From: Commander, Navy Reserve Force

Subj: NAVY RESERVE POLICY BOARD

Ref: (a) Title 10, United States Code, Chapter 1009, Section 10303
(b) SECNAVINST 5420.170M CH-1
(c) BUPERSINST 1001.39F CH-1
(d) SECNAVINST 5210.16

Encl: (1) Guidelines for Board Membership Selection

1. Purpose. To prescribe the policies and procedures for administering the Commander, Navy Reserve Force (CNRF) Navy Reserve Policy Board (NRPB). This instruction has been completely revised and should be read in its entirety.

2. Cancellation. COMNAVRESFORINST 5420.5L

3. Background

   a. Reference (a) establishes the Secretary of the Navy (SECNAV) National Navy Reserve Policy Board (NNRPB). Reference (b) prescribes policies, procedures, and timeline for submitting items to the NNRPB, as well as stipulating membership criteria and agenda item format. Reference (c) sets forth the authorization and rules for Readiness Management Period (RMP). Reference (d) establishes policies and assigns responsibilities for the management and control of Department of the Navy forms, information requirements and reports.

   b. The CNRF NRPB considers policy issues and innovations that affect specific communities, enterprises, or the Force as a whole. Issues that require policy (or legislative initiatives) at the SECNAV level, or above, are forwarded to the SECNAV NNRPB and identified by CNRF as CATEGORY I (“NNRPB Referral”). Issues that are determined to be reasonable, worthwhile, and attainable at the Chief of Naval Operations (OPNAV) level or within CNRF...
are classified as CATEGORY II, with further action by CNRFC, and tracking by the NRPB ("Action List"). Issues that do not require further action, or have been determined by the NRPB to be not advisable or practical, are identified as CATEGORY III ("Non-Actionable").

4. Policy Board Coordination. CNRF has delegated NRPB coordinator functions to CNRFC. CNRFC (N5) is responsible to provide staff coordination support.

5. Board Composition

   a. CNRF shall appoint a drilling Reserve Flag Officer or Flag-select to be the Vice Chair of the NRPB, who shall serve a 1-year term and then become the Chair of the Board for the succeeding year. The Chair shall set the rules of procedure for Board deliberations.

   b. The NRPB will be comprised of 12 to 15 members, with at least eight officers and four enlisted, as set forth in enclosure (1). Board applicants should have at least two years of service eligibility remaining (e.g., not affected by high-year-tenure, age, or promotion limitations).

   c. The Chair of the NRPB, with staff support from CNRFC N5, will coordinate with SECNAV NNRPB to solicit and select members for each respective board and fill vacancies, should they occur.

   d. Echelon III commands will canvass their subordinate commands and have nominees apply electronically at https://private.navyreserve.navy.mil, as directed by the Chair in coordination with the SECNAV NNRPB. The Chair and Vice Chair of the NRPB will review all membership nominations and select members based on qualifications and experience.

   e. CNRFC will fund all orders for selected board members in an active duty and drilling status with Temporary Additional Duty and Additional Duty for Training orders, respectively. Board members are authorized to use up to ten Readiness Management Periods (RMPs) per calendar year in accordance with the requirements of reference (c).

   f. The Chair will appoint a SELRES member of the NRPB to serve as Chief of Staff, who will preside over meetings and manage the day-to-day processes of the NRPB.
g. The Chair will appoint one of the members of the NRPB as the Secretary of the Board. The Secretary will assist the Chief of Staff in managing all processes, policy issues, and content of the NRPB. CNRFC N5 staff will provide a Secretariat for the NRPB who will serve in an administrative support role to the NRPB. The Secretariat is not a voting member of the NRPB.

h. The Chair will also divide all NRPB members into committees, each led by a Committee Chair. Committee Chairs may convene committee meetings at their discretion to discuss submissions in advance of NRPB meetings.

6. Issue Submission

a. Policy issues should be solicited and submitted year-round from all levels of the Navy Reserve. Submissions containing improvements and innovations, which contribute to increased readiness or effectiveness of the Navy Reserve, are specifically desired. The NRPB shall consider all submissions, assign a category for action, and report initial status as soon as possible.

b. Any Navy Reservist may submit a policy issue or innovation directly to the NRPB by accessing the NRPB website and following the instructions using the format provided. When proposing a policy change, consider the following questions:

(1) Benefit to the Navy Reserve?

(2) Good for the Navy as a whole?

(3) Benefit to the Reserve Sailor?

(4) Consistent with a Total Force policy?

(5) Contribute to increased Force readiness or support?

c. Each originator of an issue will be periodically advised of its status including final disposition. Issues submitted to the NRPB, along with the recommendations and actions of the Board and CNRF, will be published in an annual report available on the NRPB website.
7. Issue Deliberation and Resolution

a. The NRPB will convene quarterly, as directed by the Chair, and at least once annually in person, to review policy issues, train new members, and report on the efficacy of the NRPB procedures and support.

b. CNRFC will maintain a NRPB website and means for submitting policy issues electronically. Direct submissions to the NRPB or indirect submissions from other boards will be received by CNRFC NS, promptly acknowledged, and assigned a unique tracking number.

c. The NRPB Chief of Staff or designee will assign each new issue to a committee, and Committee Chairs will subsequently assign the issue to an NRPB member in his or her committee.

d. The NRPB member assigned will review the submission and review NRPB archives to see past history on similar submissions. The NRPB member assigned will do his or her best to contact the originator to ensure that the NRPB properly understands the submission. The NRPB member assigned will ensure the submission format is complete, and then begin research.

e. The NRPB member assigned and any other NRPB member may submit questions related to the submission for research, review, and recommendations. The NRPB member assigned will submit all questions through the NRPB website. For NRPB issues that require CNRFC staff input, the Secretariat will facilitate this process by directing those questions to the appropriate CNRFC code/special assistant. For NRPB issues that require outside input, the Secretary of the Board will facilitate those questions to the appropriate organization.

f. Upon completion of research and at the discretion of the NRPB member assigned, the issue will be presented to his or her committee and the full NRPB for deliberation. At deliberation, the most appropriate CNRFC staff code/special assistant shall provide the NRPB with any additional input for consideration before the vote.

(1) At the discretion of the NRPB member assigned, the issue can be nominated as a Category III issue without waiting for a face-to-face meeting if the original suggestion is clearly not a policy issue. If the committee chair concurs, he or she will email all NRPB members of this "Fast Track" nomination.
(2) This “Fast Track” Category III nomination will then be considered at an open meeting of the NRPB Chair, Vice Chair, Chief of Staff, Secretary, and Committee Chairs, and any member may attend. With unanimous consent at this meeting, the issue may be adjudicated as Category III and closed out. All “Fast Track” issues must be included in the summary of the next close-out report to CNRF, via CNRFC.

(3) At the discretion of the NRPB member assigned, an original issue may be recommended for immediate forwarding to the NNRPB (e.g., an obvious policy change that requires attention at the SECNAV level or above). If the committee chair concurs, he or she will email all NRPB members of this “Fast Track” nomination. Upon “Fast Track” Category I nomination, CNRFC NS will coordinate with CNRFC staff for input to the board prior to deliberation.

(4) This “Fast Track” Category I nomination will then be considered at an open meeting of the NRPB Chair, Vice Chair, Chief of Staff, Secretary, and Committee Chairs, and any member may attend. With unanimous consent at this meeting, the issue may be adjudicated as Category I and forwarded to CNRF, via CNRFC, for approval to forward to NNRPB.

g. The NRPB will determine whether a submission is Category I, II, or III, as delineated in paragraph 3b. In these deliberations, the NRPB will document their considerations on the policy questions being addressed, including but not limited to normative/ethical, financial/budgetary, managerial/execution, leadership, political, or other factors that are relevant.

h. When an issue is adjudicated by the NRPB, and a decision is made by CNRF if Category I or II, the NRPB will correspond in a written letter to inform the originator of the decision.

i. An issue will move to the NRPB archive depending on its adjudication:

   (1) If Category I, the NRPB will forward its recommendation to CNRF via CNRFC in a close-out report. The issue will move to the archive if CNRF does not accept the NRPB’s recommendation; otherwise, the NRPB will forward the issue to the NNRPB and turnover communications with the originator. Upon verified receipt by the NNRPB, the issue will move to the archive.
(2) If Category II, the NRPB will forward its recommendation to CNRF via CNRFC in a close-out report. The issue will move to the archive if CNRF does not accept the NRPB’s recommendation; otherwise, the issue will move to the archive when CNRF’s decision and required actions are completed. The Secretariat will provide a CNRFC staff point of contact to the assigned NRPB member for open Category II issues. The NRPB member will communicate with the CNRFC staff point of contact and update the board no less than quarterly on the issue’s status.

(3) If Category III, the issue will move to the archive upon transmittal of the correspondence that informs the originator of the NRPB’s decision.

8. Forms and Reports. The local policy board report is exempt from reports controlled by reference (d). Notwithstanding the submission of issues as they arise during the year, the CNRF NRPB will provide a close-out report to CNRF, via CNRFC, after each quarterly board meeting.

R. R. BRAUN

Distribution:
Electronic only via COMNAVRESFOR web site http://navyreserve.navy.mil
Guidelines for Board Membership Selection

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<th>NUMBER</th>
<th>MEMBER/STATUS</th>
<th>SELECTION CRITERIA</th>
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<tr>
<td>1</td>
<td>Rear Admiral, Chairperson</td>
<td>Appointed by CNRF</td>
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<td>Selected Reserves (SELRES)</td>
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<td>(SELRES)</td>
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Notes:
1. At least one Flag Officer will be from the Unrestricted Line.
2. Vice Chair will normally serve as Chair the following year.
3. One or more members will be female (Officer and/or Enlisted).
4. At least one SELRES member and one FTS member will be from non-Fleet concentration areas.
5. All members selected serve at the discretion of CNRF. The Board will maintain, at a minimum, two-thirds of the Board membership each year to lend continuity to the Board. Board membership shall not exceed three consecutive years. The Chair for the next scheduled NRPB will make all selections for any vacancies.

Enclosure (1)