(10) Other duties as assigned by N3B or higher authority.

b. Knowledge

(1) Must possess secret security clearance.

(2) Must have a thorough knowledge of NROWS.

4. Current Operations Officer (N31A)

a. Tasks

(1) Coordinates the funds management, approval, and execution of COMNAVRESFORCOM discretionary RPN accounts.

(2) Provides COMNAVRESFORCOM liaison to OSOs and Echelon II - V commands for funds execution coordination and support.

(3) Provides subordinate echelon commands with RPN funds policy, guidance and procedures for operations.

(4) Manages the semi-annual Operational Support Plan data collection and analysis process.

(5) Coordinates, organizes, and facilitates annual EXCOM and OSO conferences.

(6) Coordinates and facilitates monthly policy and execution review teleconferences for OSOs/RCCs.

(7) Manages discretionary RPN funds execution reporting to CNRFC N31 and higher authority.

(8) Oversees COMNAVRESFORCOM training opportunity pages on the Navy Reserve Website.

(9) Coordinates with Navy Reserve Professional Development Center to facilitate OSO courses.

(10) Oversees reporting on usage of Reserve Force manpower assets.

(11) Oversees the monthly overseas contingency operations (OCO) cost report.

(12) Oversees additional Inactive Duty Training (IDT) drill management reporting program.
(13) Other duties as assigned by N31 or higher authority.

b. Knowledge

(1) Must possess secret security clearance.

(2) Must have a thorough knowledge of NROWS.

5. Operations Manager (LCPO) (N31A1)

a. Tasks

(1) Coordinates the funds management, approval, and execution of COMNAVRESFORCOM discretionary RPN accounts.

(2) Facilitates coordination between Reserve Force and Active Component for operational support.

(3) Provides COMNAVRESFORCOM liaison to OSOs and Echelon II - V commands for funds execution coordination and support.

(4) Provides subordinate echelon commands with RPN funds policy, guidance and procedures for operations.

(5) Manages the semi-annual Operational Support Plan data collection and analysis process.

(6) Coordinates, organizes, and facilitates annual EXCOM and OSO conferences.

(7) Coordinates and facilitates monthly policy and execution review teleconferences for OSOs/RCCs.

(8) Manages discretionary RPN funds execution reporting to CNRFC N31A and higher authority.

(9) Oversees COMNAVRESFORCOM training opportunity pages on the Navy Reserve Website.

(10) Oversees additional Inactive Duty Training (IDT) drill management reporting program.

(11) Researches policy and guidance in support of subordinate echelon commands, OSOs and Reservists.

(12) Reviews reports on usage of Reserve Force manpower assets and OCO costs.
(13) Other duties as assigned by N31 Current operations Officer or higher authority.

b. Knowledge

(1) Must possess secret security clearance.

(2) Must have a thorough knowledge of NROWS.

6. Operations Supervisor (LPO) (N31A2)

a. Tasks

(1) Facilitates coordination between Reserve Force and Active Component for operational support.

(2) Approves funding on CNRFC discretionary lines of accounting.

(3) Facilitates orders generation within NROWS for MEDHOLD Program as direct liaison between NRAs and Order Writing Activities (OWA).

(4) Responsible for administrative review and formatting of periodic N31 reporting documents, to include monthly OSO Operational Support Highlights and OSO/RCC teleconference agendas/minutes.

(5) Submits reports on usage of Reserve Force manpower assets and OCO costs.

(6) Any other duties as assigned by N31 LCPO or higher authority.

b. Knowledge

(1) Must possess secret security clearance.

(2) Must have a thorough knowledge of NROWS.

7. Operations Coordinator (N31A3)

a. Tasks

(1) Manages COMNAVRESFOR and COMNAVRESFORCOM operational support and training opportunities on Navy Reserve Website and GovDelivery system.
(2) Manages reports on usage of Reserve Force manpower assets.

(3) Manages additional IDT drill management reporting program for OSOs and NOSCs.

(4) Manages information on the Current Operations (N31) page of the Navy Reserve Website.

(5) Any other duties as assigned by N31 or higher authority.

b. Knowledge

(1) Should possess secret security clearance.

(2) Should have a thorough knowledge of NROWS.

8. Force Protection Officer/Staff Emergency Management Director (N31C)

a. Tasks

(1) Execute program requirements for COMNAVRESFORCOM emergency management, antiterrorism force protection (AT/FP), and physical security.

(2) Maintains command instructions and notices governing physical security, AT/FP, and emergency management programs.

(3) Oversees the execution of Annual Training management policy set forth in the annual CNRFC Fiscal Year Policy Execution Guidance.

   (a) Manages the use of AT beyond the minimum and establishes the process for requesting.

   (b) Manages reporting procedures and report generation for AT planning and AT execution.

(4) Program manager for the Navy Reserve Readiness Module, to include:

   (a) Planning and execution of program budgets.

   (b) Planning and coordinating program In Progress Reviews (IPR) and Configuration Control Boards (CCB) when required.
(c) Reviews, processes, and maintains all Customer Acceptance Documents (CAD) and Statements of Work (SOW).

(d) Member of the Navy Readiness Reporting Enterprise (NRRE) Community of Interest (COI).

(5) Staff Emergency Management Director:

(a) Advises CNRFC N3 and CNRFC COS on all matters relating to emergency management.

(b) Responsible for coordination and requirements with emergency relocation sites (ERS).

(c) Through Departmental Emergency Planners, consolidates departmental requirements for emergency management response plans at emergency relocation sites.

(d) Member of the NSA Norfolk Emergency Management working group.

(6) Manages NROWS ad hoc reports for use in data calls to leadership and higher authority.

(7) Plans and coordinates COMNAVRESFORCOM staff participation in exercises associated with physical security, AT/FP, and emergency management.

(8) Other duties as assigned by N31 or higher authority.

b. Knowledge

(1) Must possess secret security clearance.

(2) Graduate of the Antiterrorism Officer (ATO) Level II course (J-830-0015).

(3) Thorough understanding of all instructions and requirements governing AT/FP, Physical Security, and Emergency Management.

9. Assistant Force Protection Officer (N31C1)

a. Tasks

(1) Assists in the management and execution of the physical security, AT/FP, and emergency management programs.
(a) Provides annual emergency management training and as required, emergency information to the COMNAVRESFORCOM staff.

(b) Tracks completion of AT/FP level I training.

(c) Manages the COMNAVRESFORCOM security drill program and develops and coordinates random antiterrorism measures (RAM) for COMNAVRESFORCOM.

(d) Member of the NSA Norfolk Emergency Management working group.

(e) Assists in the planning and coordination of COMNAVRESFORCOM staff participation in exercises associated with physical security, AT/FP, and emergency management.

(2) Assists in maintaining command instructions and notices governing physical security, AT/FP, and emergency management programs.

(3) Auxiliary Security Force Coordinator (ASF) for COMNAVRESFORCOM.

(4) Assists in overseeing the execution of Annual Training management policy set forth in the annual CNRFC Fiscal Year Policy Execution Guidance.

(5) Oversees the management of N31 data systems and electronic programs.

(6) Other duties as assigned by N31C or higher authority.

b. Knowledge

(1) Must possess secret security clearance.

(2) Graduate of the Antiterrorism Officer (ATO) Level II course (J-830-0015).

(3) Thorough understanding of all instructions and requirements governing AT/FP, Physical Security, ASF, and Emergency Management.

10. Programs Technician (N31C2)

a. Tasks
1. Directors, Resource Management (N31)

a. Tasks

(1) Manages all data systems and electronic programs for N31, to include the N31 webpage and associated formatting and document organization.

(a) Functions as Help Desk Manager for all N31 supported programs.

(b) Operates as the primary liaison between N31 and N6 for all N31 supported programs.

(2) Liaison between N3 and N6 for all electronic asset repairs.

(3) Manages, tracks, and inventories all pilferable items.

(4) Other duties as assigned by N31D or higher authority.

b. Knowledge

(1) Must possess secret security clearance.

(2) Thorough understanding of all instructions and requirements governing programs and assets.

11. Director, Travel and Orders Management (N33)

a. Tasks

(1) Monitors data bases and initiates data queries on matters related to orders execution.

(2) Monitors NAVPTO/CTO in the execution of orders travel.

(3) Resolves travel problems between the Reservist and SATO.

(4) Works with NROWS program manager to implement improvements in the orders, travel, and liquidation process.

(5) Liaisons with NAVPTO and CTO to ensure Joint Federal Travel Regulation (JFTR) adherence.

(6) Provides direct support to Commander, Space and Naval Warfare Systems Command Information Technology Center (SPAWAR-ITC) NROWS/DTS helpdesk.
(7) Establishes and revises the COMNAVRESFORCOM 1571 series orders and travel instruction.

(8) Provides 24/7 emergency travel customer service support.

(9) Provides input to NRPDC NROWS/DTS training curriculum.

(10) Maintains NROWS data tables with system administrator capability.

(11) Represents COMNAVRESFORCOM at seminars, conferences, and briefings, which involve current and changing policy issues on order writing and travel.

b. Knowledge

(1) Possess thorough knowledge of NROWS and DTS roles, responsibilities, policies, and permission levels to perform authorizing official duties.

(2) Knowledge of DFAS organization and applicable DoD and federal regulations related to financial management, transportation entitlements and procedures

(3) Understanding of the lead time needed to plan and arrange travel involving multiple modes of transportation, authorizations, and entitlements.

(4) Knowledge of the Navy Reserve Force organizational structure.

(5) Ability to effectively communicate.

12. Reserve Force Travel Deputy Director (N33)

a. Tasks

(1) Advises director of force travel and DCOS for operations on matters concerning transportation policies and procedures, and make appropriate recommendations.

(2) Provides oversight of generation of call to duty orders for Navy Reservists.

(3) Acts as the AO within DTS and provides training and oversight.
(4) Ensures reconciliation of DTS CBA.

(5) Ensures adequate training is available to DTS COMNAVRESFORCOM users, AOs, and DTAs.

(6) Acts as the liaison with Defense Travel Management Office (DTMO), and Reserve Components from other services, Government Accountability Office (GAO), Department of Defense Inspector General (DODIG), and PERSUPPACT.

(7) Monitor official travel services provided by the Navy’s primary travel contractor and NAVPTO and ensures coordination of efforts between these agencies.

b. Knowledge

(1) Possess thorough knowledge of NROWS and DTS roles, responsibilities, policies, and permission levels to perform AO duties.

(2) Knowledge of DFAS organization and applicable DoD and federal regulations related to financial management, transportation entitlements and procedures.

(3) Understanding of the lead time needed to plan and arrange travel involving multiple modes of transportation, authorizations, and entitlements.

(4) Knowledge of the Navy Reserve Force organizational structure.

(5) Ability to effectively communicate.

13. Reserve Force Travel Management Supervisor (N33)

a. Tasks

(1) Reports to the Director, Travel and Orders Management.

(2) Responsible for overall management of system administration.

(3) Liaison with NROWS/DTS Help Desk, Technology Services Office (TSO) Kansas City, NAVPTO, and CTO to address and resolve travel issues.
(4) Oversees the approval process of orders, travel arrangements and voucher submissions, ensuring their legality in accordance with DoD regulations.

(5) Provides direct input and recommendations to the NROWS configuration control board to resolve technical problems within NROWS.

(6) Establish and revise the combined COMNAVRESFOR/COMNAVRESFORCOM 1571 orders and travel instruction.

(7) Provide 24/7 emergency travel customer service support.

(8) Provides input to NRPDC NROWS/DTS training curriculum.

(9) Uses the system administrator capability tool to maintain NROWS data tables.

(10) Liaisons with Reservists and CTO for emergent travel conflict resolution.

b. Knowledge

(1) Possess thorough knowledge and understanding of NROWS and DTS roles, responsibilities, and permission levels to perform approving official duties

(2) Knowledge of DFAS organization and applicable DoD and federal regulations related to financial management, transportation entitlements, and procedures.

(3) Understanding of required lead time needed to plan and arrange travel involving multiple modes of transportation, authorizations, and entitlements.

(4) Knowledge of the Navy Reserve Force organizational structure.

(5) Ability to communicate effectively.

14. Reserve Force Travel Transportation Tech (N33)

a. Tasks

(1) Ensures the reliable functioning of the DTS import/export interface with NROWS in support of force travel.
(2) Directs the COMNAVRESFORCOM NROWS/DTS help desk, providing training and technical assistance.

(3) Acts as the Navy Reserve Force principal DTA.

(4) Monitors performance of DTS I/E interface with NROWS.

(5) Assists in DTS CBA reconciliation as needed.

(6) Provides training and technical assistance to subordinate Echelon DTS DTAs.

(7) Conducts quality assurance of DTS user support provided by SPAWAR technical help desk.

b. Knowledge

(1) Possess thorough knowledge of both NROWS and DTS roles, responsibilities, and permission levels to perform approving official duties.

(2) Knowledge of DFAS organization and applicable DoD and federal regulations related to financial management, transportation entitlements, and procedures.

(3) Understanding of the lead time needed to plan and arrange travel involving multiple modes of transportation, authorizations, and entitlements.

(4) Knowledge of the Navy Reserve Force organizational structure.

(5) Ability to communicate effectively.

15. Reserve Force Travel Transportation Clerk (N33)

a. Tasks

(1) Responsible for approving and ensuring legality of NROWS processing and the approval of travel arrangements and vouchers submitted by Navy Reservists IAW travel regulations.

(2) Processes travel arrangements that require multiple modes of transportation, special planning, and rescheduling to accommodate request for approved changes.
(3) Liaisons with other offices to identify travel problems and to provide immediate resolutions.

(4) Participates in identifying necessary modifications and enhancements to the NROWS DTS I/E system.

b. Knowledge

(1) Possess thorough knowledge of NROWS and DTS roles, responsibilities, and permission levels to perform approving official duties.

(2) Knowledge of DFAS organization and applicable DoD and federal regulations related to financial management, transportation entitlements, and procedures.

(3) Understanding of required lead time needed to plan and arrange travel involving multiple modes of transportation, authorizations, and entitlements.

(4) Knowledge of the Navy Reserve Force organizational structure.

(5) Ability to communicate effectively.

16. Reserve Force Travel Financial Technician (N33)

a. Tasks

(1) Monitors and reconciles monthly bills provided by SATO for accuracy and research discrepancies in billing prior to authentication and submission to DFAS for payment.

(2) Research disparities in costs, ticket numbers, and unauthorized charges to determine payment and file disputes to vendors.

(3) Match all claims for payment on CBA with airline purchases provided by SATO.

(4) Liaison with credit card vendor to research and reconcile disputes.

(5) Ensures all discrepancies are cleared before late charges are assessed by the banking institutions to reduce or eliminate late charges.
b. **Knowledge**

(1) Possess thorough knowledge of NROWS and DTS roles, responsibilities, and permission levels to perform authorizing official duties.

(2) Knowledge of DFAS organization and applicable DoD and federal regulations related to financial management, transportation entitlements and procedures.

(3) Understanding of required lead time needed to plan and arrange travel involving multiple modes of transportation, authorizations, and entitlements.

(4) Knowledge of the Navy Reserve Force organizational structure.

(5) Ability to communicate effectively.

17. **Reserve Force Travel Order Clerk (N33)**

a. **Tasks**

(1) Provides oversight and management of the order writing process.

(2) Responsible for communicating with NROWS/DTS Help Desk, TSO Kansas City, NAVPTO, and CTO to identify and resolve travel discrepancies.

(3) Processes travel requests that requires combining U.S., foreign, private shuttle, rental car, and local transportation.

(4) Provides special planning and rescheduling to accommodate requests for approved changes for travel between urban and remote areas.

(5) Responsible for answering telephone inquiries, tracking each inquiry, and assisting the Reservist in the proper procedures for entering orders, travel arrangements, and travel vouchers into the NROWS and DTS (I/E) systems.

(6) Administers and review all policy exceptions and justifications as appropriate.

b. **Knowledge**
18. Director, Navy Reserve Forces Mobilization (N35)

a. Tasks

(1) Leads the COMNAVRESFORCOM mobilization team.

(2) Directs the sourcing of valid mobilization requirements supporting contingency operations.

(3) Coordinates with OCNR, USFF, OPNAV, NPC, and other DoD commands in the development of mobilization policy and plans.

(4) Maintains and reports Navy Reserve Forces mobilization sourcing status and execution of mobilization events.

(5) Oversees RCC and NAVOPSPTCEN mobilization processing.

b. Knowledge. Must possess top secret security clearance.

19. Deputy Director, Navy Reserve Forces Mobilization (M35A)

a. Tasks

(1) Acts as Director of Navy Reserve Forces mobilization in the director's absence.
(2) Provides leadership and direction for the mobilization sourcing staff, ensures Reserve mobilization requirements are met within policy guidelines.

(3) Represents COMNAVRESFOR and COMNAVRESFORCOM at key stakeholders and Naval leadership planning conferences and training seminars.

(4) Provides guidance, as requested by the director, to Echelon IV, V, and VI commands for mobilization activation and processing requirements.

(5) Other duties as assigned by the director.

b. Knowledge

(1) Knowledge of Reserve Force mobilization policies, principles, methods, techniques, and systems to maximize the effective and efficient use of all available resources to meet mobilization requirements.

(2) Ability to generate and maintain effective working relationships with all echelons of command through training, briefing, and responding to requests for information.

(3) Apply sound independent judgment and problem resolution in the administration of assigning tasks. Develop difficult and complex policies to assist the director in managing the staff and in ensuring an effective and efficient mobilization process.

(4) Makes oral and written presentations to train and equip members of both the AC and RC to better understand and operate within the mobilization process.

20. Mobilization Sourcing Officer (N351)

a. Tasks

(1) Distributes mobilization sourcing requirements to applicable community managers, sub claimants, and directorate sourcing officers; manage their progress and ensure requirements are met.

(2) Coordinates with the rest of the COMNAVRESFORCOM sourcing staff the sourcing of all assigned Navy Reserve mobilization billets.

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(3) Develops, oversees, and maintains the Officer Ready Mobilization Pool. Source URL officer mobilization requirements using the Officer Ready Mobilization Pool.

(4) Coordinates and facilitates the placement of qualified Navy Reserve officer volunteers into mobilization billets.

(5) Reports to the director and/or deputy director status of mobilization requirements and the plans and progress of sourcing.

(6) Other duties as assigned by the director or the deputy director.

b. Knowledge. Knowledge of Reserve mobilization policies, principles, methods, techniques and systems, to maximize the effective and efficient use of all available resources to meet mobilization requirements.

21. Senior Enlisted Mobilization Sourcing Officer (N3511)

a. Tasks

(1) Identifies qualified enlisted Navy SELRES and utilizes these members as needed to source enlisted Navy Reserve mobilization requirements, as assigned by the Mobilization Sourcing Officer (MSO).

(2) Coordinate and facilitate the placement of qualified Navy Reserve enlisted volunteers into mobilization billets.

(3) Assists the MSO in the distribution of enlisted mobilization sourcing requirements and in managing their progress to ensure requirements are met.

(4) Mentors and manages the junior enlisted mobilization sourcing officer.

(5) Reports to the MSO on the status and progress of enlisted sourcing.

(6) Other duties as assigned by the director or the deputy director.
b. Knowledge. Knowledge of Reserve Force mobilization policies, principles, methods, techniques, and systems.

22. Assistant Enlisted Mobilization Sourcing Officers (N3512/3512A)

a. Tasks

(1) Identifies qualified enlisted Navy SELRES and utilize these members as needed to source enlisted Navy Reserve mobilization requirements, as assigned by the senior enlisted mobilization sourcing officer.

(2) Coordinates and facilitates the placement of qualified Navy Reserve enlisted volunteers into mobilization billets.

(3) Assists the senior enlisted mobilization sourcing officer to ensure enlisted mobilization requirements are met.

(4) Reports to the senior enlisted mobilization sourcing officer the status and progress of enlisted sourcing.

(5) Supports the mobilization processing petty officer by initiating the mobilization of identified SELRES in the RHS system.

(6) Other duties as requested by the senior enlisted mobilization sourcing officer.

b. Knowledge. Knowledge of Reserve Force mobilization policies, principles, methods, techniques, and systems.

23. Mobilization Processing Petty Officer (Leading Petty Officer) (N3513)

a. Tasks

(1) Identifies individuals or units for mobilization activation.

(2) Executes stage-one (RYY) and stage-two (R##) reports.

(3) Prepares RHS reports as requested.

(4) Coordinates with NAVOPSPTCEN mobilization activation centers as requested.
(5) Performs the system cancellation in RHS of mobilized SELRES when directed by higher authority; assigns those members cancelled with an ROC Individual Mobilization Status (IMS) code.

(6) Prepares the R## report from RHS and forwards to the director and/or the deputy director for review.

(7) Coordinates with the LCPO to ensure N35 administrative tasks are completed as assigned.

(8) Other tasks as assigned.

b. Knowledge. Knowledge of Reserve Force mobilization policies, principles, methods, techniques, and systems.

24. Assistant Mobilization Processing Petty Officer (N3513A)

a. Tasks

(1) Identifies individuals or units for mobilization activation.

(2) Executes stage-one (RYY) and stage-two (R##) reports.

(3) Prepares RHS reports as requested.

(4) Coordinates with NAVOPSPTCEN mobilization activation centers as requested.

(5) Performs the system cancellation in RHS of mobilized SELRES when directed by higher authority; assigns those members cancelled with an ROC IMS code.

(6) Prepares the R## report from RHS and forwards to the director and/or the deputy director for review.

(7) Other tasks as assigned by the mobilization processing petty officer.

b. Knowledge. Knowledge of Reserve Force mobilization policies, principles, methods, techniques, and systems.

25. Delays, Deferments and Exemptions (DDE) Officer (N352)

a. Tasks
(1) Screens requests from SELRES seeking a DDE and coordinates these requests as required by current DDE Policy.

(2) Coordinates with mobilization sourcing officers to help facilitate reassignment for SELRES affected by the DDE process.

(3) Collects, organizes, and disseminates all DDE information reporting as appropriate.

(4) Updates and maintains IMS codes of affected Reservists in RHS.

(5) Maintains a library of policy and publications pertinent to the DDE process.

(6) As N35 LCPO, oversees all staff administrative support functions and ensures directorate administrative tasks are completed on-time.

(7) Member of the COMNAVRESFORCOM Echelon IV Command Assessment Team.

b. Knowledge. Knowledge of Reserve Force mobilization policies, principles, methods, techniques, and systems.

26. **DDE Officer (Mobilization LCPO) (N353)**

a. Tasks

(1) Screens requests from SELRES seeking a DDE and coordinates these requests as required by current DDE Policy.

(2) Coordinates with mobilization sourcing officers to help facilitate reassignment for SELRES affected by the DDE process.

(3) Collects, organizes, and disseminates all DDE information reporting as appropriate.

(4) Updates and maintains IMS codes of affected Reservists in RHS.

(5) Maintains a library of policy and publications pertinent to the DDE process.

(6) As N35 LCPO, oversees all staff administrative support functions and ensures directorate administrative tasks are completed on-time.
(7) Member of the COMNAVRESFORCOM Echelon IV Command Assessment Team.

b. Knowledge. Knowledge of Reserve Force mobilization policies, principles, methods, techniques, and systems.

27. Force Mobilization Plans Analyst (N353)

a. Tasks

(1) Provides technical expertise and advice on mobilization policy and the information systems used to mobilize the Naval Reserve Force.

(2) Monitors and analyzes operational and mobilization data in Navy-Marine Corps Mobilization Processing System (NMCMPS), RHS databases, and other mobilization databases.

(3) Reviews mobilization documentation.

(4) Reviews RHS database and other technical documentation for determining mobilization capabilities.

(5) Ensures NAVRESFOR TPFDD data is accurate and current.

(6) Provides data and reports in response to Navy and DoD higher headquarters data calls on Navy Reserve mobilizations.

b. Knowledge. Must be proficient in database management and data entry.
CHAPTER 2

Section VII - (N4) Logistics

1. Logistics, DCOS (N4)


   b. Functions

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

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

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

      (4) Provides supply technical assistance, customer service, consumable support, financial accounting records, and equipment management reporting for headquarters staffs.

      (5) Coordinates, executes and documents the GTCC program for COMNAVRESFOR; provides policy guidance for subordinate echelons.

   c. Command Relationships

      (1) Maintains liaison with all COMNAVRESFOR commands operating galleys and with Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM). Provides technical guidance and assistance to food service managers responsible for operating shore-based galleys.

   d. Key Processes

      (1) Prepares correspondence, directives, regulations, and notices concerning supply policy for Reserve Activities.

      (2) Serves on senior planning groups to ensure supply procedures reflect Navy and Navy Reserve policy.
(3) Provides assistance in budgeting, funding, and procurement of equipment to COMNAVRESFOR.

(4) Provides oversight and supervision of all Navy Reserve logistics functions including financial record keeping, procurement, clothing management, and subsistence.

(5) Plans and develops Reserve clothing procedures and policy for the Navy Reserve.

(6) Program manager for the Government Travel Credit Card (GTCC) and Government Commercial Purchase Card (GCPC) for the claimancy.

(7) Serves as centralized point of contact for COMNAVRESFOR installations, activities, and operations on DODAAC. Ensures any deletions, additions, or changes are forwarded to DFAS, Cleveland, for update.

(8) Plans and coordinates subsistence procedures and policy for the Navy Reserve and recommends subsistence entitlements for Reserve personnel.

(9) Provides guidance and assistance to enlisted dining facilities (galleys) within the COMNAVRESFOR claimancy.

(10) Prepares instructions and policies for the COMNAVRESFOR claimancy for all GTCC/GCPC matters and serves as the liaison between the banking institution, DON ASN, Financial Management Office (FMO), and all Reserve activities.

e. Tasks

(1) Directs, supervises, and coordinates logistic functions of the Navy Reserve Force.

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

(3) Maintains liaison and coordination with supply matters among NRAs, the COMNAVSUPSYSCOM, and other system commands and offices of the DON and the DoD.
f. **Knowledge**

(1) Supply Corps FTS Officer with previous Navy Reserve surface and air activity experience.

(2) Working knowledge of logistics operations, property/equipment management, budgeting, Reserve clothing programs, food service management, and procurement functions.

(3) Ability to:

   (a) Manage and supervise subordinate staff composed of military, civilian, and contracted personnel.

   (b) Establish and maintain effective working relationships with all echelons of the Navy Reserve Force.

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

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

2. **Supply Technician (N4)**

   a. **Tasks**

   (1) Ensures guidance is provided to the supply representatives of the three major staffs.

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

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

   (4) Personally supervises the handling and acquisition of unique and sole source items for all high visibility and priority projects required for flag officers and their immediate staffs.

   (5) Accepts/receives material from various freight companies and process material for direct turn over to department supply representative within a timely manner.

   (6) Provides storeroom/stockroom support, not limited to ordering, stocking, and issuing material.
(7) Performs procurement actions on approved material/supply requests. Method of purchase will be by Government Commercial Purchase Card (GCPC).

(8) Performs additional logistics functions as assigned by the director headquarters supply.

(9) Formulates staff budget estimates and administers OPTARs for supplies, equipment, printing, and other contractual services.

(10) Ensures OPTAR documents, reports, and files are maintained and submitted in a timely manner. Ensures recoupment and distribution of excess OPTAR funds.

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

(12) Ensures all invoices are processed correctly and expeditiously. Exercises signature authority as delegated.

b. Knowledge

(1) Knowledge of the automated data systems used by Internal supply, which include: FASTDATA (budget management), IDA FMS/STARSFL (financial management), online Citidirect-Citibank/NAVSUP programs.

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

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

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

3. Clothing Program Manager (N4)

a. Tasks

(1) Maintains the OPTAR for initial and replacement Reserve seabag.

(2) Liaisons with Prime Vendor and NRA's concerning all issues.
(3) Initiates all correspondence pertaining to uniforms.

b. Knowledge

(1) Senior logistics specialist rating knowledge.

(2) NEC of 2813 (Independent Duty Storekeeper Ashore).


(4) Outstanding customer service and organizational skills.

(5) Working knowledge of invoice processing procedures.

4. Clothing Program Manager Assistant (N4)

a. Tasks

(1) Assists in maintaining the OPTAR for initial and replacement Reserve Seabag.

   (2) Liaison with Prime Vendor and NRA’s concerning all uniform clothing issues. Reviews and processes invoices for uniform clothing.

   (3) Assists in initiating correspondence pertaining to uniforms.

b. Knowledge

(1) Logistic Specialist rating knowledge.


(3) Outstanding customer service and organizational skills.

(4) Working knowledge of invoice processing procedures.

5. GCPC Program Manager (Senior Enlisted) (N4)

a. Tasks

(1) Monitors the GCPC Program as Hierarchy Level 3 Component.
(2) Monitors and takes corrective action on all COMNAVRESFOR claimancy purchase card delinquencies.

(3) Monitors publication changes for the purchase card program.

(4) Attends senior-level conferences pertaining to the GCPC Program.

(5) Reviews and processes all purchase card invoices for COMNAVRESFORCOM.

b. Knowledge

(1) Senior logistics specialist rating knowledge.

(2) NEC of 2813 (Independent Duty Storekeeper Ashore).

(3) Ability to:

   (a) Manage and supervise subordinate staff.

   (b) Establish and maintain effective working relationships with all echelons of COMNAVRESFOR, COMNAVRESFORCOM, and COMNAVAIRFORCES.

(4) Working knowledge of Reserve supply programs.

(5) Completed DON purchase card training.

6. GCPC Program Assistant (N4)

a. Tasks

(1) Monitors the GCPC Program as Hierarchy Level 3 Component.

(2) Monitors all COMNAVRESFOR claimancy purchase card delinquencies.

(3) Monitors publication changes for the purchase card program.

(4) Attends senior-level conferences pertaining to the GCPC Program.

(5) Assist in reviews of all purchase card invoices for COMNAVRESFORCOM.
b. Knowledge

(1) Working knowledge of Reserve supply programs.

(2) Broad knowledge of COMNAVRESFOR programs and ability to apply sound judgment in executing the various duties involved in the GCPC program.

7. GTCC Manager (Senior Enlisted) (N4)

a. Tasks

(1) Monitors the GTCC Program as the Hierarchy Level 3 Component APC.

(2) Monitors GTCC reports, identifies delinquent accounts, and provides statistical reports to DCOS for logistics.

(3) Advises COMNAVRESFOR activities on the proper administration of the GTCC program and provides training when requested.

(4) Attends senior-level conferences pertaining to the GTCC program.

b. Knowledge

(1) Logistic Specialist rating knowledge.

(2) NEC of 2813 (Independent Duty Storekeeper Ashore).

(3) Working knowledge of Reserve supply programs.

(4) Maintains effective working relationships with all echelons of COMNAVRESFOR, COMNAVRESFORCOM, and COMNAVAIRFORES.

(5) Ability to:

(a) Apply sound, independent judgment in implementing and executing the various duties involved with the GTCC program.

(b) Supervise and manage subordinate staff.

8. GTCC Program Assistant (N4)

a. Tasks
(1) Monitors and assists the APC on the GTCC Program.

(2) Monitors GTCC reports, identifies delinquency accounts, and provides statistical reports to the APC for logistics.

(3) Advises the APC on the proper administration of the GTCC program.

(4) Attends senior-level conferences pertaining to the GTCC program.

b. Knowledge

(1) Logistic Specialist rating knowledge.

(2) Working knowledge of Reserve supply programs.

(3) Maintains effective working relationships with all echelons of COMNAVRESFOR, COMNAVRESFORCOM, and COMNAVAIRFORES.

(4) Ability to apply sound, independent judgment in implementing and executing the various duties involved with the GTCC program.

9. Supply Support Leading Petty Officer (N4)

a. Tasks

(1) Initiates supply purchases/requisitions using FASTDATA financial system.

(2) Establishes open purchase requests, work requests, project orders, monitors obligations, and expenditures.

(3) Receives financial updates from comptrollers; processes financial expenditures; reviews variance listings.

(4) Maintains financial records, submits reports, and monitors OPTARs as assigned.

(5) Reviews outstanding requisitions; processes follow-ups, cancellations, and Material Outstanding Validations (MOVs).

b. Knowledge

(1) Senior LS rating or civilian equivalent.
(2) NEC of 2813 (Independent Duty Storekeeper Ashore).

(3) Maintains the COMNAVRESFORCOM and COMNAVAIRFORRES OPTARs.

(4) Completed DON purchase card training.

(5) Working knowledge of:
   (a) FASTDATA.
   (b) All instructions pertaining to purchasing.
   (c) Naval Logistics Library (NLL) and Federal Logistics Data of pertinent forms, publications, and stock numbers.

10. **Supply Policy and Plans Supervisor (N4)**

   a. **Tasks**

      (1) Establishes clothing and equipment allowances, regulates Reserve Seabag clothing requirements, and maintains RPN accounts in support of clothing requirements.

      (2) Provides assistance in budgeting, funding, and procurement of equipment for COMNAVRESFOR, COMNAVRESFORCOM, and COMNAVAIRFORRES.

      (3) Participates in supply assessments and SMIs for Surface and Air Reserve activities and serves as a member of the assessment and assistance teams.

   b. **Knowledge**

      (1) Senior LS rating.

      (2) NEC of 2813 (Independent Duty Storekeeper Ashore).

      (3) Ability to:

         (a) Manage and supervise subordinate staff.

         (b) Establish and maintain effective working relationships with all echelons of COMNAVRESFOR, COMNAVRESFORCOM, and COMNAVAIRFORRES.
(4) Working knowledge of logistics operations, property/equipment management, budgeting, Reserve clothing programs, and procurement functions.

(5) Broad knowledge of COMNAVRESFORCOM programs and ability to apply sound, independent judgment in implementing and executing logistics management programs.

11. Supply Support Supervisor (N4)

a. Tasks

(1) Submits and reviews accounting variance listings and provides data for mid-year reviews and budget submission for out years.

(2) Ensures all requests for contractual procurement to be signed by DCOS of logistics and meet micro-purchase using the simplified acquisition procedures.

(3) Attends conferences with local vendors and agencies to address contracts for supplies and services.

(4) Responsible for the maintenance of service contracts, modifications, and amendments.

b. Knowledge

(1) LS rating knowledge.

(2) Completed GCPC training requirements.

(3) Ability to:

   (a) Supervise and manage subordinate staff.

   (b) Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVRESFORCOM, and COMNAVAIRFORRES.

(4) Working knowledge of procurement and budgeting procedures.

(5) Broad knowledge of COMNAVRESFORCOM programs and ability to apply sound judgment in the operation of the internal supply department.
CHAPTER 2

Section VIII - (N5) Future Strategy, Plans and Policy

1. Plans and Policy DCOS (N5)

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

   b. Function. Serves as the principal advisor to COMNAVRESFOR on all matters pertaining to Force strategy plans, requirements, and resources. Provides recommendations and analysis on all internal and external development plans, requirements and resources evaluating impact and directing implementation strategy for the Navy Reserve Force. Lead for staff collaboration for command strategy, echelon coordination, Force policy, Ready Now Advisory Council (RNAC), and Navy Reserve Policy Board.

   c. Command Relationships. Coordinates and provides oversight of plans development with COMNAVAIRFOR; CNIC, Naval Facilities (NAVFAC); Liaises with all DoD and DON commands (specifically OPNAV; CNIC), in developing and implementing future Navy Reserve plans and additional duty to and as prescribed by USFF/CPF.

   d. Key Processes ensures:

   (1) The analysis, evaluation, and requirements of the Navy Reserve Force consistent with existing and future policy and directives.

   (2) Navy Reserve policies and doctrine are developed and appropriate for the future of the Navy Reserve Force.
(3) Navy Reserve Programs are appropriate for accomplishing the mission.

(4) Identifies requirements and capabilities of the Force using Navy Reserve Force plans.

e. Tasks

(1) Reviews JCS, DoD, DON, and USFF directives for applicable policy direction pertaining to Navy Reserve Force issues. Evaluates staff positions papers concerning mission alternatives and other issues as they affect the Navy Reserve.

(2) Initiates studies and actions on policy matters pertaining to the composition, organization, employment, and management of the Navy Reserve Force.

(3) Provides oversight for the technical expertise required to mobilize the Navy Reserve per current and future policies/practices.

(4) Serves as the COMNAVRESFOR POC for formulating resource requirements to achieve Navy Reserve program goals per SECDEF, SECNAV, and CNO.

(5) Ensures timely POM MCNR submission for Navy Reserve shore facility requirements to CNIC annually in coordination with OCNR.

(6) Ensures timely submission of Reserve air facility requirements to the Naval Aviation Enterprise (NAE) and CNIC for scoring and approval.

(7) Serves as the COMNAVRESFORCOM primary POC for the coordination and submission all tasks associated with Base Realignment and Closure (BRAC).

(a) Staff Collaborator for RNAC.

(8) Hosts the bi-annual COMNAVRESFOR Navy Reserve Policy Board (NRPB).

(9) Ensures the timely review and submission of changes to COMNAVRESFOR policies and instructions as they relate to N5: Missions, Functions and Tasks; Navy Reserve Force Staff Organizational Manual (SORM); COMNAVRESFORINST 5420.5; and COMNAVRESFORNOTE 1001.
Standing member of COMNAVRESFOR Awards Board, the RMB, and CNR Strategic Communications panel.

f. Knowledge

(1) Broad working knowledge of:

(a) The deliberate and contingency planning process, to include the planning, programming, and budgeting system.

(b) All COMNAVRESFOR programs.

(c) Major Staff interface and coordination.

(2) Ability to:

(a) Manage and supervise subordinate staff.

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

2. Future Plans/Policy (NSI)

a. Tasks

(1) Reports to the DCOS for Force plans, requirements, and resources in the performance of duties.

(2) Plans the future of the Navy Reserve by initiating, directing, and coordinating the analysis and evaluation of requirements of the Navy Reserve Force.

(3) Analyzes and defines the Navy Reserve mission within the framework of the National Military Strategy and evaluates the Navy Reserve Force roles and mission in support of the national strategy.

(4) Reviews JCS, DoD, DON, and FFC directives concerning future Navy Reserve Force issues and missions. Evaluates staff position papers concerning mission alternatives and other applicable issues.

(5) Reviews all COMNAVRESFOR policies and instructions that pertain to N5.

(6) Member of the COMNAVRESFOR NRPB and serves as a liaison officer to the National Navy Reserve Policy Board (NNRPB).
(7) Member of the COMNAVRESFOR strategic policy/plans board, providing administrative oversight to staff and liaison for the COMNAVRESFOR staff.

(8) Edits and reviews the 50 state review on an annual basis.

(9) Reviews database submissions and updates to the Technical Risk Identification and Mitigation System (TRIMS).

(10) Drafts, edits, and reviews for submission the Navy OCR documents for COMNAVRESFOR to CNO, Director of Navy Staff (DNS) Code 33.

b. Knowledge

(1) Joint professional military editions phase 1 graduate, or completed strategic planning seminar and RLO schools.

(2) Broad working knowledge of:

(a) The deliberate and contingency planning process.

(b) All COMNAVRESFOR programs.

(c) DoD, DON, and COMNAVRESFOR directives.

(d) PPBS and POM processes.

(d) Personal computers and associated software for word processing, email, presentations, and internet usage.

(3) Ability to:

(a) Manage and supervise subordinate staff.

(b) Establish and maintain effective working relationships with all levels of COMNAVRESFOR, DoD, OPNAV, and USFF staffs.

(c) Articulate policy and positions on complex and sensitive issues.

(d) Knowledge and skill in applying a wide variety of management and research methods to develop Courses of Action (COA) for improvement of program operations and objectives.
3. Force Plans Policy (N52)

a. Tasks

(1) Reports to the DCOS for staff plans/policy requirements and resources in the performance of duties.

(2) Plans the future of the Navy Reserve by initiating, directing, and coordinating the analysis and evaluation of requirements of the Navy Reserve Force.

(3) Analyzes and defines the Navy Reserve mission within the framework of the National Military Strategy and evaluates Navy Reserve Force roles and mission in support of the National Strategy.

(4) Reviews JCS, DoD, DON, and USFF directives concerning future Force issues and missions. Evaluates staff position papers concerning mission alternatives and other applicable issues.

(5) Responsible to the DCOS in the preparation, routing, briefing, and maintenance of the Navy Reserve's contribution to the Navy's Shore Installation Master Plan for the current and future placement of 125 Navy Operational Support Centers, and 5 Reserve Component Commands.

(6) In accordance with applicable U.S. Government DOD and DON, coordinate and submit for approval all tasks associated with Base Realignment and Closure (BRAC) for COMNAVRESFOR.

(7) Drafts, edits, and reviews for submission the OCR documents for submission to the CNO, Director of Navy Staff (DSN) Code 33. Responsible for submission of stationing documents for concurrence/non-concurrence.

b. Knowledge

(1) Joint professional military education phase I graduate or completed strategic planning seminar and RLO schools.

(2) Broad working knowledge of:

(a) The deliberate and contingency planning process.

(b) All COMNAVRESFOR programs.
(c) DoD, DON, and COMNAVRESFOR directives.

(d) Personal computers and associated software for word processing, email, presentation, and internet usage.

(3) Ability to:

(a) Manage and supervise subordinate staff.

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

4. Staff Plans Policy (N53)

(a) Tasks:

(1) Reports to the DCOS for staff plans/policy requirements and resources in the performance of duties.

(2) Drafts, edits, and reviews the 50 state review on an annual basis.

(3) Drafts, edits, and reviews all COMNAVRESFOR policies, instructions and MOU that pertain to N5.

(4) Serves as the departmental DTS travel fund manager and MIPR officer.

(5) Principal planner and program manager for the development of policy and guidelines in support of the National Security Emergency Preparedness, Military Support to Civil Authorities, Weapon of Mass Destruction, and the Navy emergency management programs.

(6) Serves as the program manager for officers within the Emergency Preparedness Liaison Officer Program. Serves as the interface between the Navy commands and the military civil headquarters that have civil disaster contingency responsibilities.

(7) Supervises the development and execution of emergency preparedness plans and programs such as COOP and the Naval Emergency Preparedness Liaison Officer programs.

(8) Develops plans and policy for participation of Navy Reserve Force assets in the event of national emergencies, natural disasters, and other contingencies.
5. Facilities Deputy and Aviation/BRAC Mission Support (N521)

a. Tasks

(1) Conducts extensive research and direct oversight in optimizing limited construction financial resources in the selection of Navy Reserve construction projects totaling over $45 million annually.

(2) Assists and advises the DCOS in all areas and duties related to the management of oversight of more than 125 NAVOPSPTCENs and five RCCs.

(3) Assists and advises the N5/N3 CNAFR, DCOS in all areas and duties related to the management and oversight of more than 26 squadron hangars and 2 wing administrative faculties reporting to COMNAVAIRFORES.

(4) Assist N5l in the preparation, routing, briefing and maintenance of the Navy Reserve’s contribution to the Navy’s Shore Installation Master Plan for the current and future placement of Navy Operational Support Centers, Reserve Component Commands.

(5) Serves as the primary point of contact and Navy Reserve recognized subject matter expert for all facility matters for COMNAVRESFOR and responds to mission driven ad-hoc requests/requirements within designated time frames.

b. Knowledge

(1) Extensive experience in the administration and management of Federal Government Property such as Navy Class I and II property.

(2) Serves as a member to the Naval Aviation Enterprise (NAE) working group.

(3) Broad working knowledge of:

(a) Applying legislative policy or other directives to develop and recommend program goals, objectives, policies, procedures, methods, and techniques.

(b) Ability to work at the highest levels of government and DoD including Legislative Affairs, DoD, DON, Secretary, Assistant Secretary, and Deputy Assistant Secretary levels.
(c) Skills in written and oral communication sufficient to prepare and present findings to recommend and/or carry out specific actions regarding difficult issues and to represent the command’s interests affectively.

(d) DoD, DON, and COMNAVRESFOR directives.

(e) Personal computers and associated software for word processing, email, presentations, and internet usage as well as property management tools, but not limited to internet Navy facility data store and global shore installation plan.

(4) Ability to:

(a) Prepare and deliver detailed reports and briefings regarding Navy Reserve facilities plans and projects.

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

6. Force Diversity (N54)

   a. Tasks

      (1) Serve as the Diversity Lead for Commander, Navy Reserve Forces (CNRF) and Commander, Naval Air Force Reserve (CNAFR). Represent CNRF, CNRFC, and CNAFR on all diversity related matters.

      (2) Maintain liaison with OCNR, and OPNAV N134 in the execution of its diversity strategy.

      (3) Support CNRF execution of CNO's Diversity CONOPS and Diversity Instruction.

      (4) Identify and coordinate all requirements for diversity training. Develop course content and course curriculum for Force diversity personnel.

      (5) Assist with development and execution of Formal Mentor Program roll-out including curriculum development, mentor training and ‘train-the-trainer’ facilitation.

      (6) Develop, oversee, approve, and implement diversity initiatives and strategies within the Navy Reserve to recruit, grow, develop, and retain diverse personnel within CNRF.
(7) Oversee design, approval and implementation of diversity related pilot programs.

(8) Oversee and increase support and participation by CNRF in Diversity outreach events. Primary POC between OCNR, OPNAV 134, and NROTC COs.

(9) Establish working relationships with NOSCs and RCC diversity/outreach Officers to work with Colleges, High schools and Community programs to increase awareness of the Navy Reserve and to increase diversity recruiting and accessions.

(10) CNRF representative to OPNAV N134 Strategic Diversity Working Group, participate in weekly OPNAV Diversity Directorate telcons.

(11) Remain abreast of personnel plans, programs, and policy changes that affect CNRF, Force, and Staff personnel diversity matters.

(12) Regularly brief CNRF leadership on diversity initiatives and actions.

b. Knowledge

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

(2) Serves as a member to the OPNAV N134 Strategic Diversity Working Group.

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

(a) Ability to:

1. Prepare and deliver detailed reports and briefings regarding Navy Reserve Diversity plans and projects.

2. Establish and maintain effective working relationships with all levels of the COMNAVRESFOR staff.
7. Director, Warrior and Family Support Programs (N55)

a. Mission. With requisite staff (Assistant Director of Warrior and Family Support (GS), Yellow Ribbon Program Coordinator (Contractor), and Employer Support of the Guard and Reserve Component Liaison (Contractor), assists with Reserve-specific program guidance and material for the Ombudsman Program, Command Individual Augmentee Coordinator (CIAC), Yellow Ribbon Reintegration Program Specialist (YRRP), Employer Support of the Guard and Reserve (ESGR) and associated family support programs. Seeks standardization of the Ombudsman program, CIAC program, YRRP, and ESGR programs throughout the Navy Reserve Force. Reports to the COMNAVRESFOR in the performance of duties.

b. Functions

(1) SA to COMNAVRESFOR.

(2) Serves as the Director of Warrior and Family Support for the Navy Reserve Force.

(3) Serves as Program Manager for Yellow Ribbon Reintegration Program.

(4) Supports, communicates with, and serves as liaison to the Navy Reserve Force Ombudsman.


d. Key processes ensures:

(1) The development, implementation, analysis, evaluation, and requirements of all Warrior and Family Support Programs throughout the Navy Reserve are standardized throughout the Force.

(2) Compliance with all pertinent instructions and directives regarding Warrior and Family Support Programs.
(3) Serves as final approval authority for Reserve Forces Command regarding all Warrior and Family Support Programs.

e. Tasks

(1) Designs and implements evaluative measure for the Navy Reserve Ombudsman program, CIAC program, YRRP, and ESGR programs through reports, site visits, and other communications with the Navy Reserve community.

(2) Serves as consultant for all Warrior/Family Support issues and programs throughout the Navy Reserve Force. Keeps commands appraised on current trends in each program.

(3) Reviews and develops training materials, resources, and other materials as necessary for dissemination to the Navy Reserve in the area of Warrior and Family Support.

(4) When necessary and not provided by other means (CNIC, USFFC, OSD/RA, etc.), coordinates and implements training workshops for Navy Reserve Force in areas regarding Warrior/Family Support.

(5) Coordinates efforts of five regional Warrior Family Support Program Specialists (WFSPSSs) located at each of the RCCs. Serves as liaison between WFSPSSs and Navy Reserve Force.

(6) Coordinates efforts of five regional Yellow Ribbon Reintegration Program Specialists (YRRPSs) located at each of the RCCs. Serves as liaison between regional YRRPSs and Navy Reserve Force.

(7) Monitor deliverables and travel budgets for five contracted YRRPS.

(8) Monitor effectiveness and success of all Yellow Ribbon Programs: Pre-deployment Family Readiness Conferences (PDFRCs), during-deployment events, and Returning Warrior Workshops (RWWS).

(9) Promotes and publishes resources and literature relative to Warrior/Family Support through all methods within the Navy Reserve.
(10) Develops and maintains the Navy Reserve Force Ombudsman program website. Also, serves as liaison between CNIC-managed Ombudsman Registry and Navy Reserve Force.

(11) Oversees and manages Navy Reserve claimancy data in COMUSFLTFORCOM NFAAS-managed CIAC accountability and management tool. Oversight ensures each Individual Augmentee has a CIAC assigned and that each CIAC maintains appropriate contact with respective IA and IA family.

(12) Program Manager and primary liaison between OSD/RA YRRP and Navy Reserve Force.

(13) Liaison between Navy Reserve Force and YRRP Returning Warrior Workshop (RWW) contract awardee (e.g. Federal Conference, etc.). Ensures YRRP RWW contract is appropriately carried out, with each event meeting YRRP requirements.

(14) Approval authority at Navy Reserve Forces Command for all YRRP events, including Pre-Deployment Family Readiness Conferences (PDFRCs).

(15) Ensures each event meets legislative guidelines and is reported to OSD/RA office for accountability.

(16) Assesses/evaluates program effectiveness. Takes appropriate steps to increase effectiveness when necessary.

(17) Maintains contacts with other branches of service, DoD, and professional community in order to bring to the Navy the latest ideas, methodologies, and issues regarding Warrior/Family Support as well as other deployment issues. Represents the Navy Reserve at various meetings throughout DoD and the civilian community.

(18) Acts as a consultant and technical/resource advisor to claimants as well as Commanding Officers throughout the Navy Reserve concerning program issues. Provides interpretation of policy, information and referral, and education and training issues.

(19) Responsible for interpretation, implementation and monitoring of policies, short and long term planning, and budgets.

(20) Monitor deliverables for contract Yellow Ribbon Program Coordinator (YRRPC) position.
(21) Monitor deliverables for contract Employer Support of the Guard and Reserve (ESGR) position.

f. Knowledge

(1) Understanding of Navy Reserve policies and procedures impacting Navy families to primarily include Ombudsmen, CIACs, YRRP, and ESGR.

(2) Knowledge of other family, command, and community support programs so that we can direct individuals to the appropriate POC. Programs include (but are not limited to) the following: Information and Referral, Personal Financial Management, Family Advocacy Program, Transition Assistance Management Program, personal/family counseling, Retired Affairs, Exceptional Family Member Program, Sponsor Program, Relocation Assistance, and other matters.

(3) Ability to review, develop and establish comprehensive programs that will assist service members and their families in coping with the stress of family separations and deployments. Programs are intended to assist commands, ombudsmen, and CIACs in dealing with the myriad issues relating to the ongoing and changing needs of the highly mobile Navy family.

(4) Knowledge of individual and family needs, interpersonal relationships, and how military families have to adapt to the stages of separation, mobilization, and deployment.

(5) Understanding of management practices and procedures for needs assessment, program development, analysis, planning, and evaluation.

(6) Ability to develop, analyze, plan, organize, and present facts and recommendations in clear, concise, and logical terms, both orally and in writing.

(7) Ability to absorb new knowledge and to adapt to changing conditions quickly.

(8) Ability to prepare Navy correspondence.

(9) Prepare and deliver detailed reports and briefings regarding Navy Reserve Ombudsman, CIAC, YRRP, and ESGR plans and projects.
8. Alcohol & Drug Control Officer (N56)

a. Tasks

(1) Advises the Commander on the administration and functionality of all force wide alcohol and drug abuse prevention and control programs evaluation and assessment.

(2) Responsible for providing guidance to Drug and Alcohol Program Advisors (DAPAs) and Urinalysis Program Coordinators (UPC) assigned to subordinate commands and monitor following aspects of their substance abuse prevention programs:

   a. Alcohol and drug abuse prevention education programs are implemented and maintained (e.g., Alcohol-AWARE, Personal Responsibility and Values: Education-and Training (PREVENT), Alcohol and Drug Abuse Managers (ADAMS) for Supervisors/Leaders, Skills for Life (SFL)).

   b. Subordinate commands conduct urinalysis per the procedures outlined in OPNAVINST 5350.4D.

   c. Program assessment reports are submitted as required.

(3) Ensure subordinate commands actively support local initiatives, including alcohol deglamorization, and implement DUI/DWI and other alcohol and drug abuse countermeasures consistent with the threat environment.

(4) Provide guidance and oversight in the management and support of all after-care treatment plans. Also, tracks and ensures the timely adjudication of all outstanding lab positives resulting from illicit drug use.

(5) Monitors all force-wide drug/alcohol abuse reports.

(6) Ensure COs, OICs, Executive Officers (XOs), Command Master Chiefs (CMCs), and prospective COs, OICs, and XOs complete ADAMS for Leaders training IAW section 9 of this instruction.

b. Knowledge

(1) Complete the following schools: DAPA, ADAMS for Supervisors, Prevent, ADAMS Facilitators Course and the 10 day Prevention Specialist Course.
9. Administrative Support (N5A)

a. Tasks

(1) Executes the administrative responsibilities of the DCOS Force Plans, requirements, and resources of N5.

(2) Provides policies and procedures for N5 administrative matters.

(3) Advises DCOS for Force plans, requirements, and resources on administrative matters.

(4) Serves as a DTS Coordinator for N5.

(5) Serves as the NR PB coordinator for travel, reservations, and administrative board preparation.

(6) Serves as the SharePoint coordinator for N5.

(7) Serves as the NR PB Joint Lessons Learned Integrated System (JLLIS) coordinator for posting policy board issues on the collaborative working website.

(8) Serves as the NNRPB liaison.

(9) Reviews, edits, and updates: COMNAVRESFOR polices and instructions as they relate to N5; Missions, Functions and Tasks; Navy Reserve Force SORM; COMNAVRESFORINST 5420.4; and COMNAVRESFORNOTE 1001.

(10) Coordinates the mid-year review and staffing of all remaining Policy Board issues.

(11) Advertises and collates items to be considered by the annual COMNAVRESFOR Policy Board.

b. Knowledge

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

(2) Possess basic knowledge in the use of personal computers and associated software for word processing, email, presentations and internet usage.
CHAPTER 2

Section IX - (N6) Information Technology

1. Information Technology, DCOS (N6)

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

   b. Functions

      (1) Strategic Information Technology and Communications Planning.

      (2) Policy formulation, adaptation, and promulgation.

      (3) Integration of technical and functional requirements.

      (4) Information technology and communications program oversight.

      (5) Deployment and implementing guidance.

      (6) Information and communications resource/financial accountability.

      (7) Planning, programming, and budgeting for force information.

   c. Command Relationships

      (1) Command Technology Officer (CTO) for Commander Navy Reserve Forces Command.

      (2) Liaises with CNAFR, COMNAVRESCRUITCOM, Systems Executive Office for Manpower and Personnel (SEO/MP), CNO (N095, N6 and N12); and Commander, Space and Naval Warfare Systems Command (COMSPAWARESYS.COM).

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d. Key Processes

(1) Provides comprehensive strategy to develop and submit an annual Information Technology (IM/IT) Strategic Plan. Consolidates DON CIO, DOD CIO, and Federal CIO strategic guidance; and facilitates the integration of COMNAVRESFOR inputs into the DON IM/IT Strategic Plan. Provides a basis for COMNAVRESFOR selection and funding of IM/IT projects.

(2) Supports the design and implementing of streamlined, efficient programs that take advantage of IM/IT capabilities. Provides a COMNAVRESFOR methodology to support IT enabled business process reinventing, supporting tools, and reusable process models for best practices.

(3) Provides the common architectural framework for interoperability, security, and connectivity for the COMNAVRESFOR community of users. Includes current infrastructure baseline, a target infrastructure plan, and a supporting migration plan. The intent is to develop a COMNAVRESFOR wide IM/IT architecture that addresses common technology, systems tools, and information requirements.

(4) Manages the adoption and evolution of DoD and DON-wide IM/IT standards that support the Overarching Infrastructure Planning (Operational Systems) architectures. These support the development, validation, and verification of standards that support communication and information interoperability.

(5) Quantifies how well COMNAVRESFOR meets its goals, objectives, and initiatives. IT supports decisions among alternative projects and measures ongoing project execution.

(6) Identifies and recommends acquisition of IM/IT business solutions and promotes their implementation. Ensures IM/IT architecture standards requirements are included in acquisitions and contracts.

e. Tasks

(1) CTO.

(2) Program Decision Authority.
(3) Configuration Executive Board (CEB) Chair.

f. Knowledge

(1) Primary NOBC of 2612 (Management IT Officer).

(2) Subspecialty Code in either IT Management (0089) or Computer Science (0091).

(3) Thorough knowledge of IM/IT strategies, policies, plans, architecture, standards, guidance, infrastructure, programming, and process improvement.

(4) Ability to:

(a) Establish and maintain effective working relationships with all levels of COMNAVRESFOR, COMNAVAIRESFOR, COMNAVSURFRESFOR, SEO/MP, NAVRESINFOSOFF, COMNAVRESCRUITCOM, COMSPAWARESYSOCOM, CNO (N095, N6, and N12); as well as superior and subordinate commands.

(b) Apply sound, independent judgment in implementing, executing, and evaluating the performance of IT programs and projects.

(c) Promote the effective and efficient design and operation of all major information resources management processes, including improvements to the work processes of the Naval Reserve.

(d) Manage and supervise subordinate staff; plan for hiring, training, and professional development to provide adequate knowledge and skills in information resources management.

(e) Present briefings and serve as a COMNAVRESFOR representative at meetings and conferences with representatives of other government agencies, participating organizations, and contractors/subcontractors.

(5) Broad knowledge of COMNAVRESFOR IT programs.
(6) Knowledge of:

(a) The PPBS policies and procedures.

(b) Naval messaging and communications.

2. Deputy/ADCOS (N6A/N6)

a. Tasks

(1) Coordinate and integrate division activities; lead, manage, and administer project resources.

(2) Engineer business processes to develop and execute enterprise IT strategic plans.

(3) Determine appropriate products or services, working with stakeholders to define project scope, requirements, and deliverables.

(4) Provide advice on a wide range of complex IT issues; interpret IT policies, standards, and guidelines.

(5) Manage the daily production operation of the Navy Reserve HomePort Portal.

b. Knowledge

(1) Expert 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, recommendations throughout the organizational 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 procedure. Broad 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.

(3) Extensive knowledge and understanding of Microsoft SharePoint, NMCI and PPBES process. Ability to use tact,
ingenuity and resourcefulness in establishing and maintaining effective working relationships within and outside the command. Ability to apply sound independent judgment in problem resolution and 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.

(4) Ability to make 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. **SEA (N6)**

   a. **Tasks**

      (1) Senior Enlisted Advisor to COMNAVRFORCOM N6 on all matters pertaining to enlisted personnel assigned to the N6 staff of COMNAVRFOR/COMNAVRFORCOM/COMNAVRFOR.

   b. **Functions.** Serves as Senior Enlisted Advisor to COMNAVRFORCOM N6 keeping the chain of command aware of existing or potential situations, Information Technology procedures, and practices that affect the welfare, morale, job satisfaction, training, and assignment of enlisted personnel.

   c. **Command Relationship**

      (1) Liaises with COMNAVRFORCOM and Navy Reserve Force Master Chief(s) on all matters pertaining to Information Technology.

      (2) Liaises with the Command Master Chief of COMNAVAIRFORRES, RCCs, Navy Air Logistics Office (NAVAIRLOGOFF), Navy Reserve Professional Development Center (NRPDC), CNRRC, on all matters pertaining to Information Technology.

      (3) Liaises with Center for Information Dominance and Navy Cyber Command on Navy Reserve matters pertaining to Information Technology.

      (4) Liaises the Navy and Navy Reserve detailers.

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d. **Key Processes**

   (1) Maintains and promotes the chain of command.

   (2) Advises the N6 on policy pertaining to IT enlisted personnel.

   (3) Advises on protocol issues.

   (4) Advises on Information Assurance issues.

e. **Tasks**

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

   (2) Attends N6 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 to the Command and N6.

   (4) Maintains a thorough knowledge of the Navy Reserve Force, its mission, functions, operations, and management of Information Technology resources.

   (5) 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; Chief Petty Officer Associations.

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

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

f. **Knowledge**

   (1) Ability to:
(a) Apply sound, independent judgment in the solution of enlisted personnel and training.

(b) Establish and maintain effective working relationships with all levels of the N6 chain-of-command.

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

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

(e) Lead and manage Information Technology 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) COMNAVRESFORCOMs mission, programs, functions, operation, and management.

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

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

(d) 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.

(e) Skill in determining what is available to assist N6 enlisted personnel in training, promoting, and developing pride and professionalism.
(f) Thorough knowledge of IM/IT strategies, policies, plans, architecture, standards, guidance, Naval messaging and communications infrastructure, programming, and process improvement.

(g) Approaches used by IM/IT organizations in other agencies and/or the private sector to evaluate and advise management on the need for changes in existing technical architecture and global information infrastructure.

(3) Qualified at DODINST 8570.1M IAT/IAM level III, must hold NEC 9502, and complete Navy Senior Enlisted Academy.

4. IT Executive Assistant (N6)

a. Tasks

(1) Provides technical expertise on IT.

(2) Liaises with government organizations and contractors for technical support.

(3) IT infrastructure COB chair.

(4) Reviews and evaluates requirements for IT infrastructure for COMNAVRESFOR.

(5) Plan IT infrastructure architecture and provide commercial off-the-shelf hardware software guidelines.

(6) Manage and monitor the desktop support, the help desk, communications shop, and the network.

b. Knowledge

(1) Knowledge of DON and DoD IM/IT strategies, policies, plans, architecture, standards, guidance and infrastructure.

(2) COMNAVRESFORCOM IS and infrastructure programs regarding where they fit within the Defense Information infrastructure and DoD joint technical architecture.
(3) Approaches used by IM/IT organizations in other agencies and/or the private sector to evaluate and advise management on the need for changes in existing technical architecture and global information infrastructure.

(4) Naval messaging and communications.

5. IT Operations Division Director, (N63)

a. Tasks

(1) Develop guidelines for implementation of broad government or department wide directives that govern IM/IT activities.

(2) Develop plans and strategies to modify the IM/IT infrastructure to support short and long range department goals, objectives, and plans.

(3) Ensure the IM/IT plans, projects, and programs are aligned with those needs and that the current and planned IM/IT infrastructure support higher level architecture plans.

(4) Manage communities of interest involved in the development and implementation of workable approaches to IM and IT architecture, capital investment planning, e-government, and other IM and IT related legislative and policy initiatives.

(5) Provide advice on, and devise solutions for, a wide range of IM and IT issues.

(6) Lead the development of the organization’s mission, goals, plans, programs, and business processes to develop enterprise IM/IT strategic plans.

(7) Analyze systems requirements in responses to business requirements, risks, and costs at the request of the agency.

(8) Execute according to established information security/information assurance policies, principles, and practices.
(9) Research, evaluate, and provide feedback on problematic trends and patterns in customer support requirements.

(10) Diagnose and resolve problems in response to customer reported incidents.

(11) Propose and execute customer support policies, procedures, and standards.

(12) Executes, manages, and reviews customer service performance requirements.

(13) Interject IT business practices that support good customer support practices.

(14) Ensures the rigorous application of information security/information assurance policies, principles, and practices in the delivery of customer support services.

(15) Exercise oversight in inventory management of IT resources.

(16) Ensures the utilization of IT resources that complement common day business practices.

(17) Exercise oversight in regards to the IT execution within BRAC actions.

(18) Ensures an equitable distribution of IT resources throughout all major and subordinate commands.

(19) Exercise efficient and effective practices in the utilization of IT resources.

(20) Ensures proper review, scrutiny, and execution of software applications.

(21) Exercise proper review of the current message traffic and available communication practices.

(22) Recommend policy changes when existing practices become obsolete.
(23) Remain abreast of current policies through the CoSC transition.

(24) Ensures proper execution of communication practices.

(25) Ensures due diligence in handling of Flag matter IT resources.

(26) Remains flexible to emerging requirement and leverage IT resources to support.

b. Knowledge

(1) Knowledge of, and skill in, applying program management principles.

(2) In-depth knowledge of and skill in, applying the organization’s policy and planning formulation process.

(3) Experience in organizational enterprise IT goals and objective development.

(4) Knowledge of, and experience in, apply IT metrics methods and concepts.

(5) Mastery of methods and approaches for sharing information through the use of IT assets.

(6) In-depth knowledge of capital planning regulation and policies, such as the Clinger-Cohen Act, as applied to the agency’s business requirements.

(7) Applying customer service and customer support principles and standards.

(8) Skill in installation, configuration, upgrade, and troubleshooting of hardware and software components.

(9) Skill in developing and presenting formal and informal training and assistance to customers.

(10) Apply operating systems installation and configuration procedures.
(11) Remain current in regards to the NMCI/CoSC contract transition.

(12) In-depth knowledge in applying methods and practices for troubleshooting, recovering, adjusting, modifying, and improving IT systems.

(13) Maintain knowledge of the certification and accreditation process.

(14) Remain knowledgeable of official communication processes.

(15) Qualify IAW DODINST 8570.1M IAM Level III.

6. ITC (N63)
   a. Tasks

(1) Serves as the primary Customer Service Center (CSC) Manager and is directly responsible to the N63 Director on all matters pertaining to Customer Service Center (CSC) operations.

(2) Ensures all subordinates abide by DoD and DON IM/IT directives, policies and instructions.

(3) Supervises daily operations of N63 enlisted personnel.

(4) Perform duties as project manager for new and existing projects.

(5) Ensures proper and current message traffic practices are executed.

(6) Performs duties as a liaison between base ops and N63 director.

(7) Performs duties as a liaison between contractors and N63 director.

(8) Provide advice on a wide range of complex IT issues; interpret IT policies, standards, and implement them throughout the organization.
b. Knowledge

(1) Knowledge of DON and DoD IM/IT strategies, policies, instructions, directives, plans, architecture, standards, guidance and infrastructure.

(2) Knowledge of the characteristics of the computer equipment, peripherals, hardware drivers and software in assigned systems, including desktops and peripherals, email systems, operating systems, virus software, and any current office products.

(3) Knowledge of SharePoint and applications hosted on Navy Reserve Homeport.

(4) Qualified IAW DODINST 8570.1M IAM Level III.

7. ITI (N63)

a. Tasks

(1) Compiles daily work schedule, divides tasks equally amongst staff and supervise subordinates in daily activities. Ensure work is properly documented via trouble ticket tracking resource.

(2) Provide assistance concerning the use of computer hardware and software, including printing, software installation, word-processing, electronic mail, and operating systems to COMNAVRESFORCOM staff.

(3) Provide customer service support to the Reserve Force.

(4) Provide support, including requesting and setup, to all COMNAVRESFORCOM staff video and audio teleconferences.

(5) Provide technical assistance to the Reserve Force in resolving website login issues.

(6) Process all incoming and outgoing Navy messages.

(7) Liaises with government organizations and contractors for assistance in the resolution of customer trouble tickets.
(8) Provide guidance and training to subordinates.

b. Knowledge

(1) Knowledge of DON and DoD IM/IT policies and instructions.

(2) Knowledge of the characteristics of the computer equipment, peripherals, hardware drivers and software in assigned systems, including desktops and peripherals, email systems, operating systems, virus software, and any current office products.

(3) Knowledge of Sharepoint and applications hosted on Navy Reserve Homeport.

(4) Knowledge of procedures used to request and setup video and audio teleconferences.

(5) Knowledge of applications used to create, validate, disseminate and release Navy Messages.

(6) Knowledge of customer service standards. Including trouble ticket management, trouble ticket resolution, phone etiquette, and customer interface procedures.

(7) Meet all requirements IAW Information Assurance Training (IAT) Level II requirements (DODINST 8570.1M).

8. IT2 (N63)

a. Tasks

(1) Compiles daily work schedule, divides tasks equally amongst staff, and supervises subordinates in daily activities. Ensures work is properly documented via trouble ticket tracking resource.

(2) Provide assistance concerning the use of computer hardware and software, including printing, software installation, word-processing, electronic mail, and operating systems to COMNAVRESFORCOM staff.

(3) Provide customer service support to the Reserve Force.
(4) Provide support, including requesting and setup, to all COMNAVRESFORCOM staff video and audio teleconferences.

(5) Provide technical assistance to the Reserve Force in resolving website login issues.

(6) Process all incoming and outgoing Navy messages.

(7) Liaises with government organizations and contractors for assistance in the resolution of customer trouble tickets.

(8) Provide guidance and training to subordinates.

b. Knowledge

(1) Knowledge of DON and DoD IM/IT policies and instructions.

(2) Knowledge of the characteristics of the computer equipment, peripherals, hardware drivers and software in assigned systems, including desktops and peripherals, email systems, operating systems, virus software, and any current office products.

(3) Knowledge of SharePoint and applications hosted on Navy Reserve Homeport.

(4) Knowledge of procedures used to request and setup video and audio teleconferences.

(5) Knowledge of applications used to create, validate, disseminate and release Navy Messages.

(6) Knowledge of customer service standards. Including trouble ticket management, trouble ticket resolution, phone etiquette, and customer interface procedures.

(7) Meet all requirements IAW Information Assurance Training (IAT) Level II requirements (DODINST 8570.1M).

9. IT3 (N63)

a. Tasks
(1) Provide assistance concerning the use of computer hardware and software, including printing, software installation, word-processing, electronic mail, and operating systems to COMNAVRESFORCOM staff.

(2) Provide customer service support to the Reserve Force.

(3) Provide support, including requesting and setup, to all COMNAVRESFORCOM staff video and audio teleconferences.

(4) Provide technical assistance to the Reserve Force in resolving website login issues.

(5) Process all incoming and outgoing Navy messages.

(6) Liaises with government organizations and contractors for assistance in the resolution of customer trouble tickets.

b. Knowledge

(1) Knowledge of DON and DoD IM/IT policies and instructions.

(2) Knowledge of the characteristics of the computer equipment, peripherals, hardware drivers and software in assigned systems, including desktops and peripherals, email systems, operating systems, virus software, and any current office products.

(3) Knowledge of SharePoint and applications hosted on Navy Reserve Homeport.

(4) Knowledge of procedures used to request and setup video and audio teleconferences.

(5) Knowledge of applications used to create, validate, disseminate and release Navy Messages.

(6) Knowledge of customer service standards. Including trouble ticket management, trouble ticket resolution, phone etiquette, and customer interface procedures.
(7) Meet all requirements IAW Information Assurance Training (IAT) Level II requirements (DODINST 8570.1M).

10. Information Assurance Division Director (N64)

a. Tasks

(1) Serves as the primary Navy Reserve Force Information Assurance Manager and is directly responsible to the Navy Reserve CIO on matters pertaining to information assurance.

(2) Manage and coordinate activities pertaining to the loss of Personal Identifiable Information (PII) IAW DON policy and guidelines.

(3) Manage and coordinate activities with Navy Networks and Warfare Command (NETWARCOM) related to the proper submission of DIACAP packages for certification and accreditation (C&A) of networks and information systems within the Navy Reserve Force IT portfolio.

(4) Review and process approved requests for access to information on NMCI networks or related systems under Navy Reserve cognizance to Global Network Operations Command (GNOC) and forward all reports and information to appropriate security (or legal) personnel.

(5) Develop and manage an appropriate Navy Reserve Force Information Assurance program and workforce IAW DODINST 8500.2.

(6) Liaison and advise military or other DoD personnel on matters pertaining to the appropriate use of information technology, resources, computers, and networking systems utilized by the Navy Reserve Force.

(7) Ensures the IA program includes and identifies the IA architecture, IA requirements, IA objectives and policies, IA personnel, and the IA process and procedures.

(8) Shall ensure that information ownership responsibilities are established for each information system under Navy Reserve purview to include accountability, access approvals, and special handling requirements.
b. Knowledge

(1) Knowledge of DON and DoD IM/IT strategies, policies, plans, architecture, standards, guidance, equipment and IT infrastructure.

(2) Education and/or two years experience in information technology management.

(3) Education and/or two years experience in at least three of the following: networking, data center operations, information security, computer architecture, cryptography, physical security, access control systems and/or application security.

(4) Qualified IAW DODINST 8570.1M IAM Level III

11. IA Assistant (N64A)

a. Tasks

(1) Serves as the secondary Navy Reserve Force Information Assurance Manager and is directly responsible to the Navy Reserve Force IAM in carrying out the tasks set forth in the SORM.

(2) Manage and coordinate activities pertaining to the loss of Personal Identifiable Information (PII) IAW DON policy and guidelines.

(3) Manage and coordinate activities with Navy Networks and Warfare Command (NETWARCOM) related to the proper submission of DIACAP packages for certification and accreditation (C&A) of networks and information systems within the Navy Reserve Force IT portfolio.

(4) Review and process approved request for access to information on NMCI networks or related system under Navy Reserve cognizance to Global Network Operations Command (GNOC) and forward all reports and information to appropriate security (or legal) personnel.

(5) Develop and manage an appropriate Navy Reserve Force Information Assurance program and workforce IAW DODINST 8500.2.
(6) Liaison and advise military or other DoD personnel on matters pertaining to the appropriate use of information technology, resources, computers, and networking systems utilized by the Navy Reserve Force.

(7) Ensures the IA program includes and identifies the IA architecture, IA requirements, IA objectives and policies, IA personnel, and the IA process and procedures.

(8) Shall ensure that information ownership responsibilities are established for each information system under Navy Reserve purview to include accountability, access approvals, and special handling requirements.

b. Knowledge

(1) Knowledge of DON and DoD IM/IT strategies, policies, plans, architecture, standards, guidance, equipment and IT infrastructure.

(2) Education and/or two years experience in Information Technology management.

(3) Education and/or two years experience in at least three of the following: networking, data center operations, information security, computer architecture, cryptography, physical security, access control systems, and/or application security.

(4) Qualified IAW DODINST 8570.1M IAM Level III.

12. IT1 (N64)

a. Tasks

(1) Provides technical expertise on IT.

(2) Liaises with government organizations and contractors for technical support.

(3) IT infrastructure COB chair.
(4) Reviews and evaluates requirements for IT infrastructure for COMNAVRESFOR.

(5) Plan IT infrastructure architecture and provide commercial off-the-shelf hardware software guidelines.

(6) Manage and monitor the desktop support, the help desk, communications shop, and the network.

b. Knowledge

(1) Knowledge of DON and DoD IM/IT strategies, policies, plans, architecture, standards, guidance and infrastructure.

(2) COMNAVRESFORCOM IS and infrastructure programs regarding where they fit within the Defense Information infrastructure and DoD joint technical architecture.

(3) Approaches used by IM/IT organizations in other agencies and/or the private sector to evaluate and advise management on the need for changes in existing technical architecture and global information infrastructure.

(4) Naval messaging and communications.

13. IT2 (N64)

a. Tasks

(1) Provides technical expertise on IT.

(2) Liaises with government organizations and contractors for technical support.

(3) IT infrastructure COB chair.

(4) Reviews and evaluates requirements for IT infrastructure for COMNAVRESFOR.

(5) Plan IT infrastructure architecture and provide commercial off-the-shelf hardware software guidelines.

(6) Manage and monitor the desktop support, the help desk, communications shop, and the network.
b. Knowledge

(1) Knowledge of DON and DoD IM/IT strategies, policies, plans, architecture, standards, guidance, and infrastructure.

(2) COMNAVRESFORCOM IS and infrastructure programs regarding where they fit within the Defense Information infrastructure and DoD joint technical architecture.

(3) Approaches used by IM/IT organizations in other agencies and/or the private sector to evaluate and advise management on the need for changes in existing technical architecture and global information infrastructure.

(4) Naval messaging and communications.

14. IT3 (N64)

a. Tasks

(1) Provide assistance concerning the use of computer hardware and software, including printing, software installation, word-processing, electronic mail, and operating systems to COMNAVRESFORCOM staff.

(2) Provide customer service support to the Reserve Force.

(3) Provide support, including requesting and setup, to all COMNAVRESFORCOM staff video and audio teleconferences.

(4) Provide technical assistance to the Reserve Force in resolving website login issues.

(5) Process all incoming and outgoing Navy messages.

(6) Liaises with government organizations and contractors for assistance in the resolution of customer trouble tickets.

b. Knowledge

(1) Knowledge of DON and DoD IM/IT policies and instructions.
(2) Knowledge of the characteristics of the computer equipment, peripherals, hardware drivers and software in assigned systems, including desktops and peripherals, email systems, operating systems, virus software, and any current office products.

(3) Knowledge of SharePoint and applications hosted on Navy Reserve Homeport.

(4) Knowledge of procedures used to request and setup video and audio teleconferences.

(5) Knowledge of applications used to create, validate, disseminate, and release Navy Messages.

(6) Knowledge of customer service standards. Including trouble ticket management, trouble ticket resolution, phone etiquette, and customer interface procedures.

(7) Meet all requirements IAW Information Assurance Training (IAT) Level II requirements (DODINST 8570.1M).

15. Plans & Requirements Division Director (N65)

   a. Tasks

      (1) Provide policy guidance to senior organization leaders, staff, and customers.

      (2) Lead the development of the organization's missions, goals, plans, programs, and business processes to develop enterprise IT strategic plans.

      (3) Conduct reviews of IT programs and projects, and evaluate metrics to assess system performance and total cost of ownership.

      (4) Determine appropriate products or services, working with stakeholders to define project scope, requirements, and deliverables.

      (5) Coordinate and integrate project activities; lead, manage, and administer project resources.
(6) Provide advice on a wide range of complex IT issues; interpret IT policies, standards, and guidelines.

(7) Develop and monitor metrics used in evaluating the accomplishment of IT goals and objectives.

b. Knowledge

(1) Mastery of methods and approaches for sharing information through the use of IT assets.

(2) Expertise in applying project management principles and methods.

(3) In-depth experience in organizational policy and planning formulation processes, including Enterprise strategic IT goals and objectives.

(4) Skill in applying IT metrics methods and concepts.

(5) Knowledge of, and experience in, applying systems design standards, policies, and authorized approaches.

(6) Expertise in leading the planning and execution of difficult and complex assignments.

(7) Experience in the development of new project management methods, approaches, and procedures.

16. GS-14 (N65)

a. Tasks

(1) Assist in providing policy guidance to senior organization leaders, staff, and customers.

(2) Lead the development of the organization's missions, goals, plans, programs, and business processes to develop enterprise IT strategic plans.

(3) Conduct reviews of IT programs and projects, and evaluate metrics to assess system performance and total cost of ownership.
(4) Determine appropriate products or services, working with stakeholders to define project scope, requirements, and deliverables.

(5) Coordinate and integrate project activities; lead, manage, and administer project resources.

(6) Provide advice on a wide range of complex IT issues; interpret IT policies, standards, and guidelines.

(7) Develop and monitor metrics used in evaluating the accomplishment of IT goals and objectives.

b. Knowledge

(1) Mastery of methods and approaches for sharing information through the use of IT assets.

(2) Expertise in applying project management principles and methods.

(3) In-depth experience in organizational policy and planning formulation processes, including Enterprise strategic IT goals and objectives.

(4) Skill in applying IT metrics methods and concepts.

(5) Knowledge of, and experience in, applying systems design standards, policies, and authorized approaches.

(6) Expertise in leading the planning and execution of difficult and complex assignments.

(7) Experience in the development of new project management methods, approaches, and procedures.

17. GS-13 (N65)

a. Tasks

(1) Determine appropriate technical solutions, working with CNRPC functional managers and customers to define project scope, requirements, and deliverables.
(2) Ensure compliance with IM and IT policy, guidelines, and standards.

(3) Coordinate and integrate project activities, including schedules and life cycle project plans.

(4) Monitor project activities and resources to mitigate risk.

(5) Identify project documentation requirements and handling procedures.

(6) Develop and monitor metrics used in evaluating the accomplishment of IM and IT goals and objectives.

(7) Advise on the merits of proposed system development projects.

b. Knowledge

(1) Skill in applying cost benefit analysis principles and methods.

(2) Expertise in applying project management principles and methods.

(3) In-depth experience in organizational policy and planning formulating processes, including enterprise strategic IT goals and objectives.

(4) Skill in applying IT metrics methods and concepts.

(5) Experience in applying systems design standards, policies, and authorized approaches.

(6) Expertise in network systems design, development, testing, installation operations, management, and maintenance concepts and methods.

(7) In-depth knowledge of network architectures, topologies, and protocols.
18. GS-13 (N65)

a. Tasks

   (1) Monitor functionality, security, and integrity of internet, intranet, and extranet services.

   (2) Troubleshoot and resolve technical problems with the design and delivery of internet, intranet, and extranet services.

   (3) Evaluate new internet, intranet, and extranet services and technologies.

   (4) Ensure rigorous application of information security/information assurance policies, principles, and practices in the delivery of services.

   (5) Create applications and web pages that enhance CNRFC user-developed content and meet business and technical requirements.

   (6) Build and implement web enabled database applications for CNRFC mission requirements.

   (7) Maintain NRWS portal to provide access to services such as email, databases, and management tools.

b. Knowledge

   (1) Skill in applying internet design principles and methods.

   (2) Understanding of, and skill in, standard graphics mark up languages, programming languages, and tools.

   (3) Knowledge of file formats used in the delivery of web content.

   (4) Knowledge of internet clients, such as browsers and streaming video.

   (5) Expertise in internet server operations and operating systems.
19. **IT2 (N65)**

   a. **Tasks**

      (1) Provides technical expertise on IT.

      (2) Liaises with government organizations and contractors for technical support.

      (3) IT infrastructure COB chair.

      (4) Reviews and evaluates requirements for IT infrastructure for COMNAVRESFOR.

      (5) Plan IT infrastructure architecture and provide commercial off-the-shelf hardware software guidelines.

      (6) Manage and monitor the desktop support, the help desk, communications shop, and the network.

   b. **Knowledge**

      (1) Knowledge of DON and DoD IM/IT strategies, policies, plans, architecture, standards, guidance, and infrastructure.

      (2) COMNAVRESFORCOM IS and infrastructure programs regarding where they fit within the Defense Information infrastructure and DoD joint technical architecture.

      (3) Approaches used by IM/IT organizations in other agencies and/or the private sector to evaluate and advise management on the need for changes in existing technical architecture and global information infrastructure.

      (4) Naval messaging and communications.

20. **Shared Services Division Director (N66)**

   a. **Tasks**

      (1) Serves as the primary offsite data center supervisor for COMNAVRESFORCOM N6 Deputy Chief of Staff. Is responsible for Service Level Agreement (SLA) implementation with SPAWAR in support of IT Shared Services.
(2) Coordinate and liaison with stakeholders concerning application operations, issues, and requirements.

(3) Works in supporting/supported relationship with CNRFC N64 to maintain information assurance vulnerability assessment compliance IAW I DoD directives, information security guidelines, and industry best practices.

(4) Works with SPAWAR Data Operations Center staff to manage network and storage resources to prevent or minimize data center downtime.

(5) Works with SPAWAR Data Operations Center staff to maintain and troubleshoot all equipment as it pertains to the proper operation of the data center.

(6) Works with CNRFC N6 System Architect to ensure system drawings, diagrams are kept current, and are in accordance with established CNRFC documentation governance.

(7) Tracks all IAVA, IAVB, and security vulnerability checklists as provided by Information Assurance officials to ensure proper action is taken to keep systems in compliance.

(8) Work with SSC NOLA to perform site audits to ensure NRH/NRWS is in compliance with N6 Plans and Policy, N6 governance and within DOD directives.

(9) Serves as Technical Control Board lead and ensure all applicable action is taken to conduct the meeting on a weekly basis unless otherwise scheduled.

(10) Provides fiscal year balancing and ensure all software and hardware requirements are tracked and make any recommendations on changes with estimated funding projections.

b. Knowledge

(1) Must have knowledge of SharePoint 2007 and 2010.

(2) Must have knowledge of project management.

(3) Must have knowledge in the use of Microsoft Office applications, specifically Excel.

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(4) Must have knowledge in network administration to include ports, protocols, and DNS.

(5) Must have knowledge in communications both orally and in writing with members outside CNRFC.

21. GS-12 (N66)

a. Tasks

(1) Support N66 with construct and tracking of Service Level Agreement (SLA) with SSC New Orleans.

(2) Create, update and maintain all system architecture drawings for all environments housed both at SSC NOLA and within CNRFC.

(3) Track all IAVA, IAVB, and security vulnerability checklists and ensure proper action is taken to keep systems in compliance.

(4) Work with SSC NOLA to perform Site Audits to ensure NRH/NRWS is in compliance with N6 Plans and Policy, N6 governance, and within DoD directives.

(5) Perform site creations IAW user demand and N6 plans and policy.

(6) Serve as Technical Control Board assistant lead and ensure all applicable action is taken to conduct the meeting on a weekly basis unless otherwise scheduled.

(7) Track Engineering Change Proposals within the N66 realm of responsibility and coordinate all other ECP’s with their respective owners.

(8) Provide data roll ups when requested to show data needed for senior leadership.

(9) Provide fiscal year balancing and ensure all software and hardware requirements are tracked and make any recommendations on changes with estimated funding projections.
b. Knowledge

(1) Must have knowledge of SharePoint 2007 and 2010.

(2) Must have knowledge of project management.

(3) Must have knowledge of Axceler Control Point Software.

(4) Must have knowledge in the use of Microsoft Office applications, specifically Excel.

(5) Must have knowledge of Microsoft Performance Point and the creation and design of simple workflows.

(6) Must have knowledge as a Site Collection Administrator.

(7) Must have knowledge in network administration to include ports, protocols, and DNS.

(8) Must have knowledge in communications both orally and in writing with members outside CNRFC.

22. IT1 (N66)

a. Tasks

(1) Provides technical expertise on IT.

(2) Liaises with government organizations and contractors for technical support.

(3) Reviews and evaluates requirements for IT infrastructure for COMNAVRESFOR.

(4) Plan IT infrastructure architecture and provide commercial off-the-shelf hardware software guidelines.

(5) Manage and monitor the desktop support, the help desk, communications shop, and the network.

(6) Provides support at Technical Control Board meetings.

2-202 Enclosure (1)
b. Knowledge

(1) Knowledge of DON and DoD IM/IT strategies, policies, plans, architecture, standards, guidance, and infrastructure.

(2) COMNAVRESFORCOM IS and infrastructure programs regarding where they fit within the Defense Information infrastructure and DoD joint technical architecture.

(3) Approaches used by IM/IT organizations in other agencies and/or the private sector to evaluate and advise management on the need for changes in existing technical architecture and global information infrastructure.

(4) Naval messaging and communications.

23. IT2 (N66)

a. Tasks

(1) Provides technical expertise on IT.

(2) Liaises with government organizations and contractors for technical support.

(3) Reviews and evaluates requirements for IT infrastructure for COMNAVRESFOR.

(4) Plan IT infrastructure architecture and provide commercial off-the-shelf hardware software guidelines.

(5) Manage and monitor the desktop support, the help desk, communications shop, and the network.

(6) Provides support at Technical Control Board meetings.

b. Knowledge

(1) Knowledge of DON and DoD IM/IT strategies, policies, plans, architecture, standards, guidance, and infrastructure.

(2) COMNAVRESFORCOM IS and infrastructure programs regarding where they fit within the Defense Information infrastructure and DoD joint technical architecture.
Approaches used by IM/IT organizations in other agencies and/or the private sector to evaluate and advise management on the need for changes in existing technical architecture and global information infrastructure.

Naval messaging and communications.

24. IT Resources Division Director (N68)

a. Tasks

1. Develop technical alternatives, supporting program plans and schedules; performing financial, engineering, and tradeoff analyses; assessing procurement alternatives; performing required PPBS and systems acquisition actions; and ensuring provisions for life cycle support. "Career path milestones for the recently established RC 1200 designator and are of such importance to the RC domain that they require officers with training that can only be provided thru PG School"

2. The resource Manager Plan, executes, and finalizes purchasing and procurement strategies for technology spend across the organization. This includes acquiring resources within budget and facilitating communication between the enterprise and its providers in order to deliver products and services according to plan.

3. Define the objectives of products and services in order to oversee quality control throughout their lifecycles.

4. Monitor and analyze trends in company spending and inventory control in order to make recommendations for the future, and to identify areas for possible savings.

5. Develop, establish, implement, and enforce supplier and outsourcer guidelines, obligations, and service level agreements to the organization.

6. Develop and implement all purchasing policies and procedures, including those for equipment, hardware, software, and service provision, in conjunction with department leads and department-specific requirements.
(7) Analyze trends and market conditions for the present and future pricing, availability, lead-time, and capacity of goods and services.

(8) Interview, identify, and qualify potential new vendors or suppliers in order to secure more cost-effective sources of products and services.

(9) Develop and deliver purchasing and inventory reports, bid proposals, requirements documentation, and tender documents.

(10) Define purchasing recommendations that support business goals, in collaboration with senior management and stakeholders.

(11) Negotiate pricing, terms and conditions of sale, and warranties of goods and products with key suppliers and vendors.

(12) Negotiate pricing, terms, and conditions of contracts with contractors and/or service providers.

(13) Practice asset management for IT hardware, software, and equipment.

(14) Draft and submit budget proposals, and recommend subsequent budget changes as needed.

(15) Direct and manage sourcing strategies from beginning to end.

(16) Monitor vendor, service provider, outsourcer, and/or contractor performance to ensure quality of service.

(17) Manage procurement team staffing, including recruitment, supervision, scheduling, development, evaluation, and disciplinary actions.

(18) Establish and maintain regular written and in-person communications with the organization's executives, department heads, and end users regarding pertinent sourcing activities.
(19) Effectively communicate procurement strategies to team members and stakeholders in a timely and clear fashion.

(20) Where necessary, develop and implement plans to auction, recycle or otherwise sell obsolete inventory and equipment.

(21) Where necessary, coordinate delivery, installation, and storage of office equipment, furniture, and other collateral.

(22) Standardize equipment to lower total costs.

25. GS-12 (N68)

a. Tasks

(1) Participates in the development, coordination, and implementation of activities and events required to facilitate the adoption of NMCI across the COMNAVRESFOR claimancy. This includes strategic planning, cost-benefit analysis, budgeting, program execution, technical support and process improvement.

(2) Responsible for reviewing, interpreting, evaluating, and reporting all technical aspects of the NMCI operation.

(3) Transition responsibility including completion of "as-is" templates and review of legacy application to meet command operational needs in coordination with CORs and the contractor.

(4) Provides support to NMCI CORs as a field representative in the execution of the NMCI contract.

(5) Resolves security issues through site visit or remote validation of corrective action. Verifies that corrective action is completed to the satisfaction of the customer and in compliance with the SLAs.

(6) Consolidates and submits orders received from DCTRs and validates delivery. Coordinates seat requirements and deployment process with the contractor.
b. Knowledge

(1) Knowledge of the characteristics of computer hardware and software systems, knowledge of comparable systems in use in other agencies and the private sector for accomplishing similar applications, and how to emerge technology to serve as a technical expert.

(2) Knowledge of the principles, policies, and practices of acquisition, program, and project management.

(3) Ability to:

(a) Analyze contractor data and contract performance criteria used to monitor contractor performance.

(b) Translate requirements into viable, accurate SOWS for task orders.

(c) Analyze data and resolve difficult technical issues related to information management/information technology and evaluate effectiveness and efficiency of service operations.

(d) Make technical recommendations and communicate those recommendations effectively both orally and in writing.

(4) Communication skills and the ability to understand the needs of non-technical personnel.

(5) Familiarity with local commands and the claimancy operational mission and IT requirements.

(6) Knowledge and experience in all aspects of Navy shore communications or IT network systems and technology, including voice, video, and data infrastructure.

(7) Knowledge and skill in adapting analytical techniques and evaluation criteria to determine review process effectiveness and develop new or modified work methods, and the ability to analyze and resolve complex problems.

(8) Knowledge of the major issues, program goals and objectives, work processes, and administrative operations of NMCI.
26. **GS-12 (N68)**

   a. **Tasks**

      (1) Develop technical alternatives, supporting program plans and schedules; performing financial, engineering and tradeoff analyses; assessing procurement alternatives; performing required PPBS and systems acquisition actions; and ensuring provisions for life cycle support. "Career path milestones for the recently established RC 1200 designator and are of such importance to the RC domain that they require officers with training that can only be provided thru PG School"

      (2) The resource Manager Plan, executes, and finalizes purchasing and procurement strategies for technology spend across the organization. This includes acquiring resources within budget and facilitating communication between the enterprise and its providers in order to deliver products and services according to plan.

27. **IT2 (N68)**

   a. **Tasks**

      (1) Provides technical expertise on IT.

      (2) Liaises with government organizations and contractors for technical support.

      (3) IT infrastructure COB chair.

      (4) Reviews and evaluates requirements for IT infrastructure for COMNAVRESFOR.

      (5) Plan IT infrastructure architecture and provide commercial off-the-shelf hardware software guidelines.

      (6) Manage and monitor the desktop support, the help desk, communications shop, and the network.

   b. **Knowledge**

      (1) Knowledge of DON and DoD IM/IT strategies, policies, plans, architecture, standards, guidance, and infrastructure.
(2) COMNAVRESFORCOM IS and infrastructure programs regarding where they fit within the Defense Information infrastructure and DoD joint technical architecture.

(3) Approaches used by IM/IT organizations in other agencies and/or the private sector to evaluate and advise management on the need for changes in existing technical architecture and global information infrastructure.

(4) Naval messaging and communications.

28. EKMS LCDR, Staff CMS Responsibility Officer (N6E)

a. Tasks

(1) Commanding Officers are ultimately responsible for the proper management and security of all COMSEC material held by his/her command and must:

- Ensure compliance with established policy and procedures governing the safeguarding and handling of COMSEC material.

NOTE: Throughout this manual, responsibilities/duties applicable to Commanding Officers apply equally to Staff CMS Responsibility Officers (SCMSROs) and Officers-in-Charge (OICs), unless otherwise indicated. These responsibilities and/or duties also apply equally to the Commanding Officers and OICs of LEs.

- Appoint in writing qualified and responsible individuals as EKMS Manager and Alternate Manager(s), Local Elements (Issuing), and, if desired an EKMS Clerk.

- Establish in writing a list of personnel authorized access to keying material.

- Ensure that training procedures are adequate to meet operational requirements.

- Ensure that COMSEC incident reports are promptly submitted and action taken as required.
f. Extend cryptoperiods as applicable. Commanding Officers (cryptonet members) can extend cryptoperiods for two hours without Controlling Authority authorization when necessary to complete a transmission or conversation. There is no reporting requirement for this type of extension. The Controlling Authority must approve longer cryptoperiod extensions.

g. Ensures the EKMS PQS (NAVEDTRA 43462 series) is incorporated into the command training program in accordance with Article 312.

NOTE: EKMS PQS does not apply to MSC/USCG/USMC personnel.

h. Ensures local procedures are established for identification and reporting of any potentially significant changes in life-style, financial status, or disciplinary problems involving personnel authorized access to COMSEC material; and that those changes are reported to the Command Security Manager and if appropriate, the Special Security Officer (SSO).

i. Ensure that unannounced spot checks are conducted at least quarterly, of the COMSEC Vault and spaces where COMSEC material is used and stored. The CO may delegate no more than two of the four quarterly inspections to the Executive Officer (XO). The SCMSRO may delegate no more than two to the Communications Officer (COMMO) as long as the COMMO is not designated as the EKMS Manager or Alternate. See Note (2) below for additional guidance on Spot Checks.

NOTE: 1. LE (Issuing) Commanding Officers/OICs, including those in locations remote from the servicing or parent EKMS account, are responsible for conducting quarterly spot checks in accordance with Article 465 of this manual. Servicing/parent EKMS accounts may require the reporting of spot check results; such a requirement should be spelled out in the LOA/MOU between the servicing command and the command being serviced.
2. Executive Officers (XO's) will conduct a minimum of 2 spot checks per quarter. Additional spot checks by other senior, properly cleared Chain of Command personnel, i.e. Commo, Operations Officer, Executive Officer, etc. is highly encouraged but at the discretion of the CO, ISIC or TYCOM.

3. EKMS Managers and/or Alternates will conduct a minimum of one spot check per month (minimum 12 per calendar year).

4. Additional spot check requirements may be required in accordance with command, ISIC, or TYCOM directives. The size of the account and number of LE's supported must be considered to determine if the minimum number of spot checks (16 per account) is adequate to ensure the proper management of the account and security of COMSEC material. Doing the minimum (16 per account) would not serve as a true indicator of the health of the account when the number of LE’s is greater than the minimum spot checks required. It is highly recommended that spot checks not be repeatedly conducted on the same LE’s to maximize oversight and training. Follow-up spot checks should be conducted and training provided when discrepancies are noted.


   k. Ensure that comments on personnel performance of Managers are included in fitness reports, enlisted evaluations, and civilian performance appraisals, as applicable.

   l. Ensure that manager assignments are documented in an individual's service record or position description, as applicable.

   m. Ensure that the Emergency Action Plan (EAP)/Emergency Destruction Plan (EDP) is established and tested. Annex ML contains guidance for developing an EAP.

NOTE: Commands located outside the U.S. and its territories and deployable units must also have and exercise at a minimum of annually an Emergency Destruction Plans (EDPs).
n. Ensure that an inventory of all COMSEC material held by an account is conducted in conjunction with a change of Commanding Officer as required by Article 766, upon change of EKMS Manager, and semi-annually as required.

o. Ensure the EKMS Manager position is a primary duty.

p. Active involvement by Commanding Officer/SCMSRO in oversight of EKMS Manager operations has shown to be single common factor in preventing major insecurities.

NOTES:

1. CO responsibilities onboard MSC ships will be performed by the ship's master except for T-AGOS (SURTASS) ships where they will be performed by the embarked mission supervisor.

2. CO responsibilities on board T-AH (hospital) ships will be performed by the ship's master when the ship is in a full operational status (FOS) and by the Officer-in-Charge of the assigned Medical Treatment Facility (MTF) when the ship is in a reduced operational status (ROS).

3. A CO whose command includes remote detachments may choose to allow a remote detachment to establish its own independent EKMS account. If the title of the separate EKMS account states "Detachment" or the equivalent, the responsible authority in charge of the unit is automatically authorized to sign routine COMSEC documents which would otherwise require the signature of the CO (e.g., accounting inventory or destruction records). The delegation of other command COMSEC responsibilities is at the discretion of the CO, who may wish to have such a COMSEC intra-command relationship formally recorded. A formal record or description of duties delegated is optional and should not be forwarded to NCMS.

29. EKMS ITCS, EKMS Manager (N6E)

a. Tasks. EKMS Managers are responsible for all actions associated with the receipt, handling, issue, safeguarding, accounting, and disposition of COMSEC material assigned to an EKMS account and also serves as the Commanding Officer's primary advisor on EKMS account management matters. In this capacity, the EKMS Manager must:
(a) Provide the Commanding Officer and other interested personnel with information about new or revised COMSEC policies and procedures and their impact on the command.

(b) Acquire, monitor, and maintain the command COMSEC material allowance. This includes an annual review of all COMSEC material holdings to ensure that there is a continuing need for the quantity and types of all COMSEC material held. Material held in excess of operational requirements should be identified by submitting a routine modification to an allowance in accordance with Chapter 6.

(2) Maintain proper storage and adequate physical security for the COMSEC material held by the account.

(3) Keep Alternate Manager(s) informed of the status of the account so that the Alternate(s) are, at ALL times, fully capable of assuming the duties of the EKMS Manager.

(4) Provide LE(s) written guidance or appropriate extracts from this publication as well as any other manuals and instructions (see Article 721) necessary for the accurate and secure handling/accounting of COMSEC materials.

(5) Conduct training, at a minimum of monthly to ensure that all personnel handling COMSEC material are familiar with and adhere to proper COMSEC procedures. Training for operation of fill device applications and interfaces to end-use items is the responsibility of the program manager of record. Information on how to get training on fill device applications is available through the SPAWAR EKMS Help Desk. Document training locally in accordance with command directives and retain in accordance with Annex T. EKMS Managers are also responsible for the proper training of remote LEs and for ensuring that the COS/OICs of their remote LEs (Issuing) are conducting quarterly spot checks as required (Article 465 pertains). EKMS Managers are encouraged to require their remote LE COS/OICs to report spot check results; such a requirement should be spelled out in the LOA/MOU between the servicing or parent account and the command being serviced.

NOTE: Training can be accomplished via a variety of methods including but not limited to; facilitated training, required reading, distribution and reviewing of presentations, during spot checks with LE personnel. The importance is that; (a) it is ongoing, (b) is accomplished and (c) is documented.

2-213  Enclosure (1)
(6) Maintain records and files as required by this manual.

(7) Ensure prompt and accurate preparation, signature, and submission of account correspondence, message, and accounting reports.

(8) Issue COMSEC material on local custody form(s) after verifying that the recipient is authorized to hold COMSEC material and has executed a COMSEC Responsibility Acknowledgment Form.

(9) Load electronic key from LCMS to fill device for end user requirements. Operation of fill device application to end item is responsibility of operator with end item training.

(10) Oversee the implementation of, and compliance with, OTAR/OTAT procedures (i.e., periodic review of local logs, adherence to TPI requirements).

(a) Ensure that LEs properly inventory and destroy COMSEC material issued to them through periodic documented spot checks.

(b) Ensure that procedures are established to reassign local custody responsibility for COMSEC material held by individuals permanently leaving the command, and those who are departing on TAD/TDY in excess of 30 days.

(11) Ensure that all amendments to this manual and other COMSEC-related publications are entered promptly and correctly.

(12) Maintain the account's portion of the command Emergency Action Plan (EAP) and/or Emergency Destruction Plan (EDP). Annex M contains guidance for developing an EAP/EDP.

NOTE: Commands located outside the United States, its territories and deployable units must have both an EAP and EDP.

(13) Conduct required inventories and destruction of COMSEC material in accordance with this manual.

(14) Ensure proper physical security measures are maintained when COMSEC material is transported within the command.
(15) Ensure COMSEC material is properly packaged and shipped via an authorized method as required by this manual. Ensure page checks of COMSEC material are conducted as required.

(16) Ensures TPI requirements are adhered to in accordance with this manual.

(17) Ensures modifications to COMSEC equipment are promptly and properly performed by qualified individuals in accordance with OPNAVINST 2221.3 (series) and that modification residue is disposed of properly.

(18) Report immediately to the CO any known or suspected PDS or COMSEC Incident in accordance with this manual and initiate action to ensure that required reports are submitted and replacement material is, when required, obtained.

(19) Advise the CO when more than 24 months have passed since the last ISIC-conducted EKMS inspection. A formal inspection is required every 24 months in accordance with Article 315.b.

(20) Verify the security clearances of all personnel prior to granting them access to/issuing them COMSEC material. Perform a quarterly Self-Assessment of the account using EKMS-3 (series).

(21) Ensure a Local Element Spot Check is performed as discussed in Article 450.i (NOTE 32).

(22) Perform required LCMS backups.

(23) Perform a KP changeover every three months or more frequently as required as described in Article 238.

(24) Perform KP rekeys annually or more frequently, as required.

(25) Maintain Common Account Data (CAD) and upload changes to account registration and credentials to the Directory Server.
(26) Ensure monthly or more frequent Audit Trail reviews are conducted on storage devices possessing audit capability. See Annex Z paragraph 17.c(note 3) and Annex AF paragraph 9.b note 3) for exemptions to the Audit Trail review policy.

(27) Ensure adequate personnel are authorized to order Modern Key from the EKMS Central Facility and submit updated CF forms as necessary. See Annex AE for additional guidance.

(28) Track and manage production and destruction dates for Modern Key held by the account and ensure timely submission of key orders for replacement material required NLT 30 days from the expiration date of the keys currently held as discussed in Article 670.

b. Knowledge

(1) Knowledge of DON and DoD IM/IT EKMS strategies, policies, plans, architecture, standards, guidance equipment, and infrastructure.

(2) EKMS experience as a local user, CMS clerk, and/or EKMS manager.

(3) Be subject to a security investigation and must meet eligibility requirements for access to classified information.

(4) Familiarity with Naval messaging and communications.

30. EKMS GS12, EKMS Manager (N6E)

a. Tasks. EKMS Managers are responsible for all actions associated with the receipt, handling, issue, safeguarding, accounting, and disposition of COMSEC material assigned to an EKMS account and also serves as the Commanding Officer's primary advisor on EKMS account management matters. In this capacity, the EKMS Manager must:

(1) Provide the Commanding Officer and other interested personnel with information about new or revised COMSEC policies and procedures and their impact on the command.
(2) Acquire, monitor, and maintain the command COMSEC material allowance. This includes an annual review of all COMSEC material holdings to ensure that there is a continuing need for the quantity and types of all COMSEC material held. Material held in excess of operational requirements should be identified by submitting a routine modification to an allowance in accordance with Chapter 6.

(3) Maintain proper storage and adequate physical security for the COMSEC material held by the account.

(4) Keep Alternate Manager(s) informed of the status of the account so that the Alternate(s) are, at ALL times, fully capable of assuming the duties of the EKMS Manager.

(5) Provide LE(s) written guidance or appropriate extracts from this publication as well as any other manuals and instructions (see Article 721) necessary for the accurate and secure handling/accounting of COMSEC materials.

(6) Conducts training, at a minimum of monthly to ensure that all personnel handling COMSEC material are familiar with and adhere to proper COMSEC procedures. Training for operation of fill device applications and interfaces to end-use items is the responsibility of the program manager of record. Information on how to get training on fill device applications is available through the SPAWAR EKMS Help Desk. Document training locally in accordance with command directives and retain in accordance with Annex T. EKMS Managers are also responsible for the proper training of remote LEs and for ensuring that the COs/OICs of their remote LEs (Issuing) are conducting quarterly spot checks as required (Article 465 pertains). EKMS Managers are encouraged to require their remote LE COs/OICs to report spot check results; such a requirement should be spelled out in the LOA/MOU between the servicing or parent account and the command being serviced.

NOTE: Training can be accomplished via a variety of methods including but not limited to; facilitated training, required reading, distribution and reviewing of presentations, during spot checks with LE personnel. The importance is that; (a) it is ongoing, (b) is accomplished and (c) is documented.

(7) Maintain records and files as required by this manual.
(8) Ensures prompt and accurate preparation, signature, and submission of account correspondence, message, and accounting reports.

(9) Issues COMSEC material on local custody form(s) after verifying that the recipient is authorized to hold COMSEC material and has executed a COMSEC Responsibility Acknowledgment Form.

(10) Loads electronic key from LCMS to fill device for end user requirements. Operation of fill device application to end item is responsibility of operator with end item training.

(11) Oversees the implementation of and compliance with OTAR/OTAT procedures (i.e., periodic review of local logs, adherence to TPI requirements).

(12) Ensures LEs properly inventory and destroy COMSEC material issued to them through periodic documented spot checks.

(13) Ensure that procedures are established to reassign local custody responsibility for COMSEC material held by individuals permanently leaving the command, and those who are departing on TAD/TDY in excess of 30 days.

(14) Ensures all amendments to this manual and other COMSEC-related publications are entered promptly and correctly.

(15) Maintains the account's portion of the command Emergency Action Plan (EAP) and/or Emergency Destruction Plan (EDP). Annex M contains guidance for developing an EAP/EDP.

NOTE: Commands located outside the United States, its territories and deployable units must have both an EAP and EDP.

(16) Conducts required inventories and destruction of COMSEC material in accordance with this manual.

(17) Ensures proper physical security measures are maintained when COMSEC material is transported within the command.

(18) Ensures COMSEC material is properly packaged and shipped via an authorized method as required by this manual.

2-218 Enclosure (1)
(19) Ensures page checks of COMSEC material are conducted as required.

(20) Ensures TPI requirements are adhered to in accordance with this manual.

(21) Ensures modifications to COMSEC equipment are promptly and properly performed by qualified individuals in accordance with OPNAVINST 2221.3 (series) and that modification residue is disposed of properly.

(22) Reports immediately to the CO any known or suspected PDS or COMSEC Incident in accordance with this manual and initiate action to ensure that required reports are submitted and replacement material is, when required, obtained.

(23) Advises the CO when more than 24 months have passed since the last ISIC-conducted EKMS inspection. A formal inspection is required every 24 months in accordance with Article 315.b.

(24) Verify the security clearances of all personnel prior to granting them access to/issuing them COMSEC material.

(25) Performs a quarterly Self-Assessment of the account using EKMS-3 (series).

(26) Ensures a Local Element Spot Check is performed as discussed in Article 450.1 (NOTE 32).

(27) Performs required LCMS backups.

(28) Performs a KP changeover every three months or more frequently as required as described in Article 238.

(29) Performs KP rekeys annually or more frequently, as required.

(30) Maintains Common Account Data (CAD) and upload changes to account registration and credentials to the Directory Server.
(31) Ensures monthly or more frequent Audit Trail reviews are conducted on storage devices possessing audit capability. See Annex Z paragraph 17.c(note 3) and Annex AF paragraph 9.b note 3) for exemptions to the Audit Trail review policy.

(32) Ensure adequate personnel are authorized to order Modern Key from the EKMS Central Facility and submit updated CF forms as necessary. See Annex AE for additional guidance.

(33) Track and manage production and destruction dates for Modern Key held by the account and ensure timely submission of key orders for replacement material required NLT 30 days from the expiration date of the keys currently held as discussed in Article 670.

b. Knowledge

(1) Knowledge of DON and DoD IM/IT EKMS strategies, policies, plans, architecture, standards, guidance equipment, and infrastructure.

(2) EKMS experience as a local user, CMS clerk, and/or EKMS manager.

(3) Be subject to a security investigation and must meet eligibility requirements for access to classified information.

(4) Familiarity with Naval messaging and communications.

31. EKMS IT1, EKMS Alternate Manager (N6E)

a. Tasks

(1) Provides policy and guidance to Local Element (LE) and COMNAVRESFOR personnel on matters pertaining to Electronic Key Management System (EKMS).

(2) Liaises with government organizations and contractors for technical support.

(3) Reconciliation Status Transactions (IRST) as assigned.

2-220 Enclosure (1)
(4) Review and evaluate requirements for EKMS infrastructure for COMNAVRESFOR.

(5) Manage shipment and receipt EKMS equipment and material from Local Elements (LE).

(6) Manage and monitor the COMNAVRESFOR account.

(7) Conduct semi-annual and annual inventories of EKMS equipment and material.

(8) Coordinate requirements with NCMS.

(9) Works closely with lead EKSM users at LE commands to determine EKMS keying material requirements.

(10) Provide training to LE on EKMS policy, procedures, and equipment.

b. Knowledge

(1) Knowledge of DON and DoD IM/IT EKMS strategies, policies, plans, architecture, standards, guidance equipment, and infrastructure.

(2) EKMS experience as a local user, CMS clerk, and/or EKMS manager.

(3) Be subject to a security investigation and must meet eligibility requirements for access to classified information.

(4) Familiarity with Naval messaging and communications.

32. EKMS IT2, EKMS Clerk (N6E)

a. Tasks

(1) Provide manual tracking of overdue materials.

(2) Liaises with government organizations and contractors for technical support.

(3) Reconciliation Status Transactions (IRST) as assigned.
(4) Review and evaluate requirements for EKMS infrastructure for COMNAVRESFOR.

(5) Ship and receipt EKMS equipment and material from Local Elements (LE).

(6) Manage and monitor the COMNAVRESFOR account.

(7) Conduct semi-annual and annual inventories of EKMS equipment and material.

(8) Coordinate requirements with EKMS manager.

(9) Works closely with lead EKMS and LE commands to determine EKMS keying material.

b. Knowledge

(1) Knowledge of DON and DoD IM/IT EKMS strategies, policies, plans, architecture, standards, guidance equipment, and infrastructure.

(2) EKMS experience as a local user, CMS clerk, and/or EKMS manager.

(3) Be subject to a security investigation and must meet eligibility requirements for access to classified information.

(4) Familiarity with Naval messaging and communications.
CHAPTER 2

Section X - (N7) Training

1. Training, DCOS (N7)


   b. Function. Provide overall policy guidance for the training and education of the Navy Reserve Force.

   c. Command Relationships

      (1) COMNAVRESFOR (N7) also functions as the COMNAVRESFORCOM (N7) and COMNAVAIRFORRES (N7).

      (2) COMNAVRESFOR (N7) represents the Navy Reserve to DoD, OPNAV, other government departments, agencies, and civilian activities on matters pertaining to the development, review and implementation of Navy Reserve training and education.

   d. Key Processes. Provide guidance to the Navy Reserve Force to attain and maintain the highest practical degree of training readiness to meet mobilization and contributory support requirements.

   e. Tasks

      (1) Provide overall execution guidance for education and training of the Navy Reserve Force. Initiate and implement education and training policies within the Navy Reserve Force to optimize mobilization readiness within the constraints of allocated training resources.

      (2) Generate overall, mid-range, and long-range Force training plans, resource requirements, and organizational analysis.

      (3) Manage ADT-Schools funding including "A" and "C" school quotas. Retrieve and analyze data elements for ADT orders.

      (4) Monitor Prior Service Reenlistment Eligibility - Reserve (PRISE-R) Program training coordinator. Coordinate with BUPERS, Enlisted Community Managers, and "A" and "C" schools to correctly align Sailors to quotas. Manage associated ADT-School funds to support PRISE-R program.

Enclosure (1)
(5) Serve as Leadership Training Continuum (LTC) program manager.

(6) Provide oversight and guidance for RC Aviation training and simulator programs. Advise COMNAVAIRFORRES on all matters involving aviation training.

(7) Liaise with the Office of the Assistant Secretary of Defense for Reserve Affairs (OASD RA) on Joint Education Issues. Coordinate with OPNAV N095, COMNAVAIRFORRES, Commander Tactical Support Wing, Commander Fleet Logistics Support Wing (COMFLELOGSUPWING), Naval Education and Training Command, Center for Professional and Personnel Development (CPPD), and Commander Naval Aviation Training to define Navy Reserve Distributive Learning requirements.

(8) Manage and conduct readiness and material inspections for Navy Reserve Component Assault Craft Unit (RC ACU) units, Damage Control (DC) wet trainers and Reserve Intermediate Maintenance Activities (RIMA). COMNAVRESFOR (N7) is responsible for the safe and correct operation of the associated equipment and subordinate units' maintenance of operational standards.

(9) Provide guidance and oversight for Navy Reserve Professional Development Center (NRPDC). Act as the Curriculum Control and Model manager for NRPDC Reserve-specific courses.

(10) Develop data to support Program Objectives Memorandum/Program Review (POM/PR) requirements for PPBS programming, Operations and Maintenance Navy Reserve (O+MNR) forecasting, training systems and ADT-Schools funding.

(11) Execute allocated ADT-Schools funding and provide oversight and guidance for the Navy component of the DoD Innovative Readiness Training (IRT) program. Liaise with OASD RA, OCNR (N095), BUMED and Navy Expeditionary Combat Command (NECC) for program execution and management.

(12) Develop and manage Training Project Packs (TPP) and Training Curriculum Control Documents (TCCD). Liaise with NETC to ensure the RC Training Portfolio is aligned with AC. Provide oversight of analysis of RC portfolio to eliminate redundancy and achieve effective and efficient training by using the Authoring Instructional Materials (AIM) database to standardize curricula. Conduct tri-annual course reviews for the RC Training Portfolio. Conduct Business Case Analyses (BCA) for new course development and revisions.
(13) Develop and manage the COMNAVRESFOR Navy Mission Essential Task List (NMETL) Program. Conduct periodic reviews to ensure adherence to guidelines per COMNAVRESFORCOM NMETL instruction. Approve all changes to responsible organizations (RESPORGs) and NMETL in Navy Training Information Management System (NTIMS) for all COMNAVRESFOR commands. Submit approved NMETL to USFFC via chain of command.

f. Knowledge

(1) Resource planning and the PPBE process.

(2) Navy education and training organizational structure and operation at all levels.

2. Education Training Plans (N71)

a. Tasks

(1) Establish policies and standards for Navy Reserve education and school training plans and programs. Serve as the principal advisor on policies, procedures, and standards for the education and training the Navy Reserve.

(2) Establish, issue and update training and education policies for programs which cross multiple resources sponsors or claimants, including officer and enlisted programs, joint programs, systems acquisition, new technology, training devices, technical training equipment, and training reviews.

(3) Coordinate the actions of subordinate commands to execute Navy and joint training education requirements.

(4) Develop data to support Program Objectives Memorandum/Program Review (POM/PR) requirements for PPBS programming, Operations and Maintenance Navy Reserve (O+MNR) forecasting, training systems and ADT-Schools funding for COMNAVRESFOR, COMNAVRESFORCOM, and COMNAVAIRFORRES staffs.

(5) Serves as N7 DTS coordinator. Manage TAD orders, maintain travel budget, and submit annual/mid-year budget requirements.

(6) Coordinate the selection of officer applications for all War Colleges, National Defense University (NDU) programs, Reserve Officer Foreign Exchange Programs, Canadian Forces College, and NATO Defense University selection boards. Manage
and administratively support selected officers' travel orders, school quotas, security clearance, and all administrative duties for Reserve Officer Foreign Exchange program selectees.

(7) Coordinate the selection of officer applications for Navy Reserve Advanced Management Seminar (NRAMS) including precept letter, message preparation, and liaison with NRPDC.

(8) Review and approve all ADT order applications for Senior Enlisted Academy.

b. Knowledge

(1) PME programs.

(2) Reserve Officer Foreign Exchange Programs.

(3) Navy Reserve aviation programs.

(4) Navy Education and Training organizational structure.

(5) Resource planning, the POM process and Annual Training (AT)/ADT-Schools funding.

3. Reserve Aviation Training Program Manager (N72)

a. Tasks

(1) Manage all maintenance and aircrew aviation schools under Major Claimant 72. Ensure that all courses are adequately resourced (training aids and trainers), properly maintained, and that only CNO-approved or CNO-sanctioned training are taught to the fleet. Confirm that training for all new requirements is developed and implemented.

(2) Interface with personnel and community members from senior, peer, and subordinate commands. Research, prepare for, coordinate inputs and attend various conferences (Human Performance Readiness Review (HPRR), Integrated Logistics Support Management Team (ILSMT), Navy Training System Plan (NTSP), and Trainer Management Team (TMT)). Review NTSPs, TTPs, and all courseware for implementation in instructions. Attend meetings and conferences as required as the TYCOM SME.

(3) Verify integrity and implementation training systems for new aviation weapons systems. Perform regular reviews of aviation training needs and recommend improvements to current
training programs. Research training requirements and advises Training Department Head of validated requirements. Represent COMNAVRESFORCOM interests in the planning and development of training that support valid requirements.

b. Knowledge

(1) Commitments, policies, and objectives of COMNAVRESFORCOM and COMNAVAIRFORRES.

(2) COMNAVRESFORCOM and COMNAVAIRFORRES organizations, including subordinate Echelon IV and V commands, their goals and mobilization requirements.

(3) Individual Navy training activities including NETC, CPPD, Learning Centers, NRPDC, NSTC, and other service schools commands.

(4) Fleet activities to which COMNAVRESFORCOM and COMNAVAIRFORRES units and personnel mobilize and the level of readiness and training required for the Reserve Sailor to meet billet requirements.

(5) Training requirements for Reserve Sailors in accession programs.

4. ACU/RIMA/Beam Hit and DC Wet Trainer Program Manager (N711)

a. Tasks

(1) Coordinate with RCCs, ACUs, and NAVOPSPTCENs to ensure ACU program complies with Navy regulations and instructions. Conduct annual inspections/assist visits at each site and generate a POA&M which outlines a path to certification. Focus inspections on Engineering Programs, 3M, navigation, training, safety, and material readiness.

(2) Conduct an annual assist visit to and a tri-annual high risk certification of the NAVOPSPTCEN Baltimore damage control (DC) wet trainer. Develop structured curricula for the NAVOPSPTCEN Baltimore DC wet trainer including standardized guides for RC training of U.S. Naval Academy Midshipmen that mirrors AC course identification number 495-0047.

(3) Coordinate between NAVOPSPTCENs, RCCs, MPRI, and COMNAVRESFORCOM to ensure associated commands utilize and accurately manage and track the BEAMHIT program and inventory
throughout the Navy Reserve. Utilize the Laser Marksmanship Training System (LMTS) site for tracking all associated equipment. Track usage through FLTMAPS DoD site.

(4) Coordinate between NAVOPSPTCENs, RCCs, Commander, Submarine Force (SUBFOR), and COMNAVRESFORCOM to create RIMA assessment criteria and inspection instruction and ensure that RIMA readiness is maintained to Fleet standards per Navy Regulations and instructions. Report and track readiness and compliance through discrepancy reports and track historical trends for analysis.

b. Knowledge

(1) Education and training applications of Surface Engineering, Maritime Prepositioning Force Utility Boat (MPFUB) (operator and engineer qualified), Integrated Training Team (ITT), Damage Control, and support programs.

(2) Education and training applications of each program assessed.

(3) Navy Reserve organizational structure and operation.

5. Maintenance and Material Management (3M) Reserve Force Program Manager (N711A)

a. Tasks

(1) Conduct routine assist and inspection visits of all Reserve commands that maintain systems or equipment that require PMS coverage and assess overall material and operational condition readiness. Review and evaluate administrative, technical, and operational knowledge level of SELRES and FTS.

(2) Conduct material condition inspections, program reviews, and personnel training evaluations of ACU 1 & 2 MPFUBs and associated personnel. Ensure Reserve readiness is maintained to Fleet standards per with Navy Regulations, instructions and NAVSEA technical manuals. Report and track readiness and compliance through discrepancy reports and track historical trends for analysis.

(3) Monitor BEAMHIT inventories and provide equipment and supplies to subordinate commands as required.
(4) Provide guidance for conducting RIMA assessments by assessing all applicable programs required by IMA commands. Ensure Navy Reserve readiness is maintained to Fleet standards in accordance with Navy Regulations, and instructions. Report and track readiness and compliance through discrepancy reports and track historical trends for analysis.

b. Knowledge

(1) 3M system to include all 3M instructions, SKED Program, and operational procedures.


(3) Education and training applications of the Material Maintenance Management Program.

(4) Equipment maintained by Reserve commands, and well versed in repair procedures.

6. Reserve Surface Force Trainer/Inspector/General Military Training (GMT) Coordinator (N711C)

a. Tasks

(1) Conduct material condition inspections, program reviews, and personnel training evaluations of ACU 1 & 2 MPFUBs and associated personnel. Ensure Reserve readiness is maintained to Fleet standards in accordance with Navy Regulations, instructions, and NAVSEA technical manuals. Report and track readiness and compliance through discrepancy reports and track historical trends for analysis.

(2) Conduct annual assist visits and annual inspections of Navy Reserve Assault Craft Unit sites. Inspect Marlinspike Seamanship, Deck Seamanship, PQS Program management, Navigation and small craft operations.

(3) Serve as Navy Reserve GMT Coordinator. Track training completion for COMNAVRESFOR military personnel. Retrieve and analyze data elements for GMT Training, Navy Reserve Force advancement results and headquarters training completion.
b. Knowledge

(1) Marlinspike Seamanship, Deck Seamanship, PQS Program management, Navigation, and small craft operations.

(2) Naval education and training organizational structure and operation at all levels from CNO to the activity conducting the education and training or providing support.

7. Reserve Surface Force Inspector/Trainer (N711F)

a. Tasks

(1) Conduct material condition inspections, program reviews, and personnel training evaluations of ACU 1 & 2 MPFUBs and associated personnel. Ensures Reserve readiness is maintained to Fleet standards in accordance with Navy Regulations, instructions, and NAVSEA technical manuals. Reports and track readiness and compliance through discrepancy reports and track historical trends for analysis.

(2) Overseas Maritime Staff Officer’s Course (MSOC) in support of Naval War College (NWC) mission for the Navy Reserve Force. Coordinate with NWC and Reserve Sailors to obtain class quotas.

(3) Maintain communication between the NAVOPSPTCENs, RCCs, MPRI, and COMNAVFORCOM to ensure that NAVOPSPTCENs utilize the BEAMHIT program and properly rate, train and qualify their personnel. Utilize the Laser Marksmanship Training System (LMTS) site for tracking all associated equipment and usage through the Fleet Training Management and Planning System (FLTMPS) DoD site. Maintain supplies at COMNAVFORCOM and coordinate shipping and receiving for each BEAMHIT site.

(4) Conduct routine assist and inspection visits of all Reserve commands that maintain systems or equipment requiring PMS coverage and assess overall material and operational condition readiness. Review and evaluate administrative, technical and operational knowledge level of SELRES and FTS.

(5) Provide guidance for conducting a RIMA assessment by assessing all applicable programs required by IMA commands. Ensure Navy Reserve readiness is maintained to Fleet standards per Navy Regulations and instructions. Report and track readiness and compliance through discrepancy reports and track historical trends for analysis.
b. Knowledge

(1) Education and training applications of Surface Engineering, MPFUB, Diesel Engines, and support programs.

(2) Education and training applications of the 3M Program.

(3) Navy Reserve organizational structure and operation.

(4) Education and training applications of applicable Navy Regulations, Damage Control, and all other supporting programs.

(5) Operations and capabilities of Navy IMA facilities.

8. Electronic Certification Qualification Record (ECQR)/Total Enterprise Valve (TEV)/Computer Managed Instruction (CMI) Computer Based Training (CBT)/Qualified Proficient Technician (QPT)/PQS Manager) (N721)

a. Tasks

(1) Oversee development and delivery of CBT units.

(2) Monitor development, delivery, and execution of QPTs/PQSs. Work with CNAF, Commander, Tactical Support Wing (CTSW), COMFLELOGSUPPWING, and Center for Naval Aviation Technical Training (CNATT) to make sure all required elements are included.

(3) Review all COMFLELOGSUPPWING PQS that are submitted to CNATT for publishing.

(4) Maintain all supporting documentation for CBT and QPT/PQS programs.

(5) Participate in NAVAIR Advanced Distributed Learning (ADL)/Marine Corps Aviation Training Systems Federation (MCATSF) integrated product team and working group bi-weekly telephone conferences as required.

(6) Participate in Aviation Maintenance Training Integration (AMTI) conferences and attend the Technology Change Management Board (TCMB) meetings as required.
(1) Navy education and training organizations structure and operation, including all levels from CNO to the activity conducting the education and training or providing support.

(2) Fleet activities to which COMNAVRESFORCOM and COMNAVAIRFORRES units and personnel mobilize and the level of readiness and training required for the Reservist to meet billet requirements.

(3) COMNAVRESFORCOM organization, including subordinate Echelon IV and V commands, its goals and requirements to ensure proper training of personnel.

9. Reserve Surface Force Inspector/Trainer (N711B)

a. Tasks

(1) Conduct material condition inspections, program reviews, and personnel training evaluations of ACU 1 & 2 MPFUBs and associated personnel. Ensures Reserve readiness is maintained to Fleet standards in accordance with Navy Regulations, instructions, and NAVSEA technical manuals. Reports and track readiness and compliance through discrepancy reports and track historical trends for analysis.

(2) Conduct material condition inspections, high risk training program reviews and personnel training evaluations for certification of DC Wet Trainer to ensure training is conducted safely IAW Navy Regulations.

(3) Monitor BEAMHIT inventories and provide equipment and supplies as required.

(4) Manage the motorcycle safety course, including associated ADT funding.

(5) Conduct routine assist and inspection visits of all Reserve commands that maintain systems or equipment that require PMS coverage and assess overall material and operational condition readiness. Review and evaluate administrative, technical, and operational knowledge level of SELRES and FTS.

b. Knowledge

(1) Education and training applications of Surface Engineering, Maritime Prepositioning Force Utility Boat, Diesel Engines and support programs.
(2) Education and training applications of applicable Navy Regulations, Damage Control, and all other supporting programs.

(3) Navy Motorcycle Safety Program, references and requirements. Trainer should have eight years experience as a motorcycle rider and have attended safety course twice. Familiarity with NROWS fund approval criteria and the course registration process.

(4) Qualified and familiar with training and applications of the Material Maintenance Management Program.

10. Maintenance Training (Senior Enlisted) (N7B)

a. Tasks

(1) As code Senior Enlisted Advisor, mentor all N7 enlisted Sailors. Serve as a POC for any matters effecting civilian personnel attached to N7.

(2) Oversee the RC aviation fleet maintenance training process for enlisted aviation maintenance personnel.

(3) Coordinate with government service personnel and government contractors on matters affecting all aspects of RC aviation training.

(4) Maintain all graphic materials and equipment.

b. Knowledge. Naval education and training organizations structure and operation, including all levels from CNO to the activity conducting the education and training or providing support.

11. Medical Programs (N713)

a. Tasks

(1) Coordinate and manage medical ADT-Schools orders for medical, dental, and religious personnel, including school quotas.

(2) Liaise with BUMED to evaluate and monitor progress of training initiatives.

(3) Liaise and coordinate medical training initiatives with CNO program sponsors, technical managers, and gaining commands.

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(4) Attend NTP conferences and track NTP conference medical action items. Provide responses and staff coordination.

(5) Provide COMNAVRESFORCOM representation and input on medical training at program-related seminars, conferences, and briefings as required.

(6) Coordinate with field medical service schools at Camp Pendleton and Camp Lejeune as well as Echelon IVs in the planning, execution, and evaluation of the Navy Enlisted Classification Attainment Program (NECAP).

(7) Coordinate the planning, execution, and evolution of the Chaplain and Religious Program Specialist Expeditionary Skills Training (CREST) for Navy Reserve Religious Program Specialists.

(8) Coordinate with BUMED, Naval School of Health Sciences (NSHS), COMNAVRESFOR, and Echelon IV commands in the planning, execution, and evaluation of Navy-sponsored medical courses.

(9) Annually review the COMNAVRESFORCOM NECAP instruction and guidance.

(10) Track NECAP quotas.

b. Knowledge

(1) Navy education and training organizations structure and operation, including all levels from CNO to the activity conducting the education and training or providing support.

12. Educational Technician (N724)

a. Tasks

(1) Receive and initiate replies to correspondence not requiring special handling by the Curriculum Instructions and Standards Officer (CISO) or other staff personnel. Keep appropriate personnel apprised of materials of importance which require action and initiate follow-up actions to meet established deadlines.
(2) Maintain inventory and status control of all training materials developed by the curriculum developer including curricula, training publications, audio-visual, and instructional media materials. Establish and maintain contact with other services and Navy commands to obtain information/data on educational practices and training materials.

(3) Conduct research as directed by the CISO and prepare reports on findings to appropriate personnel. Perform data entry for the Enterprise Navy Training Reservation System (ENTRS) and Corporate Enterprise & Training Activity Resource System (CETARS) as directed by the CISO.

b. Knowledge. COMNAVRESFORCOM and NETC organizational structure and operation, including all levels from CNO to the activity conducting the education and training or providing support.

13. NMETLs Program Manager (N741)

a. Tasks

(1) Provide oversight for the development and approval of COMNAVRESFOR NMETL.

(2) Facilitate and oversee periodic reviews to ensure adherence to guidelines per COMNAVRESFORCOM NMETL instruction.

(3) Enter and approve all changes to RESPORGs and NMETL in NTIMS for COMNAVRESFOR claimancy. Submit approved NMETL to USFFC via COMNAVRESFORCOM Chief of Staff (COS).

(4) Ensure all training events and schools support an approved NMET.

(5) Annually review and update the COMNAVRESFOR NMETL instruction.

(6) Serve as NTIMS Unit Group Lead (UGL). Assign and manage all NTIMS Unit Group Assistants (UGA).

(7) Provide NMETL and NTIMS training to RCCs as required.

(8) Attend quarterly NTIMS meetings with USFFC (N7), NTIMS management personnel.
b. Knowledge

(1) All governing DoD, OPNAV, and USFPC directives, policies and instructions pertaining to NMETLs.

(2) NTIMS database and ability to provide training to Regional Commands for purposes of facilitation to subordinate commands.

(3) NMETL development, implementation, and management processes.

14. RIMA Program Coordinator (N711A)

a. Tasks. To provide guidance for conducting a RIMA assessment, by assessing all applicable programs required by IMA commands. Ensures Reserve readiness is maintained to Fleet standards per Navy Regulations and instructions. Reports and tracks readiness and compliance through discrepancy reports and track’s historical trends for analysis.

b. Knowledge

(1) Operations and capabilities of Navy IMA facilities.

(2) Various command instructions, procedures, and tech manuals that govern repair and manufacturing of products furnished to the fleet.

(3) Navy qualifications and training organizations structure and operation, including all levels of basic craftsman, quality assurance, and Navy NECs required for production type work.

(4) NAVOSH Program Manual.

(5) IMA Machine Shop production requirements.

15. Joint Professional Military Education and Administrative Support (N712E)

a. Tasks

(1) Manages Jointed Professional Military Education (JPME) courses for the Navy Reserve Force.

(2) Overseas MSOC in support of NWC’s mission for the Navy Reserve Force.
(3) Coordinates with NWC and Reserve Sailors to obtain class quotas.

(4) COMNAVRESFOR web page master and web-bases computer training point of contact.

(5) Maintains and updates N7's web page via SharePoint.

(6) Manages NROWS for all JPME and MSOC courses.

b. Knowledge. Thorough knowledge in COMNAVRESFORCOM and NETC organizational structure and operation, including all levels from CNO to the activity conducting the education and training or providing support.

16. Training Specialist (N724)

a. Tasks

(1) Initial certification of all military and civil service instructors.

(2) Principal educational advisor to the DCOS (N7). Prepare reports recommending improvement of training programs, course curriculum, and instructor qualification.

(3) Gather, process, evaluate, and summarize reports of critiques from internal and external sources, including survey questionnaires, student critiques of course and instructors, structured interviews, and interviews of instructors.

(4) Formulate training strategy to achieve required standards.

(5) Provide guidance and assistance to the curricula development and instruction division heads in administering and revising curricula and training aids.

(6) Establish and maintain liaison contacts with training activities and fleet support units (CNET, Naval Education and Training Support Command Atlantic (NETSCLANT), Naval Education and Training Support Command Pacific (NETSCPAC), Fleet Training Command, Pacific (TRAPAC), Fleet training Command, Atlantic (TRALANT)) as essential and necessary to provide courses of instruction not available from COMNAVRESFORCOM.

(7) Serve as chairperson of the MTS review board. Conduct periodic reviews of the MTS award program.
b. **Knowledge**

(1) Organization, function, and operations of the activities serviced, higher echelon commands, and their relationship to other federal activities.

(2) Educational theories, principles, methods, practices and techniques, and the Navy's Instructional Systems Development process for application to design and development, evaluation, and revision of instructional systems.
1. COMNAVRESFOR N00F/N8. (See Chapter I Section IV) Advises COMNAVRESFORCOM on 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 his or her claimancy. There is no resident financial component within COMNAVRESFORCOM or funds subject to the Anti-deficiency Act (31 U.S.C. Section 1341 or 31 U.S.C. Section 1517). COMNAVRESFORCOM (N3) has NROWS Fund Manager responsibility for IDTT and ADT. COMNAVRESFORCOM (N3) also has fund management responsibility for Additional Drills within the discretionary portion of RPN.
CHAPTER 2

Section XII - Contractors

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