



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
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IN REPLY REFER TO

OPNAVINST 1001.24
N512H
5 July 2000

OPNAV INSTRUCTION 1001.24

From: Chief of Naval Operations

Subj: INDIVIDUAL AUGMENTATION (IA) POLICY AND PROCEDURES

Ref: (a) CJCSI 1301.01A
(b) OPNAVINST 1001.21B
(c) Title 10, United States Code

Encl: (1) Individual Augmentation Request Procedures for Navy
Component Commanders
(2) OPNAV (N3/N5) Billet Validation Process
(3) Active Component Process to Source Billets
(4) Reserve Component Process to Source Billets

1. Purpose

a. To establish policy and procedural guidance for the OPNAV staff and upper echelon commands to support assignment of individuals to meet combatant command Individual Augmentation (IA) requirements.

b. To include use of Reserve Component (RC) manpower resources, both with and without the existence of a Presidential Reserve Call-up (PRC) authority (formerly PSRC).

2. Background. Combatant commands determine and validate billet requirements to support specific National Command Authority (NCA) mission taskings, and subsequently task the Service component commands to provide individuals to meet those requirements. If the Service component does not have sufficient personnel to meet requirements, the shortfalls will be identified to the Service headquarters (Office of the Chief of Naval Operations (CNO) for Navy requirements), which initiates the IA procedures described in this instruction.

3. Policy. With or without the existence of a PRC authority, IA is not intended as recourse to increase peacetime manning levels, to meet training requirements or to fill permanent manning shortfalls. CNO will support fully validated manning requirements identified by combatant commands and their

OPNAVINST 1001.24

5 July 2000

associated Navy component commands. A request for IA will receive flag level review at the Navy Component Commander level prior to submission to CNO. OPNAV (N3/N5) will be the final validation authority. Issues or recommendations involving IA policy shall be coordinated with OPNAV (N51). Policies outlined in references (a) and (b) provide guidance for support of Active Component (AC) organizations. Augmentation will be resourced from Navy assets, following the procedures provided in this instruction.

a. As discussed in reference (b), during peacetime, Navy will employ volunteer Reserve forces and personnel to relieve the stress of Personnel Tempo (PERSTEMPO) on the active force by Reserves deploying, when practicable, as well as fulfilling close-to-home Commander in Chief (CINC) requirements that support the deployment of Active forces and personnel. Without PRC authority, billet requirements are an AC responsibility, but may be accomplished by Reserve volunteers.

b. When a PRC authority exists, CNO policy for filling IA requirements shall be for OPNAV (N31) to forward validated billet requirements to OPNAV (N12) (for AC fills) or to OPNAV (N095) (for RC fills). OPNAV (N3/N5) will adjudicate between OPNAV (N12) and OPNAV (N095) for any unresolved, unassigned billet requirements. OPNAV (N12) and OPNAV (N095) shall coordinate resolution of all IA manning issues to achieve the best solution in support of the contingency force and of the Navy. In all cases, the responsibility for filling validated billet requirements shall remain with OPNAV (N12) and OPNAV (N095) as originally assigned. The Director of the Naval Reserve (N095) may fill IA requirements for a PRC using volunteers, non-volunteers, or the short-term reassignment of Training and Administration of Reserves (TAR) personnel as determined by the availability of personnel and the time available to fill the requirement.

c. Navy's Total Force Policy for deployment of personnel in support of contingency operations will be consistent for Active and Reserve forces. Planned duration of deployment of Active and Reserve personnel is 179 days. However, OPNAV (N095)

retains the discretionary authority to adjust Reserve force PRC orders duration as necessary to meet both the operational commanders' requirements and accommodate the employment requirements of the member. Maximum order duration allowable by law for involuntary recall to active duty is addressed in reference (c).

4. Responsibilities. It is the responsibility of the Navy Component Commander and OPNAV (N31, N12 and N095) to carry out the policies and procedures of this instruction.

5. Procedures. Specific procedures for assigning individual augmentees to meet combatant command operational requirements follow:

a. Initial Tasking

(1) The National Command Authority (NCA) assigned mission results in designating a supported CINC and identifies supporting CINCs, Services, and Defense Agencies through the Unified Command Plan (UCP), DOD directives, execute, or deployment orders (EXORD/DEPOD). The supported combatant command determines and validates its force requirements for a specific mission and tasks Service component commands to identify and assign individuals to meet such requirements. The supported commander has an incumbent responsibility to ensure that personnel requirements are validated by a competent and knowledgeable authority within the chain of command.

(2) If the Navy Component Commander cannot fill personnel requirements from forces assigned, OPNAV (N31) will be alerted concurrently with the combatant command headquarters and the Joint Staff (J-1). Procedures for the Navy Component Commander to submit augmentation requests and validations are established in enclosure (1). Navy Component Commander flag officer involvement is a key element in the process. Billet requirements are validated, not people. The availability of PRC authority, Active Duty for Special Work Status (ADSW) contingency funding, and/or a volunteer reservist "by-name fill" does not, in itself, justify a request for individual augmentation or establish a valid augmentation requirement.

OPNAVINST 1001.24
5 July 2000

b. The OPNAV Validation and Resource Assignment Process.

(1) OPNAV (N31) will initially review and validate the billet augmentation request(s) based upon information submitted by the Navy Component Commander. OPNAV (N12) and OPNAV (N095) will determine the availability of resources to fill the identified shortfalls from internal Navy assets (either Active or Reserve component, respectively) and provides the resource availability information to OPNAV (N31) within three working days. Based upon the coordinated response, OPNAV (N31) will forward formal validated billet fill tasking to either OPNAV (N12) and/or OPNAV (N095) for the augmentee assignment. OPNAV (N12) or OPNAV (N095) retain the responsibility for those billets originally assigned until the requirement is satisfied. OPNAV (N3/N5) will adjudicate between OPNAV (N12) and OPNAV (N095) for the assignment responsibility of any unresolved, unassigned billet requirements. Guidelines for billet validation are addressed in enclosure (2).

(2) With no PRC authority, OPNAV (N12) will source billets with active duty volunteers, RC volunteers (using ADSW), or active duty non-volunteers (if no RC or AC volunteers are available). Enclosure (3) describes the Active Component's process for sourcing billets in support of individual augmentation.

(3) OPNAV (N095) will source billets under PRC authority with volunteers, non-volunteers, or short-term reassignment of TAR personnel. Enclosure (4) describes the Reserve Component's process for sourcing billets in support of individual augmentation.

(4) If OPNAV (N3/N5) does not concur with the augmentation request, OPNAV (N31) will submit a reclama package to the Chairman of the Joint Chiefs of Staff as described in reference (a).

c. There may be unique circumstances when OPNAV (N12) will identify resources external to Navy controlled assets that could be used to fill billet augmentation requirements, such as other