COMNAVRESFOR INSTRUCTION 5420.14D

From: Commander, Navy Reserve Force

Subj: NAVY OPERATIONAL SUPPORT OFFICER DUTY

Ref: (a) OPNAVINST 1000.16L
(b) OPNAVINST 5420.112A
(c) RESPERSMAN M-1001.5
(d) COMPACFLT/COMUSFLTFORCOMINST 3501.3D
(e) COMNAVRESFORNOTE 5400
(f) DoD Instruction 7000.14 of 2 March 2006
(g) COMNAVRESFORINST 4650.1

1. Purpose. To revise the duties and responsibilities of the Operational Support Officer (OSO) per references (a) through (g) while providing guidance to Navy and Joint commands with OSOs assigned.

2. Cancellation. COMNAVRESFORINST 5420.14C.

3. Background. OSOs provide their commands experience, expertise, and familiarity with Reserve Component (RC) employment and administration on a full time basis. OSOs liaise with Navy Region Reserve Component Commanders (RCC), Navy Reserve Activities (NRA), Reserve units, individual Selected Reserve (SELRES) unit leaders and Sailors for their Active Component (AC) commands. The OSOs assist unit leaders to communicate the concerns and priorities of Navy and joint commanders to supporting reserve units while articulating the procedures and processes for optimizing RC support.

4. Discussion. An OSO functions as the principal Navy Reserve advisor to their command. Primarily, an OSO aids in the accomplishment of the following mission areas in support of Great Power Competition:

   a. Integration of the RC with AC for strategic warfighting depth, planning, and readiness.

   b. Optimization of 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 an 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. Community-specific reserve management activities such as Commander, Navy Expeditionary Combat Command or Commander, Naval Air Force Reserve are also beneficial.

   b. OSOs must complete the OSO Professional Development Course offered by Navy Reserve Professional Development Center (NAVRESPRODEVCEN). The OSO course is a mandatory element of OSO basic training. Per reference (b), OSOs are required to attend this course within 6 months of assuming their position. OSOs who are unable to complete this requirement must contact COMNAVRESFORCOM Current Operations (N31) for further guidance.

   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, 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 at their command.

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

   c. Coordinate with COMNAVRESFORCOM staff via Pillar OSOs on issues relating to:

      (1) Reserve employment and travel policies, procedures, and funding.

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

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

      (4) Recall or mobilization issues.

      (5) SELRES individual administration and readiness.

      (6) Access to funding for formalized Navy training.

      (7) Incorporation of RC requirements into the Program Objective Memorandum process.

   d. All OSOs align to one of nine Pillar Lead OSOs. Current OSO Pillars are:
(1) U.S. Fleet Forces (USFLTFORCOM)
(2) U.S. Pacific Fleet (USPACFLT)
(3) Navy Total Force
(4) Commander, Navy Installations Command
(5) Combatant Commands (includes Special Operation Forces and North Atlantic Treaty Organization)
(6) Washington, DC
(7) Bureau of Medicine
(8) Information Warfare Community
(9) U.S. Marine Corps

e. Per reference (b), supported commands must ensure that personnel filling specific OSO billets are assigned OSO responsibilities as their primary duty and be provided with the necessary authority and support staff to carry out OSO functions.

7. Action.

a. COMNAVRESFORCOM will:

   (1) Act as primary point of contact for OSO concerns and queries.

   (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 NAVRESPRODEVcen, as appropriate, for their billet assignment.

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

b. NAVRESPRODEVcen will:

   (1) Maintain a current training syllabus for OSOs.
(2) Request feedback and recommendations from OSOs on course of instruction structure and content.

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

   a. **Principal Advisor and Liaison Function.**

      (1) Serve as principal advisor to the commanding officer (CO) 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.

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

      (3) Coordinate with COMNAVRESFORCOM, supported commands, NRAs, and RC units regarding Reserve matters.

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

   b. **Manpower/Staffing Function.**

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

      (2) Use the Navy Reserve Readiness Module 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.

      (3) Manage all reserve billets and modify as necessary to comply with the needs of the command. Coordinate with COMNAVRESFORCOM Manpower and Personnel (N1) to facilitate the employment of all assigned Reserve Forces by assisting in the determination of manpower requirements, which can be filled with Navy Reserve personnel per references (a) and (c) utilizing the Activity Manning Document side of Total Force Manpower Management System (TFMMS).

      (4) 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 code, advertisement code, and leadership code accurately reflect billet requirements per reference (c), utilizing the Reserve Unit Activity Document side of TFMMS.

      (5) To maximize FILL and ensure quality manning, rank and comment on junior officer (JO) applicants in Reserve Forces Manpower Tools (RFMT) during command assignment recommendation phase to help ensure quality FILL.
Assist Reserve unit COs with enlisted assignments through utilization of Career Management System Interactive Detailing, as requested. Submit interim fill requests to COMNAVRESFORCOM N12 for senior officer vacancies Post-Apply Board per reference (f). Assist unit COs in reviewing and routing officer and enlisted personnel move requests to COMNAVRESFORCOM N12.

(6) Update all APPLY and JOAPPLY billet comments in RFMT within the appropriate timeline, per references (c) and (e).

(7) Identify all formal training course requirements for SELRES by the command and ensure the training requirements are properly documented in Fleet Training Management and Planning System for unit requirements or TFMMS for individual training requirements in order to obtain Active Duty for Training (ADT) schools funding and school quotas.

(8) Serve as the supported command's principal advisor during the Student Input Plan (SIP) process as outlined in reference (g). Ensure training quotas for SELRES are forecasted, planned, and requested in the SIP process to meet future years' training needs.


(1) Review and recommend changes to reserve policies to enhance AC support.

(2) Participate in the command/directorate’s policy review process and, if applicable, ensure reserve requirements are articulated.

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

(4) Review and distribute significant Navy Reserve policy changes and funding issues to supported command and supporting Reserve units.

d. Funding Resource Management Function.

(1) Meet the intent of the funding resource sponsor in the allocation of funding for the Navy Reserve and ensure it is executed in support of the command’s missions balancing training, readiness and operational support. Furthermore, OSOs will reference the annual USFLTFORCOM and USPACFLT, guidance for operational employment of RC message and use mission priority codes to categorize, establish funding precedence, and determine optimal RC support to the AC.

(2) Ensure all Appointment/Termination Record forms (DD Form 577) are on file at COMNAVRESFORCOM N31 for all OSOs and their delegates who perform the Navy Reserve Order Writing System (NROWS) Fund Manager and Fund Approver roles, per reference (g).

(3) When assigned, act as fund approver for all discretionary reserve funding.
(4) Coordinate and consolidate command submissions of a reserve employment plan via Operational Support Plans in the NROWS Planning Module, both annual and mid-year review, to include ADT -Special, ADT-Schools, Inactive Duty Training Travel (IDTT), Annual Training, Active Duty for Special Work, Active Duty for Operational Support, and Additional Drill funding requirements. Make recommendations concerning prioritization and de-conflict funding resource demands.

(5) Track and control the obligation, execution, and liquidation of distributed discretionary Reserve funding resources (i.e., ADT, IDTT, and additional drills) against the plan.

(6) Conduct liquidated, un-liquidated, and cancelled orders review. Follow-up with Orders Specialists at members’ assigned NRAs to address unexecuted orders and or unliquidated travel vouchers.

(7) Facilitate accurate data entry in NROWS to track RC funding utilization per reference (d).

e. Reserve Staff Operations and Plans Function:

(1) Assist command operational planners and review planning documents such as OPLANS for reserve equity.

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

(3) Provide data and information to COMNAVRESFORCOM when requested to help improve and facilitate Reserve operational support.

(4) Participate in COMNAVRESFORCOM OSO teleconferences, training symposiums, and conferences.

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

10. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM N3 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9.
Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

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