1. Alcohol & Drug Counseling Officer

   a. Tasks

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

      (2) As directed by the Commander, conducts onboard administrative screenings of identified drug and alcohol abusers to determine the severity of their drug and alcohol problems, amenability to assistance, and provide inputs to prognosis of successful program completion.

      (3) Ensure all hands complete mandated alcohol and drug prevention training, per OPNAVINST 5350.4D. Perform routine compliance inspections throughout the force while simultaneously raising alcohol and drug prevention awareness.

      (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) Prepares and monitors all force-wide drug/alcohol abuse reports.

   b. Knowledge

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

      (2) Attend yearly ADOC summit.

2. Audit Board Coordinator

   a. Tasks

      (1) An audit is an accounting procedure under which the financial records of the command are closely inspected to make sure that they are accurate.
(2) All non-appropriated fund accounts will be audit annually by the COMNAVRESFORCOM Audit board.

(3) Audits are for the sole purpose to detour dishonest business practices which may reveal embezzlement and other misuses of funds.

(4) An audit will keep the committees honest and also reassures the command as to the financial status of the account.

b. Knowledge

(1) Audit Board Coordinator must have strong skills in business processes and management, leadership, and communication to effectively reinforce the command’s commitment to strong internal controls.

(2) Must focus on quality, improvement effectiveness, and efficiency; and model independence, objectivity, ethics, integrity, and professionalism.

(3) The Audit Board Coordinator must be a curious explorer, investigative reporter, and avid analyst, whose role is to always discover, interpret, and question. This enables the Audit Board Coordinator to provide objective, independent assurance and professional advice to all levels of management, as well as, pave the path toward the command’s continuous improvement.

3. Auxiliary Security Force (ASF) Coordinator

a. Tasks. Per CNICINST 5530.4 paragraph 3f, the ASF Coordinator (normally an E-7 or above) will be assigned on a collateral duty basis within the Installation Security Detachments. ASF coordinator shall:

(1) Maintain coordination with COMNAVRESFORCOM departments to ensure proper ASF manning.

(2) Establish a phone tree for recall through department representatives.

(3) Screen individuals to ensure qualifications.
(4) Recommend to the NAVSUPPACT Norfolk's ASF Coordinator acceptance/rejection of nominees based strictly on failure of a nominee's ability to meet established standards.


(6) Assist NAVSUPPACT Norfolk's ASF Coordinator in establishing a monthly watch bill using all ASF members.

(7) Return personnel to their respective departments that do not meet initial assignment qualifications and require the department to supply an immediate qualified relief.

(8) Monitor performance of posted ASF personnel via the NAVSUPPACT's ASF Coordinator.

(9) Regularly inform the CMDCM of the status of ASF to include departmental support, numbers required/assigned and training completed.

(10) Monitor through contact with departmental representatives, as well as through leave/TAD requests to ascertain the number of available resources as required.

b. Knowledge. Become familiar with the following instructions:

(1) CNICINST 5530.4

(2) CNRMA Message DTG 1711522 Jul 08

(3) NAVSUPPACT ASF Instruction when developed.

4. Blood Donor Coordinator

a. Tasks

(1) Manage and supervise the operation of the command Blood Donor drives.

(2) Promote and implement plans to successfully engage military and DoD personnel in the donation of blood.
b. Knowledge. Work effectively and efficiently to ensure life-saving blood is available for all active duty personnel and their families, wherever and whenever needed.

5. Campaign Drug Free (CDF) Coordinator

a. Tasks

(1) Provide Campaign Drug Free supplies to the RCCs which are then distributed to their regions.

(2) Organize and carry Flagship awards board.

(3) Provide presentations to schools in Hampton Roads area.

(4) Provide guidance and policy on CDF program.

b. Knowledge. Basic knowledge of the following instructions:

(1) Navy Community Service of the Year Award Program (NCSP) (BUPERSINST 1650.12E)

(2) Navy Community Service Program (NAVPERS 156043)

6. Departmental Career Counselors

a. Tasks

(1) Request and obtain access to Career Information Management System (CIMS) to properly manage assigned Sailors within their respective code and responsibilities.

(2) Attend CDT meetings when scheduled to ensure rapid distribution and exchange of information, problem solving, decision-making, and to keep the team up-to-date on program and policy changes.

(3) Review and coordinate with CCC, Dept. SEL, career intentions of assigned Sailors to include expiration of active obligated service (EAOS), Planned Rotation Date (PRD), High Year Tenor (HYT), Perform to Serve (PTS), and Career Status Bonus (CSB).

(4) Monthly review of needed CDBs, coordinate and assist SEL with CDBs. Departmental CC will document CDB board members, minutes, recommendations, and approval or disapproval comments within CIMS.
(5) Coordinates with command sponsor coordinator and SELs of all inbound Sailors to their respective codes and assist the Sailor with a career developmental plan.

(6) Tracks and coordinates with department SELs, CC, and Sailor regarding reenlistment requests, to include preparing required reenlistment certificates.

(7) Tracks and coordinates with CCC and Sailor, Fleet Reserve requests to include scheduling of Transition Assistant Program (TAP), Pre-separation counseling checklist (DD-2648), and any requests for command sponsored retirement ceremony, if requested.

(8) Coordinates with CCC and departmental SELs, all PTS requests, all 1306/7, Personnel Action Requests, as needed.

(9) Coordinates with CCC, SEL, and Sailor, CMS-ID search of orders within allotted time frames.

b. Knowledge

(1) Attend Command Development Training Course (CDTC), provided in-house by the Command Career Counselor and if possible attend the 4-week CCC course (A-501-0011).

(2) Have knowledge of all associated source websites for the latest program information and changes.

(3) Have knowledge of the CAREER COUNSELOR HANDBOOK (NAVPERS 15878K).

7. Combined Federal Campaign (CFC)

a. Tasks

(1) Coordinates with NAVSUPPACT CFC representative on initial yearly brief and timeframe for conducting drive.

(2) Develops a campaign plan along with key workers. Ensures at a minimum, one person from each code at COMNAVRESFORCOM is available to assist in campaign.

(3) Ensures the CO and CMC are involved with the campaign and the progression.
(4) Distributes CFC materials to key workers and collects their pledges.

(5) Turns in all monies (check/cash and payroll copies) to CFC along with all required copies of pledge cards to the CFC.

(6) Ensures payroll copies are distributed to the correct payroll offices for civilians, USN, and USMC personnel.

b. Knowledge. Basic knowledge regarding the Combined Federal Campaign and the yearly training/brief that is conducted by the base CFC representative.

8. Command Assessment Team Leader

a. Tasks

(1) Ensures command assessments are planned, coordinated, and conducted to ensure commands and activities are properly organized, trained, equipped, and supported to achieve required capabilities and execute assigned missions.

(2) Acts as Team Leader for command assessment site visits.

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

(4) Maintains a database of common discrepancy items to assist in the determination of special interest items.

b. Knowledge. Be familiar with the following instructions:

(1) COMNAVRESFORINST 5040.1A

(2) SECNAVINST 5040.3A

(3) SECNAVINST 5200.35E

(4) SECNAV M-5210.1
9. **Command CACO**

a. **Tasks**

(1) Make personal notification to the NOK of the casualty, provide circumstances of the incident as reported, and keep them informed of search efforts for the service member reported in a DUSTWUN or missing status.

(2) In the case of death, determine the funeral home chosen by the family and the cemetery name/location. Update the family daily on the location of their loved one's remains and the anticipated shipment date. (Note: The point of contact at the member's command listed in item BRAVO of the Personnel Casualty Report is a key source of information.)

(3) Inquire as to the needs of the family and extend assistance. Advise the NOK to contact local Red Cross representatives to inform other military active duty relatives of casualty incident occurrence.

(4) Contact the Navy Casualty Office at Navy Personnel Command to arrange for payment of Death Gratuity in death cases.

(5) Contact the Navy-Marine Corps Relief Society, the American Red Cross, and other service organizations if immediate financial assistance is desired but cannot be immediately arranged by other means.

(6) Assist in the arrangement of funeral or memorial services and military funeral honors, if requested; assist in providing a chaplain for pastoral care, if desired.

(7) Assist with transportation arrangements, including provision for dependents escort in accordance with Joint Federal Travel Regulations.

(8) Assist in completing survivor benefits applications and in obtaining or photocopying documents necessary to substantiate survivor's claims.

(9) Monitor shipment progress of household goods, personal effects, and keep the NOK advised.

(10) Advise the CAC/FHS Program Coordinator and/or Navy Personnel Command of problems, or family dissatisfaction.
Navy Casualty Office must apprise the Chief of Naval Personnel of any potential or existing problems/NOK dissatisfaction in any DUSTWUN, deceased, or missing casualty case. During the initial visit, provide the NPC toll-free telephone number to the NOK utilizing one of the completed CACO calling cards. Assure them that you, as CACO, will be available to assist them on a continual basis; however, they should not hesitate to contact a Navy Casualty Office representative on the toll-free telephone number regarding any aspect of the Navy's Casualty Assistance with which they are not completely satisfied.

b. Knowledge

(1) Assign a senior enlisted member (E-7 or above) or an officer with at least two years active duty.

(2) Complete Casualty Assistance Calls Officer course.

10. Command Citizenship Representative

a. Tasks

(1) Responsible for providing hands-on assistance so Service Members eligible to become U.S. citizens.

(2) Ensures all foreign born Service Members assigned to COMNAVRESFORCOM staff are briefed on the application procedures for citizenship.

(3) Submits completed original application packages to USCIS Nebraska Service Office at Lincoln, NE.

(4) Serves as liaison between service members and the immigration specialist at the Office of the Judge Advocate General (Code 16).

b. Knowledge. Required knowledge of the following instructions/publications:

(1) U.S. Navy Guide to Naturalization Applications Based upon Qualifying Military Service

(2) Title 8 USC 1439

(3) Title 8 USC 1440

(4) Executive Order 13269
11. Command Color Guard
   a. Tasks
      (1) Provides color guard detail services for ceremonial occasions such as change of commands, retirement ceremonies, and any other ceremonial occasions designated by COMNAVRESFOR COS.
      (2) Responsible for training, scheduling, and coordination of COMNAVRESFOR color guard detail.
      (3) Performs personnel muster, inspection and instruction, as well as, provides monthly training of COMNAVRESFOR color guard personnel.
      (4) Reports to the Command Master Chief for routine matters and professional guidance.
   b. Knowledge
      (1) Must be able to communicate effectively across a wide spectrum of senior military personnel and civilian officials.
      (2) Be familiar with U.S. Navy Regulations, Chapters 10 and 12.

12. Command Financial Specialist
   a. Tasks
      (1) Assist the command to establish, organize, and administer the command Personal Financial Management (PFM) program including a thorough pass down to the incoming CFS.
      (2) Disseminate financial management information within the command through GMT, POD notes, newsletters, e-mail, etc.
(3) Maintain current PFM resource books, directories, references, and training materials for use in GMT, divisional training, and counseling. In addition, CFSs shall maintain close liaison with the Fleet and Family Support Center (FFSC) PFM staff, where possible.

(4) Present PFM training as part of the command GMT program (under reference (c) OPNAVINST 1500.2F and provide division/departmental/branch PFM training as required under enclosure (5) OPNAVINST 1740.5B (CH-1).

(5) Provide basic PFM counseling to individual members of the command, upon request.

(6) Maintain individual records of counseling conducted and counseling referrals. Per reference (g) SECNAVINST 5211.5E, those records shall be maintained to ensure confidentiality and compliance with the Privacy Act.

(7) Refer members with serious financial problems to the appropriate resource or agency capable of providing necessary assistance/counseling, such as FFSC PFM staff, NMCRS, non-profit CCCS, and per references (a) DoD Instruction 1342.27, (b) DoD Instruction 1344.07, (i) SECNAVINST 1740.2D, and (k) DoD 7000.14-R, Volume 5, Chapter 34. Ensure the individual is seen and counseled. Follow up on referred individuals by maintaining contact with the individual and the resource/counseling agency to monitor progress.

(8) Assist members with the development of their Extended Absence Financial Plan per reference (a) DoD Instruction 1342.27 and coordinate the administrative responsibilities for the command.

(9) Perform financial screenings, as needed, for members of the command. In a complicated case, the FFSC PFM staff can perform the screenings.

b. Knowledge

(1) Military members in pay grade E6 and above (including officers) may be appointed a CFS. CFSs must be highly motivated and financially stable (must meet the financial overseas screening standards).

(2) Successfully complete the authorized CFS training course provided by FFSC.
13. **Command Fitness Leader**

a. **Tasks**

(1) Ensure the official Physical Fitness Assessment (PFA), as scheduled by the Commanding Officer, is properly conducted.

(2) Maintain the Command PFA Summary Report for the CO.

(3) Develop and implement the Command directed Fitness Enhancement Program (FEP) that meets the needs of all personnel striving for improved fitness, not simply those who do not meet standards.

(4) Advise the Chain of Command on all physical readiness program matters, particularly about members who need assistance in meeting physical readiness standards.

(5) Report to the Command's Safety Officer any physical readiness program related injuries and provide documentation as needed.

(6) Distribute health and fitness materials in support of BUPERS health promotion initiatives.

(7) Maintain updated health and fitness educational resources for use by Command personnel.


(9) Instruct ACFLs to conduct PRT, BCA, and FEP. Obtain CPR training for members who assist with PRT and FEP.

(10) Ensure each member completes Physical Activity Risk Factor Screening Questionnaire (PARFQ) and provides a signed copy for review and Command records.

(11) Notify CO, CMC, and CCC of the results of members who fail PFA and require administrative actions, particularly regarding administrative separation, reenlistment eligibility, and promotion eligibility. Maintain written documentation (i.e. notes and/or worksheets) of official Command PFA cycles for a period of 4 years.
b. **Knowledge**

1. E-6 or above preferred.
2. Non-user of tobacco products.
3. Overall PRT score of "Excellent-Low" or better.
4. Be within maximum weight for height standards or no more than 21 percent body fat for males or 32 percent body fat for females.
5. Become thoroughly familiar with components of the OPNAVINST 6110.1H and advise the chain of command on all Physical Readiness Program matters.
6. Obtain and maintain current CPR certification.
7. Complete COMNAVPERSCOM-approved CFL training course as soon as possible upon assignment as CFL. On-line training is available at Navy Knowledge Online (NKO), [http://www.nko.navy.mil/](http://www.nko.navy.mil/).

14. **Command Health Promotion Manager**

a. **Tasks**

1. To establish a command Health Promotion Program.
2. To coordinate monthly Health Promotions and Wellness Committee meetings.
3. To observe monthly events that promote health and wellness to COMNAVRESFORCOM staff.
4. To identify health risks among staff members based on findings from Navy Marine Corps Public Health Center’s (NMCPHC) Health Risk Assessment (HRA) CO’s report.
5. To conduct annual Health Promotions and Wellness events to focus on special risk factors from command HRA report.

b. **Knowledge**

1. Attend Navy and Marine Corps Public Health Center’s (NMCPHC) Health Promotions Basics course in conjunction with the pre-requisite Navy Knowledge Online (NKO) course. Course availabilities are available on the NMCPHC website.
(2) The elements of a health promotion board and program should represent each of the following:

(a) Alcohol and Drug Abuse Prevention and Control
(b) Physical Fitness and Sports
(c) Tobacco Use Prevention and Cessation
(d) Nutrition Education and Weight management
(e) Stress Management
(f) Suicide Awareness and Prevention
(g) Hypertension Screening, Education, and Control
(h) Injury Prevention
(i) Sexual Health and Responsibility Program (SHARP)

15. Command Historian

a. Tasks. Command historian will work with manpower, operations, public affairs and administration departments to obtain the required data to submit the annual Command Operations Report to the Naval Historical Center in Washington, DC.

b. Knowledge

(1) Be familiar with OPNAVINST 5750.12J, enclosure (1).

(2) Basic knowledge of historical writing and research methods for documenting the previous year's operational history for submission to the Command for inclusion into the Navy Archives.

16. Command Individual Augmentee Coordinator

a. Tasks

(1) Advise, direct and assist IA Deployer in completing all administrative, medical, training, and other requirements prior to departing parent command for IA deployment.

(2) Personalize support based on the individual Sailor and family situation.
(3) Maintain contact information on IA Sailors and their families, and keep a record of contacts made. Regardless of other records kept, official contact information (including desired frequency of contact) will be maintained in NFAAS.

(4) Contact IA Sailor and family at least monthly, and more often if requested by service member and family. Record all contacts in NFAAS.

(5) Provide IA families with contact information for the Command Ombudsman and the command's 24-Hour emergency contact information (Quarterdeck, etc.).

(6) Ensure that IA families are aware of command-endorsed family readiness group (FRG) activities, as applicable.

(7) Schedule IA Sailor and family for IA-specific deployment briefings and provide information on family support services.

(8) Provide Sailor and IA family with IA Handbook.

(9) Coordinate appropriate welcome back at ultimate destination arrival airport (airport closest to command), ensuring command representation. Include family participation when practical.

(10) Ensure that all PDHA, PDHRA, and referrals are completed and that member has opportunity to participate in approved Returning Warrior event.

(11) Ensure IA family has access to all deployment briefings and services available through FFSC.

(12) Ensure families who decide to move to a new location while the IA Sailor is deployed receive proper care and are properly transferred to the destination FFSC individual deployment support specialist (IDSS). This clarifies guidance provided in reference (c). Detaching commands retain ultimate accountability for IA family support.

(13) Inform Chain of Command of status of IA families in the case of extenuating circumstances (decommissioning of unit, etc.) that may prevent command from executing IA family support responsibilities.
(14) Ensure that IA families are adequately supported by the detachment that remains in port if the command deploys. If no such element exists, inform ISIC of the situation and request assistance. Ensure positive hand-off of IA family to designated command to provide support during absence of parent command.

(15) Submit the following reports on a quarterly basis:

(a) Number of personnel currently executing IA orders.
(b) Number of assigned personnel currently on an IA assignment who attended pre-deployment briefs.
(c) Number of IA families who attended pre-deployment briefs.
(d) Number of IA Sailors who returned from IA assignment since last report.
(e) Number of IA families who have received a pre-return brief.
(f) Number of IA Sailors met at ultimate destination arrival airport.
(g) Number of IA's attending a reintegration event (Returning Warrior Workshop, etc.).

(16) Submit reports to TYCOMS. CIAC's at commands without a TYCOM shall submit reports to their BSO.

b. Knowledge

(1) IA GRAM #5 (NAVADMIN 099/09)

17. Command Managed Equal Opportunity (CMEO) Officer

a. Tasks. Ensures that COMNAVRESFORCOM is compliant and performs their duties as outlined in OPNAVINST 5354.1F.

b. Knowledge

(1) Must complete CPPD administered CMEO Managers Course.
(2) Must complete CPPD administered CTTI Course.
(3) Must complete NKO Command Assessment Training Indoc Course.

(4) Must complete non-resident Course "EO in the Navy".

(5) Be familiar with OPNAVINST 5354.1F (enclosure 3 details tasks for the CMEO).

18. Command Mentorship Program

   a. Tasks. Command Mentorship Coordinator will coordinate and maintain command program, ensure all new staff attend mentorship brief, ensure records of all training are maintained.

   b. Knowledge

      (1) General knowledge of the following instructions/publications:

         (a) GENADMIN/CNSL/171920ZAPR2003

         (b) COMNAVRESFORCOMINST 1500.2

         (c) Required NKO Courses

19. Command Sponsor Coordinator

   a. Tasks

      (1) Provides program guidance and support in addition to assigning Assistant Command Sponsor Coordinator.

      (2) Prepares and sends all "Welcome Aboard" letters from Commander, Navy Reserve Forces Command, (CNRFC), Command Master Chief, (CMC), Command Career Counselor, (CCC) within 10 working days quickest means available to include email.

      (3) Coordinates with Command Master Chief department/code SELs, assignments of future arrivals and department or code sponsors.

      (4) Ensures Command website is up-to-date for points of contact (names, emails & phone number's).

      (5) Maintains, tracks, and reviews Career Information Management Systems (CIMS) to verify tracking of sponsor assignments.
(6) Ensures appropriate assignment of sponsors to consider equal or higher paygrade, single sponsor for single arriving member, married sponsor for married arriving member and family. NOTE: The sponsor should not be the person the incoming Sailor is slated to relieve.

(7) Ensures sponsors have completed sponsor training prior to being assigned as a sponsor. Sponsor training is provided by the local Fleet and Family Support Center (FFSC).

(8) Liaisons with the local FFSC to coordinate utilization of relocation resources and assets for inbound Sailors.

(9) Advises command ombudsman of prospective gain of married Sailors.

(10) Provides as much information as possible about the area to include base benefits, bases housing, commissary, exchange, medical, dental, area schools, FFSC Spouse Employment program. Refer the arriving Sailor to the military Homefront Web Site at: http://www.militaryhomefront.dod.mil/moving.

(11) Coordinates with arriving member and FFSC to have a “Welcome Aboard” package delivered to include local housing information, area temporary lodging, local area points of interest, base map.

(12) Ensures new Sailors are enrolled in the Command Indoctrination Program within 30 days of reporting.

(13) Reviews feedback from Command Sponsor Program and Indoctrination Program questionnaires for effectiveness of programs.

b. Knowledge

(1) Career Counselor Handbook (NAVPERS 15878K)

(2) Command Sponsor and Indoctrination Programs (OPNAVINST 1740.3C)

20. Command Training Team (CTT)

a. Tasks

(1) Monitors the command’s EO climate.
(2) Ensures merit, ability, performance, and potential are the only factors that affect individual promotion, training, duty assignments, and any other action.

(3) Ensures total command understanding of Navy EO policy can only be accomplished through thorough, consistent, and standardized training to all hands.

(4) Conducts Navy Pride and Professionalism (NP&P) and sexual harassment prevention training workshops.

(5) Provides primary motivation for the establishment and maintenance of the equal opportunity environment.

(6) Develops a POA&M in conducting formal training to all hands.

b. Knowledge

(1) Satisfactory completion of the Navy Pride and Professionalism Command Assessment Indoctrination Course.

(2) Satisfactory completion of the Navy Equal Opportunity Nonresident Training Course.

(3) Satisfactory completion of the Command Assessment Training Indoctrination Course via NKO.

(4) Members who have previous equal opportunity, facilitation experience are particularly desired.

(5) Be familiar with OPNAVINST 5354.1F.

21. Community Programs/DEFY Coordinator

a. Tasks. Submit funding requests for local program for approval to DEFY Program Office (CNO (N135)) when required.

b. Knowledge

(1) Required knowledge of the following references:

(a) SECNAVINST 5355.3

(b) OPNAVINST 5350.4D
22. Cultural Awareness Committee Chairman

a. Tasks

(1) Ensures that all personnel gain understanding and knowledge of what creates their cultural lens.

(2) Ensures personnel learn why people communicate differently, what drives the communication style of other cultures, how to resolve conflict, and how to maximize the benefits of a diverse workplace.

(3) Promote a positive environment in the workplace by recognizing and respecting the cultural differences of all staff personnel.

b. Knowledge

(1) Have the ability to recognize and understand the effects of culture on people's values and behaviors.

(2) Ability to:

(a) Understand and appreciate intercultural differences. Promoting clearer communication break down barriers.

(b) Treat people with dignity and allow everyone to be able to perform at their level of ability.

23. Disaster Preparedness Coordinator/Destructive Weather

a. Tasks

(1) Per NAVSUPPACT Norfolk instruction 3440.17 paragraph 4.b, Emergency Management shall replace the disaster preparedness construct currently utilized by the Navy.

(2) Ensure all hands are aware of any severe weather entering the area that could cause damage to homes, property, or cause delays to work. Forward destructive weather message traffic to all personnel via e-mail.

(3) Ensure all hands have access to the applicable knowledge by distributing information via websites and message traffic for the affected area, time frame, and types of damage to be expected (high winds, and flooding). Make recommendations to the Chain of Command on prospective actions to take (early release and delayed start).
(4) Ensure the CDO/OOD are informed of the weather conditions and recommend preventive measures for the duty section to take.


b. Knowledge

(1) OPNAVINST 3440.17
(2) CNICINST 3440.17
(3) NAVSUPPACTNORFOLKINST 3440.17
(4) COMNAVRESFORCOMINST 3440.2

24. Drug and Alcohol Program Advisor

a. Tasks. The Command Drug and Alcohol Program Advisor shall exercise sound judgment in enforcing the Navy’s alcohol and drug abuse policies. Maintain Alcohol and Drug Management Information and Tracking System (ADMTS) for all staff personnel.

b. Knowledge

(1) Be familiar with OPNAVINST 5350.4D.
(2) Required Navy Schools

25. Duplicating/Printing

a. Tasks

(1) Responsible for managing the staff’s and The Navy Reservist’s printing budgets.
(2) Estimates and processes printing requests from staff members needing duplicating, printing, and mail merge jobs completed.
(3) Inputs requests into the Document Automation and Production Service online.
(4) Types the printing request (DD 282) using FASTDATA.
(5) Maintains and prints a variety of reports.

b. Knowledge. Must have full working knowledge of FASTDATA and DAPS On-Line.

26. Energy Conservation

a. Tasks

(1) Review quarterly Energy Audit Report (EAR) to assess energy management performance.

(2) Develop and maintain a local instruction to implement the energy reduction goals and objectives of this instruction, or comply with the host command instruction for guidance.

(3) Utilize energy efficient maintenance and replacement components and practices in daily operations.

(4) Train energy system operators to ensure energy consuming equipment is operated by optimum efficiency.

b. Knowledge. Must be familiar with OPNAVINST 4100.5D.

27. ESO/Examining Board Coordinator

a. Tasks. COMNAVRESFORCOM Command ESO acts as a liaison to the PSD ESO and is responsible for the following tasks:

(1) Communicate exam order changes/additions to the PSD ESO.

(2) Relay PSD ESO exam information to COMNAVRESFORCOM via the command CMC/EA and POW.

(3) Coordinate exam discrepancies through NETPTC and PSD ESO for correction.

28. Exceptional Family Member (EFM) Coordinator

a. Tasks

(1) Representative for EFM program managers at MTF.

(2) Ensure family resource/service availability for special needs families by providing proper point of contacts of EFM program managers at the MTFs.

b. Knowledge. Be familiar with the following instructions/publications:

(1) DODINST 1315.19
(2) SECNAVINST 1754.5B
(3) OPNAVINST 1754.2C
(4) BUMEDINST 130.2A
(5) MILPERSMAN 1300-700
(6) http://www.npc.navy.mil/CommandSupport/ExceptionalFamilyMember/

29. Family Advocacy Officer

a. Tasks

(1) Family Advocacy Program (FAP) is a command program, and it is a collaborative effort between the command and FAP to provide treatment and resources for Sailors and their families.

(2) Per OPNAVINST 1752.2A, Family Advocacy Program, requires Commanders to:

   (a) Take actions to ensure the safety of victims.

   (b) Designate a command POC to work with the FAP and to monitor the status of each case.

   (c) Ensure command members are trained on identification, prevention, reporting, and the Family Advocacy Program.
(d) In administrative separation processing boards involving child sexual abuse, assign Judge Advocates as recorders. In cases of spouse abuse and all other types of child abuse, assign Judge Advocates as available.

(e) Ensure active duty service members involved in domestic abuse incidents are held accountable and reports are made to the local Family Advocacy Program and community authorities as appropriate.

(f) Facilitate access to the appropriate services.

b. Knowledge

(1) Position held by E9.

(2) No formal schools or NEC requirements.

(3) Attend required FAP training and any follow-on training.

(4) Knowledgeable of current FAP instructions.

30. Force Employer Support of the Guard and Reserve (ESGR)

a. Tasks

(1) Maintain database of all ESGR representatives Force wide.

(2) Provide training and support to all ESGR representatives Force-wide.

(3) Promote employer outreach initiatives and employer awards programs Force-wide.

b. Knowledge

(1) ESGR Ombudsman training.

(2) Be familiar with COMNAVRESFORINST 1250 and all DoD references.

(3) Understanding of USERRA in law and in spirit.

(4) Familiar with www.esgr.mil website.
31. Force Physical Readiness Program Fitness Manager

a. Tasks

(1) Responsible for reviewing command self assessments and PRIMS data for all command inspections as well as conducting inspections according to the IG inspection schedule.

(2) Conducts PRP training for Echelon IV commands during inspections.

(3) Periodically pull PRIMS reports on various commands to verify program compliance. (i.e., 3 or more failures, no shows, and PHA completion)

(4) Maintains contact with all RCC CFLs to assist PERS 8 and 9 in the 3 or more failure adjudication process.

(5) Updates the RESFOR PRP instruction as PRP policy changes occur.

(6) Review readiness waivers via NAVOPSPTCEN/RCC.

(7) Communicates any new policy changes to the force via Listserv.

b. Knowledge. Completion of CFL class is recommended, but not required.

32. Force Protection Officer

a. Tasks


(3) Program Manager for the Navy Reserve Readiness Module (NRRM) program.

(4) Responsible for the planning and execution of NRRM program budgets.
(5) Plan, coordinate, and manage NRRM program IPR, Configuration Change Board (CCB), and Bi-weekly conferences and meetings.

(6) Maintain and coordinate all in-process controls and paperwork associated with the NRRM program, such as, Customer Acceptance Documents (CAD) and SOW.

(7) Voting member on the NRRE COI Board.

(8) Collect, analyze, and produce metrics for measuring Navy Reserve Force Readiness and Contribution to the AC.

(9) Authorize all contractor travel for training, conferences, and meetings associated with the NRRM program.

(10) Activate disaster response and other contingency operations.

(11) Coordinate COMNAVRESFORCOM ADP and other equipment needs for Hurricane and COOP emergency response plans.

(12) Plan and coordinate participation in national, regional, and local exercises associated with Physical Security, Anti-Terrorism and Force Protection, and Hurricane and COOP.

(13) Write and maintain all Command Instructions and Notices governing the Physical Security, Anti-Terrorism and Force Protection, Hurricane, and COOP programs.

(14) Coordinate relocation requirements with Emergency Relocation Sites (ERS), prepare and maintain the MOU with each site.

(15) Ensure physical security program policies are developed, published, and technical guidance is provided to COMNAVRESFORCOM staff.

(16) Maintains the operation, provide guidance, and policy for command physical security equipment (building cameras, badging systems, and alarm systems).

b. Knowledge

(1) Must possess secret security clearance.

(2) Must attend and graduate ATO Level II course (J-830-0015) CDP 302C.
33. Forms Management Administrator

a. **Tasks**

   1. Responsible for analyzing, reviewing, approving and cancelling all COMNAVRESFOR, COMNAVRESFORCOM, and COMNAVAIRFORES forms.

   2. Assigns all form numbers and provides guidance and training to staff members designing new staff forms.

b. **Knowledge**. Working knowledge of SECNAVINST 5210.16 and SECNAV M-5213.1.

34. GMT/Professional Military Training (PMK) Coordinator

a. **Tasks**

   1. Assign GMT courses from NKO.

   2. Provide input to Command Training Team for INDOC and Training Lectures.


   4. Conduct PMK training for upcoming rate exams.

b. **Knowledge**

   1. Maintain a NTMPS/FLTMPS Account.

   2. When receiving the account, there is a two hour training course on line.

   3. Every test period, make a copy of the exam bibliography for each rank.

   4. Good public speaking and training.

   5. Not required but would help: Basic Instructor NEC.
35. Hazardous Material Control Manager

a. Tasks

(1) Coordinates with the Command Safety Program Manager to ensure no hazardous material will be kept in the spaces, common areas or within the command.

(2) Ensures all janitorial supplies ordered, procured through COMNAVRESFORCOM, are identified as non-toxic, non-hazardous material before procurement is authorized.

(3) Complies with all directives and instructions to properly maintain hazardous material/waste free site.

(4) In the event of a disposal, will set up an account via N8, send this request through NAVFAC and properly dispose of the materials.

(5) Keeps on hand an emergency binder, with phone numbers that pertain to spills, accidents, and/or hazardous waste situations.

(6) Ensures all MSDS for contract janitorial supplies are located in the janitorial closets.

(7) Ensures that all hazardous materials and hazardous wastes are inventoried, identified, properly stored and labeled, in accordance of COMNAVREGMIDLANTINST 6280.1A.

(8) Maintain an Authorized Users List and copies of the MSDS sheets in labeled binders are stowed in each janitorial closet within COMNAVRESFORCOM.

b. Knowledge

(1) Must have training documented on file on hazardous material control, will not be authorized to manage, procure, receive, or stow/ship any unauthorized material until the training has been completed.

(2) The Hazardous Material Control Coordinator must be knowledgeable in all areas of procurement of hazardous material/waste at all times as per OPNAVINST 5100.23F.
(3) The Hazardous Material Control Coordinator will complete the required Hazardous Material Control School 9595 NEC.

(4) Will be familiar with the following instructions and messages:


(b) COMNAVREGMIDLANTINST 6280.1A

(c) OPNAVINST 5090.1B

(d) NAVSUP PUB 722 CHRIMP MANUAL

(e) 49 CFR 173

(f) 29 CFR 1910.1200

(g) NAVSUPINST 4200.94

(h) NAVSUP LTR SER21B1/0009 PC 00-03 OF 18 JAN00

(i) OPNAVINST 5100.23F

(j) CNO Washington DC 121755Z JAN 03


36. Manager’s Internal Control Program (MICP)

a. Tasks

(1) Manages Force and staff MIC program.

(2) Conducts MICP training for the Force.

(3) Conduct MICP training for the COMNAVRESFORCOM Staff.

(4) Publishes the yearly MICP Plan.

(5) Oversees risk opportunity assessment data call.
(6) Oversees yearly statement of assurance for the Force.

b. Knowledge

(1) MICP for Managers (NKO course)
(2) Attend MICP Training conference
(3) Be familiar with SECNAV M5200.35

37. Military Cash Awards Program Officer

a. Tasks

(1) Effect implementation of command MILCAP.
(2) Ensure all necessary MILCAP forms are available.
(3) Maintain a record file of all suggestions submitted and current status for each.
(4) Advises suggesters of status of processing.

b. Knowledge. Thorough review/understanding of OPNAVINST 1650.8D (Military Cash Awards Program Instruction)

38. Morale, Welfare And Recreation (MWR)

a. Tasks

(1) Supervise the day-to-day operations of COMNAVRESFORCOM MWR committee and any event sponsored by COMNAVRESFORCOM MWR.
(2) Responsible for ensuring monthly meetings are held and minutes are forwarded to the Command Master Chief for approval.
(3) Monitor and ensure all MWR funds are used properly to support MWR functions.
(4) Monitor and ensure that COMNAVRESFORCOM MWR activities comply with the Navy policy.
(5) Reports to the Command Master Chief for routine matters and professional guidance.
b. Knowledge

   (1) Must be able to communicate effectively across a wide spectrum of senior and civilian officials.

   (2) Be familiar with Operations of Morale, Welfare, and Recreation Program, (BUPERSINST 1710.11C).

39. Navy and Marine Corps Relief Society

a. Tasks

   (1) All Department of the Navy commands and activities with Navy and Marine Corps personnel attached will conduct an active duty fund drive in support of NMCRS.

   (2) Conduct the active duty fund drive during the month of March.

   (3) The primary fund-raising procedure to be used in the active duty fund drive in support of NMCRS will be personal solicitation by designated key persons.

   (4) Forward the cash contributions resulting from this fund drive to the nearest field activity of NMCRS.

b. Knowledge. Must be familiar with SECNAVINST 5340.7.

40. Official Mail Manager

a. Tasks

   (1) Ensures the mail manager (E7 and above) and mail clerks are appointed by official letter, collateral duties notice, or other listing.

   (2) Ensures mail clerks have signed and completed an Offense against the Mail Notice of Acknowledgement Statement, OPNAV Form 5112/1, before performing duties and the form is kept on hand.

   (3) Ensures mail clerks have been issued a DD Form 285.

   (4) Ensures mail clerks are a U.S. citizen, possess a NACLC clearance, completed high school, and possess a valid driver’s license.
(5) Provide official mail training with the command. Recommend personnel who handle mail complete the non-resident Training Course on Official Mail Management.

(6) Ensure outgoing mail is properly addressed. Addresses must be in all capital letters and there must be no punctuation.

(7) Utilize cost saving methods when feasible (i.e., consolidated mail).

(8) Mail is not postmarked here in the command. All mail is marked for postage at the Central Mail Facility located at Naval Station Norfolk.

(9) Ensure the safety of the mail. Verify mail cannot be accessed by unauthorized persons during any stage of handling, storage, or pick-up. (All of our outgoing mail is kept in the mail room which is locked.)

(10) Ensure mail is picked up from the Central Mail Facility located at Naval Station Norfolk on a regular basis.

(11) Ensure once the mail is picked up, it is delivered to the addressee upon receipt. (It is sorted by code and placed in the code mail boxes on the third deck.)

(12) Maintain a certified mail log for certified mail and a registered log for registered mail.

(13) Ensure mail clerks know the proper procedures to follow in the event hazardous mail is received.

b. Knowledge

(1) Review Navy Official Mail Management Instruction, (OPNAVINST 5218.7B).

(2) Review Navy Postal Instruction, (OPNAVINST 5112.6D).

(3) Complete the training manual (TRAMAN) and Non-resident Training Course (NRTC) on Official Mail Management, (NAVEDTRA 12053).
41. Professional Military Education Officer  

a. Tasks  

(1) Establishes policies and standards for Navy Reserve education and school training plans and programs.  

(2) Establishes, issues, and updates training and education policies for programs which cross multiple resource sponsors or claimants including: officer and enlisted programs, joint programs, systems acquisition, new technology, training devices, technical training equipment, and training reviews.  

(3) Develops Navy and Joint school training and education in support of Naval, Joint, and combined doctrine.  

(4) Coordinates the actions of subordinate commands to identify and satisfy Naval and Joint Training Education requirement.  

(5) Develops data to support POM/PR for Fiscal Year requirements for training systems and ADT schools funding.  

(6) Assists to identify and coordinate the assignment of qualified instructors/facilitators for general military training, rate training and other professional training.  

(7) Supervises N7 aviation personnel in all matters pertaining to Commander, Naval Aviation Force Reserve training issues.  

(8) Serves as the principal advisor to N7 DCOS on matters pertaining to policies, procedures, and standards for education and training the Navy Reserve.  

(9) Reports to N7 DCOS for educational and training plans, and mobilization.  

(10) Assess the planning of all Navy Reserve training and educational programs. Tracks N7 POM development for training for both COMNAVRESFOR and COMNAVRESFORCOM staffs.  

b. Knowledge  

(1) Thorough knowledge of all Reserve PME programs to include management pertaining to a Naval Officer’s education in National Security Decision Making, Joint Maritime Operations, and Strategy and Policy.
(2) Thorough knowledge of all Reserve Officer Foreign Exchange Programs. Assist units in the management of foreign and U.S. Officers selected to participate in the programs.

(3) Thorough knowledge of the Naval Education and Training organizational structure and operation. Includes all levels from the CNO to the accountability conducting the education, training, and providing support.

42. **Security Manager**

   a. **Tasks**

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

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

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

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

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

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

(7) Provides subordinate commands with guidance, interpretation, and operational assistance in the preparation and submission of the Electronic Questionnaire for Investigative Processing (E-QIP).

(8) Ensures threats to security and other security violations are reported, recorded, and when necessary, investigated.
(9) Develops and presents security briefings for all military and civilian personnel.

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

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

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

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

b. Knowledge

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

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

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

(a) DOD 5200.2-R.

(b) SECNAVINST 5510.30B.

(c) SECNAVINST 5510.36A.

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

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

(6) Proficient in the use of the Electronic Questionnaire for Investigations processing (E-QIP) programs for processing personnel security investigations.

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

43. Senior Watch Officer

a. Tasks

(1) Responsible for the management of all staff duty personnel, requirements and policies, and ensures the COS is informed of all relevant duty issues.

(2) Ensures all 04 and below Officers are qualified as CDO and retain CDO Watch Qualification requirements.

(3) Ensures compliance with all specific duty requirements of COMNAVRESFORCOMINST 3440.1A.

(4) Completes and publishes a watch bill for CDO watches by the 15th of the month preceding the next month’s watch.

b. Knowledge

(1) Understand the requirements for all staff duty watch standing personnel.

(2) Understand all policies concerning staff duty watch standing personnel.

(3) Be familiar with the building and base procedures for both routine and emergency situations.

44. Sexual Assault Response Program

a. Tasks

(1) Serves as Navy Reserve Forces Command Sexual Assault Prevention Response (SAPR) POC for all support issues, program oversight and management of RCCs, NAVOPSPTCENs program coordinators.
(2) Liaison with Navy Region Mid-Atlantic Sexual Assault Response Coordinator (SARC), DoD/OPNAV/SECNAV and DON on all matters relevant to the SAPR program.

(3) Monitor Reserve Force-wide SARP programs through reports, site visits and other communications within Navy Reserve Force. Promote resources by providing current literature to subordinate RCCs and NAVOPSPTCENs.

(4) Ensures all COMNAVRESFORCOM personnel are aware of program resources for victim assistance by providing awareness and required prevention training.

(5) Ensures mandated annual SAPR and sexual prevention education is facilitated through the appropriate means via NKO e-learning GMTs or all hands training.

b. Knowledge

(1) Be designated in writing by the COMNAVRESFORCOM CO and COMNAVRESFORCOMNOTE 5420.

(2) Ensures CO establishes command climate of prevention, is briefed by the NAVREG Mid-Atlantic SARC, and has a current Commander’s Checklist on file as mandated by policy guidelines.

(3) Ensures any personnel assigned a position with the SAPR collateral duty program is designated in writing, receives mandatory qualification training, and has knowledge of all SAPR instructions, policies and guidelines.

(4) Ensures command Advocates are assigned to NAVREG Mid-Atlantic Installation duty watch bill.

(5) SAPR Advocate - 30 hours required training. Responsible for providing information and emotional support to victims during medical, investigative, judicial and military systems.

(6) SAPR POC - 4 hours required training. Responsible for coordinating mandated, annual awareness and prevention education training, providing current information on and referral to base and community programs for victims.
(7) SAPR Command Liaison - 8 hours required training. Individual victim’s link to the command, ensuring that the command is meeting victims’ needs and provides them with ongoing information about their case.

(8) SAPR Data Collection Coordinator - 2 hours required training. Ensures that all data elements for each sexual assault case is collected and reported through personnel incident routing in a timely manner. Works with investigative team and SARC to gather data and reduce chances of re-victimization.

45. **SOY/SOQ Program Coordinator**

   a. **Tasks**

      (1) Works closely with the CMC who has the overall responsibility for the coordination and conduct of SOY/SOQ program.

      (2) Ensures each board is convened no later than the 25th day of the month following each calendar quarter.

      (3) Ensures each member selected meets all criteria as stated in COMNAVRESFORCOMINST 1700.1B.

   b. **Knowledge.** Basic knowledge of the following instructions:

      (1) COMNAVRESFORCOMINST 1700.1B

      (2) OPNAVINST 170.10K

46. **Urinalysis Program Coordinator**

   a. **Tasks**

      (1) The UPC manages the command’s urinalysis program and is an advisor to the Commanding Officer on all matters relating to urinalysis, including Navy policy and related procedures, collection, and transportation of urinalysis samples.

      (2) Administers the Command Urinalysis program.

      (3) Maintains all files concerning the UPC program.
(4) Ensures all observers are trained.

(5) Maintains and updates directives and instructions.

(6) Ensures COMNAVRESFORCOM command complies with Navy requirements.

(7) Provides CO with answers to questions they might have.

b. Knowledge. Be familiar with the following references:

(1) OPNAVINST 5350.4

(2) SECNAVINST 5300.28

(3) DoD Directive 1010.1

(4) DoD Instruction 1010.16

(5) UP course in Navy Knowledge Online

(6) Urinalysis Program Handbook

47. Voting Officer

a. Tasks

(1) Serves as Reserve Force Voting Assistance Officer (VAO).

(2) Provides information to Sailors in chain about voter registration and absentee voting.

(3) Ensures ECH IV and V VAOs are provided current information to assist respective commands on voting issues.

(4) Conduct IG inspections on ECH IV and V voting programs.

(5) Provides annual report about Force-wide voting program to RESFOR IG NLT 1 December.

b. Knowledge

(1) Broad knowledge of Federal Voting Assistance Program’s “Voter Assistance Guide” and OPNAVINST 1742.1B.
(2) Must have competed FVAP online and/or classroom training.

48. Wardroom Mess Treasurer

a. Tasks

(1) Wardroom treasurer must be appointed by the President of the Mess (COS).

(2) Responsible for the day-to-day activities of the wardroom mess and maintaining wardroom finances.

(3) Maintains a master record of all members accounts, prepares and mails/emails all official correspondence as necessary to carry out the wardroom mess business.

(4) Accept and disburse funds accrued by the Mess, open and maintain Navy Federal Credit Union commercial checking/savings account, maintain financial records for a period of no less than three years, provide financial documentation as needed, keeps the President informed of delinquent dues, and/or assessments by regular members.

(5) Plan and organize quarterly Hail and Farewell events in coordination with the President. Responsibilities include:

(a) Finding a suitable place to carry out the event.

(b) Provide food and beverages with receipt for payment from the Mess checking account.

(c) Responsible for sending out an email invite with event description at least five business days prior to event to the Wardroom mess.

(d) Obtaining a proper list of Hails and Farewells from the Flag Writer to provide proper Hail and Farewell card to Commander of COMNAVRESFORCOM prior to Hail and Farewell event.

(e) Responsible for coordinating with proper personnel on getting plaques engraved for farewells.

(f) Responsible for special events gifts ($75) (weddings/births) for wardroom mess members.
(g) In the unfortunate event of an illness/death, responsible for the flower arrangement to be sent to member/family member ($75 value).

b. Knowledge

(1) Wardroom Dues. Initial buy-in to the wardroom is $50.00. This covers plaque ($22.00) and picture/gift ($28.00) or a bell plaque ($40.00) awarded at transfer.

(2) Dues are $10.00 a month.

(3) Dues are collected based on the calendar year, starting January 1st of every year.

(4) Flowers. Authorized $75.00 for flower order from the Wardroom for (deaths, baby, etc.) The COS will make final authorization to order flowers.

(5) Promotions. Keep collar devices on hand for promotion ceremonies, at least one of each rank.

(6) Retirements. Keep one NEX brand basic shadow box for inventory. Member can have NEX brand shadow box or if member wants to buy a different shadow box the wardroom will contribute to the cost of another shadow box up to $70.00.

(7) Hail and Farewell. Budget for Hail and Farewell is $1,000. Need to buy food and drinks for about around 50 people. Try to break up: $700.00 for food and $300.00 for alcohol. Hail and Farewell usually is held on Thursday’s at 1400.

(8) Other Events. Wardroom can fund or provide assistance in funding other command events such as Christmas Party, Dining-in, Dining-out, etc. Events and financial support have to be approved by the wardroom Mess and the President.