COMNAVRESFOR INSTRUCTION 5450.38B

From: Commander, Navy Reserve Force

Subj: MISSIONS, FUNCTIONS, AND TASKS OF COMMANDER, NAVAL AIR FORCE RESERVE

Ref: (a) COMNAVAIRFORESINST 5400.43A
     (b) OPNAVINST 5450.347A
     (c) OPNAVNOTE 5400 Ser DNS-33/120102020 of 1 March 12
     (d) COMNAVRESFOR 2620502 Jan 12

Encl: (1) Functions and Tasks of COMNAVAIRFORES

1. Purpose. To publish the authorities delegated to Commander, Naval Air Force Reserve (COMNAVAIRFORES) as an echelon 3 command under the authority of the Commander, Navy Reserve Force (COMNAVRESFOR) with the missions, functions, and tasks of COMNAVAIRFORES as a shore and Fleet-based activity. Specific command code missions, functions, and tasks are delineated in reference (a).

2. Cancellation. COMNAVRESFOR INST 5450.38A

3. Background. Reference (b) establishes COMNAVRESFOR's missions, functions, and tasks. Reference (c) establishes COMNAVAIRFORES as an echelon 3 subordinate activity. Reference (d) directs COMNAVAIRFORES to report additional duty to Commander, Naval Air Force, U.S. Pacific Fleet (COMNAVAIRPAC), in support of COMNAVAIRPAC's "Type Command" role as Commander, Naval Air Forces (COMNAVAIRFOR).

4. Authorities. COMNAVAIRFORES has been delegated the authority to function as the Reserve Component "Type Command" in support of the Naval Aviation Enterprise, to include support of Marine Forces Reserve aviation requirements, and to monitor the effectiveness of financial execution, manning, training, equipment, and administration of the Naval Air Force Reserve.

5. Mission. The mission of COMNAVAIRFORES is to assist COMNAVRESFOR in accomplishing its mission to provide strategic depth and deliver operational capabilities to our Navy, Marine Corps, and Joint Force.

6. Command Relationships
   a. Command by echelon
      (1) Chief of Naval Operations
      (2) Commander, Navy Reserve Force
      (3) Commander, Naval Air Force Reserve
Note: COMNAVAIRFORES has an additional duty relationship with COMNAVAIRPAC as the Deputy Commander and COMNAVAIRFOR as the Vice Commander.

b. COMNAVAIRFORES is the immediate superior in command and has administrative control of the following Navy commands and their subordinates, per reference (b).

(1) Commander, Fleet Logistics Support Wing
(2) Commander, Tactical Support Wing
(3) Commander, Naval Air Facility Washington
(4) Commanding Officer, Navy Air Logistics Office
(5) Commander, Maritime Support Wing

c. COMNAVRESFOR, Commander, Navy Reserve Forces Command (COMNAVRESFORCOM), and COMNAVAIRFORES headquarters staff personnel function together to perform all echelon 2 and 3 functions, per reference (a). Due to this combined echelon staff structure, there is no stand-alone COMNAVAIRFORES Inspector General requirement.

7. **Action.** In accomplishing the assigned mission, COMNAVAIRFORES 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, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

9. **Review and Effective Date.** Per OPNAVINST 5215.17A, COMNAVRESFOR will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, 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.

L. M. McCollum

**Releasability and distribution:**
This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site http://www.mynrh.navy.mil.
FUNCTIONS AND TASKS OF COMNAVAIRFOR

1. Naval Air Force Reserve Readiness. Generate and maintain Naval Air Force Reserve readiness to execute missions in support of Navy, Marine Corps, and Joint Force requirements.

   a. Execute administrative requirements to maintain Naval Air Force Reserve 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 and operational missions in response to Fleet requirements.

   b. Execute training and maintenance requirements to ensure Reserve aviation equipment meets the highest possible standard of readiness to meet mission requirements. Provide essential management, oversight, and direction of all Aircraft Material/Engineering, Maintenance Policy, and Material Readiness to efficiently deliver and sustain required ready-for-tasking aircraft.

   c. Provide aviation logistics support to the Naval Air Force Reserve by developing policy, coordinating logistics functions, and providing technical/administrative assistance on matters relating to supply support required to maintain readiness of Reserve aviation units. Administer Naval Air Force Reserve activities on supply issues, policy, and consolidation of supply activities. Implement directives, regulations, instructions, and coordinate supply functions.

   d. Execute programs designed to maintain and improve the combat readiness of Naval Air Force Reserve units. Assist in preparation of operational planning and policy directives, program schedules, operational plans, orders, and instructions.

   e. Coordinate with COMNAVRESFOR (N3/N8) in executing Navy Reserve Force Discretionary Reserve Personnel Navy accounts, consisting of Active Duty for Training (ADT), Inactive Duty Training Travel (IDTT), Additional Flight Training Period (AFTP), Additional Training Period (ATP), and Reserve Management Period (RMP).

   f. Administer family and employer readiness requirements as directed by COMNAVRESFOR. Comply with family and employer support programs, policies, materials for the Ombudsman Program, Command Individual Augment Coordinator, and Yellow Ribbon Reintegration Programs.

   g. Adhere to COMNAVAIRFOR/COMNAVRESFOR policies for flight safety, ground safety, and occupational safety and health. Prepare contingency plans to ensure coordination of efforts in the event of a mishap. Distribute safety literature, inspect, and recommend safety improvements for flight and ground operations. Ensure compliance with regulatory requirements.


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

Enclosure (1)
b. Develop requirements for new and replacement aircraft and for all required spare parts, assemblies, aircraft handling equipment, and support facilities necessary for Navy Reserve readiness, for insertion into the budgeting system.

c. Manage execution year financial requirements for all subordinate commands.

d. Coordinate for contract support to the Naval Air Force Reserve by providing technical and administrative assistance to COMNAVRESFOR (N4) on matters relating to contract support required to maintain readiness of Reserve activities.

e. Assist COMNAVRESFOR with ADT, IDTT, AFTP, ATP, and RMP pay issues.

3. Naval Air Force Reserve Manpower and Manning. Serve as advisor to COMNAVRESFOR and other Active Commands in all matters relating to Naval Air Force Reserve manpower and personnel issues.

a. Develop manpower and manning policy guidance to meet COMNAVRESFOR mission requirements and Navy Reserve Personnel readiness goals.

b. Prioritize and manage the allocation of funded billets to provide combat-ready squadrons and detachments to the Fleet.

c. Advise and assist COMNAVRESFOR (NI) in general administration and management of Selected Reserve Sailors billets into Reserve units, to support administrative requirements.