





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

OPNAVINST 1001.26  
DNS  
JUL 20 2004

**OPNAV INSTRUCTION 1001.26**

From: Chief of Naval Operations  
To: OPNAV Principal Officers

Subj: MANAGEMENT OF NAVAL RESERVE (NR) SELECTED RESERVE  
(SELRES) SUPPORT TO THE OFFICE OF THE CHIEF OF NAVAL  
OPERATIONS (OPNAV)

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

1. Purpose. To issue policy and procedures for management  
of NR SELRES support to the OPNAV.

2. Background. OPNAV SELRES structure was realigned on 1  
October 2003. The realignment initiative consolidated 19  
program-oriented reserve units on the staff into six  
functional units; incorporated all Individual Mobilization  
Augmentee billets into the new unit structure; and included  
a directed reduction in the number of reserve billets on  
the staff from 519 on 1 October 2002 to 206 by 30 September  
2004.

The transition process was managed over an 18-month period  
by a team convened by the Director Navy Staff and  
consisting of active duty staff, SELRES, and Operational  
Support Officers to ensure that all stakeholder equities  
were considered. Wherever possible, billet reductions were  
taken in connection with personnel rotations to minimize  
personnel turbulence. The resulting structure is intended  
to provide flexible and responsive support to the entire  
OPNAV staff; staff-wide visibility on support requirements;  
and central oversight and coordination of NR activities.

A unique aspect of this initiative was the deliberate  
inclusion in the structure of Operational Support (OS)  
billets that have no basis in mobilization plans, but are  
specifically intended to apply the civilian skills of  
selected Naval Reservists to critical but unresourced  
requirements on the Navy staff.

3. Action

a. Enclosure (1) contains policies and procedures for the management of organic NR resources. OPNAV Principal Officials, supporting staff and appropriate Naval Reserve officials shall implement policies and procedures contained therein.

b. The Director, Naval Reserve Support shall be responsible to the Director, Navy Staff for maintenance of this instruction.

c. This instruction shall be reviewed at least annually and its guidance revised as necessary to facilitate responsive SELRES support to OPNAV.

4. Report. The reporting requirements contained in enclosure (1) are exempt from reports control by SECNAVINST 5214.2B.

P. A. Tracey  
Vice Admiral, U.S. Navy  
Director, Navy Staff

Distribution:  
SNDL 26B3 (COMNAVRESFORCOM)

JUL 20 2004

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

1. Executive Summary. Naval Reserve (NR) Selected Reserve (SELRES) support to the Office of the Chief of Naval Operations (OPNAV) is organized into six functional units. The Director, Naval Reserve Support (DNRS) is the primary liaison between the unit commanding officers (COs) and the Director, Navy Staff (DNS). Unit COs are the primary liaison between single-digit N-Codes and the units functionally aligned to these codes. NR billets in the six units are designated as either mobilization (MOB) or operational support (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 OPNAV staff support as recommended by the NR OS Review Board (OSRB) process, reviewed and prioritized by the Deputy OPNAV Principal Officers, and approved by DNS. While not assigned mobilization functions by billet, SELRES in OS billets are subject to mobilization if/when their skills are identified as fulfilling mobilization requirements. The OSRB collects, evaluates and recommends prioritization of requirements for NR support identified by the supported command and the assignment of NR resources to priority projects. Organizational relationships appear in a line diagram at the end of this enclosure.

2. DNRS

a. Roles and responsibilities. DNRS is the primary liaison between DNS and the unit COs. He or she reports to DNS via the Deputy DNS (DDNS) and

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

(2) Manages the processes required to collect, evaluate and prioritize requirements for NR support to OPNAV.

(3) Manages the processes required to apply SELRES resources, including their time, skills and qualifications, to OPNAV priority projects. In this capacity, chairs meetings of the OSRB.

(4) Establishes and maintains standard operating procedures relating to SELRES matters.

JUL 20 2004

b. Qualifications and selection. DNRS will be a post-command O6 line officer with significant experience on OPNAV or other major headquarters staff. The DNRS billet is a 2-year term of major command equivalence located administratively in the OPNAV NR Management Analysis Unit (NR MA). The billet will be filled via the national NR Apply process. DNS is the designated reporting senior for DNRS.

c. Staff support and processes. DNRS is supported by one officer and one enlisted billet, also located administratively in NR MA, and by additional officer support from the Volunteer Training Unit (VTU) as available and required by workload. DNRS and staff will manage on behalf of DNS the policies, processes, systems, correspondence, records, and other management and administrative matters associated with OPNAV NR support.

### 3. Unit Organization and Missions

#### a. OPNAV NR Units

(1) NR Management Analysis Unit (NR MA). NR MA 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.

(2) NR Intelligence (NR INTEL). NR INTEL is aligned with N2, and N2 or his or her designated representative is the reporting senior for the unit CO. The mission contains both MOB and OS billets augments intelligence watchstanding in support of war plan execution and provides other support as tasked through the OSRB process.

(3) NR Operations and Plans (NR OPS/PLANS). NR OPS/PLANS is aligned with N3/N5, and N3/N5 or his or her designated representative is the reporting senior for the unit CO. The unit contains both MOB and OS billets; it augments current operations watchstanding 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 N3/N5, and N3/N5 or his or her designated representative is the