COMNAVRESFORCOM INSTRUCTION 5450.5C

From: Commander, Navy Reserve Forces Command

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVY REGION RESERVE COMPONENT COMMANDS

Ref: (a) COMNAVRESFORINST 5450.37G
     (b) OPNAVINST 5400.45
     (c) DoD 7000.14-R Volume 14, Financial Management Regulation, June 2017
     (d) SECNAVINST 7000.27B

Encl: (1) Functions and Tasks of Navy Region Reserve Component Commands

1. Purpose. To publish the authorities delegated to Navy Region (NAVREG) Reserve Component Commands (RCC) as echelon 4 commanders under the authority of Commander, Navy Reserve Forces Command (COMNAVRESFORCOM), and the mission, functions, and tasks of the NAVREG RCCs as shore based activities.

2. Cancellation. COMNAVRESFORCOMINST 5450.5B

3. Background. Reference (a) establishes COMNAVRESFORCOM’s mission, functions, and tasks, and reference (b) establishes NAVREG RCCs as echelon 4 subordinate activities.

4. Authorities. NAVREG RCCs are delegated the authority to function as the immediate superior in command (ISIC) for all assigned Navy Operational Support Centers, and to serve as field commanders for COMNAVRESFORCOM for assigned facilities, equipment, and personnel resources. Additionally, NAVREG RCCs retain financial management (FM) and comptroller authority, in accordance with references (c) and (d), for specifically aligned Commander, Naval Air Force Reserve (COMNAVAIRES) and Marine Forces Reserve (MARFORRES) subordinate activities.

5. Mission. The mission of NAVREG RCCs is to maintain assigned personnel and equipment in the best possible state of readiness to deliver strategic depth and operational capability to the Navy, Marine Corps, and Joint Forces.

6. Command Relationships

   a. NAVREG RCCs are echelon 4 commanders and report to COMNAVRESFORCOM for administrative and service related matters.
b. NAVREG RCCs are the ISIC, exercising administrative control of assigned Navy commands and their subordinates listed in reference (b).

c. NAVREG RCCs have an additional duty relationship to their respective Navy region commander.

d. The following NAVREG RCCs maintain FM and comptroller duties for COMNAVAIRES and MARFORRES subordinate activities as indicated below:

(1) NAVREG Southeast RCC Jacksonville – Fleet Logistics Support Wing; Tactical Support Wing.

(2) NAVREG Mid-Atlantic RCC Norfolk – 4th Marine Air Wing.

(3) NAVREG Southwest RCC San Diego – Maritime Support Wing.

7. Action. In accomplishing the assigned mission, NAVREG RCCs 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 M-5210.1, January 2012.

9. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

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Releasability and distribution:
This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, https://private.navymiller.navy.mil.
Functions and Tasks of Navy Region Reserve Component Commands

1. Navy Reserve Personnel Readiness. Execute administrative requirements to maintain Navy Reserve Force personnel in the highest 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 fleet requirements.

   a. Monitor, coordinate, advise, and assist echelon 5 commanders in the execution of their tasks and functions. Conduct triennial command assessments of subordinate commands/activities and forward results to COMNAVRESFORCOM.

   b. Execute programs for the training of assigned Navy Reserve personnel to achieve maximum readiness to meet Navy mobilization requirements to include:

      (1) Track participation requirements.

      (2) Ensure compliance with financial audit requirements.

      (3) Ensure compliance with career management requirements.

      (4) Ensure compliance with assignment policies and Sailor onboarding requirements.

   c. Administer family and employer readiness requirements as directed by higher echelon. Comply with family and employer support, ombudsman, command individual augmentee coordinator, family support, and yellow ribbon reintegration programs.

   d. Execute, track, and report personnel medical readiness requirements.

   e. Execute directed policy of Deputy Under Secretary of the Navy for Policy (DUSN-P); provide guidance and instruction in personal, information, industrial and operations security pillars, and in conjunction with N3 on physical security and N4 for acquisition security pillars.

   f. In coordination with COMNAVRESFORCOM, execute the Navy Reserve public affairs program.

   g. Execute policy and direct, supervise, and coordinate logistics functions of the Navy Reserve Force for subordinate commands.

      (1) Provide management and supervision of Navy Reserve logistics functions for subordinate commands, to include financial record keeping, procurement, clothing management, berthing, and messing.

Enclosure (1)
(2) Execute world class customer service and interactive customer evaluation programs.

h. Execute information technology (IT) support, ensuring the highest possible flexibility and accessibility, via IT systems, to the Navy Reserve Sailors.


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

   b. Ensure the requirements of references (a), (c), and (d) are being met. Manage execution year financial requirements for subordinate commands in order to support the commander’s mission. Account and report on current and five prior fiscal year appropriations for the component and subordinate commands. As required, provide financial support to all aligned COMNAVAIRES and MARFORRES subordinate activities.

   c. Execute overall budgetary policy guidance provided by Commander, Navy Reserve Force (COMNAVRESFOR) N8.

   d. Manage annual training, and ensure proper liquidation of funded Selected reservist’s orders.

   e. Coordinate, monitor, and execute audit readiness and sustainment requirements in support of financial improvement and audit readiness.


   a. Coordinate with COMNAVRESFOR Manpower and Personnel department for active duty, full time support, and civilian personnel Manning and manpower requirement issues for echelon 4 and 5 commands.

   b. Execute retention initiatives and provide career management guidance to subordinate activities and personnel.

4. Mobilization. Source and execute mobilization requirements as directed by Deputy CNO, Operations, Plans, and Strategy (CNO (N3/N5), Commander, United States Fleet Forces Command, and COMNAVRESFOR.

   a. Oversee the mobilization and demobilization of reserve component units and individuals via subordinate commands.
b. Track and maintain mobilization readiness.

5. **Shore Installation Management.** Provide effective and efficient land and facilities planning for subordinate activities.

   a. Oversee the identification of facility related resource requirements, material condition, safety, appearance of assigned land and facilities, proper/economic use of assets, and the efficient and effective application of manpower and funds.

   b. Ensure efficient use and identify capability gaps of assigned facilities and recommend modifications, consolidation, closures, new construction, and alternative facilities to regional Naval Facilities Engineering Command and COMNAVRESFORCOM facilities manager, as appropriate.

6. **NAVREG RCCs with Medical Holding (MEDHOLD) Units.** NAVREG RCCs with attached MEDHOLD Units shall additionally execute administrative functions and provide appropriate services and oversight to the assigned Sailors in areas of administrative and personnel responsibility.