COMNAVRESFOR INSTRUCTION 5420.14B

From: Commander, Navy Reserve Force

Subj: NAVY OPERATIONAL SUPPORT OFFICER DUTY

Ref: (a) OPNAVINST 1000.16L
     (b) OPNAVINST 5420.112
     (c) RESPERSMAN M-1001.5
     (d) COMACFLT/COMUSFLTFORCOMINST 3501.3D
     (e) NTRP 1-03.5, Defense Readiness Reporting System-Navy Reporting Manual
     (f) COMNAVRESFORNOTE 5400
     (g) DoD Instruction 7000.14 of 2 March 2006
     (h) COMNAVRESFORINST 4650.1

1. Purpose. To codify the duties and responsibilities of the Operational Support Officer (OSO) while providing guidance to Navy and Joint commands with OSOs assigned. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMNAVRESFORINST 5420.14A.

3. Background. Per reference (a), Reserve Component (RC) support is integral to Navy and joint commands. OSOs provide their commands experience, expertise, and familiarity with RC employment and administration. OSOs must liaise with Navy Region Reserve Component Commanders (RCC), Navy Reserve Activities (NRAs), Reserve units, individual Selected Reserve (SELRES) Sailors, and Active Component (AC) commands. The OSOs communicate the concerns and priorities of Navy and joint commanders to supporting reserve units while also articulating the procedures and processes for optimizing RC support.

4. Discussion. An OSO functions as the principal Navy Reserve advisor to Navy and joint commands including, but not limited to the major staffs listed in enclosure (1) of reference (b). The OSO may be assisted by assigned personnel. Primarily, an OSO aids in the accomplishment of the following mission areas:
a. Improve the effectiveness of the Navy’s Total Force by facilitating access to strategic reserve assets to maximize Navy operational support requirements.

b. Optimize the opportunities for Navy Reserve augmentation, mobilization, and operational support to the AC.

c. Planning, distribution, and execution of funds to meet AC and RC requirements.

5. **OSO Selection and Training.**

   a. Personnel selected for OSO assignment should have a strong background in Reserve management gained through duty at an NRA, RCC, or on staff with Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) or Commander, Navy Reserve Force (COMNAVRESFOR). Community-specific Reserve management activities such as Commander, Navy Expeditionary Combat Command or Commander, Naval Air Force Reserve are also beneficial.

   b. OSOs should complete the OSO Professional Development Course offered by Navy Reserve Professional Development Center (NAVRESPRODEVCEN). This course provides an overview of organizational, operational, planning, financial, manpower, and policy issues.

   c. OSOs assigned to joint commands may require additional training to operate within the administrative framework of other services and to support reserve members from other services. Joint Professional Military Education (JPME) as well as training resources within other services may be used to meet additional requirements.

6. **OSO Command Relationships/Responsibilities.**

   a. OSOs are the primary representative for the SELRES Sailors at their command.

   b. Outside the assigned command, the OSO works closely with resource sponsors, program technical managers, Reserve commands, and other related commands.

   c. In performing their duties, OSOs may call upon the expertise of the COMNAVRESFORCOM staff, primarily N1 (Manpower and Personnel), N3 (Operations), N7 (Training and Readiness), and N8 (Finance and Accounting) staffs. The following examples are illustrative:
(1) Reserve employment policies, procedures, and funding issues of all assigned Reserve forces or joint Reserve commands.

(2) Unit and billet structure including unit relocation and unit restructuring.

(3) Planned employment of the RC for operational support in Operational Plans (OPLANS), Time-Phased Force Deployment Data List and other planning documents.

(4) Recall or mobilization issues.

(5) Distribute Reserve Personnel, Navy funding for the command.

(6) Training issues for the command including Reserve billet training and job qualification issues.

(7) Incorporate RC requirements into the Program Objective Memorandum (POM) process.

7. Action

a. COMNAVRESFORCOM will:

(1) Act as primary point of contact for OSO concerns and queries, and provide assistance as necessary in contacting other staffs.

(2) Keep OSOs informed of significant events, changes to Reserve policy, fiscal guidance, drill policy, and affiliation procedures.

(3) Provide a means for exchange of information between OSOs and Navy Reserve staffs.

(4) Coordinate with Commander, Navy Personnel Command (PERS-46) to ensure:

   (a) OSOs attend the OSO Course provided by NAVRESPRODEVCM, as appropriate, for their billet assignment.

   (b) Assignment of qualified officers to OSO billets identified in enclosure (1) of reference (b).

   (c) Enclosure (1) of reference (b) is updated as required.

b. NAVRESPRODEVSEN will:

(1) Maintain a current training syllabus for OSOs.

(2) Request feedback and recommendations from OSOs on course of instruction structure and content.

c. OSO Duties and Responsibilities. OSOs should be involved in every aspect and function of Navy Reserve management and employment including:

(1) Principal Advisor and Liaison Function.

(a) Serve as principal advisor to the Commanding Officer of the supported command regarding Navy Reserve matters. Review all Reserve personnel issues to ensure compliance with appropriate directives. As directed, represent the commander at all conferences, meetings, and Reserve planning sessions involving the respective supporting Reserve units.

(b) Serve as primary point of contact for all matters involving the establishment, equipping, manning, funding, and training of supporting Reserve units.

(c) Coordinate with COMNAVRESFORCOM, supported commands, NRAs, and Reserve component units regarding Reserve matters.

(d) Coordinate for special requirements not available through existing Reserve assets.

(e) Educate the AC on Reserve matters as needed via informational materials, briefings, reports, etc.

(2) Manpower/Staffing Function:

(a) Serve as primary point of contact for mobilization matters.

(b) Use the Navy Reserve Readiness Module (NRRM) to monitor unit and individual mobilization readiness of assigned units and personnel per references (c) and (d) to include medical, physical, administrative, and training readiness requirements.
(c) Facilitate the employment of all assigned Reserve forces by assisting in the determination of active requirements, which can be filled with Navy Reserve personnel per references (c) through (e).

(d) Coordinate the following with COMNAVRESFORCOM (N12): Reserve billet structure, modifications for accomplishing supported command’s goals, unit relocation, establishment, or disestablishment, billet relocation, and new billet creation (structuring). Ensure Reserve Functional Area and Sex (RFAS) code, advertisement code and leadership code accurately reflect billet requirements per reference (c).

(e) Ensure junior officer (JO) applicants in Reserve Forces Manpower Tools (RFMT) are ranked and commented on during command assignment recommendation phase. Assist NRU Commanding Officers with enlisted assignments through utilization of Career Management System – Interactive Detailing (CMS-ID), as requested. Submit interim fill requests to COMNAVRESFORCOM (N12) for senior officer vacancies post-APPLY Board in accordance with reference (f). Assist unit COs in reviewing and routing officer and enlisted personnel move requests to COMNAVRESFORCOM (N12).

(f) Manage all Reserve billets and modify as necessary to comply with the needs of the command. Responsible for updating all APPLY and JOAPPLY billet comments in RFMT within the appropriate timeline, per references (c) and (f).

(3) Policy Assessment Function:

(a) Review and recommend changes to Reserve policies to enhance active component support.

(b) Participate in the Command/Directorate’s policy review process and, if applicable, ensure Reserve requirements have been articulated.

(c) Review and comment on policies and procedures, which affect the Navy Reserve or Joint Reserve Components, including funding for Reserve employment.

(d) Review and distribute significant Navy Reserve policy changes and funding issues to Supported Command.

(4) Funding Resource Management Function:
(a) Meet the intent of the funding resource sponsor in the allocation of funding for the Navy Reserve and ensure it is executed appropriately in support of the gaining command's missions.

(b) Ensure all DD-577, Appointment/Termination Record forms are on file at COMNAVRESFORCOM (N31) for all Operational Support Officers and their delegates who perform the Navy Reserve Order Writing System (NROWS) Fund Manager and Fund Approver roles per reference (h).

(c) When assigned, act as fund approver for all discretionary Reserve funding per references (a), (f), (g), and (h).

(d) Coordinate and consolidate command submissions of the Reserve Operational Support Plan (OSPLAN) via use of the NROWS Planning Module, both annual and mid-year review, to include, Active Duty Training (ADT), ADT-Schools, Inactive Duty Training Travel (IDTT), Annual Training (AT), Active Duty for Special Work and Additional Drill (ADSW) funding requirements. Make recommendations concerning prioritization and de-conflict funding resource demands.

(e) Track and control the obligation, execution, and liquidation of distributed discretionary Reserve funding resources (i.e., ADT, IDTT, and Additional Drills) against the OPLAN.

(f) Conduct liquidated, un-liquidated, and cancelled orders review. Follow-up on outstanding non-liquidated order vouchers.

(g) Verify subordinate commands/units conduct monthly participation analysis.

(h) Facilitate accurate data entry in the NROWS to track Reserve Component funding utilization per references (d) and (e).

(i) Control the obligation, execution, and liquidation of distributed discretionary Reserve funding resources (i.e., ADT, IDTT, and Additional Drills).

(5) Reserve Staff Operations and Plans Function:
(a) Function as staff planner with reviewing authority on planning documents such as OPLANS for Reserve Component.

(b) Ensure all System Authorization Access Request NAVY (SAAR-N) OPNAV 5239/14 forms are on file at COMNAVFORSFORCOM (N31) for all OSOs and their delegates who perform NROWS planner roles as Mission/Event Planner, Resource Owner, or Requirement Owner per reference (h).

(c) Review Time-Phased Force Deployment Data/List for Navy Reserve ability to execute and recommend changes as appropriate.

(d) Submit NROWS operational support reports, as required.

(e) Respond to COMNAVFORSFOR tasking and data-calls as necessary to execute Reserve operational support.

(f) Participate in COMNAVFORSFOR OSO training symposiums.

(g) Facilitate supported command and Reserve Component interaction for planning mission support.

(h) Use NRRM to monitor the readiness of the supporting Reserve units.

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