COMNAVRESFOR INSTRUCTION 8011.2B

From: Commander, Navy Reserve Force

Subj: NON-COMBAT EXPENDITURE ALLOCATION MANAGEMENT

Ref: (a) OPNAVINST 8010.12G
     (b) NAVSUP P-724
     (c) OPNAVINST 3591.1F
     (d) NAVSEAINST 8370.2D
     (e) OPNAVINST 8000.16D

Encl: (1) Format for Submitting Projected Training and Testing Requirements
     (2) Format for Submitting Monthly Non-Combat Expenditure Allocation Management Expenditure Report
     (3) Format for Requesting Non-Combat Expenditure Allocation Management Change
     (4) Format for Mid-Year Review

1. Purpose. To maintain weapons and small arms munitions, Non-Combat expenditure guidelines and procedures for Commander, Naval Air Force Reserve (COMNAVAIRFORES) and Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) per reference (a). Commander, Navy Reserve Force (COMNAVRESFOR) will publish the Non-Combat Expenditure Allocation (NCEA) for each Fiscal Year (FY). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMNAVRESFORINST 8011.2A.

3. Background

   a. In 1986, the Chief of Naval Operations (OPNAV) established COMNAVRESFOR as a major claimant to manage NCEA munitions and applicable inert ordnance training assets for designated sub-claimants. COMNAVAIRFORES (N3W) has been assigned overall management responsibility for this program.

   b. Aggressive, constant application, and reference to the type of platform training readiness matrices will allow for the development of valid requirements that are realistic and
will definitely impact allocations along with the increased use of simulators and captive carry weapons. The use of scarce and expensive munitions for training purposes will be held at a minimum to maintain the required wartime inventory.

c. The NCEA process provides ammunition for use during peacetime operations, specifically:

(1) Training/exercises afloat and ashore to maintain a proficiency level of readiness for combat.

(2) Natural disasters.

(3) Riot Control.

(4) Saluting Rounds.

(5) Operations other than war.

(6) Competitive Marksmanship Training and Competitions.


(8) Other operational missions (excluding training) as authorized by the Fleet Commanders or higher authority.

d. Annual allocations are determined by Testing and Training Requirements (TTR), unit FY training/operational requirements and weapon availability (as provided by COMNAVAIRFOR and COMNAVRESFORCOM). The format for submitting projected TTRs can be found in enclosure (1).

4. Policy

a. COMNAVAIRFOR (N3W) will serve as the COMNAVRESFOR NCEA manager.

b. Reserve Component Commands (RCC). Each RCC Commander will receive an annual FY NCEA from COMNAVRESFOR. This NCEA will be used to support the training and readiness requirements of their supported Echelon V commands. Aggressive oversight by the RCC Commander and NCEA manager is required for management of a successful NCEA program.

(1) The RCC Commander shall designate in writing the Ordnance Information Systems manager to report all ammunition transactions to include ammunition requests and expenditures to the commander for program management.
(2) RCC NCEA managers will develop local Standard Operating Procedures (SOP) outlining the procedures for ordering, receiving, issuing and the expenditure of ammunition. Record keeping, i.e. 1348-1 receipts, expenditure reports, notice of ammunition reclassification, and inventory reports shall also be part of the SOP. This SOP shall be approved by COMNAVAIRFORES (N3W) prior to promulgation to supported Navy Operational Support Centers (NAVOPSPTCENs).

(3) RCC NCEA managers will inform COMNAVAIRFORES (N3W) of all ammunition requests received from each NAVOPSPTCEN. This action will aid in the NCEA inventory process.

(4) RCC NCEA managers will submit an Ammunition Transaction Report within 24 hours of the receipt of an Ammunition Expenditure Report.

(5) RCC NCEA managers will submit a Monthly Expenditure Report to COMNAVAIRFORES (N3W) by the 5th day of each month for the preceding month's expenditures using the format provided in enclosure (2). Negative expenditure reports are required.

(6) Each RCC NCEA Manager shall retain all written ammunition transaction documentation for a period of 3 years to assist in reconciliation matters.

(7) RCC NCEA managers will consolidate the FY plus two NCEA requirements received from their supported NAVOPSPTCEN's and forward them to COMNAVAIRFORES (N3W), no later than 1 May.

(8) Expenditure of ordnance is not to exceed the quantity allocated without official approval from COMNAVRESFOR, except where safety dictates. Advance planning should preclude the necessity to over-expend. Possessing ammunition/ordnance does not constitute authorization to expend that ammunition/ordnance.

c. NAVOPSPTCENs/Reserve units. Each NAVOPSPTCEN involved in ordering ammunition for their supported units will have a Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) in effect with the military storage facility responsible for the receipt and storage of their ammunition. The MOA/MOU shall outline receipt procedures, required documentation and storage procedures between the two commands.

(1) Each NAVOPSPTCEN is responsible to track ammunition ordered into their respective military stowage facility and report receipt of ammunition to their RCC within a 24 hour period.
(2) Each NAVOPSPTCEN shall submit an expenditure report no later than 24 hours after the expenditure of ammunition to their respective RCC.

(3) At the completion of small arms training, the reserve unit commanding officer or designated representative is responsible for signing an ammunition expenditure report and ensuring its submission to the host NAVOPSPTCEN at the completion of the small arms training.

(4) Each NAVOPSPTCEN NCEA Manager shall retain all written ammunition transaction documentation for a period of 3 years to assist in reconciliation matters.

(5) Reserve units will develop a long range training plan addressing their FY ammunition requirements delineating qualification month, type and quantity of ammunition required.

(6) Reserve units will submit FY plus two ammunition requirements by 1 April to their respective NAVOPSPTCEN. Each NAVOPSPTCEN will consolidate these small arms ammunition requests into a single document to be sent to their respective RCC by 15 April.

(7) Each NAVOPSPTCEN shall complete quarterly inventories. Discrepancies can be adjudicated quickly within a quarter. Quarterly inventories will be submitted to their respective RCC.

d. Fleet Logistic Support Wing and Tactical Support Wing.

Each Functional Aircraft Wing will receive an annual FY NCEA from COMNAVRESFOR. This NCEA will be used to support the training and readiness requirements of each T/M/S aircraft and assigned aircrew. Aggressive oversight by Wing NCEA managers is paramount to the management of a successful NCEA program.

(1) Air Wing NCEA managers will submit a Monthly Expenditure Report to COMNAVAIRFOR (N3W) by the 5th day of each month for the preceding month’s expenditures using the format in enclosure (2). Negative expenditure reports are required.

(2) Air Wing NCEA managers will submit FY plus two NCEA requirements to COMNAVAIRFOR (N3W), no later than 1 May.

(3) Expenditure of ordnance is not to exceed the quantity allocated without official approval from COMNAVRESFOR, except where safety dictates. Advance planning should preclude
the necessity to over-expend. Possessing ammunition/ordnance
does not constitute authorization to expend that
ammunition/ordnance.

e. Helicopter Sea Combat (HSC)/Helicopter Anti-Submarine
Light (HSL) Squadrons.

(1) Each HSC/HSL Squadron will receive an annual FY NCEA
from COMNAVRESFOR. This NCEA will be used to support the
training and readiness requirements of each T/M/S aircraft and
assigned aircrew. Aggressive oversight by squadron NCEA
managers is paramount to the management of a successful NCEA
program.

(2) HSC/HSL NCEA managers will submit a Monthly
Expenditure Report to COMNAVAIRFOR (N3W) by the 5th day of
each month for the preceding month’s expenditures using the
format in enclosure (2). Negative expenditure reports are
required.

(3) HSC/HSL NCEA managers will submit FY plus two NCEA
requirements to COMNAVAIRFOR (N3W), no later than 1 May.

(4) Expenditure of ammunition/ordnance is not to exceed
the quantity allocated without official approval from
COMNAVRESFOR, except where safety dictates. Advance planning
should preclude the necessity to over-expend. Possessing
ammunition/ordnance does not constitute authorization to expend
that ammunition/ordnance.

f. Commanders will strive to expend 100 percent of their FY
allocations in a manner that promotes overall readiness.

g. Long-term planning and management must be practiced to
meet high tempo periods of training.

h. Initial requests for adjustments to FY allocations
should be made as early as possible. If, at anytime during the
FY, there are changes to be made for training and operational
requirements, timely notification per the guidelines within this
instruction is required to facilitate redistribution of assets
or identification and acquisition of additional assets.

i. Commanders are responsible for the approval of
subordinate unit training plans. While monitoring the execution
of these training plans, they will ensure maximum training is
derived from dedicated assets and track allocation expenditures
to preclude over and under-expenditure.
j. To ensure timely delivery, Air Wings and Squadrons will requisition air launched ordnance from the supporting station or ship, 90 to 120 days before the date of intended expenditure, per reference (b). Each RCC, Air Wing, NAVOPSPTCEN and Squadron will requisition small arms ammunition 45 to 60 days before the required delivery date to ensure sufficient lead times. Ordnance items will not be requisitioned in excess of allocations without advance authorization from COMNAVRESFOR. Long-range planning for weapons detachments and annual training requirements is mandatory.

k. All commands submitting ATRs are required to use Ordnance Information System-Retail (OIS-R), per reference (b). Additionally, all OIS-R database administrators shall attend Ammunition Administration or OIS-R operator school within 90 days of designation.

l. The use of commercially procured ammunition and small arms is prohibited per references (c) through (e).

5. NCEA Change Requests. Requests by sub-claimants for NCEA changes or augments may be submitted at any time throughout the FY using enclosure (3).

   a. Typically, requirements change during the FY and COMNAVRESFOR must determine if the new requirements can be met by reallocation between sub-claimants. Detailed, specific justification and time frames needed are required to ensure timely consideration.

   b. All NCEA changes will be approved by COMNAVAIRFORCES (N3W) by email or message.

   c. Allocation augment requests that require OPNAV approval, will be submitted to COMNAVAIRFORCES (N3W) by the 15th day of the last month of the quarter.

6. Mid-Year (Fiscal) Review. A review of allocations versus expenditures is required before the end of the second quarter of each FY. Submit mid-year (fiscal) review inputs for items no longer required to COMNAVRESFOR by 5 February using enclosure (4). Items no longer required to support training requirements will be reallocated by COMNAVAIRFORCES (N3W) to other sub-claimants or returned to OPNAV.
7. **TTR.** COMNAVAIRFORES (N3W) will consolidate all FY plus two NCEA requirements and submit to OPNAV by 1 June. The guidelines of reference (b), as well as the current OPNAVNOTE 8010 (TTR Methodology), will be used in determining future FY NCEA requirements. Major deviations from previous year’s allocation require corresponding justification.

8. **Monthly Expenditures.** Submit the Monthly Expenditure Report to COMNAVAIRFORES (N3W) by the 5th day of each month for the preceding month expenditures using enclosure (2). Expenditure reports may be submitted by email or message. Units must maintain ammunition accountability, per references (a) and (b).

[Signature]

B. P. CUTCHEON
Deputy

Distribution:
Electronic copy via COMNAVRESFOR Website
https://www.navyreserve.navy.mil
Format for Submitting Projected Training and Testing Requirements

8011
Ser XXX/XXX
Date

From: Wing, RCC, Squadron
To: Commander, Naval Air Force Reserve (N3W)

Subj: FY-XX THROUGH FY-XX TRAINING AND TESTING REQUIREMENTS

Ref: (a) COMNAVRESFORINST 8011.2B
(b) COMNAVRESFOR ltr 8011 Ser N85/XXXX of Date

1. Per references (a) and (b), the following fiscal Year XXXX (FY-XX) through FY-XX Training and Testing Requirements is provided with justification:

<table>
<thead>
<tr>
<th>NALC</th>
<th>NOMENCLATURE</th>
<th>FY XX</th>
<th>FY XX</th>
<th>FY XX-XX</th>
<th>JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>F017</td>
<td>BOMB, BDU-45/B</td>
<td>800</td>
<td>900</td>
<td>1700</td>
<td>1</td>
</tr>
</tbody>
</table>

2. List all Navy Ammunitions Logistics Codes required to complete training.

3. Justification:
   a. Increase required to meet training requirements of additional aircraft and aircrew beginning in FY-XX.
   b. Point of contact: Tactical Support Wing, DSN: XXX-XXXX

Signature

Enclosure (1)
Format for Submitting Monthly Non-Combat Expenditure Allocation Management Expenditure Report

From: Wing, RCC, Squadron
To: Commander, Naval Air Force Reserve (N3W)
Subj: CONVENTIONAL WEAPONS NCEA EXPENDITURE REPORT FOR THE MONTH OF DECEMBER XXXX
Ref: (a) COMNAVRESFORINST 8011.2B

1. Per reference (a), the following Non-Combat Expenditure Allocation (NCEA) expenditure report is provided for (UIC):

<table>
<thead>
<tr>
<th>NALC</th>
<th>NOMENCLATURE</th>
<th>MONTHLY EXPEND</th>
<th>FY EXPEND</th>
<th>FY ALLOC</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A011</td>
<td>CTG, 12 GA, NO 00</td>
<td>675</td>
<td>1075</td>
<td>5500</td>
<td></td>
</tr>
<tr>
<td>F017</td>
<td>BOMB, PRAC, BDU-45</td>
<td>34</td>
<td>98</td>
<td>162</td>
<td></td>
</tr>
</tbody>
</table>

2. Remarks applicable to the Monthly NCEA Expenditure Report:
   a. List by lead Navy Ammunition Logistics Code (NALC) in alphanumeric sequence.
   b. The figure in the monthly Expenditure column will reflect the total expenditure for the current month being reported.
   c. The figure in the FY Expenditure column will reflect the total expenditure to date of that particular NALC for the current FY.
   d. The figure in the FY Allocation column will reflect current FY NCEA allocation received from Commander, Navy Reserve Force.
   e. Notes column will reflect any comments deemed necessary to aid in monitoring assets and expenditures.

3. Point of contact: Unit NCEA Manager, DSN: XXX-XXXX.

Signature

Enclosure (2)
From: Wing, RCC, Squadron
To: Commander, Naval Air Force Reserve (N3W)

Subj: FY-XX NON-COMBAT EXPENDITURE ALLOCATION CHANGE

Ref: (a) COMNAVRESFOR ltr 8011 Ser N85/XXX of (Date)

1. Request reference (a) be modified for Wing, Reserve Component Command, Squadron as follows:

<table>
<thead>
<tr>
<th>NALC</th>
<th>NOMENCLATURE</th>
<th>CURRENT</th>
<th>REVISED</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A159</td>
<td>CTG, 7.62MM DUMMY</td>
<td>250</td>
<td>750</td>
<td>1</td>
</tr>
</tbody>
</table>

2. Notes:
   a. Increase required to sustain aircrew and maintenance personnel training on the GAU-17/A and the MAU-201 Feeder-Delinker.
   
   b. Time frame required: Third Quarter, FYXX.
   
   c. Point of contact: Wing, RCC, Squadron, DSN: XXX-XXXX.

Signature

Enclosure (3)
From: Wing, RCC, Squadron  
To: Commander, Navy Reserve Forces Command  
Subj: MID-YEAR REVIEW FOR FY-XX NON-COMBAT EXPENDITURE ALLOCATION (NCEA 2)  
Ref: (a) COMNAVRESFORINST 8011.2B  
(b) COMNAVRESFOR ltr 8011 Ser (N05)/XXXX of Date  

1. Per reference (a), a Non-Combat Expenditure Allocation mid-year review was conducted. Request reference (b) be modified for Commander, Navy Reserve Forces Command as follows:

<table>
<thead>
<tr>
<th>NALC</th>
<th>NOMENCLATURE</th>
<th>CURRENT</th>
<th>REVISED</th>
<th>DIFFERENCE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A011</td>
<td>CTG, 12 GA, NO 00</td>
<td>26366</td>
<td>19270</td>
<td>7096</td>
<td>1</td>
</tr>
<tr>
<td>A131</td>
<td>CTG, 7.62MM LKD</td>
<td>57500</td>
<td>33200</td>
<td>24300</td>
<td>2</td>
</tr>
<tr>
<td>PC91</td>
<td>AGM-114B, HELL FIRE</td>
<td>6</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
</tbody>
</table>

2. Time frame required: Third Quarter FY-XX.

3. Point of contact: Wing, RCC, Squadron, DSN: XXX-XXXX

4. Notes:
   a. Decrease required due to deletion of 36 Auxiliary Security Force billets at Naval Station Norfolk, Virginia.
   b. Decrease required due to cancellation of scheduled joint service exercise.
   c. Increase required due to increased aircrew training requirement.

Signature

Enclosure (4)