



DEPARTMENT OF THE NAVY

OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 1001.26C

DNS-R

7 Feb 11

OPNAV INSTRUCTION 1001.26C

From: Chief of Naval Operations

Subj: MANAGEMENT OF NAVY RESERVE COMPONENT SUPPORT TO THE
OFFICE OF THE CHIEF OF NAVAL OPERATIONS

Ref: (a) COMNAVRESFORINST 1001.5E

Encl: (1) Organization and Management of Navy Reserve
Component Support to the Office of the Chief of
Naval Operations

1. Purpose. To issue policy and procedures for management of reserve component (RC) support to the Office of the Chief of Naval Operations (OPNAV) per reference (a). This instruction has been administratively revised and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1001.26B.

3. Background

a. The Chief of Naval Operations (CNO) RC structure was realigned in October 2003. The realignment initiative consolidated 19 program-oriented reserve units on the staff into 6 functional units and incorporated all individual mobilization (MOB) augmentee billets into the new unit structure. This structure is intended to provide flexible and responsive support to the CNO's staff; staff-wide visibility on support requirements; and central oversight and coordination of RC activities.

b. While all billets are subject to MOB, a unique aspect of this initiative was the deliberate inclusion in the structure of operational support (OS) billets that have no basis in MOB plans; they are specifically intended to apply the civilian skills of selected RC personnel to critical requirements on the Navy staff.

7 Feb 11

4. Action. Enclosure (1) contains policies and procedures for the management of organic RC resources. OPNAV principal officials (OPOs), supporting staff, and appropriate Navy Reserve (NR) officials shall implement policies and procedures contained therein.

5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of November 2007.

6. Review Responsibility. The Deputy Director, Navy Staff (DDNS) (RC) is responsible for reviewing this instruction annually.

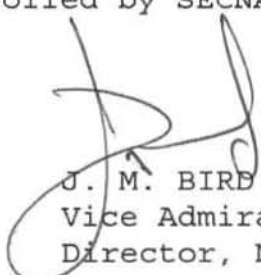
7. Forms and Reports Control

a. The following forms are available on Naval Forms Online at <https://navalforms.daps.dla.mil/web/public/home>:

(1) OPNAV 1001/2 Request for Operational Navy Support.

(2) OPNAV 1001/3 Operational Navy Support After-Action Results.

b. The reporting requirements contained in enclosure (1) are exempt from reports controlled by SECNAV Manual 5214.1 of December 2005.


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7 Feb 11

**ORGANIZATION AND MANAGEMENT OF NAVY RESERVE COMPONENT SUPPORT
TO THE OFFICE OF THE CHIEF OF NAVAL OPERATIONS**

1. Executive Summary. Navy RC support to the CNO is organized into functional units supporting OPOs and other echelon 2 organizations. The DDNS (RC) is the primary liaison between the unit commanding officers (COs) and the DDNS active component (AC). Unit COs are the primary liaison between OPOs and the units functionally aligned to these directorates. RC billets in the functional units are designated as either MOB or OS billets. Reservists in MOB billets train to assume echelon 1 staff functions required in connection with war plan execution. Reservists in OS billets perform staff support as recommended by unit COs. While not assigned MOB functions by billet, RC personnel in OS billets are subject to MOB if and or when their skills are identified as fulfilling MOB requirements. The OS Review Board (OSRB) process is established to provide active duty for training (ADT) support to the OPOs, via the Director, Navy Staff (DNS), by identifying projects linked to CNO Intentions' Associated and Enabling Tasks and finding assets to assist the OPOs in achieving the CNO's strategic goals.

2. DDNS (RC)

a. Roles and Responsibilities. DDNS (RC) is the primary liaison between DNS and the unit COs, and will report to DNS via DDNS (AC).

(1) Act as the primary point of contact for DNS for management of RC manpower and personnel resources.

(2) Manage the processes required to collect, evaluate, and prioritize ADT requirements for RC support to the OPOs.

(3) Manage the processes required to align ADT resources with CNO Intentions' Associated and Enabling Tasks.

(4) Provide guidance to the unit COs, enabling them to support the OPOs in the execution of project assignments to achieve well defined and measurable results.

7 Feb 11

b. Qualification and Selection. DDNS (RC) should be a post-command O-6 line officer with significant experience on CNO or other major headquarters staff. The DDNS (RC) billet is a 3-year term of major command equivalence located administratively in the NR CNO Management Analysis Unit (CNOMA). The billet shall be filled via the national RC apply process. DNS is the designated reporting senior for DDNS (RC).

c. Staff Support and Processes. DDNS (RC) is supported by one officer and one enlisted billet, also located administratively in NR CNOMA, and by an additional officer support from the Volunteer Training Unit as available and required by workload. DDNS (RC) and staff shall manage, on behalf of DNS, the policies, processes, systems, correspondence, records, and other management and administrative matters associated with CNO RC support.

3. Unit Organization and Missions

a. OPNAV RC Units

(1) NR CNOMA. NR CNOMA is aligned with the DNS staff, and DNS is the designated reporting senior for the unit CO. The unit consists only of OS billets and develops, conducts, or supervises management analyses as tasked through the OSRB process. The unit may stand up and maintain a logistics crisis action cell (LCAC) team for surge-only augmentation to meet the CNO fleet readiness and logistics (FLT RED/LOG) unit's manning requirements.

(2) NR CNO Intelligence (NR CNO INTEL). NR CNO INTEL is aligned with Deputy Chief of Naval Operations (Information Dominance (N2/N6), and either N2/N6 or a designated representative is the reporting senior for the unit CO. The unit contains both MOB and OS billets; it augments INTEL watch standing in support of war plan execution and provides other staff support as tasked through the OSRB process.

(3) NR Operations and Plans (NR OPS/PLANS). NR OPS/PLANS is aligned with Deputy Chief of Naval Operations (Operations, Plans, and Strategy) (CNO (N3/N5)) and either N3/N5 or a designated representative is the reporting senior for the

7 Feb 11

unit CO. The unit contains both MOB and OS billets; it augments current operations watch standing in support of war plan execution and provides other staff support as tasked through the OSRB process.

(4) NR Site R. NR Site R is aligned with CNO (N3/N5). CNO (N3/N5) or designated representative is the reporting senior for the unit CO. This unit consists only of MOB billets; it trains to support Site R in the event of its activation and assists in the maintenance of the associated systems and equipment.

(5) NR FLT RED/LOG. NR FLT RED/LOG is aligned with Deputy Chief of Naval Operations (Fleet Readiness and Logistics) (CNO (N4)) and either N4 or a designated representative is the reporting senior for the unit CO. The unit contains a mix of MOB and OS billets; it augments FLT RED/LOG watch standing in support of war plan execution, provides manning of the CNO's LCAC for the Global War on Terrorism Crises Action Team, and provides other staff support as tasked.

(6) NR Capabilities Assessment (NR CA). NR CA is aligned with Deputy Chief of Naval Operations (Integration of Capabilities and Resources (CNO (N8))) and either N8 or a designated representative is the reporting senior for the unit CO. The unit contains only OS billets and provides support to the CNO with independent capability analysis and assessment of Department of the Navy programs (Sea Power 21) through future year defense planning.

(7) NR Combat Documentation Detachment 206 (NRCombatDocD206). NRCombatDocD206 is aligned with the Navy Heritage and History Command (NHHC) supporting the Director of Naval History and Heritage Command and is integrated with the NHHC staff. The NHHC functions are to collect, preserve, protect, and make available the artifacts, documents, and art that best embody naval history and heritage for present and future generations, and advance the knowledge of naval history and heritage through professional research, analysis, interpretation, products, and services.

7 Feb 11

b. Unit COs

(1) Unit COs are responsible to their respective RC chain-of-command for administrative management of their units, including achieving, maintaining, and reporting MOB readiness. Approximately 20 percent of inactive duty training (IDT) time is consumed by reserve administration, with the balance available for support. Congress authorizes and appropriates funding for the RC for the specific purpose of maintaining an MOB-ready national reserve force.

(2) Unit COs will conduct liaison with their respective N-code directorate, assist in documenting requirements for reserve support, and advise on the availability and mechanics of applying RC resources to requirements. Responsibility for determination of requirements is an AC function. COs shall keep supported directorates advised of activities and issues via direct liaison with the operational support officer (OSO) or other point of contact assigned by the AC staff.

4. Directorates and OSO Roles and Responsibilities. AC engagement in the tasking and management of RC capabilities is critical to the effective and efficient use of this resource. OSOs assigned to the staff are specifically charged with assisting in identifying and documenting requirements that dictate the use of RC resources organic to the CNO. Senior military and civilian leaders in CNO directorates have the following specific responsibilities with regard to RC support to the staff.

a. Requirements Submission. Identification of requirements for RC support is the specific responsibility of the OPOs and shall be reflected in OPNAV 1001/2 Request for Operational Navy Support.

b. Support to RC Units. The OPOs to which the RC units are aligned shall provide basic logistical support to RC personnel. This includes, but is not limited to, access to habitable working spaces; computer equipment and accounts; administrative support such as badges and parking passes; safety; other relevant training required for CNO staff; and normal office supplies and storage space during weekends and other periods

7 Feb 11

when RC members are conducting official duty. Directorates are also encouraged to integrate RC personnel into routine requirements such as command fitness assessments.

c. RC Fitness Reports and Evaluations. Each OPO is responsible for the submission of an annual fitness report on the reporting unit CO. Specifically, the flag officer in each CNO directorate responsible for signing fitness reports of active duty O-6 officers will also sign the fitness reports of RC unit CO O-6 officers assigned to that directorate. In the normal course of performance evaluation, regular feedback to the CO on the performance of both the individual and the unit they command, should be provided by the OPO or designated representative.

d. RC Awards. When personal awards are recommended for RC accomplishments in support of the CNO, awards shall be submitted through and supported by the AC staff with which the unit is aligned. The same standards and policies for awards shall be applied to both RC and AC awards.

5. OSRB

a. Board Composition. The OSRB shall be comprised of DDNS (RC) (non-voting chair); Chief of Navy Reserve (CNO (N095)); Head, Reserve Personnel, Navy Appropriation Branch (OPNAV (N0958C)) (non-voting advisor); the RC unit COs; and the voting members. The voting members are designated AC representatives of DNS, CNO (N2/N6), CNO (N3/N5), CNO (N4), and CNO (N8), or the respective CO supporting that directorate. Five voting members present shall constitute a quorum for consensus proceedings and board recommendations. Board proceedings are to be conducted in an open and transparent manner, and attendance and participation by any interested party is encouraged.

b. Board Schedule. Board meetings will normally be held, as required, on the third Friday of each month. This date coincides with the drill weekend of the majority of CNO units, and may be adjusted to comply with holiday or other schedule changes or conference room availability. When necessary or appropriate, board proceedings may be conducted electronically.

7 Feb 11

c. Board Processes. The OSRB is the principal means by which requirements for RC support, outside normal drill and annual training (AT) periods, are evaluated and prioritized. OSOs and unit COs representing their respective N-code directorate shall prepare for the OSRB by providing a completed OPNAV 1001/2. All requests are analyzed to determine the appropriate priority in accordance with the OPNAV ADT Decision Prioritization Process per OPNAV 1001/2. Results of OSRB deliberations shall be presented to DNS and the respective OPO B-codes. Approved project assignments shall be issued an OPNAV database tracking number to be used, as a reference, in the justification block of the Navy Reserve Order Writing System request to OPNAV (N0958C).

6. RC Resource Allocation

a. IDT. IDT refers to the 48 (4-hour) drill periods that are traditionally conducted on weekends. Administrative management of the RC (general military training, physical readiness, medical and dental readiness, security clearance, and training management, etc.) consumes approximately 20 percent of IDT periods. MOB training and qualification normally consume the balance of IDT for MOB and OS billet incumbents, although IDT in excess of training and qualification requirements may be allocated to other CNO tasking by the unit CO.

b. AT. The number of days of AT available to RC is a function of RC funding levels and may vary from 12 to 17 days per member, with exceptions up to 29 days. Policy dictates that each reservist perform 12 days AT annually in direct support of the CNO. AT in excess of 12 days in CNO directorates may be expended on OS to other commands or activities that benefit the Navy and or the individual member. Unit COs have the authority to determine when CNO-mandated professional development requirements take precedence over OS with regard to the use of AT.

c. ADT. ADT funding is allocated to both AC and RC commands for use on additional training or support beyond statutory training requirements. CNO ADT allocations will be held by N095 and applied through the OSRB process.

7 Feb 11

d. Active Duty for Special Work (ADSW). ADSW funding is managed by the Deputy Chief of Naval Operations (Manpower, Personnel, Training, and Education) (CNO (N1)) independent of the OSRB. However, ADSW performed by members of the CNO RC units at commands other than CNO impacts RC man-hours available to CNO priorities. Reference (a) governs the transfer of Selected Reserve (SELRES) from pay billets when voluntarily ordered to active duty or ADSW, and should be referenced when CNO SELRES request orders for extended active duty.

e. AT, ADT, ADSW Support to the CNO by Other Commands. There may be occasions when SELRES personnel on orders from other commands will perform work at CNO using non-CNO funding. The following considerations apply to such circumstances:

(1) Support from other commands should fulfill validated CNO requirements. While in-rate training or other professional development may be achieved through such support, OS to the CNO must be the primary justification for staff augmentation of this nature.

(2) Support provided by other commands is a de facto statement that those man-days were not required at the providing command. Any resource diverted from one supported command to another must be approved by the AC of the providing command.

7. General RC Management Policies on Reporting Unit and Individual Support to N-Code Directorates. Unit COs are responsible to their chain-of-command for activity reporting. DDNS (RC) must be able to capture details of RC OPNAV support to assist DNS in evaluating the level of return on invested ADT funds. Unit COs shall submit reports on unit activity and staff accomplishment to the OSO project sponsor within 5 days of the completed assignment. The OSO shall then submit the report to DDNS (RC) at the next scheduled OSRB as delineated in OPNAV 1001/3 Operational Navy Support After-Action Results.