



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO
OPNAVINST 1001.23
N951
02 MAR 1999

OPNAV INSTRUCTION 1001.23

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees
not having Navy personnel attached)
Subj: RESERVE LIAISON OFFICER (RLO) DUTY
Ref: (a) SECNAVINST 1001.37A
(b) OPNAVINST 1001.21B

1. Purpose. To provide RLOs and upper echelon commands with guidance on RLO duty.
2. Background. The Navy Total Force Policy, reference (b), has expanded the role of the Naval Reserve from its traditional role of mobilization, into the full spectrum of the Navy's operational requirements, including routine operations, exercises, contingency responses, forward deployment and other peacetime contributory support missions. To fully support this expansion of Reserve requirements, Navy and joint commands and staffs must be properly manned with Reserve officers, capable of supporting Navy leadership on all Reserve resource decisions. To support that requirement, RLOs will be assigned to major Navy and joint staffs.
3. Discussion. This instruction, in keeping with Selected Reserve policy as outlined in references (a) and (b), provides guidance for RLO support to unified, specified and component commanders, and major headquarters staffs. Below flag rank, there will be three levels of RLO support: Senior level, action officer (AO) level, and enlisted support.
 - a. Selected Reserve flag officers shall be collaterally assigned to major staffs to the maximum extent possible and shall act as the senior Reserve representative to the Commander in Chief (CINC) or Principal Staff Officer. These flag officers will ensure maximum Reserve integration at senior staff levels and will assist in Flag level Reserve issues.

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b. Senior RLOs will normally be O-5 or O-6 Full Time Support (FTS - Training and Administration of Reserve (TAR) or Reserve Personnel Navy (RPN) recall) officers assigned on a full-time basis to provide continuity, Reserve expertise and daily organizational support. These officers should be given Assistant Chief of Staff (ACOS)/Special Assistant level placement within the organization to enable maximum Reserve integration and support for Navy and joint requirements.

c. AO RLOs will normally be mid-grade FTS officers assigned on a full-time basis to provide continuity, Reserve expertise and daily organizational support at the division or department head level.

d. Reserve enlisted personnel shall be assigned wherever Reserve support and expertise is required.

4. Action

a. Chief of Naval Operations (CNO). Within the internal CNO staff, the Director of Naval Reserve (N095) will routinely review overall RLO duty effectiveness and recommend appropriate changes to the CNO through the Director, Strategy and Policy Division (N51).

b. Commander, Naval Reserve Force will:

(1) Serve as primary point of contact for Reserve liaison concerns and provide assistance as necessary to support active/reserve integration.

(2) Ensure RLOs are informed of Reserve policy changes via the most expeditious means. It is especially important to communicate changes in fiscal guidance, drill policy, affiliation procedures and information on exercises or conferences that affect specific commands with a RLO assigned.

(3) Provide a means for exchange of information between RLO and Naval Reserve staffs.

(4) Recommend to appropriate manpower claimant the structure for RLO billets assigned to Active Component commands. Maintain a current roster of RLO billets and provide this roster to Naval Personnel Command (NPC) as required to assist in the detailing process.

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Maintain a current roster of RLO billets and provide this roster to Naval Personnel Command (NPC) as required to assist in the detailing process.

(5) Conduct RLO training. Maintain a current RLO training syllabus.

c. Major manpower claimants will identify RLO billets on Activity Manning Documents (AMDs) with the billet title "Reserve Liaison Officer."

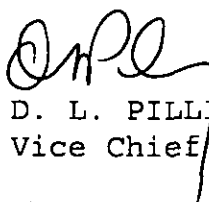
d. RLOs shall support the use of Reserve resources by:

(1) Facilitating access to Reserve assets and maximizing peacetime contributory support.

(2) Optimizing the readiness of the Naval Reserve for augmentation, mobilization, or peacetime contributory support.

(3) Participating in the planning, budgeting, and allocation of funds processes to meet CINC, fleet and force commander requirements.

(4) Coordinating with resource sponsor to manage end strength and with fleet planners to incorporate Reserve units and individuals into operations plans (OPLANS) and time phased force deployment data (TPFDDs).



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