From: Commander, Navy Reserve Force

Subj: MISSIONS, FUNCTIONS, AND TASKS OF COMMANDER, NAVY RESERVE FORCES COMMAND

Ref: (a) OPNAVINST 5450.347
     (b) OPNAVNOTE 5400 Ser DNS-33/14U102252 of 2 May 2014
     (c) OPNAVINST 5400.45
     (d) SECNAV 5210.8D

Encl: (1) Functions and Tasks of Commander, Navy Reserve Forces Command

1. Purpose. To publish the authorities delegated to Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) as an Echelon III command under the authority of Commander, Navy Reserve Force (COMNAVRESFOR) and the mission, functions, and tasks of COMNAVRESFORCOM as a shore-based activity.

2. Cancellation. COMNAVRESFORINST 5450.37F.

3. Background. Reference (a) establishes COMNAVRESFOR's missions, functions, and tasks and reference (b) identifies COMNAVRESFORCOM as a subordinate Echelon III command.

4. Authorities. COMNAVRESFORCOM is delegated the authority to monitor the effectiveness of financial execution, manning, training, equipping, administration of the Navy Reserve, and to direct corrective action to ensure the mobilization readiness of the Navy Reserve and maintain readiness of Reserve shore activities and civilian personnel for current and future Navy requirements.

5. Mission. The mission of COMNAVRESFORCOM is to assist COMNAVRESFOR in accomplishing its mission to provide strategic depth and deliver operational capabilities to our Navy, Marine Corps team, and joint force.
6. Command Relationships

a. Per reference (a), COMNAVRESFORCOM is an Echelon III command under COMNAVRESFOR and reports to COMNAVRESFOR for administrative and service related matters. The COMNAVRESFORCOM Commander also serves as Deputy for COMNAVRESFOR, and has an additional duty relationship with Commander, United States Fleet Forces Command (COMUSFLTFORCOM).

b. Per references (b) and (c), COMNAVRESFORCOM is the immediate superior in command and has administrative control of the following Navy commands and their subordinates.

(1) Navy Region Mid-Atlantic Reserve Component Command, Norfolk, VA

(2) Navy Region Mid-Atlantic Reserve Component Command, Great Lakes, IL

(3) Navy Region Southeast Reserve Component Command, Jacksonville, FL

(4) Navy Region Southeast Reserve Component Command, Fort Worth, TX

(5) Navy Region Northwest Reserve Component Command, Everett, WA

(6) Navy Region Southwest Reserve Component Command, San Diego, CA

(7) Naval Reserve Professional Development Center, New Orleans, LA

(8) Commander, Information Dominance Corps Reserve Command, Fort Worth, TX

c. Per reference (a), COMNAVRESFOR, COMNAVRESFORCOM, and Commander, Naval Air Force Reserve (COMNAVAIRFORRES) headquarters staff personnel function as a combined Echelon II and III unit in order to avoid duplicative staff functionality.
d. Due to the combined Echelon staff structure described in paragraph 6.c., there is no stand-alone COMNAVRESFORCOM Inspector General requirement.

7. **Action.** In accomplishing the assigned mission, COMNAVRESFORCOM will ensure performance of the functions and tasks in enclosure (1).

8. **Records Management.** Records created as a result of this instruction, regardless of media and format, shall be managed per reference (d).

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Distribution:
Electronic copy via COMNAVRESFOR Website
https://www.navyreserve.navy.mil
Functions and Tasks of Commander, Navy Reserve Forces Command

1. Function

a. Navy Reserve Personnel Readiness. Execute administrative requirements to maintain Navy Reserve Force personnel in the best possible state of mobilization readiness. Ensure flexibility in meeting Combatant Commander and theater-specific personnel readiness requirements to execute service missions in support of Chief of Naval Operations (CNO) and operational missions in response to Force requirements.

(1) Execute training and readiness requirements to include training quotas, training aids, and technical equipment usage when not provided by supported commands.

(2) Execute Information Technology (IT) support, ensuring the highest possible flexibility and accessibility via IT systems to Navy Reserve Sailors receiving support from subordinate commands.

(3) Execute family readiness and employer support programs per higher directives, including Ombudsman Programs, Command Individual Augment Coordinator, and Yellow Ribbon Reintegration Programs.

(4) Execute medical readiness requirement achievement and track/report personnel medical readiness.

(5) Execute security management requirements to include security clearances, sensitivity evaluation of civilian positions, and facilities security.

b. Navy Reserve Financial Resources Execution. Support COMNAVRESFOR in all phases of budget planning, resolution, and execution.

(1) Respond to higher echelon data calls and requests for information in support of the planning, programming, and budgeting system process.

(2) Manage execution year financial requirements for all subordinate commands.

(3) Assist COMNAVRESFOR with pay issues.

Enclosure (1)
c. Navy Reserve Manpower/Personnel. Serve as principal advisor to COMNAVRESFOR and other active commands in all matters relating to Navy Reserve manpower and personnel issues.

(1) Serve as a functional advisor for Navy Reserve pay, personnel, and data systems.

(2) Develop/Implement retention initiatives and provide management guidance to subordinate activities.

d. Mobilization. Execute mobilization requirements as directed by Deputy CNO, Operations, Information and Strategy (CNO (N3/N5)), COMUSFLTFORCOM, and COMNAVRESFOR.

(1) Coordinate reserve component personnel mobilization/demobilization processing and assimilation into subordinate commands.

(2) Assist as required in the recall of assigned Navy Reserve units and individuals when activation is directed.

e. Shore Installation Coordination. Assist Commander, Navy Installations Command and COMNAVRESFOR in coordination of Navy Reserve facility requirements for Navy Operational Support Centers, Reserve Component Commands, COMNAVAIRFORES, and Commander, Information Dominance Corps Reserve Command asset.