relations, community relations, electronic media, the internet, and World Wide Web, desktop publishing and editing.

(b) Must have NEC 8193 (Electronic Imaging Systems Specialist).

(c) Ability to:

1. Establish and maintain effective working relationships with all levels of COMNAVRESFOR as well as superior and subordinate commands.

2. Apply sound, independent judgment in implementing and executing the various duties involved with public affairs.

5. **Safety (N00SA)**

a. Director, Safety

(1) **Mission.** Performs Echelon II duties as COMNAVRESFOR Safety and assists with echelon III Safety functions for COMNAVRESFORCOM and COMNAVAIRFORCES. Manages comprehensive Fire Protection, Emergency Services, and Safety
and Occupational 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.

(2) Function. Serve 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 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 Flags, and other Headquarters staff.

(3) Command Relationships. External working relationships are with several DON/CNO organizations, OPNAV, NAVSAFENVTRACEN, Naval Safety Center, BUMED, and Regional Fire/Safety Departments. Internal working relationships are with COMNAVRESFORCOM Headquarters staff, primarily with medical, N7, COMNAVAIRFORES staff and all subordinate activities with Safety Officers/Collateral Duty Safety Officers (CDSO). Advice and guidance is provided to all staff codes and subordinate commands.

(4) Key Processes

(a) Responds to requests for information, reviews draft OPNAV instructions, and other requirements from other higher level authorities.

(b) Serves as a technical authority by planning, developing, organizing, administering, evaluating and coordinating comprehensive fire and safety programs, for all assigned areas in diverse, high risk operations and functions.

(c) Administrator of ESAMS for subordinate commands, monitor commands implementation of ESAMS.

(d) Serves as a representative on Safety Councils, committees and working group established by higher authority and the private sector.
(e) Disseminates information regarding Fire/Safety programs to managers and employees.

(f) Implements fire/safety programs within the staff, processes staff unsafe/unhealthful complaints.

(g) Conducts oversight inspection/evaluations of COMNAVRESFORCOM and COMNAVAIRFOR Safety programs, plans, and Standard Operating Procedures (SOP).

(h) Reviews and monitors claimancy progress in mishap reduction.

(5) Tasks


(b) Serves as technical advisor to cognizant offices of the CNO on safety-related matters in areas over which the Headquarters command is assigned cognizance.

(c) Foster SOH awareness through appropriate promotional methods and channels of communication.

(d) Provide technical advice, direction and guidance on Fire/SOH matters to other commands or bureau organizational elements and to subordinate field activities.

(e) Interpret SOH standards and regulations and develop or participate in developing new or revised standards.

(f) Review illness/injury analyses from command activities to identify and initiate actions to improve the effectiveness of the SOH program and reduce instances of injury and illness.

(g) Conduct staff assist visits upon request of subordinate commands.

(h) Conduct oversight evaluation of both Fire and SOH Programs for all Echelon IV and Echelon V high risk commands within the claimancy. Develop a plan of action for improving performance in areas identified as needing improvement.
(i) Administrator of the ESAMS Program. Assigns proper access levels and duty tasks for DCOSs and departmental ESAMS coordinators to enable them to manage an effective SOH Program.

(j) Provide guidance and training to subordinate commands on SOH Process Review and Measurement System, and how to conduct a self-assessment of the SOH Programs.

(k) Plans, coordinates, and monitors exercises at subordinate activities to test capabilities and respond to fire, HAZMAT, or other emergencies and/or contingencies. Conducts comprehensive investigations, when directed.

(l) Serve as a SOH advisor for COMNAVRESFOR, and subordinate commands, as the technical authority for industrial hygiene and occupational health matters, and other aspects of safety, including SOH, traffic, Operational Risk Management (ORM) and off-duty recreation, providing expert advice in subject area requirements.

(m) Establish precedents in application of problem-solving techniques to enhance existing processes.

(n) Acts with full technical and administrative independence, in recognizing and responding to the fire and safety program needs of management and in solving major conflicts in policy and program objectives.

(6) Knowledge

(a) Supervisory Controls. The independence with which the incumbent operates and the close communication with the Program Managers, technical opinion, interpretation, and recommendations are sought and regarded as authoritative because of the breadth of experience, personal judgment, and knowledge possessed by the incumbent.

(b) Fire programs to include: Hazardous Material Control and Management; Emergency Medical Response and Transport Services to include Basic and Advanced Life Support; and Fire Prevention/Safety and Code Enforcement services.

(c) Analyses procedures to determine strengths and weaknesses within organizations and articulate effective corrective actions and/or determine systemic change achieving short and long-range goals.
(d) Safety programs to include: Navy Occupational, Safety, and Health and other command safety programs, (i.e. Explosive, Traffic, Operational Risk Management (ORM), Recreational and Off Duty Safety Programs).

(e) Conducts reviews and modifications of existing policies and capable of developing and implementing innovative procedures.

(f) Broad working knowledge of:

1. Regulations, practices, principals, concepts and highly technical aspects of the fire and safety program. Possess comprehensive knowledge of existing policies in order to function as a technical authority, regarding application of the theories and developments to programs not susceptible to treatment by more conventional methods, technology, or procedures.

2. Ability to work at the highest levels of Government and DoD including Legislative Affairs, DoD, DON, Assistant Secretary and Deputy Assistant Secretary levels.

3. Skills in written and oral communication sufficient to prepare and present findings and recommend and/or carry out specific actions regarding difficult issues and to represent the command’s interest effectively.

4. Working knowledge of DoD, DON, and COMNAVRESFOR directives.

5. Possess basic knowledge in the use of personal computers and associated software for word processing, email, presentations, and internet usage.

b. Safety Occupational and Health Specialist

(1) Tasks

(a) Reports to the Safety Director, for COMNAVRESFOR in the performance of duties.

(b) Promulgates, monitors, and executes fire and safety policy and programs for COMNAVRESFORCOM and COMNAVAIRRESFOR staff and assists Safety Director for the Navy Reserve Force.
(c) Acts as the principal authority and advisor to the Safety Director and other program management personnel, and subordinate commands on issues of fire and safety policies and procedures.

(d) Participates in long range management planning to coordinate fire and safety program considerations, techniques, and standards in future operations.

(e) Acts with full technical and administrative independence in recognizing and responding to the fire and safety program needs of management and in solving major conflicts in policy and program objectives.

(f) Conducts studies designed to enhance the efficiency and cost effectiveness of fire and safety functions within the Force to include the overseeing and execution of study recommendations, handling controversial issues/problems and the suggestion of new techniques or approaches to accomplish program goals.

(g) Conducts oversight inspections/evaluations of fire and safety programs, plans and SOP to ensure compliance with applicable laws, regulations, and instructions and to determine overall program effectiveness.

(h) Provides review by follow-up inspections and periodic reports of progress by the inspected activity. Reviews and approves subordinate commands' responses to fire program matters in reports by the Inspector General and other external agencies.

(i) Plans, coordinates, and monitors exercises for COMNAVRESFORCOM staff to test capabilities and respond to fire or other emergencies and/or contingencies. Conducts comprehensive investigations, when directed.

(2) Knowledge

(a) Fire programs to include: Hazardous Material Control and Management; Emergency Medical Response and Transport Services to include Basic and Advanced Life Support; Water Rescue; Fire Prevention/Safety and Code Enforcement services.

(b) Safety programs to include: Navy Occupational, Safety, and Health and other command safety programs, (i.e. Explosive, Traffic, Recreational, and Off Duty Safety Programs.)
(c) Analyses procedures to determine strengths and weaknesses within organizations and articulate effective corrective actions and/or determine systemic change achieving short and long-range goals.

(d) Broad working knowledge of:

1. Regulations, practices, principals, concepts and highly technical aspects of the fire and safety program. Possess comprehensive knowledge of existing policies in order to function as a technical authority, regarding application of the theories and developments to programs not susceptible to treatment by more conventional methods, technology, or procedures.

2. Ability to work at the highest levels of Government and DoD including Legislative Affairs, DoD, DON, Assistant Secretary, and Deputy Assistant Secretary levels.

3. Skills in written and oral communication sufficient to prepare and present findings and recommend and/or carry out specific actions regarding difficult issues and to represent the commands interest effectively.

4. Working knowledge of DoD, DON, and COMNAVRESFOR directives.

5. Possess basis knowledge in the use of personal computers and associated software for word processing, email, presentations, and internet usage.

(e) Ability to:

1. Establish and maintain liaison with other participants, including Type Commanders (TYCOMS), SYSCOMS, and OPNAV in the planning, implementation, and continuing operation of fire and safety programs, and to resolve areas of conflict.

2. Develop precedent setting adaptations to existing guidelines when regulations, instructions, etc., provide guidance in principal only.

3. Perform staff assistance visits and make remedial recommendations for any deficiencies noted.

4. Review requests and provides recommendation for variance/waiver by commands that adapt a local fire or
safety measure/standard in lieu of an established measure/standard.

5. Stay abreast of new developments and safety applications in the field of fire and HAZMAT protection to include manufacturers of alarms and fire/HAZMAT protection equipment.

6. Complete detailed reviews and modifications of existing policies and capable of developing innovative procedures.

5. Command Services (N01A)

a. Director, Command Services

(1) Mission. Process and disseminate information, direction, and provides guidance to claimancy customers. Process and format all documents originating on the staff. Manages administrative programs for the claimancy and provides COMNAVRESFOR staff with administrative, personnel, postal, and graphic support.

(2) Functions

(a) Advises and assists COMNAVRESFOR in general administration.

(b) Provides administrative services and exercises management control of the COMNAVRESFOR administrative procedures, forms, reports, records, administrative reduction issues, correspondence, postal matters, directives, awards, and military personnel services.

(c) Supervises personnel assigned to the Administrative and Personnel Departments.

(d) Tracks enlisted evaluations. Oversees preparation and ensures timely submission of evaluations. Coordinates and provides guidance to the command evaluation boards with the Command Master Chief to determine promotion summary groups.

(e) Tracks, responds to, and forwards all Congressional inquiries and taskers received at the command.

(f) Maintains a central file of all documents produced by the command.
(g) Administers the command Awards Program.

(h) Performs other duties as may be assigned.

(3) Command Relationship

(a) Serves as principal advisor to COMNAVRESFOR on administrative matters.

(b) Provides policy and guidance on administrative matters to COMNAVRESFOR and subordinate commands.

(c) Interacts with PSD Norfolk on all personnel issues.

(d) Reports to COMNAVRESFOR COS.

(4) Key Processes

(a) Controls all congressional correspondence and taskers.

(b) Routes and tracks incoming correspondence.

(c) Ensures all correspondence, directives, messages, congressionals, evaluations, and awards are prepared.

(5) Tasks

(a) Executes command administrative responsibilities, including administrative and personnel programs.

(b) Provides policies and procedures for command administrative matters.

(c) Advises the COS on administrative and organization matters.

(d) Reviews all correspondence, messages, awards, evaluations, and directives to be signed by the Commander, Executive Director, and COS.

(e) Ensures all enlisted evaluations are processed in a timely manner.
(f) Inspects subordinate commands Administrative Departments every three years.

(g) Supervises the Administration and Personnel Departments.

(h) Reviews and signs time cards and approves annual leave for civilian personnel within the code.

(i) Serves as the POC for (liaison with) all subordinate commands, other government agencies, professional organizations, and private enterprises for all administrative matters.

(j) Administers the command Awards Program.

(6) Knowledge

(a) Working knowledge of messages, correspondence, evaluations, awards, directives, and administration protocol.

(b) Ability to:

1. Inspect and make constructive changes to the Administrative Department.

2. Supervise the Administrative and Personnel Departments.

3. Establish and maintain effective working relationships with all levels of management.

(c) Must be a Master Chief Yeoman.

b. Command Services Assistant Director

(1) Tasks

(a) Reports to the Director of Command Services.

(b) Responsible for the execution of all administrative programs and provides administrative support to COMNAVRESFOR staff and subordinate commands. Additional responsibility includes the solicitation, collection, and distribution of nominations for the FTS and Reserve Line Statutory Selection Board.

(c) Supervises the command administrative and personnel programs.
(d) Reviews and signs time cards and approve annual leave for civilian staff within the code.

(e) Controls all Congressional correspondence and taskers.

(f) Routes and tracks incoming correspondence.

(g) Ensures all correspondence, directives, messages, congressional, evaluations, and awards are prepared in accordance with proper directives.

(h) Serves as the POC for applications for the Navy Reserve Officers Administrative and Statutory Selection Boards.

(i) Responsible for proofreading all correspondence, messages, evaluations, and directives to be signed by the Commander, Executive Director, and COS.

(j) Ensures all enlisted evaluations are processed in a timely manner.

(k) Serves as the alternate POC for (liaison with) all subordinate commands, other government agencies, professional organizations, and private enterprises for all administrative matters.

(l) Responsible for the command Awards Program.

(m) Performs other duties as may be assigned.

(2) Knowledge

(a) Working knowledge of messages, correspondence, evaluations, awards, directives, and administrative protocol.

(b) Ability to:

1. Inspect and make constructive changes to the Administrative Department.

2. Supervise the Administrative and Personnel Departments.

3. Establish and maintain effective working relationships with all levels of management.

(c) Must be a Chief Yeoman.
c. Command Services Administrative Leading Petty Officer (LPO)

(1) Tasks

(a) Tracks and maintains command files for all congressional correspondence and official tasks.

(b) Prepares all correspondence, messages, evaluations, and directives to be signed by the Commander, Executive Director, and COS.

(c) Routes and tracks incoming correspondence.

(d) Tracks and maintains all directives, reports, and forms management programs. Ensures case files, anniversary reviews, and timely submission of all required reports are completed and maintained. Verifies all forms are in accordance with the DON forms management manual and ensures the director and assistant director of command services are advised of all upcoming and/or completed reports.

(e) Knowledge of forms management and the ability to effectively manage the reports tickler, including verification, tracking, and disseminating due dates, and information regarding required reports.

(f) Responsible for the Command Services Department.

(g) Responsible for the serialization of all outgoing correspondence, proper mailing, and distribution procedures are in effect and being enforced.

(h) Responsible for the command Awards Program.

(1) Knowledge

(a) Thorough knowledge of Naval messages, correspondence, evaluations, awards, directives, and general administrative protocol.

(b) Ability to:

1. Manage the Command Services Department.

2. Organize the Command Services Department.
3. Maintain effective working relationships with all levels of management.

(c) Must be a First Class Petty Officer.

d. Command Services Administrative Support

(1) Tasks

(a) Tracks and maintains all directives, reports, and forms management programs. Ensures case files, anniversary reviews, and timely submission of all required reports are completed and maintained. Verifies all forms are in accordance with the DON forms management manual and ensures the director and assistant director of command services are advised of all upcoming and/or completed reports.

(b) Tracks and maintains command files for all congressional correspondence and official tasks.

(c) Prepares all correspondence and messages to be signed by the Commander, Executive Director, and COS.

(d) Routes and tracks incoming correspondence.

(e) Serializes all outgoing correspondence and ensures proper mailing and distribution procedures are in effect and being enforced.

(f) Maintains Emergency Muster Sheets and when applicable, muster required personnel during musters and/or evacuations.

(2) Knowledge

(a) Thorough knowledge of Naval messages, correspondence, evaluations, awards, directives, and general administrative protocol.

(b) Maintain effective working relationships with all levels of the staff.

e. Command Services Administrative Support

(1) Tasks

(a) Tracks and maintains all directives, reports, and forms management programs. Ensures case files, anniversary
reviews, and timely submission of all required reports are completed and maintained. Verifies all forms are in accordance with the DON forms management manual and ensures the director and assistant director of command services are advised of all upcoming and/or completed reports.

(b) Tracks and maintains command files for all routine incoming correspondence.

(c) Prepares all correspondence, messages, and evaluations to be signed by the Commander, Executive Director, and COS.

(d) Serializes all outgoing correspondence and ensures proper mailing and distribution procedures are in effect and being enforced.

(2) Knowledge

(a) Thorough knowledge of Naval messages, correspondence, evaluations, awards, directives, and general administrative protocol.

(b) Maintain effective working relationships with all levels of the staff.

f. Command Services Administrative Support

(1) Tasks

(a) Tracks and maintains all command award files.

(b) Tracks and maintains all directives, reports, and forms management program files. Ensures case files, anniversary reviews, and timely submission of all required reports are completed and maintained. Verifies all forms are in accordance with the DON forms management manual and ensures the director and assistant director of command services are advised of all upcoming and/or completed reports.

(c) Prepares all correspondence, messages, and awards to be signed by the Commander, Executive Director, and COS.

(d) Routes and tracks incoming correspondence.

(e) Serializes all outgoing correspondence and ensures proper mailing and distribution procedures are in effect and being enforced.
(f) Maintains the Emergency Muster Sheet and when applicable, musters required personnel during musters and/or evacuations.

(g) Responsible for daily mail runs and the proper distribution to the applicable codes.

(h) Responsible for the submission and proper reflection of all approved awards in the Navy Department Awards Web Service (NDAWS).

2. Knowledge

(a) Thorough knowledge of Naval messages, correspondence, evaluations, awards, directives, and general administrative protocol.

(b) Maintain effective working relationships with all levels of the staff.

g. Management Analyst

1. Tasks

(a) Establishes and oversees the records management policy for COMNAVRESFOR and COMNAVRESFORCOM.

(b) Establishes and integrates Echelon IV and V electronic records management practices utilizing the Total Records Information Management System (TRIMS).

(c) Customize and maintain the TRIMS context dataset to reflect the organization's model.

(d) Supervises and assists staff and Echelon IV TRIMS administrators in establishing code specific TRIMS datasets that support the command model, but incorporates unique code requirements.

(e) Establishes through teamwork and coordination, a comprehensive TRIMS context dataset usage policy for both the staff and Reserve Force.

(f) Participates as Reserve Force representative in high level Department of the Navy TRIMS configuration board.
(2) Knowledge

(a) Knowledge of records management, administrative regulations, principles, functions, policies, and operating procedures to apply fact finding and investigative techniques to gather evidence of waste, abuse or non-compliance to regulations.

(b) Knowledge of mission, administrative regulations, major issues, program goals and objectives, organization, work processes, and operations of the DON Echelons and commands.

(c) Knowledge of qualitative techniques for analyzing and measuring the effectiveness and efficiency of administrative programs.

(d) Skill in preparing papers, reports, and organizing and delivering briefings to managers to encourage understanding and acceptance of findings and recommendations.

(e) Ability to plan, schedule, train, coordinate, manage and conduct projects and studies to evaluate and recommend ways to improve the effectiveness and efficiency of work operations with records management.

(f) Skill in adapting analytical techniques and evaluation criteria to the measurement and improvement of program effectiveness/organizational productivity.

(g) Knowledge of proper grammar, spelling, sentence structure, punctuation, edit symbols and techniques.

(h) Knowledge of directive and publication principles and techniques.

(i) Knowledge of rules governing the PA.

(j) Ability to understand, train, coordinate, and apply knowledge to manage the DON records disposition system.

(k) Understanding and knowledge of editing files onto web sites.

h. Command Pay/Personnel Administrative Support System (PASS) Coordinator (CPC)

(1) Tasks
(a) Administers military pay, personnel, and passenger transportation functions within the scope of Pay/PASS per guidelines set forth in the Navy Pay and Personnel Support Center (NPPSC) CPC Manual (March 2008).

(b) Command Central Billed Account (CBA) APC reviews the CBA invoice file to verify each transaction has a corresponding obligation in the accounting system.

(c) Reconciles and certifies the monthly CBA invoice.

(d) Maintains monthly personnel reports.

(e) Tracks prospective gains and prospective losses.

(f) Approves DTS vouchers per JTR, JFTR, staff, and DON Guidelines.

(g) Processes DTS orders/vouchers within two working days of receipt.

(h) Maintains files of staff & supported Government Travel Card (GTC) cardholder activity check-in/out, statements of understanding, certificate of cardholder training, documentation of abusive and/or fraudulent activity, documentation of delinquency notification, and copies of other pertinent documents.

(i) Responsible for providing staff members with pay, personnel, passenger transportation, and other related support.

(j) Responsible for verifying the Navy Standard Integrated Personnel System (NSIPS) award eligibility list.

(k) Responsible for setting up E-Leave routing for all military staff.

(l) Responsible for maintaining Leave Log and verifying E-Leave transactions.

(m) Responsible for verifying travel claims for completeness and forwarding TAD/TDY orders via TOPS to the servicing PSD.

(n) Responsible for submitting name change requests to BUPERS (PERS-312) via COS.
(o) Monitors GTCC electronic reports and ensures travel cards of personnel who are scheduled for transfer or end of active obligated service are deactivated as required.

(p) Maintains command on-site DTS help desk operations and resolves command DTS travel issues.

(q) Maintains GTCC card program per E-Business guidelines.

(r) Maintains the command recall database ensuring monthly updates.

(s) Verifies legality of proposed payment prior to the end of the billing cycle.

(t) Provides quarterly training, identifies any problem areas, and recommend changes to the DTS in order to support the commands travel needs.

(2) Knowledge

(a) Extensive knowledge of all DoD financial publications, regulations, Microsoft Office, and disbursing computerized systems.

(b) Exhibit sound supervisory, management, administrative, and organizational skills.

(c) Ability to:

1. Maintain effective working relationships with all levels of management.

2. Performs mathematical processes (prepare computations for payroll such as, PCS travel entitlements, special duty assignment pay, Temporary Lodging Allowance, basic pay, specialty pay rates, etc.)

3. Performs clerical and administrative duties involved in maintaining personnel records, preparing reports and accomplishing accounting procedures.

(d) Must be a Chief Personnel Specialist.

1. CPC Clerk

(1) Tasks
(a) Responsible for providing staff members with pay, personnel, passenger transportation, and other related support.

(b) Responsible for verifying the NSIPS award eligibility list and updating NSIPS as appropriate.

(c) Responsible for entering routing lists for all military staff for E-Leave program, running E-Leave reports, and verifying information to prevent errors.

(d) Responsible for verifying travel claims for completeness and forwarding TAD/TDY orders via TOPS to the servicing PSD.

(e) Responsible for updating electronic service records of all military decorations and or appropriate forms/certificates.

(f) Responsible for submitting name change requests to BUPERS (PERS-312) via COS.

(g) Liaison between staff and PSD, Norfolk, and other Personnel Support Detachments worldwide.

(h) Maintains command on-site DTS help desk operations and resolve command DTS travel issues.

(2) Knowledge

(a) Extensive knowledge of all DoD financial publications, regulations, Microsoft Office, and disbursing computerized systems.

(b) Exhibit sound supervisory, management, administrative, and organizational skills.

(c) Requirements: DK Afloat Automated Pay Systems Specialist (2905) NEC.

(d) Must be a Personnel Specialist.

j. Lead DTA

(1) Tasks

(a) Report to the Leading Chief Petty Officer CPC of Command Services. Serve as DTA. Provide policy, oversight, guidance, and resources to staff and subordinate commands.
(b) Manage overall military pay, military personnel, and passenger transportation support systems within designated AOR.

(c) Lead DTA and Trainer.

(d) Advises chain of command of instances where personnel may be advertently or inadvertently committing fraud, waste, and abuse.

(e) Serves as command CBA APC and reviews the CBA invoice file to verify each transaction has a corresponding obligation in the accounting system.

(f) Serves as the approving officer for all DTS transactions.

(g) Maintains monthly GTCC/CBA/Delinquency reports.

(h) Approves DTS orders and voucher requests per JTR, JFTR, staff and DON Guidelines.

(i) Processes DTS vouchers within 2 working days of receipt.

(j) Maintains files of staff & supported GTCC cardholder activity check-in/out, statements of understanding, certificate of cardholder training, documentation of abusive and/or fraudulent activity, documentation of delinquency notification, and copies of other pertinent documents.

(k) Responsible for providing staff members with DTS, passenger transportation, and other related support.

(l) Responsible for verifying travel vouchers for completeness and approving vouchers for payment.

(m) Monitors GTCC electronic reports and ensures travel cards of personnel who are scheduled for transfer or end of active obligated service are deactivated as required.

(n) Maintains command on-site DTS help desk operations and resolves command DTS travel issues.

(o) Maintains GTCC card program per E-Business guidelines.

(p) Reconciles and certifies the monthly CBA invoice.
(g) Verifies legality of proposed payment prior to the end of the billing cycle.

(x) Provides quarterly training, identifies any problem areas, and recommends changes to DTS in order to support the commands travel needs.

(2) Knowledge

(a) Extensive knowledge of all DoD financial publications, regulations, Microsoft excel, and disbursing computerized systems.

(b) Exhibit sound supervisory, management, administrative, and organizational skills.

(c) Requirements: Intensive knowledge in DTS/GTCC/CBA systems/accounts.

(d) Ability to:

1. Communicate effectively with staff and supervisory staff in understanding personnel practices and policies.

2. Maintain effective working relationships with all levels of management.

3. Perform mathematical processes (prepare computations for vouchers, travel entitlements, per diem, pay, etc).

(e) Civilian Position.

i. Management Analyst

(1) Tasks

(a) Establishes and oversees the records management policy for COMNAVRESFOR and COMNAVRESFORCOM.

(b) Establishes and integrates Echelon IV and V electronic records management practices utilizing the Total Records Information Management System (TRIMS).

(c) Customize and maintain the TRIMS context dataset to reflect the organization’s model.
(d) Supervises and assists staff and Echelon IV TRIMS administrators in establishing code specific TRIMS datasets that support the command model, but incorporates unique code requirements.

(e) Establishes through teamwork and coordination, a comprehensive TRIMS context dataset usage policy for both the staff and Reserve Force.

(f) Participates as Reserve Force representative in high level Department of the Navy TRIMS configuration board.

(g) As Staff Printing Manager, estimates costs for standard recurring publications; maintaining control records for production or cost purposes. Formulates printing procedures and policies, informs customers of cost effectiveness via electronic communication, correspondence or personal discussion.

(h) Tracks and maintains all directives, reports, and forms management programs. Ensures case files, anniversary reviews, and timely submission of all required reports are completed and maintained. Verifies all forms are in accordance with the DON forms management manual and ensures the director and assistant director of command services are advised of all upcoming and/or completed reports.

(2) Knowledge

(a) Knowledge of records management, administrative regulations, functions, policies, and operating procedures to apply fact finding and investigative techniques to gather evidence of waste, abuse or non-compliance to regulations.

(b) Knowledge of mission, administrative regulations, major issues, program goals and objectives, organization, work processes, and operations of the DON Echelons and commands.

(c) Knowledge of qualitative techniques for analyzing and measuring the effectiveness and efficiency of administrative programs.

(d) Skill in preparing papers, reports, and organizing and delivering briefings to managers to encourage understanding and acceptance of findings and recommendations.
(e) Ability to plan, schedule, train, coordinate, manage and conduct projects and studies to evaluate and recommend ways to improve the effectiveness and efficiency of work operations with records management.

(f) Skill in adapting analytical techniques and evaluation criteria to the measurement and improvement of program effectiveness/organizational productivity.

(g) Knowledge of proper grammar, spelling, sentence structure, punctuation, edit symbols, and techniques.

(h) Knowledge of directive and publication principles, and techniques.

(i) Knowledge of rules governing the PA and FOIA.

(j) Ability to understand, train, coordinate, and apply knowledge to manage the DON records disposition system.

(k) Understanding and knowledge of editing files onto web sites.

(l) Knowledge of the form management and the ability to effectively manage the reports tickler, including verification, tracking, and disseminating due dates and information regarding required reports.

j. Command Services Administrative Support

(1) Tasks

(a) Tracks and maintains command files for all congressional correspondence and official taskers.

(b) Routes and tracks incoming correspondence.

(c) Prepares all correspondence and messages to be signed by the Commander, Executive Director, and COS.

(d) Serializes all outgoing correspondence and ensures proper mailing and distribution procedures are in effect and being enforced.

(e) Maintains the command recall database ensuring monthly updates.
(f) Maintains Emergency Muster Sheets and when applicable, muster required personnel during musters and/or evacuations.

(2) Knowledge

(a) Thorough knowledge of naval messages, correspondence, evaluations, awards, directives, and general administrative protocol.

(b) Maintain effective working relationships with all levels of the staff.

k. Command Services Administrative Support

(1) Tasks

(a) Tracks and maintains command files for all routine incoming correspondence.

(b) Prepares all correspondence, messages, and evaluations to be signed by the Commander, Executive Director, and COS.

(c) Serializes all outgoing correspondence and ensures proper mailing and distribution procedures are in effect and being enforced.

(2) Knowledge

(a) Thorough knowledge of Naval messages, correspondence, evaluations, awards, directives, and general administrative protocol.

(b) Maintain effective working relationships with all levels of the staff.

1. Command Services Administrative Support

(1) Tasks

(a) Tracks and maintains all command award files.

(b) Routes and tracks incoming correspondence.

(c) Prepares all correspondence, messages, and awards to be signed by the Commander, Executive Director, and COS.
(d) Serializes all outgoing correspondence and ensures proper mailing and distribution procedures are in effect and being enforced.

(e) Maintains the command recall database ensuring monthly updates.

(f) Maintains the Emergency Muster Sheet and when applicable, mustering required personnel during such musters and/or evacuations.

(g) Responsible for bi-weekly mail runs and the proper distribution to the applicable codes.

(h) Responsible for the submission and proper reflection of all approved awards in the Navy Department Awards Web Service (NDAWS).

(2) Knowledge

(a) Thorough knowledge of Naval messages, correspondence, evaluations, awards, directives, and general administrative protocol.

(b) Maintain effective working relationships with all levels of the staff.

6. Equal Opportunity Advisor, (EOA) (N01E)

   a. Equal Opportunity Advisor

      (1) Mission. Serves as primary advisor and subject matter expert to commanders and CMEO managers, and provides assistance to other members in the chain of command on EO issues. EOA provides EO briefings, training, and assist visits to subordinate commands.

      (2) 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.

      (3) Command Relationship

         (a) The EOA reports directly to COMNAVRESFOR orally or by written reports concerning the performance of duties.
(b) Additionally, reports to Commander, Navy Air Forces Reserve via COMNAVAIRFORERS CONS for all matters regarding COMNAVAIRFORERS personnel and commands.

(c) Liaises between the command and the Navy EO Office, Defense Equal Opportunity Management Institute (DEOMI), and Naval Education and Training (NETC), Center for Personal and Professional Development (CPPD).

(4) Key Processes

(a) Provides EO/SH advice to commanders, CMEO managers and other members throughout the Force.

(b) Provides EO briefings, training, and assist visits to subordinate commands.

(c) Screens prospective EOA (NEC 9515) candidates.

(d) Provides assistance with conducting DEOMI Organizational Climate Survey (DEOCS) surveys, command assessments, and focus groups.

(5) Tasks

(a) Liaise between the command and the Navy EO Office, DEOMI, and NETC (CPPD).

(b) Conduct on-site CMEO program review of immediate subordinate commands. Ensure that commands, at a minimum, comply with the checklist provided in enclosure (3) of OPNAVINST 5354.1F.

(c) Coordinate with CPPD and learning sites to align resident and MTT training requirements for claimancy CMEO and Command Training Team Indoctrination (CTTI) courses.

(d) Provide supplemental EO/CMEO training and assist visits to subordinate commands as requested.

(e) Monitor headquarters/subordinate commands annual EO training.

(f) Monitor headquarters/subordinate command EO climate assessments and ensure Echelon 2 or 3 review and maintain executive summaries for historical files (36 months).

(g) Monitor subordinate command's EO/SH message status.

Enclosure (1)
(h) Coordinate administrative actions with the Staff Judge Advocate, Inspector General, and staff assistants as necessary.

(i) Advise headquarters staff on all EO policies and issues.

(j) Provide Commanders a verbal and written brief/report of subordinate command climate and areas of concern.

(k) Ensure subordinate command CMEOs receive annual follow on training at a minimum of once a year. This may be accomplished by symposium attendance, VTC training.

(l) Provide command and subordinate commands guidance on all DoD national heritage observances.

(m) Maintain a current POC listing of subordinate command CMEO managers.

(r) Conduct an annual review of subordinate commands' executive summaries demographic files for retention, advancement, discipline, awards, evaluations, and EO training and provide a summary of areas of concern to the Commander.

(s) Review all subordinate command's formal administrative EO/SH complaints.

(6) Knowledge

(a) Must attend DEOMI Equal Opportunity Advisor Program (EOAP) course.

(b) Must have 9515 NEC.

(c) Billet designated for a Senior Chief or Master Chief Petty Officer.

b. Assistant Equal Opportunity Advisor

(1) Tasks

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

(b) Liaise between the command and the Navy EO Office, DEOMI, and NETC (CPPD).
(c) Serves as the CMEO Program Manager and liaises directly with Echelon IV and V CMEOs in administration and oversight of the CMEO program.

(d) 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.

(e) Conduct on-site CMEO program review of immediate subordinate commands. Ensure that commands, at a minimum, comply with the checklist provided in enclosure (3) of OPNAVINST 5354.1F.

(f) Coordinate with CPPD and learning sites to align resident and MTT training requirements for claimancy CMEO and Command Training Team Indoctrination (CTTI) courses.

(g) Provide supplemental EO/CMEO training and assist visits to subordinate commands as requested.

(h) Monitor headquarters/subordinate commands annual EO training.

(i) Monitor headquarters/subordinate command EO climate assessments and ensure Echelon 2 or 3 review and maintain executive summaries for historical files (36 months).

(j) Monitor subordinate command's EO/SH message status.

(k) Coordinate administrative actions with the Staff Judge Advocate, Inspector General, and staff assistants as necessary.

(l) Advise headquarters staff on all EO policies and issues.

(m) Provide Commanders a verbal and written brief/report of subordinate command climate and areas of concern.

(n) Ensure subordinate command CMEOs receive annual follow on training at a minimum of once a year. This may be accomplished by symposium attendance, VTC training.

(o) Provide command and subordinate commands guidance on all DoD national heritage observances.
(p) Maintain a current POC listing of subordinate command CMEO managers.

(q) Review all subordinate command's formal administrative EO/SH complaints.

(r) Conduct an annual review of subordinate commands' executive summaries demographic files for retention, advancement, discipline, awards, evaluations, and EO training and provide a summary of areas of concern to the Commander.

(s) Maintains and updates sharepoint for COMNAVRESFOR EOA.

Knowledge

(a) Must attend DEOMI Equal Opportunity Advisor Program (EOAP) course.

(b) Must have 9515 NEC.

(c) Assigned personnel to be a Chief or Senior Chief Petty Officer.

7. Protocol Officer (N01F)

   a. Mission. Provides advice, consultation, and assistance on all protocol matters to COMNAVRESFOR.

   b. Function. Serves as the principal advisor to COMNAVRESFOR on all protocol matters. Responsible for overall management of DVs itineraries and organization of logistical support associated with visits.

   c. Command Relationships. SA to COMNAVRESFOR. Reports to COMNAVRESFOR through the COS and Executive Director.

   d. Key Processes

      (1) Plans and implements itineraries for all DVs, including flag or general officers and flag-level civilians visiting COMNAVRESFORCOM.

      (2) Coordinates all aspects of official local social functions such as lunches, dinners, receptions, change of command ceremonies, and other special occasions, in addition to visiting DVs.
(3) Prepare budget plan, administers funds, and maintains ongoing ORF balance.

(4) Coordinates agendas, social events, logistics, and administrative support for Navy Reserve Flag Officers’ Conference, including same for the spouse program.

(5) Maintains history files of DV visits and changes of command.

(6) Special projects as deemed necessary by COMNAVRESFOR.

e. Tasks

(1) Advises COMNAVRESFOR/COMNAVRESFORCOM on all protocol matters.

(2) Plans, develops, implements, and disseminates protocol policies and practices within the Navy Reserve claimancy, while ensuring they are following prescribed DON protocol guidelines and objectives.

(3) Provides protocol guidance to queries throughout subordinate commands within COMNAVRESFOR claimancy via electronic media and other means of communication.

(4) Plans, coordinates, and implements itineraries for all DVs visiting COMNAVRESFOR and COMNAVRESFORCOM.

(a) Coordinates with local BOQ or hotel for reservations, makes travel arrangements, reserves parking spaces for rental cars, and makes reservations for local social events.

(b) Assigns escort officer(s) to DV and spouse, if accompanying.

(c) Coordinates briefing schedule with senior briefing officer. Ensures conference rooms are reserved, required electronic equipment is operational; handouts and name plates are in place, appropriate personal flag is being flown.

(d) Coordinates with PAO to cover the event.

(e) Makes seating charts and table place cards as required.

(f) Drafts all thank you letters, LOA/LOC for staff support during DV visits.
(g) Holds duty driver(s) meeting(s) and ensures a dry run is made.

(h) Purchases and properly documents gift/plaque for DV. If spouse accompanies DV, purchases gift for spouse.

(i) Greets/farewell all DVs at airport and headquarters building, along with admiral/executive director/COS/escort officer.

(j) Coordinates social function hosted by Navy Reserve Forces Command.

(5) Coordinates all aspects of official social functions such as lunches, dinners, receptions, changes of command, and any other special occasions.

(a) Maintains a current, accurate command invitation list for use in sending invitations to all persons who should be invited to flag-hosted social events.

(b) Drafts invitations and/or programs as requested.

(6) Manages the ORF.

(a) Prepares draft budget plan at beginning of each fiscal year for command approval.

(b) Administers funds and maintains an ongoing balance, keeping all parties informed.

(c) Orders gifts for presentations as required.

(7) Maintains history files of DV visits and changes of command.

f. Knowledge

(1) Expert on all Navy protocol regulations and practices.

(2) Broad knowledge of COMNAVRESFOR programs.

(3) Ability to:

(a) Manage and supervise part-time staff.
(b) Establish and maintain tact and diplomacy in working relationships with all levels of COMNAVRESFOR, as well as superior and subordinate commands.

(c) Apply sound, mature, independent judgment in implementing and executing the various and demanding duties involved with protocol.

(d) Be available evening, weekends, and holidays when required.

(e) Serve as escort officer when required.

8. Force Chaplain (N01G)

   a. Force Chaplain

   (1) Mission. Provides advice, assistance, and consultation to COMNAVRESFOR/COMNAVAIRFOR E S on matters relating to religion, religious ministry, 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, information, and training to claimancy chaplains/religious programs.

   (2) Functions

   (a) Serves as special assistant to COMNAVRESFOR and COMNAVAIRFOR E S on religious, moral, spiritual, and ethical matters.

   (b) Serves as an advisor to the Chief of Chaplains on religious ministry matters within the Navy Reserve claimancy.

   (c) Serves as advisor to Navy Reserve chaplains on Chief of Chaplain policies, goals, and initiatives.

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

   (e) Coordinates Reserve Chaplain support for military funerals. Implements staff training on Quality of Life issues.
(f) Plans and programs readiness training for Chaplains and RPs.

(g) Serves as OSO for Chief of Chaplains.

(3) Command Relationships. SA to COMNAVRESFOR. Supervisor for COMNAVAIRFOR Chaplain who is assigned ADDU to COMNAVRESFOR as Deputy Force Chaplain. Liaison with the Office of the Chief of Chaplains.

(4) Key Processes

(a) Administers religious programs readiness training to Force Chaplains/RPs.

(b) Coordinates with OPNAV (N097C) on mobilization of religious ministry personnel.

(c) Issues Chief of Chaplain goals, policy, and guidance for Chaplains/RPs.

(d) Reviews, processes, and responds to RP personnel needs and requirements in the claimancy.

(5) Tasks

(a) Facilitates ministry of Chaplains throughout the claimancy.

(b) Advises Chief of Chaplains and Deputy Chief of Chaplains for Reserve Matters on religious issues.

(c) Implements and evaluates training policies and goals established by the Program Sponsor (OPNAV N097C) for Chaplains and RPs.

(d) Coordinates with OPNAV (N097C) to implement the mobilization plan for Chaplains and RPs.

(e) Monitors the following programs for Chaplains and RPs in the Navy Reserves:

1. AT
2. ADT
3. RP "A" and "F" Schools

Enclosure (1)
(f) Represents COMNAVRESFOR at major claimant staff Chaplain meetings.

(g) Monitors support required for Navy Reserve Chaplains and RPs with mobilization billets in the Marine Corps, Coast Guard, and the Navy Reserve Construction Force to ensure adequate administration and funding support for operational readiness.

(h) Monitors the acquisition, operations, and maintenance of religious ministry facilities.

(i) Provides orientation and training for active duty Chaplains in the claimancy.

(j) Assists COMNAVAIRFORCES in evaluating effectiveness of Command Religious Programs (CRPs) as part of the Naval Command Inspection Program.

(k) Assists command Chaplains in planning, programming, and budgeting.

(l) Monitors billet requirements for Chaplains and religious programs in claimancy.

(m) Coordinates professional activities, ceremonies, and training among area Chaplains and religious programs.

(n) Coordinates Chaplain participation in casualty assistance and emergency response plans.

(o) Provides pastoral care for COMNAVRESFOR and COMNAVAIRFORCES Headquarters Staff personnel.

(6) **Knowledge**

(a) Must possess a Chaplain Corps designator (4100).

(b) Broad working knowledge of:

1. Command responsibility in providing for the free exercise of religion.

2. COMNAVRESFOR personnel policy, structure, and programs.

(c) Ability to:
1. Plan, direct, and execute readiness training for all SELRES Chaplains and religious program specialists.

2. Establish and maintain effective working relationships with all levels of COMNAVRESFOR as well as superior and subordinate commands.

3. Apply sound, independent judgment in executing and implementing the various duties involved with religious issues/responsibilities.

4. Supervise a subordinate staff.

   (d) Working knowledge of the Ecclesiastical Endorsement process and requirements.

b. Deputy Force Chaplain

   (1) Tasks

   (a) Facilitates ministry of Chaplains throughout the claimancy.
   
   (b) Advises Chief of Chaplains on religious matters.

   (c) Implements and evaluates training policies and goals established by the Program Sponsor (OPNAV N097C) for Chaplains and religious program specialists.

   (d) Coordinates with OPNAV (N097C) to implement the United States Mobilization Plan for Chaplains and religious programs.

   (e) Manages and monitors the following programs for Chaplains and religious programs in the Navy Reserve:

   1. AT
   
   2. ADT

   3. RP "A" and "F" Schools

(f) Represents COMNAVRESFOR at major claimant staff Chaplain meetings.

(g) Monitors support required for Navy Reserve Chaplains and RPs with mobilization billets in the Marine Corps, Coast Guard, and the Navy Reserve Construction Force to ensure adequate administration and funding support for operational readiness.

(h) Monitors the acquisition, operations, and maintenance of religious ministry facilities.

(i) Provides orientation and training for active duty Chaplains in the claimancy.

(j) Assists COMNAVAIRFORCES in evaluating effectiveness of CRPs as part of the Naval Command Inspection Program.

(k) Assists command Chaplains in planning, programming, and budgeting.

(l) Monitors billet requirements for Chaplains and religious program specialists in claimancy.

(m) Coordinates professional activities, ceremonies, and training among area chaplains and religious programs.

(n) Coordinates Chaplain participation in casualty assistance and emergency response plans.

(o) Provides pastoral care for COMNAVRESFOR and COMNAVAIRFORCES Headquarters Staff personnel.

(2) Knowledge

(a) Must possess a Chaplain Corps designator (4100).

(b) Broad working knowledge of:

1. Command responsibility in providing for the free exercise of religion.

2. COMNAVRESFOR personnel policy, structure, and programs.

(c) Ability to:
1. Plan, direct, and execute readiness training for all SELRES Chaplains and RPs.

2. Establish and maintain effective working relationships with all levels of COMNAVRESFOR as well as superior and subordinate commands.

3. Apply sound, independent judgment in executing and implementing the various duties involved with religious issues/responsibilities.

4. Supervise a subordinate staff.

   (d) Working knowledge of the Ecclesiastical Endorsement process and requirements.

   c. Force RP Detailer

      (1) Tasks

         (a) Manage and supervise the operation of the Force Religious Ministries Teams (RMT).

         (b) Development of operating budgets and monitor expenditures.

         (c) Conduct rate training for area RPs.

         (d) Perform independently in the absence of the Chaplains.

         (e) Supervise subordinate staff.

      (2) Knowledge

         (a) Possess RP Specialist NEC 2401.

         (b) Broad working knowledge of Navy policy that pertains to personnel and to religious ministry.

         (c) Working knowledge of COMNAVRESFOR policy, procedures, and programs.

         (d) Must have advanced office management knowledge and skills.

         (e) Advanced Automated Information System (AIS) knowledge and skills.

         (f) Ability to:
1. Conduct rate training for area RPs.
2. Perform independently in the absence of the Chaplains.
3. Supervise subordinate staff.

d. **RP Program Specialist**

   (1) **Tasks**
   
   (a) CCPO Program Coordinator.
   
   (b) Provide overall management and administration.
   
   (c) Process all ADT orders through PERS 9D.
   
   (d) Process all separations through PERS 91.
   
   (e) Process all travel claims pertaining to CCPO Program.
   
   (f) Maintain all CCPO service records.
   
   (g) Fund day-to-day operations except for those funded by PERS 9.
   
   (h) Develop travel budgets.
   
   (i) Draft official messages.
   
   (j) Prepare and conduct in-rate training.
   
   (k) Administration assistant to all RMT billet reports, RMT Alpha Rosters, RMT IAP status, RMT vacant billets, RMT cross-assigned billets, and all RMT mobilization status reports.
   
   (l) Utilize NSIPS to gain perspective Chaplains into the Navy Reserve Force.
   
   (m) Use NROWS.
   
   (n) Supply Petty Officer for N01G department.
   
   (o) Sharepoint website.
   
   (p) Track all pertinent information on CCPOs.

2-74 Enclosure (1)
(2) **Knowledge**

(a) Working knowledge of:

1. Navy policy that pertains to personnel and to religious ministry.

2. COMNAVRESFOR policy and programs.

(b) Must have office management knowledge and skills.

(c) AIS knowledge and skills.

9. **Force Medical (N01M)**

a. **Force Surgeon**

   (1) **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.

(2) **Functions**

(a) Issue guidance to enhance Navy Reserve Force Health protection and Medical Readiness, per all pertinent DOD, DON and BUMED policies and instructions.

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

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

(d) Serve as POC for Functional Area Manager of Navy Reserve Medical Data Management and interoperability.

(3) **Command Relationships**

(a) SA to COMNAVRESFOR representing Force Medical.

(b) External liaison for RC medical readiness and Force health protection issues with CNO (N095, N0931), USFF,
CNPC (PERS-95, PERS-4G), BUMED, OJAG, NRPDC, MARFORRES, CNRC, COMNAVAIRFORRES, other DoD/VA medical facilities and civilian medical agencies.

(c) Internal liaison for medical department issues with COMNAVRESFORCOM DCOS and SAs.

(d) Additional duty responsibility to the Office of Chief of Navy Reserve for medical policy matters, coordination, and reporting.

(4) Key Processes

(a) Advises COMNAVRESFORCOM and informs COMNAVRESFORCOM claimancy on official instructions, directives, and other communications regarding matters pertaining to RC Force health protection, medical readiness and Active/Reserve Integration (ARI).

(b) Advises CNR in developing and implementing RC medical/dental policy in coordination with, and in compliance with DoD, DON, OPNAV, BUPERS and BUMED directives.

(c) Monitors and tracks Navy Reserve medical readiness.

(d) Liaisons with BUMED, ensuring ARI.

(5) Tasks

(a) Drafts policy, issues guidance, and monitors compliance for all aspects for Force Health Protection and readiness.

(b) Advises COMNAVRESFORCOM on official directives and other communication appropriate to matters pertaining to FHP and IMR.

(c) Liaisons with OCNR, USFF, CNPC, CNRC, BUMED, and civilian medical agencies, in all FHP and IMR matters.

(d) Provides senior medical department executive leadership.

(e) Consults with BUMED, PERS-4G, PERS-95, NMPS SMOs, MEDHOLD East/West SMOs in adjudicating retention, mobilization screening, and physical risk classification issues and concerns.

2-76 Enclosure (1)
(f) Prepares COMNAVRESFORCOM responses to 
Congressional inquiries, relating to various medical issues for 
SELRES.

(g) Maintains functional relationship with 
COMNAVAIRFOR senior medical officer and staff to ensure 
compliance and resolution of any FHP and IMR medical issues.

(6) **Knowledge**

(a) Possesses Medical Corps designator (2100).

(b) Broad knowledge and understanding of Navy 
Reserve Force command structure, programs, and directives; BUMED 
command structure, programs, and directives; Manual of the 
Medical Department; and other applicable instructions, 
regulations and directives.

(c) Ability to:

1. Manage, supervise, and lead subordinate 
   staff.

2. Establish and maintain working relationships 
   with external and internal levels of management, civilian, and 
   military.

3. Plan, direct, and coordinate a complex 
   program pertaining to FHP and IMR.

(d) Basic knowledge and skills pertaining to 
   manpower, training, and POM/program review budget process.

(e) Courses recommended include the following: PCO 
   and AO.

b. **Medical Officer**

(1) **Tasks**

   (a) Provides policy and initial guidance regarding 
       Health of the Force issues to COMNAVRESFOR claimancy.

   (b) Advises COMNAVRESFOR on official directives and 
       other communication appropriate to matters pertaining to the 
       health of the Force.
(c) Maintains liaison with Assistant Secretary of Defense (ASD), ASN, OJAG, COMNAVPERSCOM, BUMED, DFAS, program sponsors, other commands, civilian medical agencies, and other departments within COMNAVRESFOR headquarters.

(d) Reviews COMNAVRESFOR directives, instructions, and correspondence pertaining to the health of the Reserve Force in medical and dental issues.

(e) Provides the Force Medical Department executive leadership and management.

(f) Reviews request for disability benefits to determine eligibility, issue Notice of Eligibility (NOE), grant extensions, evaluate monthly medical documentation, and request medical boards as appropriate.

(g) Reviews accession physical examinations for compliance with induction/retention physical standards.

(h) Reviews draft responses of congressional inquires related to Health of the Force issues.

(i) Member of Configuration Executive Board.

(2) Knowledge

(a) Possesses Medical Corps designator (2105/2100).

(b) Broad knowledge and understanding of BUMED command structure, programs, and directives; Navy Reserve Force command structure programs and directives; Manual of the Medical department; Military Entrance Processing Station (MEPS) accession physical standards; and the Disability Evaluation System.

(c) Thorough working knowledge of disability standards, compensation, and Physical Evaluation Board (PEB) processes for the Armed Forces.

(d) Ability to:

1. Manage and supervise subordinate staff.

2. Establish and maintain working relationships with external and internal levels of civilian and military management.
3. Plan, direct, and coordinate complex programs pertaining to the Health of the Force.

(d) Basic knowledge and skills pertaining to manpower, training, and POM/Program Review Budget Processor budget process.

(e) Schools required include the following courses:

1. Prospective Commanding Officer (PCO).
2. Reserve Liaison Officer (RLO).
3. Action Officer.

(c) Force Medical Senior Enlisted Advisor

(1) Tasks

(a) Maintains liaison with Senior Enlisted Advisors at OCNR, BUMED, USFF, CNPC, combatant commanders, civilian medical agencies, and other departments within COMNAVRESFORCOM.

(b) Reviews COMNAVRESFOR directives, policies, and correspondence pertaining to the health of the Reserve Force in medical and dental issues.

(c) Provides senior enlisted leadership within Hospital Corpsman (HM) FTS and SELRES community.

(d) Represents Force Medical department at national and regional meetings, conferences, and briefings, as necessary.

(e) Provides liaison to the FTS HM detailer, Fleet Marine Force Reserves and BUMED on matters pertaining to the HM Reserve community.

(f) Drafts, reviews, and makes recommendations on CNRFC publications and directives concerning or affecting the Medical Department Representative (MDR), FTS HMs, and SELRES within the Navy Reserve claimancy.

(2) Knowledge

(a) Possesses general knowledge of Hospital Corpsman Master Chief.
(b) Thorough knowledge of the standards for retention, per the Manual of the Medical Department.

(c) Comprehensive understanding of the administrative procedures for the Navy Reserve program.

(d) Adept in using computer applications.

(e) In-depth knowledge of COMNAVRESFORCOM policies, procedures, and programs, BUMED command structure, programs, and directives, Manual of the Medical Department and NMPS policies and procedures.

(f) Ability to:

1. Establish and maintain effective working relationships with all echelons, including the ability to manage and organize subordinate staff.

2. Communicate complex information orally and in writing and make oral presentations in a clear, concise manner.

3. Plan, direct, and coordinate complex programs pertaining to FHP and IMR for the Navy Reserve Force.

   d. Deputy Force Health Protection

(1) Tasks

   (a) Maintains liaison with resources sponsors, Combatant Commanders, TYCOMs, BUMED, MARFORRES, technical and specialty advisors, COMNAVRESFORCOM Force Medical Officer, RCCs, and other OSOs as appropriate.

   (b) Liaises with the Echelon IV commands regarding management of health issues, including aerospace medicine.

   (c) Advises on official directives and other communications appropriate to matters pertaining to medical and dental readiness, healthcare operations, etc.

   (d) Designates representatives to serve as members of COMNAVRESFORCOM inspection teams.

   (e) Develops command presentations and provides input for staff conferences and briefings on all matters relating to FHP.
(f) Develops and coordinates POM and budget requirements to ensure implementation and compliance with medical and dental readiness issues.

(g) Prepares the annual program guidance message to assigned field activities for FHP.

(h) Monitors individual medical readiness of assigned units and takes action to address training and personnel deficiencies.

(2) Knowledge

(a) In-depth knowledge of COMNAVRESFORCOM policies, procedures and programs, BUMED, OPNAV, etc.

(b) Thorough knowledge of medical/dental policies for the Navy.

(c) Ability to:

   1. Establish and maintain effective working relationships with all levels of command staff including the ability to manage and organize subordinate staff.

   2. Communicate complex information orally and in writing and make oral presentations in a clear, concise manner.

   3. Plan, direct, and coordinate complex programs pertaining to health of the Navy Reserve Force.

(c) Skilled in using computer applications.

e. Force Medical Chief Petty Officer

(1) Tasks

(a) In conjunction with OPNAV (N16), provides expert opinion and recommendation for Medical Readiness Reporting System (MRRS) as part of the Executive Advisory Group.

(b) Attends RCC medical department representative conferences and instructs/presents latest IMR and mobilization guidance.

(c) Maintains liaison with BUMED regarding IMR, suitability and immunization requirements as they apply to COMNAVRESFORCOM.
(d) Serves on command IG tri-annual inspections and assist visits for COMANVRESFORCOM subordinate activities.

(e) Serves as Echelon III point of contact for issues dealing with FHP.

(f) Assists in formulating management objectives and goals for Reserve FHP.

(g) Point of contact for issues dealing with health promotion program establishment and performance within the healthcare operations.

(h) Assists in development of all elements of the long-range plan for healthcare options.

(i) Advises on the acquisition of medical equipment for Echelon IV and V activities.

(j) Serves as a staff POC for dissemination of TRICARE policy changes to MDRs at Echelon IV/V level.

(k) Drafts correspondence as appropriate.

(l) Advises on instructions, notices, and other communications appropriate to matters relating to FHP.

(m) Provides technical guidance for medical/dental readiness administration, field support, health services, policies, programs, directives, and fiscal requirements.

(2) **Knowledge**

(a) Possesses the general knowledge of Hospital Corpsman Chief.

(b) The medical/dental policies and procedures relating to the Navy.

(c) Thorough knowledge of the retention standards, per the Manual of the Medical Department.

(d) Comprehensive understanding of the administrative procedures of the Navy Reserve program.

(e) Skill in using computer applications.
(f) Working knowledge of all current directives from COMNAVRESFORCOM, COMNAVPERSCOM, and BUMED relating to Reserve medical matters.

(g) Ability to:

1. Manage and organize subordinate staffs.

2. Establish and maintain a working relationship with external and internal levels of civilian and military management.

3. Communicate information both orally and written. Organize oral presentations and written correspondence in a clear and concise manner.

f. Force Health Protection

(1) Tasks

(a) Attends as alternate for RCC medical department representative conferences.

(b) Liaises with BUMED regarding IMR, and immunization requirements as they apply to COMNAVRESFORCOM.

(c) Serves as alternate on command inspection teams for COMNAVRESFORCOM activities.

(d) Serves as point of contact for issues dealing with FHP.

(e) Assists in formulating management objectives and goals for Reserve FHP.

(f) Point of contact for issues dealing with health promotion program establishment and performance.

(g) Assists in development of all elements of the long range plan for healthcare operations.

(h) Advises on the acquisition of medical equipment for subordinate activities.

(i) Serves as alternate command TRICARE representative.

(j) Drafts correspondence as appropriate and necessary.
(k) Provides recommendations pertaining to enlisted staff awards.

(1) Provides advice on instructions, notices, and other communications relating to health care operations, medical/dental readiness administration, field support, health services, policies, programs, directives, and fiscal requirements.

(2) Knowledge

(a) Possesses the general knowledge of HM.

(b) The medical/dental policies and procedures relating to the Armed Forces.

(c) Thorough knowledge of the standards for physical examination per the Manual of the Medical Department.

(d) Comprehensive understanding of the administrative procedures for the Navy Reserve program.

(e) The correspondence manual.

(f) Skill in using computer applications.

(g) Working knowledge of all current directives from COMNAVRESFORCOM, COMNAVPERSCOM, and BUMED relating to Reserve medical matters.
Chapter 2

Section IV - (N1) Manpower and Personnel

1. Manpower and Personnel, DCOS (N1)


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.

c. Command Relationships. Liaisons with DoD, CNO (N1, N095), COMNAVPERSCOM (PERS-9) and other agencies on manpower issues. Develops personnel administrative management procedures for implementing policies and regulations by higher authority for SELRES personnel and IRR personnel participating in a drilling status.
d. **Key Processes**

(1) Directs projects involving personnel policy decisions in the following areas: retention, attrition, human resource management, assignments, resource allocation, and force management.

(2) Supervises and routinely interfaces with DoD/DON personnel.

(3) Acts as project manager or independently in matters pertaining to Manpower Systems Analysis policy development, implementation, and management oversight resulting from DoD/DON resource planning, programming, and budgeting initiatives.

(4) Exercises and monitors internal control procedures over MSA related information systems and databases.

e. **Tasks**

(1) Interprets policy guidance and regulations issued by higher authority relating to FTS and SELRES manpower and personnel management. Formulates plans, policies, and procedures for effective management of FTS and SELRES manpower and personnel programs assigned to COMNAVRESFOR.

(2) Implements, directs, and monitors execution of SELRES manpower personnel administrative management programs to achieve the highest attainable degree of personnel readiness in the event of mobilization within authorized and funded personnel strengths.

(3) Performs manpower management functions assigned to COMNAVRESFOR as a manpower claimant (BSO) under OPNAVINST 1001.16J (does not perform POM submission coordination function).

(4) Acts as Manning Control Authority (MCA) for activities assigned to COMNAVRESFOR. Represents COMNAVRESFOR at scheduled MCA Distribution Conferences.

(5) Manages and administers SELRES incentive programs.

f. **Knowledge**

(1) Possess proven Manpower Systems Analysis subspecialty code (3130Q).
(2) Knowledge of fiscal and economic principles, DoD DON management information systems and an in-depth familiarity with quantitative techniques employed in conjunction with MSA databases and manpower planning models to critically analyze MSA plans and policies.

(3) Served at least one tour in any validated 3130X or approved related subspecialty coded billet (graduate level) for a minimum of 18 months.

(4) Demonstrated supervisory or individual performance in carrying out duties and tasking within MSA functional areas such as:

(a) Supervised, managed, or directed personnel at the organizational level applying specific analytical skills; e.g., work measurement techniques, linear and non-linear programming, manpower systems analysis processes, stochastic modeling, econometrics, qualitative and quantitative requirements determination, measures, and controls.

(b) Supervised, managed, or directed personnel at the organizational level in maintaining DON manpower management information systems to provide qualitative and quantitative statistics and data necessary to support and sustain MSA modeling efforts, classical and contemporary management principles, controls, and specific analyses.

2. Manpower and Personnel Assistant DCOS (N01B)

a. Tasks

(1) Assists and advises N1 in all matters related to executing the mission of COMNAVRESFOR N1.

(2) Supervises and routinely interfaces with N1 personnel.

(3) In the absence of N1, represents N1 at required meetings, working groups, conferences, presentations, and speaking engagements.

(4) Assists N1 in interpreting policy guidance and regulations issued by higher authority relating to FTS and SELRES manpower and personnel management; formulating plans,
policies, and procedures for effective management of FTS and SELRES manpower and personnel programs assigned to COMNAVRESFOR.

(5) Assists Nl in implementing, directing, and monitoring execution of SELRES manpower personnel administrative management programs to achieve the highest attainable degree of personnel readiness in the event of mobilization within authorized and funded personnel strengths.

(6) Provides oversight for maintenance of N1 webpage.

b. Knowledge

(1) Thorough knowledge of manpower systems and personnel policies relating to the Navy Reserve Force.

(2) Well-versed in fiscal and economic principles, DoD/DON management information systems, quantitative techniques employed in conjunction with MSA databases and manpower planning models.

(3) Served at least one tour in any validated 3130X or approved related subspecialty coded billet for a minimum of 18 months.

3. Claimant Manpower Requirements/Authorizations and Manning Control (N1Cl)

a. Tasks

(1) Conducts Shore Manpower Requirements Determination Process (SMRDP) studies.

(2) Conducts officer subspecialty reviews.

(3) Monitors end strength for COMNAVRESFOR claimancy, BSO-72, and initiates actions to keep the claimancy (by resource sponsor and enterprise) in Quantity/Quality (Quan/Qual) balance.

(4) Conducts reviews of Activity Manpower Documents (AMDs) to ensure proper coding of authorizations and requirements.

(5) Monitors the assignments of FTS enlisted personnel and initiates actions to correct Manning deficiencies within BSO-72.
(6) Provides centralized management support and acts as MCA liaison and agent for distribution of FTS and active duty enlisted personnel for BSO-72, following overall personnel management policies established by Deputy Chief of Naval Operations (DCNO) (Manpower and Personnel) (N1) and manning policies of MCAs Operating Forces (MCAF) and BUPERS (MCAB).

(7) Plans, develops, and formalizes initiatives and analytical studies relating to infrastructure change initiatives, including Commercial Activities (CA), and A-76 competitive sourcing.

(8) Provides and manages BSO-72 input into the OPNAV (N1) Intelligent Workbook (IW).

(9) Manages the BSO-72 FTS and Active Duty Individual Augmentee (IA) Program.

b. Knowledge

(1) Thorough knowledge of DoD and DON management principles, methods, techniques, and systems as practiced by the Navy Reserve Force.

(2) Broad knowledge of the Navy Reserve Force operating policies, programs, and procedures.

(3) Knowledge regarding the acquisition and effective use of RPN funding as the resource allocation to maintain FTS personnel readiness within the Force.

(4) In depth knowledge of both military and civilian personnel policies and procedures relative to EO/EEO regulations for general management application.

(5) Knowledge of the OPNAV (N1) IW.

(6) Knowledge of CA and A-76 competitive sourcing.

4. SMRDP (N1C11)

a. Tasks

(1) Develops NAVRES SMRDP policy and annually updates COMNAVRESFOR SMRD studies schedules.
(2) Conducts SMRDP studies at COMNAVRESFOR shore activities.

(3) Develops Statement of Manpower Requirements (SMR).

(4) Evaluates SMR change requests and ensures that recommended requirements changes follow minimum quality and quantity standards for satisfactory billet performance.

(5) Analyzes, validates, and approves all BSO-72 manpower change requests. Determines manpower implications of proposed changes in activity mission, functions, or tasks.

(6) Identifies for deletion all nonessential manpower requirements and authorizations.

(7) Conducts officer subspecialty reviews.

(8) Analyzes manpower requirements for planning and programming purposes using staffing standards and SMR.

(9) Conducts SMRDP background research and organizational analysis using a broad range of industrial engineering techniques.

(10) Develops field activity performance work statements.

(11) Responsible for direction, control, and appraisal of CA functions.

(12) Provides mobilization data inputs as required.

(13) Coordinates with other manpower BSOs when proposed changes have significant impact on their operational capabilities.

b. Knowledge

(1) Knowledge of the organization, function, and operations of the activity serviced, higher echelon commands, and their relationship to other federal activities and private industry.

(2) Ability to apply/adapt a wide range of management processes, including organizational control theories, principles and practices governing manpower requirements.
(3) Knowledge of techniques associated with the concepts, methodology, principles and practices of management engineering and industrial management. Techniques include standard setting, work measurement, work simplification, method study, flow processing, facility layout, human relations, regression and correlation analysis, and other forms for statistical analysis.

(4) Management of information system/office automation applications, principles, and practices.

(5) Knowledge of financial management, budget processes, and corresponding Navy terminology.

(6) Knowledge of acquisition processes/procedures to develop statements of work, evaluate proposals, recommend awards, develop most efficient organization statements, and evaluate contractor performance.

(7) Ability to analyze extensive programs data and its inter-relationships and coordinate the preparation of program plans and proposals.

(8) Knowledge and analytical ability sufficient to conduct comparative studies aimed at determining the effectiveness of a wide range of forms, records, files, management processes, management information system/office automation, and the applicability of higher level directives to the activity.

(9) Detailed knowledge of and ability to evaluate information contained in TFFMS Micro Manpower Change Application (TMMCA).

5. Manpower Authorization (N1C12)

a. Tasks

   (1) Acts as the agent to determine authorizations for validated requirements for activities to accomplish the mission of BSO-72, including Shore and Operating commands and squadrons ("billet buy").
(2) Analyzes requirement and authorization data for manpower planning and programming purposes using squadron/fleet manpower documents, staffing standards, and SMRs.

(3) Maintains AMDs through the use of TFMMS and TMMCA to accurately reflect balanced authorizations (Quan/Qual) for BSO-72.

(4) Provides input to POM issues and administers overall control of billets within BSO-72.

(5) Monitors end strength for BSO-72 and initiates actions to keep in balance by each resource sponsor.

(6) Develops TFMMS packages with the aid of TMMCA to move, add, delete or change billets within BSO-72 to update command’s AMDs and report changes to CNO.

(7) Liaises and coordinates with NAVMAC in implementing squadron/shore manpower documents.

(8) Analyzes, advises, and assists functional managers on proposed manpower authorization requests through the POM process.

(9) Reviews and approves all billet change requests for BSO-72.

b. Knowledge

(1) Thorough knowledge of CNO, OPNAV, and COMNAVRESFOR policies and procedures regarding manpower management.

(2) Thorough knowledge and ability to apply/adapt a wide range of manpower and organizational control theories, principles, and practices governing manpower authorization and mansing plans.

(3) Expert and detailed knowledge of and ability to evaluate and apply TFMMS and TMMCA, including all related coding and processes, and activity changes via the A-Y Process.
6. Reserve Policy (N1C2)

a. Tasks

(1) Principal advisor to COMNAVRESFORCOM in matters relating to manpower and personnel administrative management. Maintains liaison with internal COMNAVRESFORCOM directorates, Reserve Echelon III/IV commands, external commands, and program managers.

(2) Reviews changes in legislative/DoD policies and identifies impact of changes on regulations, policies and procedures of service and subordinate organizations.

(3) Coordinates command directive/regulation working groups, codifying into policy new programs and procedures necessitated by legislative/DoD policies.

(4) Reviews, investigates, and provides comprehensive and accurate responses to time sensitive Congressional, Board for Correction of Naval Records, and Freedom of Information Act inquiries and liaises with OCNR, NAVPERSCOM, Navy Recruiting Command (NRC), respective Echelon IV/V commands and individual members.

b. Knowledge

(1) Well versed with all phases of Navy Reserve pay, administration policies, and procedures.

(2) Extensive knowledge and skills with the following systems applications: NSIPS, Reserve Headquarters System (RHS), Electronic Military Personnel System (EMPRS). Also the Inactive Manpower Management Information System (IMAPMIS), Inactive Duty Training Order Writing System, Career Management System-Interactive Detailing (CMS-ID), and NROWS.

7. Reserve Education Benefits and Incentive Programs (N1C21)

a. Tasks

(1) Develops, interprets, evaluates, and implements policies and directives for Reserve Education Benefits and Incentive Programs.
(2) Provides oversight for field activities in the administration and eligibility determination of Reserve personnel in education benefits and incentive programs.

(3) Schedules and conducts training for commands in program administration.

(4) Attends program conferences, representing Navy Reserve requirements in the development of updated policies, and in new support data systems.

(5) Liaises with DoD for Reserve Affairs, Department Veteran Affairs, CNO, OCNR, NAVPERSCOM and NRC for program management and compliance with directives. Works with Officer and Enlisted Community Managers on promulgation of Navy Administrative messages pertaining to fiscal year policy and incentive eligibility.

(6) Works directly with COMNAVRESFOR (N8) on the development of incentive funding plans, updates to fiscal execution requirements, and monthly statistics.

b. Knowledge

(1) Thorough knowledge of Montgomery GI Bill-Selective Reserve (MGIB-SR) programs, administration, and eligibility requirements.

(2) Thorough knowledge of incentive programs, administration, and eligibility requirements.

(3) Understanding of fiscal establishment for all education benefits, and incentive programs.

(4) Knowledge of data processing systems, using data retrieval, and analysis.

(5) Extensive knowledge and skills with the following systems applications: Reserve Component Common Personal Data System (RCCPDS), Defense Manpower Data Center (DMDC), Department of Veterans Affairs (DVA), and Defense Finance and Accounting system (DFAS)/Defense Joint Military Pay System (DJMS).
8. Reserve Pay and Incentives (Department Head) (N11)

a. Tasks

(1) Oversees all SELRES officer and enlisted bonuses, special pays, the New Accession Training (NAT), National Call to Service (NCS), PRISE-R programs, and all associated processes.

(2) Leads and manages 15 enlisted personnel. Oversees 5 NSIPS pay help desk contractors.

(3) Provides data and analysis regarding pay and bonuses.

(4) Monitors and provides metrics regarding pay and bonuses as required.

(5) Provides policy and business rules input regarding pay and bonuses.

(6) Liaises with OCNR, BUPERS, supported commands, RCCs, NAVOPSPTCENs, Reserve unit staff, and personnel.

(7) Provides presentations at manpower conferences and Unit CO courses as required.

(8) Participates in working groups as required.

(9) Provides weekly SITREP input to N1.

(10) Provides budget input as required.

b. Knowledge

(1) Knowledge of instructions, officer and enlisted pay and bonuses policies, guidance, processes, and procedures.

(2) Knowledge of RHS, DJMS, and NSIPS.

(3) Knowledge of MS Access, Excel, PowerPoint, and the SharePoint portal.

9. Reserve Pay and Personnel (Senior Enlisted Leader) (N11)

a. Tasks
(1) Provides leadership, guidance, and counsel to one officer and 14 enlisted personnel.

(2) Liaises with Command Master Chiefs and Senior Enlisted Advisors on enlisted pay and bonus matters.

(3) Provides data and analysis regarding pay and bonuses, both officer and enlisted, as well as the NAT and NCS programs.

(4) Analyzes trends in pay and bonus issues and makes recommendations to improve policy, procedures, and processes.

(5) Provides training and quality assurance to bonus and pay clerks.

(6) Provides outreach and training to operational commands, RCCs, NAVOPSPTCENs, and CMDCMs regarding pay and bonus processes, as well as the NAT and NCS programs.

(7) Participates in working groups as required.

b. Knowledge

(1) Knowledge of instructions, officer and enlisted pay and bonuses policies, guidance, processes, and procedures.

(2) Knowledge of RHS and DJMS.

(3) Knowledge of MS Access, Excel, PowerPoint, and the SharePoint portal.

10. Reserve Pay Assistance Team (RPAT) (Leading Chief Petty Officer) (N111)

a. Tasks

(1) Oversees and processes the following SELRES pays:
   (a) Dive Pay
   (b) Special Duty Assignment Pay (SDAP)
   (c) Funeral Honors (FH) Pay for IRR
   (d) Medical Dental Veterinarian Officer (MDVO) Special Pay
(e) Career Enlisted Flight Incentive Pay (CEFIP)

(f) Foreign Language Proficiency Bonus (FLPB)

(g) Language Culture Bonus

(2) Leads, manages, supervises, and trains four enlisted personnel.

(3) Oversees five NSIPS help desk contractors.

(4) Works with RHS and DFAS to correct pay trouble tickets for the field assigned by the NSIPS help desk.

(5) Processes IRR requests for Navy Reserve Sailors with a drilling obligation.

(6) Manages the 1-800-4RESPAY hotline.

(7) Updates the N11 web page twice weekly.

(8) Fields a variety of questions concerning Reserve pay and participation requirements daily.

(9) Serves on working groups as required.

(10) Liaises with RCCs, NAVOPSPTCENs, Reserve units, and DFAS regarding pay issues.

(11) Provides presentations and training to leadership courses and conferences as required.

(12) Participates in monthly RCC (N1) teleconferences.

(13) Provides weekly SITREP input to N11 to include N111 metrics, work accomplished, current initiatives, and any issues.

(14) Submits budget input when required.

(15) Conducts Navy Reserve Inspector General (IG) inspections and assist visits.

b. Knowledge

(1) Knowledge of instructions, officer and enlisted pay policies, guidance, processes, and procedures.

(2) Knowledge of RHS, NSIPS, and DJMS.
11. **RPAT (Leading Petty Officer) (N111)**

   a. **Tasks**

      (1) Responsible for the RPAT help desk. Liaises with the field regarding pay and personnel systems.

      (2) Responds to emails and phone calls. Resolves pay and personnel issues.

      (3) Resolves pay trouble tickets opened by NSIPS help desk. Tracks trouble tickets and verifies all actions are complete and tickets are successfully resolved.

      (4) Processes IRR requests.

      (5) Once a week, enters special pays into IMAPMIS and RHS, such as Foreign Language proficiency pay, SDAP, CEFIP, and Dive pay.

   b. **Knowledge**

      (1) Knowledge of instructions, officer and enlisted pay policies, guidance, processes, and procedures.

      (2) Knowledge of RHS, NSIPS, IMAPMIS, REMEDY, and DJMS.

      (3) Knowledge of MS Access, Excel, and the SharePoint portal.

12. **RPAT Member (N111)**

   a. **Tasks**

      (1) Processes the following SELRES pays:

         (a) Dive Pay

         (b) SDAP

         (c) F/Hs Pay for IRR

         (d) MDVO Special Pay

         (e) CEFIP
(f) FLPB

(g) Language Culture Bonus

(2) Responds to emails and phone calls. Resolves pay and personnel issues.

(3) Resolves pay trouble tickets opened by NSIPS help desk. Tracks trouble tickets and verifies all actions are complete and tickets are successfully resolved.

(4) Processes IRR requests.

b. Knowledge

(1) Knowledge of instructions, officer and enlisted pay policies, guidance, processes, and procedures.

(2) Knowledge of RHS, NSIPS, IMAPMIS, REMEDY, and DJMS.

(3) Knowledge of MS Access, Excel, and the SharePoint portal.

13. Enlisted and Officer Incentives (Leading Chief Petty Officer) (N112)

a. Tasks

(1) Manages all SELRES enlisted and officer incentives and processes.

(2) Leads and manages 7 enlisted personnel.

(3) Monitors the verification, audit, process, and expedition of bonus paperwork received from 125 NAVOPSPTCENs, 6 RCCs, and 3 Echelon IV commands for 7 different types of bonuses.

(4) Uploads reports and manual input of errors from packages to the COMNAVRESFORCOM webpage twice weekly, reflecting the status of a member's bonus.

(5) Verifies exception reports weekly. LCPO then notifies RCCs of updates needed from NAVOPSPTCENs in their region.
(6) Monthly, monitors for quality assurance all completed audits of paid and terminated packages.

(7) Manages the execution of multi-million dollar incentive budget.

(8) Conducts Navy Reserve IG inspections.

(9) Provides training to the fleet on Navy Reserve incentives policies as required.

(10) Reports performance metrics at least weekly to N11 Department Head.

(11) Implements process improvements.

(12) Participates in working groups as required.

b. Knowledge

(1) Knowledge of instructions, officer and enlisted incentives policies, guidance, processes, and procedures.

(2) Knowledge of RHS, DJMS, Interactive Manpower and Personnel Management System (IMAPMIS), Official Military Personnel File (OMPF), and Military Locator System (MLS).

(3) Knowledge of MS Access, Excel, PowerPoint, and the SharePoint portal.

14. Enlisted Incentives (Leading Petty Officer (N112A))

a. Tasks

(1) Approves payment for release to DFAS of the following incentives:

   (a) Affiliation bonus (regular and PRISE-R)

   (b) New Accession Training (NAT) bonus

   (c) Reenlistment bonus

(2) Leads, manages, and supervises 3 enlisted bonus clerks.

(3) Tracks and verifies all bonuses paid and disapproved. Updates database queries for LCPO to review prior to the SharePoint website upload.
(4) Runs exception reports weekly to clear out members who have gone unsat from the Navy Reserve or are no longer in a Reserve status. Request termination letter from the NAVOPSPTCEN via the database to recoup money owed to the government.

(5) Resolves any bonus discrepancies from the Fleet.

(6) Manages the enlisted bonus shop email account.

(7) Liaises with RCCs, NAVOPSPTCENs, and Career Counselors.

(8) Processes bonus terminations and recoupments.

(9) Compiles and reports weekly metrics to N112 LCPO.

b. Knowledge

(1) Well versed in COMNAVRESFORINST 1001.5F, BUPERSINST 1001.39E, DoD Financial Management Regulations (DODFMR), and corresponding references for bonus entitlements.

(2) Understanding of RHS, DJMS, IMAPMIS, OMPF, MLS, Microsoft Access, Excel, and the SharePoint portal.

15. Enlisted Incentives Clerk (N112A)

a. Tasks

(1) Researches and pays the following bonuses:
   (a) Affiliation bonus (regular and PRISE-R)
   (b) NAT bonus
   (c) Reenlistment bonus

(2) Monthly, manually audits in DJMS all paid and terminated bonuses.

(3) Resolves bonus discrepancies from the field.

(4) Responds to emails and phone calls from the field regarding bonuses and eligibility.

(5) Liaises with RCCs, NAVOPSPTCENs, and Career Counselors.
(6) Processes bonus terminations and recoupments.

b. Knowledge

(1) Well versed in COMNAVRESFORINST 1001.5F, BUPERSINST 1001.39F, DODFMR, and corresponding references for bonus entitlements.

(2) Understanding of RHS, DJMS, IMAPMIS, OMPF, MLS, Microsoft Access, Excel, and the Sharepoint portal.

16. Officer Incentives (Leading Petty Officer) (N112B)

a. Tasks

(1) Processes the following incentives:

(a) Officer Affiliation Bonus

(b) Critical Wartime Specialty (CWS) Healthcare Professionals Incentives:
   1. Medical/Dental Corps Special Pay (MCDCSP)
   2. Medical Service Corps Special Pay (MSCSP)
   3. Nurse Corps Special Pay (NCSP)
   4. Loan Repayment Program (LRP)
   5. Monthly Stipend

(c) Officer Accession Bonus

(d) Officer Retention Bonus

(2) Leads, manages, and supervises 2 officer bonus clerks.

(3) Tracks all officer incentives paid and disapproved.

(4) Resolves any officer bonus discrepancies from the Fleet.

(5) Manages the officer bonus shop email account.

(6) Submits weekly metrics to N112 LCPO.

2-102 Enclosure (1)
(7) Processes terminations and recoupments.

b. Knowledge

(1) Well versed in COMNAVRESFORINST 1001.5F, BUPERSINST 1001.39E, DODFMR, and corresponding references for bonus entitlements.

(2) Understanding of the RHS, DJMS, Microsoft Access, Excel, and the SharePoint portal.

17. Officer Incentives Clerk (N112B)

a. Tasks

(1) Processes the following Incentives:

(a) Officer Affiliation Bonus

(b) Critical Wartime Specialty (CWS) Healthcare Professionals Incentives:

1. Medical/Dental Corps Special Pay (MCDCSP)

2. Medical Service Corps Special Pay (MSCSP)

3. Nurse Corps Special Pay (NCSP)

4. Loan Repayment Program (LRP)

5. Monthly Stipend

(c) Officer Accession Bonus

(d) Officer Retention Bonus

(2) Tracks, verifies, and files all officer incentives paid and disapproved.

(3) Resolves any officer bonus discrepancies from the Fleet.

(4) Responds to emails and phone calls from the field.

(5) Reports metrics to supervisor.

(6) Processes terminations and recoupments.

2-103 Enclosure (1)
b. **Knowledge**

(1) Well versed in COMNAVRESFORINST 1001.5F, BUPERSINST 1001.39E, DODFMR, and corresponding references for bonus entitlements.

(2) Understanding of RHS, DJMS, Microsoft Access, Excel, and the SharePoint portal.

18. **New Accession Training (NAT), National Call to Service (NCS) and PRISE-R Programs (Leading Chief Petty Officer) (N113)**

a. **Tasks**

(1) Serves as the primary point of contact for the New Accession Training (NAT), National Call to Service (NCS), and PRISE-R programs. Manages and tracks the NAT program. Directs and assists the NAT regional representatives.

(2) Leads and manages 1 enlisted personnel.

(3) Tracks all New Accession Training (NAT) Sailors from Basic Training through affiliation into a Navy Reserve Unit in a drill pay status.

(4) Trains and assists all NAT Regional Representatives and Assistants and Navy Reserve Activity (NRA) NAT Coordinators.

(5) Answers questions from the Fleet concerning the NAT, NCS, and PRISE-R programs.

(6) Assists N8 with NAT tracking report.

b. **Knowledge**

(1) Knowledge of instructions, NAT, NCS, and PRISE-R MILPERSMAN articles, guidance, processes, and procedures.

(2) Knowledge of RHS, NSIPS, and DJMS.

(3) Knowledge of MS Access, Excel, PowerPoint, and the SharePoint portal.

19. **NAT/NCS/PRISE-R Clerk (N113)**

a. **Tasks**

(1) Tracks NAT Sailors from Boot Camp to Navy Reserve Activity.
(a) Contacts commands ensuring proper gains and losses for NAT Sailors are being performed.

(2) Updates NAT trackers and SharePoint weekly.

b. Knowledge

(1) Knowledge of instructions, NAT/NCS/PRISE-R MILPERSMAN articles, guidance, processes, and procedures.

(2) Knowledge of RHS, NSIPS, IMAPMIS, and DJMS.

(3) Knowledge of MS Access, Excel and the SharePoint portal.

20. Enlisted and Officer Assignments (N12)

a. Tasks

(1) Oversees all Selected Reserve officer and enlisted assignments and processes.

(2) Manages and administers force structuring and unit placement under the policies prescribed by COMNAVRESFOR and COMNAVRESFORCOM.

(3) Serves as voting member on BUPERS CMS-ID Configuration Control Board.

(4) Serves as APPLY/Slater and IDT Orderwriter system Functional Manager.

(5) Liaison with OCNR, BUPERS, supported commands, RCCs, NAVOPSPTCENs, and Reserve unit staff and personnel.

(6) Provides presentations at NRAMS, NRUM, OSO courses, and conferences as required.

(7) Monitors and provides metrics regarding orders cut, RHS entries made, IAP levels, and other metrics as required.

b. Knowledge

(1) Knowledge of instructions, officer and enlisted assignment policies, guidance, processes, and procedures.

(2) Knowledge of APPLY, JOAPPLY, CMS-ID, IDT Orderwriter, and RHS systems.
(3) Knowledge of MS Access, Excel, and PowerPoint.

21. Enlisted Assignments (N121)

a. Tasks

(1) Oversees SELRES enlisted assignments and ensure assignment processes are running smoothly.

(2) Leads, trains, and guides enlisted assignment coordinators.

(3) Monitors and tracks enlisted FIT, CMS-ID applications, IDT Orderwriter backlog, IAP levels, and orders cut.

(4) Researches and responds to inquiries regarding enlisted assignments issues, policies, and procedures.

b. Knowledge

(1) Knowledge of instructions, directives, enlisted assignment policies, guidance, processes, and procedures.

(2) Knowledge of CMS-ID, IDT Orderwriter, and RHS systems.

(3) Knowledge of MAS, IMS, and RFAS codes.

(4) Knowledge of MS Access, Excel, and PowerPoint.

22. Officer Assignments (Assistant Department Head) (N122)

a. Tasks

(1) Oversees all SELRES officer assignments, to include APPLY Board awards, post board CO assignment, JOAPPLY, centralized and local officer assignment processes, interim fills, overgrade waivers, and RFAS waiver requests and processes.

(2) Leads, manages, supervises, and trains assigned enlisted and civilian personnel.

(3) Liaises with Career Transition Office (CTO), OSOs, RCCs, NAVOPSPTCENs, and Reserve units regarding officer assignments issues.
(4) Researches in IDT orderwriter, APPLY, RHS downloads; responds to OSOs, RCC N1s, and NAVOPSPTCENs; and provides guidance and direction to N122 staff to correct billet advertisement status in APPLY and JOAPPLY, correct assignments in NSIPS and RHS, and explain assignment and waiver request procedures.

(5) Drafts COMNAVRESFORCOMNOTE 5400 annually for NOO signature, to include APPLY Board guidance, procedures, and timeline.

(6) Monitors and responds to APPLY Board President, Vice President and board membership correspondence, issues, concerns and data calls, and provides them with regular updates.

(7) Reviews all interim fill, overgrade and RFAS waiver requests, and makes approval determination or disapproval recommendation to N12.

(8) Monitors IDT orderwriting and provides quality assurance for all officer orders written.

(9) Responds to query and data call requests from supported commands, community leaders, and chain of command as required to support manning/billet fill analysis.

(10) Downloads RHS database information as required to complete research, queries, and analysis.

(11) Monitors OSO comments in APPLY prior to APPLY Board and reports compliance to APPLY Board President and Vice President.

(12) Provides presentations and training to NRAMS, NRUM, OSO courses, and conferences.

(13) Participates in monthly RCC (N1) and OSO teleconferences.

(14) Provides weekly SITREP input to N12 to include N122 metrics, work accomplished, current initiatives, and any issues.

(15) Submits budget inputs when required.

b. Knowledge

(1) Knowledge of instructions, directives, officer assignment policies, guidance, processes, and procedures.
23. Senior Officer Assignments (N122A)

a. Tasks

(1) Assigns all senior officers (CDR and above) and junior officers to command positions in accordance with current policies.

(2) Reviews, researches, and recommends approval or disapproval of all senior officer and command position interim fill, overgrade, and RFAS waiver assignment requests.

(3) Checks IDT orderwriter daily for order requests from supported commands, program managers, and RCCs. Approves, rejects, or returns order requests to originator for further justification based on current policies.

(4) Ensures APPLY billets are advertised appropriately.

(5) Facilitates and supports APPLY Board. Monitors and responds to all board support correspondence, issues and concerns.

(6) Oversees the processing of all senior officer request packages; tracking, screening, and processing of all interim fill, overgrade, and RFAS waivers and PRD extension requests.

(7) Ensures proper manpower policies are enforced by assigning qualified and eligible officers to billets.

b. Knowledge

(1) Knowledge of instructions, directives, officer assignment policies, guidance, processes, and procedures.

(2) Knowledge of JOAPPLY, IDT orderwriter, and RHS systems.
(3) Knowledge of MAS, IMS and RFAS codes, and officer designators.

(4) Knowledge of MS Access, Excel, and PowerPoint.

24. Junior Officer Assignments (N122B)

a. Tasks

(1) Oversees the processing of all junior officers (LCDR and below, including Warrant Officers) into non-command junior officer mobilization billets in accordance with current COMNAVRESFORCOM policies.

(2) Reviews, researches, and recommends approval or disapproval of all junior officer interim fills, overgrade waivers, and RFAS waiver assignment requests.

(3) Checks IDT orderwriter daily for order requests from supported commands, program managers, and RCCs. Approves, rejects, or returns order requests to originator for further justification based on current policies.

(4) Researches and responds to issues from supported commands, RCCs, NAVOPSPTCENs, and chain of command.

(5) Reserves and removes from advertisement junior officer billets for new accessions/affiliates based on Commander, Navy Recruiting Command, or CTO request.

(6) Adjudicates assignment requests in JOAPPLY and produces orders in IDT orderwriter.

(7) Ensures JOAPPLY billets are advertised appropriately.

(8) Creates the JOAPPLY schedule and loads into the JOAPPLY system.

b. Knowledge

(1) Knowledge of instructions, directives, officer assignment policies, guidance, processes, and procedures.

(2) Knowledge of JOAPPLY, IDT orderwriter, and RHS systems.
(3) Knowledge of MAS, IMS, and RFAS codes, and officer designators.

(4) Knowledge of MS Access, Excel, and PowerPoint.

25. Force Structure (N13)

a. Tasks

(1) Monitors and maintains the Reserve Units throughout the Navy Reserve Force. Responsible for structuring the funded Reserve billets into units supporting the Active Commands through close coordination between the supported command, OSO, SPAWAR, and COMNAVRESFORCOM staff.

(2) Processes Billet Action Requests (BAR) submitted by the OSOs to modify RFAS codes, billet moves, suppression from advertisement for fill, structure or unstructured. These updates are completed in the RHS manpower database.

(3) Processes Unit Action Requests (UAR) submitted by the OSOs for establishments or disestablishments, relocations, retitle, suppression from assignment, and Reserve Program Code (RPC) changes.

(4) Prepares the associated UAL for COMNAVRESFORCOM (N1) approval. Upon approval, coordinates with SPAWAR to complete the transaction in RHS manpower database.

(5) Reviews monthly TFMMS updates for discrepancies. Once reviewed, coordinates with SPAWAR to push the TFMMS data to update the RHS manpower database.

(6) Performs demographic analysis and researches manpower data concerning force structuring inquiries from various commands.

(7) Maintains N13 Force Structure webpage with current force structure and manpower information.

(8) Serves as COMNAVRESFOR liaison with supported commands, OSOs, and Reserve Echelon IV and V commands regarding Reserve Force structuring concern.

(9) Provide Reserve Force structure training as required during NRPDC classes.
b. Knowledge

(1) Ability to access and navigate through RHS to correctly process force structure billet and unit transactions.

(2) Understanding of the billet development process and interactions between manpower data systems, such as TFMMS, RHS, and NSIPS.

(3) Well versed in MS office applications, specifically MS Access, MS Excel, and MS Word.

(4) Basic knowledge of Navy Reserve manpower and force structure.

26. Merchant Marine Reserve Program Manager (Department Head) (N14)

a. Tasks

(1) Maintains liaison with program sponsors, supported commands, technical advisors, and other Navy and DoD activities. Establishes requirements and plans to accomplish training and mission objectives.

(2) Assists in formulating management objectives and goals for assigned programs. Recommends policy changes to improve training and mission readiness.

(3) Coordinates resources necessary to provide training and mission support to include manning, funding, and instructional needs.

(4) Develops funding requirements and POM issues for assigned programs. Prepares budget submissions and manages funds provided.

(5) Determines distribution of appropriate O&MNR funds to support assigned programs.

(6) Initiates and drafts instructions pertaining to management of assigned programs.

(7) Drafts initial or response correspondence (letters/messages) on all issues pertaining to assigned programs.
(8) Monitors and supervises assigned programs, maintaining such records as are necessary to provide a status of the programs.

(9) Provides COMNAVRESFORCOM representation and input at related seminars, conferences, and briefings.

(10) Manages personnel and equipment assigned to the MMR Program Office.

(11) Monitors and administers training requirements for Merchant Marine Individual Ready Reserve Group (MMIRRG) officers including: Processing ADT applications, ADT waivers, and IDT Participation Authorization (IPA) Orders, and uniform allowance claims.

(12) Maintains a database of MMR Officers.

(13) Monitors MMR, USNR officer fulfillment of the commissioned service requirements of the MMR, USNR Officer Training, and Service Agreement.

(14) Coordinates with NAVPERSCOM to monitor and provide information for MMR officer Official Military Personnel File (OMPF) and service records.

(15) Assigns training to MMIRRG officers as necessary to meet the objectives of the program.

(16) Assigns members of the program, as needed, to meet the program sponsor/supported command’s special project requirements.

(17) Assigns MMR officers to SELRES billets as requested by active duty commands for peacetime support; authorizes orders for MMIRRG officers to ADT opportunities.

(18) Nominates qualified MMR officers for Reserve Officer Promotion Selection Board membership, Naval War College, and National Defense University.

(19) Monitors the performance of program members and reports to the NAVPERSCOM (PERS-9) those officers no longer eligible.

(20) Maintains information flow to officers in the MMR by all available means of communications.
(21) Publishes information on Navy Reserve training opportunities, obligations, and administrative procedures.

(22) Liaises with Navy Reserve Recruiting Command for the recruitment of applicants meeting the requirements for MMR, USNR Direct Commissioned Officers.

(23) Liaises with NSTC, federal, and state maritime academies, to ensure potential MMR officers have program requirement training.

(24) Updates COMNAVPERSCOM on current address and phone numbers of MMR officers.

(25) Provides recommendations pertaining to MMR designator and status requests.

(26) Recommends recall to active duty, transfer to Standby Reserve, retirement, or discharge as appropriate, those MMR officers who fail to fulfill the requirements of the U.S. Maritime Administration.

b. Knowledge

(1) Intricate knowledge of MMR program participation requirements.

(3) Understanding of MMR structure/mission and how the MMR Program functions in comparison to "normal/typical" Reserve community or NAVOPSPTCEN.

27. Merchant Marine Reserve Program (N14)

a. Tasks

(1) Manages/monitors the Merchant Marine Reserve (MMR) population of approximately 2500 IRR officers. Provides many products and services normally associated with a NAVOPSPTCEN.

(2) Allocates and manages an ADT budget in excess of 1.7 million dollars/quarter for MMIRRG population, ensuring that MMR mission requirements, members’ training requirements, and yearly active duty commitments are met.

(3) Liaises with Military Sealift Command (MSC), Sealift Logistics Commands (SEALOGs), the Maritime Administration (MARAD), and other DoD entities to align MMR Program with mission and manning requirements.
(4) Coordinates with Global Maritime and Transportation School (GMATS) and maritime academies, in the transition of its midshipmen to the Ready Reserve. Provides guidance, career development advice, and opportunities to MMR Sailors, especially the junior officers (JOS).

(5) Maintains comprehensive database detailing all aspects of MMR Sailors' careers to include current qualifications/licenses and readiness availability.

(6) Acts as Program Manager and "de facto" Community Manager, NAVOPSPTCEN CO, and Unit CO; performs Echelon II/III-V functions.

b. Knowledge

(1) Intricate knowledge of MMR program participation requirements.

(2) Understanding of MMR structure/mission and how MMR Program functions in comparison to "normal/typical" Reserve community or NAVOPSPTCEN.

28. Merchant Marine Reserve Program Management Assistant (N14)

a. Tasks

(1) Assists with data and records of MMR officers to review individual officer performance.

(2) Monitors ADT waivers, designator changes, award nominations, and makes recommendations to Program Manager.

(3) Assists with management of personnel and equipment assigned to the MMR Program office.

(4) Coordinates information collected and processed through Merchant Marine Program database resources as necessary to meet requirements.

(5) Assists with administration of national SELRES billets.

(6) Coordinates data and reports with NAVPERSCOM to provide information for MMR officer OMPF and service records.
(7) Assists with drafting an initial or response correspondence (letters/messages) on all issues pertaining to assigned programs.

(8) Monitors MMR, SELRES Officer fulfillment of the commissioned service requirements of the officer training and service agreement, and makes recommendations to the program manager.

(9) Assists with drafting of periodic newsletters to MMIRRG officers, providing information on Navy Reserve opportunities, and administrative procedures.

(10) Monitors MMIRRG Officers' medical compliance with Navy Reserve standards; monitors MMIRRG Officer Physical Readiness Program

(11) Performs other duties as may be assigned.

b. Knowledge

(1) Intricate knowledge of MMR Program participation requirements.

(2) Understanding of MMR structure/mission and how MMR program functions in comparison to "normal/typical" Reserve community or NAVOPSPTCEN.


a. Tasks

(1) Establishes policies and procedures for Reserve specific programs supportive of the Navy Enlisted Retention and Career Development program.

(2) Liaises with BUPERS/NPC/COMNAVRESFOR on policy and planning for retention related matters. Assesses retention impact on Sailors, whenever policies are proposed, or changed, and provides feedback.

(3) Conducts Reserve Force career information trend analysis. Analyzes reenlistment rate and attrition rate trend data. Creates career information/career development graphs, charts, and spreadsheets.
(4) Monitors and provides recommendations concerning distribution and manpower requirements for Navy Counselors (NCs) and Navy Enlisted Code (NEC) 9588/9592 personnel in the Reserve Component. Provides input regarding Career Counselor (CC) manning and billet allowances.

(5) Conduct periodic career development training for Echelon IV counselors.

(6) Disseminate best practices to subordinate commands with information obtained from annual reviews to ensure all commands have every opportunity to succeed.

(7) Monitors the use of CIMS by all commands for the career development of their Sailors.

(8) Using reference (a), appendices A and C, conducts a Tri-annual CIPM Review for all subordinate and supported commands.

(9) Analyzes force wide advancement demographics. Briefs force advancement results including trends.

(10) Conducts subordinate commands career information comparative analysis.

(11) Establishes a retention recognition program that aligns with the CNO Reenlistment and Attrition targets. Prepares and evaluates Career Information Program Award nomination packages.

(12) Monitors CCC Course (A-501-0011) and the Reserve Career Information Course (R-501-0005). Makes recommendations of changes to the Center for Personal and Professional Development and NRPDC.

(13) Provides initial onsite and continuous training to CCCs assigned to Region Counselors, Wing Counselors, and ISICs as needed.

(15) Writes retention, career information articles for the Reserve Force publications (family grams, newsletters, magazines, etc).

(16) Prescribes and governs the methods for the Reserve Affiliation Success Workshop (RASW).

(17) Acts as the major claimant and operational Program Manager for the Montgomery GI Bill-Selected Reserve Basic and Kicker programs.

(18) Liaisons between, Navy Personnel Command (NPC), Defense Finance and Accounting Service (DFAS), Defense Manpower Data Center (DMDC), Department of Veteran Affairs (DVA), and Commander, Navy Reserve Forces Command (N1C2).

(19) Approves MGIB-SR Kicker requests site, after received from Echelon IV and V commands.

(20) Processes MGIB-SR Termination and Suspension Requests, upon receipt of command correspondence from Echelon IV and V Commands.

(21) Acts as the Service Representative for the Post-9/11 GI Bill.

(22) Determines Eligibility and Transferability.

(23) Liaisons between VA, DMDC, and Commander Navy Reserve Force Command (N1C2).

b. Knowledge:

(1) Well versed in Career Information Program Management and the Navy's advancement, distribution, career development, and community management programs.

(2) Ability to access and navigate through NSIPS, RHS, FLTMPS, EMPRS, and DMDC

(3) Understanding of all Navy Educational Programs
CHAPTER 2

Section V - (N2/N9) Intelligence and Information Operations

1. Intelligence and Information Operations, DCOS

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 RC Force structure and its alignment with the AC, training, and education standards for officer and enlisted intelligence, IO personnel, and interpretation and implementation of total force intelligence/IO policies promulgated by the Director of Naval Intelligence (DNI), OPNAV N2N6, and the Commander, Navy Cyber Forces. N2/N9 oversees execution of reimbursable accounts established by COMS, national agencies, and other units to fund Reserve Navy intelligence and IO manpower and allocates resources for unplanned ADT manpower requirements, in support of intelligence, counterintelligence, 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: CNIRC and Commander, Naval Net-Centric Warfare Group (CNNWG), as well as Echelon I counterparts.

(3) Represents OCNR intelligence and IO interests as the Echelon II N2/N9 when necessary.

(4) Serves as staff lead for all Cyber Warfare matters.

(5) Serves as the senior Information Dominance Corps officer, responsible for overseeing qualification of junior IDC officers reporting aboard.

c. Command Relationships. Coordinates staff intelligence and IO actions with OPNAV N2/N6, OCNR, CNIRC, CNNWG, and Navy Cyber Forces. Collaborates with USFF N2/N39 and the Director of Fleet Intelligence (DFI) to ensure alignment between RC and AC intelligence and IO capabilities. Serves as primary Echelon III cognizant authority on all matters pertaining to the Reserve Navy intelligence and IO enterprises and when necessary serves as Echelon II cognizant authority.
d. Key Processes ensures:

(1) The analysis, evaluation, and requirements of the Navy Reserve intelligence and IO Force remain consistent with existing and future policies/directives.

(2) Navy Reserve intelligence, IO, and Cyber Warfare policies and doctrine are developed to support the future of the Navy Reserve Intelligence Force.

(3) Navy Reserve intelligence and IO programs are appropriate for accomplishing current missions and planned future missions.

(4) Serves as final approval authority for Reserve intelligence and IO program orders that are funded by reimbursable accounts.

e. Tasks

(1) Reviews Joint Chief of Staff (JCS), DoD, DON, and USFF directives for applicable policy direction pertaining to Navy Reserve intelligence and IO Force issues. Evaluates staff position papers concerning mission alternatives, resource requests, policy changes, and other issues as they affect the Navy intelligence and IO Reserve Force.

(2) Makes recommendations to COMNAVRESFORCOM and Commander, Navy Cyber Forces on policy matters pertaining to the composition, organization, employment, and management of the Navy Reserve intelligence and IO Force.

(3) Oversees reimbursable account expenditures to ensure the distribution of authorized funds remains optimized and account managers meet anticipated quarterly goals.

(4) Approves the use of National Intelligence Program (NIP) (formerly GDIP) funds for ADT missions which are classified as "intelligence, counterintelligence, or intelligence-related."

(5) Approves the use of discretionary ADT-Special funds, which support Intelligence and Information Operations missions.

(6) Serves as Senior Intelligence Officer (SIO) for COMNAVRESFORCOM.

(7) Standing member of COMNAVRESFOR Awards Board and RMB working group.
f. **Knowledge**

(1) Expert knowledge of total force U.S. Navy intelligence missions, tactics, techniques, and procedures.

(2) Working knowledge of:
   
   (a) DoD’s planning, programming, and budgeting process.

   (b) COMNAVRESFOR programs.

   (c) DoD security programs.

   (d) Total force U.S. Navy IO missions, tactics, techniques, and procedures.

(3) Ability to:

   (a) Manage and supervise subordinate staff.

   (b) Establish and maintain effective working relationships with all levels of the COMNAVRESFOR staff, as well as higher and lower echelon counterparts.

2. **Senior Budget Program Manager/Information Operations (N21)**

   **Subject Matter Expert/Special Security Representative (SSR)**

   a. **Tasks**

   (1) Functions as N2/N9 Intelligence and Information Operations (IO)/cryptologic “point man” when DCOS is out of the office.

   (2) Makes recommendations to COMNAVRESFORCOM (N2/N9) on policy matters pertaining to the composition, organization, employment, and management of the Navy Reserve Intelligence and IO Force.

   (3) Serves as acting DCOS when actual is TAD/out of the office.

   (4) Oversees N2/N9 fund/order approval process, ensures order approval policies/business practices are understood by actual approvers, and reconciles discrepancies in account balances by working with COMNAVRESFORCOM (N8) and customer account managers.
(5) Serves as COMNAVRESFORCOM SSR. Provides staff top secret/SCI program administration to include handling of all command SCI clearances, maintaining SCI facility (SCIF), and providing security refresher training to all SCI-indoctrinated personnel annually. Liaises with SSO Norfolk, to ensure all aspects of the TS/SCI program comply with applicable security regulations and guidance. Collaborates closely with COMNAVRESFORCOMs SSO, SSO Norfolk.

(6) Serves as NROWS, SharePoint, and DTS coordinator for N2/N9.

(7) Reviews, edits, and updates COMNAVRESFOR policies and instructions as they relate to N2 and N9; including COMNAVRESFORINST 1001.1F and 5450.48.

b. Knowledge

(1) Working knowledge of DoD, DON, and COMNAVRESFOR directives.

(2) Possesses intermediate knowledge in the use of personal computers and associated software for word processing, email, presentation, and internet usage.

(3) Develops advanced knowledge of TS/SCI administration.

(4) Must possess a TSSCI clearance and have NEC 9190.

3. Budget Program Manager/Fund Approver (N21A)

a. Tasks

(1) Executes the administrative responsibilities of the COMNAVRESFORCOM (N2/N9).

(2) Serves as fund approver/order approver for a select group of reimbursable, NIP or discretionary accounts overseen by the COMNAVRESFORCOM (N2/N9). Follows business rules and collaborates with N8 personnel to resolve account discrepancies with customers/clients.

(3) Maintains physical security of the COMNAVRESFORCOM SCIF and any classified material contained within.

(4) Serves as NROWS, SharePoint, and DTS coordinator for N2/N9.
(5) Reviews, edits, and updates COMNAVRESFOR policies and instructions as they relate to N2/N9.

b. Knowledge

(1) Working knowledge of DoD, DON, and COMNAVRESFOR directives, including TS/SCI physical security regulations.

(2) Possesses intermediate knowledge in the use of personal computers and associated software for word processing, email, presentation, and internet usage.

(3) Develops advanced knowledge of the NROWS application.

(4) Must possess a TSSCI clearance and have NEC 9190.

4. Budget Analyst/Fund Approver (N21B)

a. Tasks

(1) Executes the administrative responsibilities of the COMNAVRESFORCOM (N2/N9).

(2) Serves as fund approver/order approver for a select group of reimbursable, NIP or discretionary accounts overseen by the COMNAVRESFORCOM (N2/N9). Follows business rules and collaborates with N8 personnel to resolve account discrepancies with customers/clients.

(3) Maintains physical security of the COMNAVRESFORCOM SCIF and any classified material contained within.

(4) Serves as NROWS, SharePoint, and DTS coordinator for N2/N9.

(5) Reviews, edits, and updates COMNAVRESFOR policies and instructions as they relate to N2/N9.

b. Knowledge

(1) Working knowledge of DoD, DON, and COMNAVRESFOR directives, including TS/SCI physical security regulations.

(2) Possesses intermediate knowledge in the use of personal computers and associated software for word processing, email, presentation, and internet usage.
(3) Develops advanced knowledge of the NROWS application.

(4) Must possess a TSSCI clearance and have NEC 9190.

5. Budget Analyst/Fund Approver/SSR Assistant (N21C)

a. Tasks

(1) Executes the administrative responsibilities of the COMNAVRESFORCOM (N2/N9).

(2) Serves as fund approver/order approver for a select group of reimbursable, NIP or discretionary accounts overseen by COMNAVRESFORCOM (N2/N9). Follows business rules and collaborates with N8 personnel to resolve account discrepancies with customers/clients.

(3) Maintains physical security of the COMNAVRESFORCOM SCIF and any classified material contained within.

(4) Serves as NROWS, SharePoint, and DTS coordinator for N2/N9.

(5) Reviews, edits, and updates COMNAVRESFOR policies and instructions as they relate to N2/N9.

(6) Assistant to SSR, passes clearances utilizing the JPAS database, drafts SCI correspondence, acts as assistant SCIF manager. Liaises with SSO Norfolk on a routine basis.

b. Knowledge

(1) Working knowledge of DoD, DON, and COMNAVRESFOR directives, including TS/SCI physical security regulations.

(2) Possesses intermediate knowledge in the use of personal computers and associated software for word processing, email, presentation, and internet usage.

(3) Develops advanced knowledge of the NROWS application.

(4) Must possess a TSSCI clearance and have NEC 9190.
1. Operations, DCOS (N3)

   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 relating to Navy Reserve operational support.

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

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

      (4) Oversees the NROWS and the link between NROWS and the DTS.

   c. Command Relationships. Interacts with COMNAVAIRFORCES to provide support to all COMNAVAIRFORCES missions utilizing discretionary and ADSW RPN accounts. Liaises with CNO (N095) for higher headquarters operational issues and concerns. Maintains liaison with OSOs from Fleet Commanders, TYCOMs, Numbered Fleets, Navy Enterprises, Joint and Unified Commands, for issues concerning RC operational support.

   d. Key Processes. Oversees Navy Reserve Force mobilization. Coordinates actions of the operational support EXCOM, responsible for the prioritization and distribution of discretionary RPN accounts to Navy and joint commands.

   e. Tasks

      (1) Provides subordinate Echelon commands with policy guidance and procedures for mobilization.

      (2) Coordinates all Reserve Force RPN ADSW requirements and liaises with PERS 4G for ADSW orders.
(3) Facilitate processing of AT/ADT/IDTT orders via NROWS and DTS and coordinates travel issues as necessary with Navy Transportation Office (NAVPTO) and SATO.

(4) Provides policy guidance for current year operations of the Navy Reserve Force.

(5) Manages the Navy Reserve Readiness Module (NRRM) and NROWS, and member of the Configuration Executive Control Boards for both programs.

f. Knowledge

(1) Thorough knowledge of instructions and policies governing ADT, IDTT, AT, ATP, ADSW, mobilization, and RPN distribution.

(2) Broad knowledge of COMNAVRESFOR policies and programs; ability to plan, direct, and coordinate complex programs.

(3) Ability to:

   (a) Establish effective working relationships with external customers.

   (b) Apply sound, independent judgment.

   (c) Manage subordinate staff.

2. Supervisory Management Analyst (N3B)

a. Tasks

   (1) Serves as the key advisor to the DCOS regarding operations and administrative management policies and procedures for the directorate.

   (2) Acts in conjunction with the DCOS with full authority for commitment of funds and decisions directly affecting all programs administered by the code.

   (3) Serves as liaison with program elements and activities with the Navy Reserve, Active Navy, and DoD through participation in conferences, meetings, and briefings to represent Navy Reserve operations issues.
(4) Coordinates senior officer and senior civilians engaged in HQ and claimant level execution of programs including:

(a) **Current Operations.** Facilitates operation support via communications with OSOs.

(b) Manages Annual Training (AT) and Discretionary RPN resources and provide briefings as required.

(c) **Travel and orders management.** Manages the Navy Reserve Order Writing System (NROWS), providing support of AT, ADT, and IDTT orders. Resolves orders or travel related issues for the Reserve force.

(d) **Mobilization Planning.** Manage the identification and tracking of Reserve personnel for individual/unit mobilization. Works directly with OPNAV, USFFC, NAVPERS, and other agencies to meet validated requirements.

(e) **Navy Reserve Readiness Module.** Oversees the management of the NRRM and participates in fleet and OPNAV readiness working groups as necessary.

(5) Gathers, processes, analyses, records, and documents date or information. Makes decisions and solves problems.

b. **Knowledge**

(1) Knowledge of the Navy Reserve, DoD, and DON management and operational policies, principles, methods, techniques, and systems to maximize the effective and efficient use of all human resource assets, and to be used as a basis for sound reasoning, analysis, advice and recommendations throughout the organization chain of command.

(2) Thorough understanding of statutory and regulatory links between DoD, and individual Navy components to develop and interpret current and historical command policy and procedures.

(3) Knowledge of the Navy Reserve’s interrelationships with DON in the acquisition and effective use of the RPN funding to maintain SELRES and FTS assets.

(4) Knowledge of Navy Reserve order writing, DTS, and functional management structures of the reporting data systems, interfaces, and process points.
(5) Ability to:

(a) Use tact, ingenuity, and resourcefulness in establishing and maintaining effective working relationships.

(b) Apply sound independent judgment in problem resolution in the administration of assigning tasks, develop difficult and complex policies to staff and field in effective and equitable methods to maintain manpower resource distribution in a dynamic environment.

(c) Makes oral and written presentations with sufficient forcefulness and persuasiveness to forward the interests of the Navy Reserve and to influence decision makers of higher authority.

3. Director, Force Operations (N31)

   a. Tasks

   (1) Oversees the funds management, approval, and execution of COMNAVRESFORCOM discretionary RPN and Annual Training (AT) accounts.

   (2) Provides primary COMNAVRESFORCOM liaison to OSOs and Echelon IV commands for funds execution coordination and support.

   (3) Provides subordinate echelon commands with policy, guidance and procedures for operations.

   (4) Oversees the semi-annual Operational Support Plan data collection and analysis process.

   (5) Collects, reviews, and submits COMNAVRESFORCOM Echelon III/IV/V ADSW packages to PERS-4G.

   (6) Oversees management of the Navy Reserve Readiness Module program.

   (7) Responsible for all aspects of annual EXCOM and OSO conferences.

   (8) Responsible for all aspects of monthly policy and execution review teleconferences for OSOs/RCCs.

   (9) Responsible for discretionary RPN and AT funds execution reporting to CNRFC N3B and higher authority.