COMNAVRESFOR INSTRUCTION 5450.38A

From: Commander, Navy Reserve Force

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

Ref: (a) COMNAVAIRFORESINST 5400.43
(b) OPNAVINST 5450.347
(c) OPNAVNOTE 5400 Ser DNS-33/12U102020 of 1 March 12
(d) COMNAVRESFOR 262050Z Jan 12

Encl: (1) Functions and Tasks of Commander, Naval Air Force Reserve

1. Purpose. To publish the authorities delegated to Commander, Naval Air Force Reserve (COMNAVAIRFORES) as an Echelon III command under the authority of the Commander, Navy Reserve Force (COMNAVRESFOR), and 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. Background. Reference (b) establishes COMNAVRESFOR’s missions, functions, and tasks. Reference (c) establishes COMNAVAIRFORES as an Echelon III 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 "dual-hat" role as Commander, Naval Air Forces (COMNAVAIRFOR).

3. Cancellation. COMNAVRESFORINST 5450.38.

4. Authorities. COMNAVAIRFORES has been delegated the authority to function as the Reserve Component Type Commander 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.

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/COMNAVAIRFOR. The Commander is physically located in San Diego, CA. Due to the Base Realignment and Closure 2005 statute, the official command location of the COMNAVAIRFORES staff is geographically separated between San Diego, CA and Norfolk, VA.

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) Officer in Charge, Maritime Support Wing

c. COMNAVRESFOR, Commander, Navy Reserve Forces Command (COMNAVRESFORCOM), and COMNAVAIRFORES headquarters staff personnel function together to perform all Echelon II and III 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, shall be managed per Secretary of the Navy Manual 5210.1 of November 2007.

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Vice Admiral, U.S. Navy

Distribution:
Electronic only via COMNAVRESFOR Web site
http://www.navyreserve.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, and materials for the Ombudsman Program, Command Individual Augment Coordinator, and Yellow Ribbon Reintegration Programs.

Enclosure (1)
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.

   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. Provide inputs for contract support to the Naval Air Force Reserve by providing technical and administrative assistance to COMNAVRESFOR (N00C) 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. Prioritize and manage the allocation of funded billets to provide combat-ready squadrons and detachments to the Fleet.

   b. Advise and assist COMNAVRESFOR (N1) in general administration and management of Selected Reserve Sailors (SELRES) billets into Reserve units, to support administrative requirements.