



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
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NETCINST 5400.1A
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NETC INSTRUCTION 5400.1A

From: Commander, Naval Education and Training Command

Subj: RESERVE ENTERPRISE

Ref: (a) NETCSTAFFINST 3120.1
(b) NETCINST 5450.3B
(c) NETCINST 5450.5D
(d) RESPERS M-1001.5
(e) OPNAVINST 5401.11
(f) BUPERSINST 1610.10F

1. Purpose. To define and codify supported and supporting relationships and interaction amongst the staff and units that comprise the Naval Education and Training Command (NETC) Reserve Enterprise.

2. Cancellation. NETCINST 5400.1.

3. Scope. This instruction outlines organization and procedures for the Navy Reserve (NR) Readiness Units (NRRU) that support NETC and comprise the NETC Reserve Enterprise.

4. Background. Reference (a) establishes the NETC organization and is the official compilation of mission and function statements depicting the approved organizational structure of the NETC staff. Reference (b) assigns responsibility for issuing and maintaining directives on mission, functions, and tasks for NETC. Reference (c) outlines the functions and tasks of Naval Service Training Command (NSTC). Reference (d) is the NR Personnel Manual. Reference (e) provides commands guidance for the appropriate use and management of assigned NR Sailors. Reference (f) provides policy and procedures for the Navy performance evaluation system.

5. Unit Information. The NETC Reserve Enterprise units collectively support the U.S. Fleet Forces Command force development line of effort in ensuring the shipment of personnel through the supply chain, and supplementing the continual development of personnel throughout their careers. The overall mission of the NETC Reserve Enterprise is to provide a fully-

integrated, trained, and available Reserve force, that is ready to contribute to NETC's mission of training Navy officers and Sailors to sustain and enhance the Nation's national security and combat power needs. The mission of an NRRU is to build and maintain warfighter readiness of its assigned personnel, and be prepared to mobilize into the active unit identification code (AUIIC) to execute the gaining command's mission in case of war, crisis, or contingency.

a. Deputy Commander, NETC will serve as the NETC Reserve Enterprise lead, establishing the vision and direction of the enterprise.

b. Commanding Officer (CO), NR Naval Leadership and Ethics Center (NLEC), as the senior post-command CO in the NETC Reserve Enterprise, will serve as the Reserve Enterprise Chief of Staff (RCOS) supporting the NETC Reserve Enterprise lead, coordinating efforts between units, and managing internal requirements and initiatives of the enterprise.

c. NETC Reserve Enterprise encompasses nine NRRUs with a total of 83 officer and 38 enlisted billets. NRRUs are not commissioned units; rather, they are organizations structured to ensure the mobilization and mission readiness of assigned selected Reserve (SELRES) personnel. NRRUs are aligned to a gaining command (identified by an AUIIC), and the billets appear on the gaining command's activity manpower document. SELRES personnel assigned to NRRUs use drills and annual training to maintain the skillsets necessary to execute the gaining command's mission in case of full wartime mobilization of the Reserve force. Thus, NRRUs represent strategic depth for the Navy. Per this construct, personnel assigned to NETC Reserve Enterprise NRRUs train to execute their AUIIC's mission in order to augment that mission, either because of expanded scale of mission or to fill gaps when active component personnel surge forward in time of war, crisis, or other contingency. One NRRU within the NETC Reserve Enterprise has a unique, on-going mission to train and develop the Reserve force. Properly executed, the conduct of this Reserve force focused mission maintains the mission readiness to conduct the broader range of the AUIIC's mission set. The nine NETC Reserve Enterprise NRRUs are:

(1) NR NLEC (Reserve UIC (RUIC)): 83770) aligned with NLEC (AUCIC: 31697)

(a) NLEC mission. To inculcate the fundamental tenets of ethical leadership throughout the naval profession, from seaman recruit to captain, and to guide the development of leaders with a strong, abiding sense of their responsibility, authority, and accountability, and who are committed to Navy core values and the Navy ethos.

(b) NR NLEC is to serve as the Chief of Navy Reserve executive agent for developing leaders across the Reserve force per reference (b).

(c) NR NLEC is comprised of 28 officers responsible for the conduct of senior officer, Reserve intermediate, and division officer leadership courses across the Reserve force.

(d) Officers who have been awarded the 2F1 and 2F2 additional qualification designators through facilitation under instruction and completion of job qualification requirements, are fully qualified to provide the strategic depth necessary to seamlessly integrate with the active component gaining command upon mobilization. Specifically, NR NLEC is able to develop and present educational materials that emphasize ethical decision making at all levels of Navy leadership, including cutting-edge research in areas of command climate, self-awareness, and organizational culture.

(2) NR Officer Training Command (OTC) (RUIC: 84033), aligned with OTC (AUCIC: 62661)

(a) OTC mission. To develop civilians, enlisted, and newly commissioned personnel morally, mentally, and physically and instill in them the highest ideals of honor, courage, and commitment, in order to prepare graduates for service in the fleet as naval officers; and to perform such other functions and tasks as may be directed by higher authority.

(b) NR OTC personnel train to execute the duties of instruction, administration, and operations of the OTC mission. NR OTC personnel qualify and develop their OTC-applicable skills primarily through instructing the Reserve-centric courses of

officer development school (ODS), as well as additional ODS, officer candidate school, limited duty officer, and chief warrant officer academy modules, as necessary. Additional support is provided in the areas of curriculum development, course audits, manpower assessments, and organizational manning document review and updates, as needed to reflect the evolving strategic nature of the OTC mission.

(c) NR OTC is comprised of 14 officer and 6 enlisted billets.

(3) NR Senior Enlisted Academy (SEA) (RUIC: 87717), aligned with SEA (AUC: 43728)

(a) SEA mission. To develop agile, adaptive military professionals who inspire their teams to perform at higher levels. Through a quality education in a formal setting, we grow leaders who share a deep commitment to each other in the relentless pursuit of decisive military victory.

(b) The mission of NR SEA is to strengthen senior enlisted commitment to professional excellence and mission accomplishment through education per reference (b).

(c) NR SEA is comprised of eight senior enlisted who serve as faculty advisors (FA) and instruct alongside active-duty FAs through distance learning and in-residence instruction.

(4) NR Naval Aviation Schools Command (NASC) (RUIC: 86768), aligned to NASC (AUC: 62229)

(a) NASC mission. To deliver foundational aviator, aircrew, and survival training for enlisted and officer personnel to achieve fleet requirements in support of naval aviation warfighting.

(b) The mission of NR NASC is to develop and maintain a cadre of Reserve personnel qualified to execute the mission of NASC, including naval indoctrination flight evaluation ground and flight instruction, aircrew school, and water survival training per reference (b).

(c) NR NASC is comprised of six officer and four enlisted billets. Two officer billets align to Naval School of

Aviation Safety (AUIC 62840), and deliver crew resource management instructor courses via mobile training teams.

(5) NR Navy Recruiting Command (NRC) (RUIC: 84040), aligned to NRC (AUIC: 68023)

(a) NRC mission. To leverage an inspirational culture to inform, attract, influence, and hire the highest quality candidates from America's diverse talent pool to allow America's Navy to assure mission success and establish the foundation for Sailors to thrive in a life-changing experience, per reference (b).

(b) NR NRC's personnel train to functions at NRC Headquarters (HQ) (specifically under the Navy Recruiting Reserve Command) and the Navy Talent Acquisition Groups (NTAG) across the country. Personnel train to billets as recruiters, data analysts, administrative specialists, and similar skillsets in order to effectively augment the Navy recruiting mission in time of war, crisis, or contingency.

(c) The NRC units are comprised of a HQ unit and four detachments totaling 35 officer and 20 enlisted billets.

1. NR NTAG Houston (RUIC: 83732)
2. NR NTAG Jacksonville (RUIC: 87412)
3. NR NTAG Minneapolis (RUIC: 88142)
4. NR NTAG San Diego (RUIC: 87406)

d. In order to coordinate and align efforts, Reserve Enterprise operational support provided to NETC shall be accomplished per reference (b) and through the execution of member entitlements and discretionary funding sources. Entitlements include inactive duty training (IDT) periods and annual training (AT). Discretionary funding sources include active duty for training (ADT), Reserve management periods or additional training periods, or active duty for operational support (ADOS) in support of Phase 0 operations or contingency efforts and mobilization for specific exceptional requirements.

e. Direction and guidance of Reserve Enterprise personnel regarding all administrative requirements and procedures will be conducted per reference (d).

6. Reserve Program Director (RPD)

a. Per references (a) and (e), the primary function of an RPD is to ensure that NR personnel are fully trained to fulfill the duties and responsibilities of their programmed mobilization billets within established mobilization timeframes. In addition, they are the primary Reserve liaison for their active-component command. NETC Reserve Enterprise NRRUs align to RPDs as follows:

- (1) NETC RPD - NR NLEC, NR SEA, and NR NASC
- (2) NSTC RPD - NR OTC
- (3) NRC RPD - NR NRC

b. The NETC RPD will serve as the lead RPD for the NETC domain, and provide guidance, mentorship and professional development direction to other NETC domain RPDs in the execution of their RPD duties. RPD duties include:

(1) Serve as the command's NR resource manager and advisor. Assist in facilitating total force constructs in the formulation, preparation and execution of operations, plans, policies, and procedures.

(2) Actively participate in the command's requirements generation process; the planning, programming, budgeting, and execution of funding; manning, training, and equipping processes; and readiness reporting.

(3) Coordinate with Commander, Navy Reserve Forces Command (CNRFC) via the assigned fleet RPD for NR manpower and funding resources.

(4) Prepare and implement an integrated NR readiness training plan and operational support plan that will include training schedules and requirements for assigned NRRUs, detachments, and personnel; ensure all assigned drilling Reserve members have a planned opportunity to satisfy annual training

requirements. NRRU leaders have a shared responsibility in coordinating training and operational support plans with their respective RPDs.

(5) Facilitate command access to NR assets.

(6) Ensure NR training prioritizes readiness for service in assigned mobilization billets according to the command's mobilization plan.

(7) Assist command manpower departments with the management of NR billets to optimize the command's capability and capacity to meet mobilization and operational support requirements.

(8) Advise command planners during (deliberate and crisis) planning to incorporate NR Sailors into operation plans and time-phased force deployment data.

(9) Audit and assess at regular intervals the relevance of NR units and billets to the command's mission, as well as the performance of Reserve members in support of their assigned missions. Make recommendations to align Reserve capacity and capability with mission requirements through planning, programming, budgeting, and execution process.

7. Training. All training and qualification requirements will be determined and established per AUIIC requirements. NRRU leadership, in partnership with the active supported command, is responsible for defining requirements and tracking completion of individual unit members.

8. Reporting. A consolidated monthly situational report (SITREP), or at a frequency otherwise prescribed by the enterprise lead, will be provided to Commander, NETC (CNETC).

a. SITREPS will be coordinated by the NETC RPD with input from each of the NETC Enterprise NRRUs and review by the RCOS. The SITREP will be submitted by RCOS to the lead for issuance to CNETC. The SITREP will summarize enterprise-wide operational support, accomplishments, and issues, risks, or concerns and is typically submitted by the second day of the following month. Unit SITREP submissions to the RPD include a description and number of days of all unit operational support (IDT, IDT travel,

AT, ADT, ADOS) and unit members on mobilization orders (to include date of departure, location, and date of planned return). Additional reporting may be required in support of contingency and other specific requirements from the enterprise lead.

b. Monthly, or at a frequency otherwise determined by the Deputy and RCOS, the Reserve Enterprise leadership and RPDs will conduct a teleconference to disseminate information, coordinate efforts, and address any issues or concerns.

c. Monthly, the lead RPD will provide input to CNRFC for the NR force warfighting readiness report detailing major contributions of the NETC Reserve Enterprise in order to highlight positive impacts on the force.

9. Administration. Routine Reserve-specific administrative requirements will be handled at the NRRU level in conjunction with the Navy Reserve Center at which the unit or member is assigned.

a. Routine administrative requirements that require supported command action (e.g., award submissions, letters and memorandums, letters of endorsement, etc.) will be coordinated with the NRRU's supported command. Per reference (f), fitness reports for NRRU COs or officers in charge (OIC) will be completed by the AUIC commander as follows:

- (1) NR NLEC reporting senior is CNETC
- (2) NR NASC reporting senior is CO, NASC
- (3) NR SEA reporting senior is RCOS, NETC
- (4) NR OTC reporting senior is CO, OTC
- (5) NR NRC HQ reporting senior is Commander, NRC.

Fitness Reports for NR NTAG OICs will be completed by CO, NR NRC.

b. Administrative requirements which necessitate NETC HQ attention will be routed through the RCOS to the Deputy prior to submission to NETC HQ.

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10. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

11. Review and Effective Date. OPNAVINST 5215.17A, NETC 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.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site (www.netc.navy.mil) or by e-mail at netc-directives@us.navy.mil.