**DEPARTMENT OF THE NAVY**
NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO

NAVSEAINST 1001.2G
Ser 00R/171
21 Jun 02

NAVSEA INSTRUCTION 1001.2G

From: Commander, Naval Sea Systems Command

Subj: RESERVE EXECUTIVE STEERING COMMITTEE (RESC) AND RESERVE POLICY STEERING GROUP (RPSG) AND NAVSEA ENLISTED RESERVE MANAGEMENT ADVOCACY COUNCIL (NERMAC) FOR NAVAL RESERVE PROGRAM 29

Encl: (1) Application for Reserve Executive Steering Committee Membership
(2) Application for Reserve Policy Steering Group/NAVSEA Enlisted Reserve Management Advocacy Council Membership

1. Purpose. To revise the instruction, which implements the Reserve Executive Steering Committee (RESC), and its supporting Reserve Policy Steering Group (RPSG) and to add the NAVSEA Enlisted Reserve Management Advocacy Council (NERMAC). These organizations provide recommendations to the Commanders of Naval Sea Systems Command and Naval Surface Reserve Force relevant to the mobilization needs, policies, and training requirements for Naval Reserve Program 29. This is a major revision and no effort has been made to show specific changes.

2. Cancellation. NAVSEAINST 1001.2F of 2 May 2001.

3. Background

a. According to Title 10, United States Code, the Secretary of the Navy has directed that training of the Naval Reserve be integrated, to the greatest extent practical, with the tasks and functions of the Active Navy. The mission of the Naval Reserve is to provide mission-capable units and individuals to the Navy, Marine Corps Team throughout the full range of operations from peace to war.

b. The dynamics of the Navy in both mission and supporting technology, along with the multitude of factors affecting the Naval Reserve requires an effective dialogue between Commander, Naval Sea Systems Command (NAVSEA) and its Naval Reserve Units.

The RESC, RPSG and NERMAC satisfy this need by providing forums for developing and analyzing requirements and policies for current and future NAVSEA Reserve Programs.

c. The RESC will provide direction on policy issues to the NAVSEA Naval Reserve Force, which will be implemented through the chain of command upon approval by the Commander, Naval Sea Systems Command.

d. The RPSG will act to provide recommendations regarding the ability of Naval Reserve Units to meet existing or proposed Naval Reserve mission requirements and will advise the RESC on the practicality of mission assignments. Input will be actively solicited from Naval Reserve field activities, including the Technical Training Advisors representing each region, as well as those personnel assigned Naval Reserve coordination duties at COMNAVSEA and NAVSEA field activities.

e. The NERMAC will act to promote the effective utilization of a high value NAVSEA enlisted augmentation force and, as a branch of the RPSG, will provide recommendations to the RPSG regarding the current and future requirements of the NAVSEA enlisted community.

f. This instruction does not change nor diminish the responsibilities affecting mobilization readiness capability of Commanding Officers and Commanders of Field Activities.

4. Objective. To establish an RESC that will give recommendations on policy and guidance to the Commander, Naval Sea Systems Command, and an RPSG and NERMAC that will support the RESC in the development of its recommendations.

5. RESC Charter. The RESC will:

a. Act as an advisory board to Commander, Naval Sea Systems Command, to include subordinate activities, on matters relevant to its Reserve assets.

b. Recommend policy initiatives to COMNAVSEASYSCOM concerning the readiness, employment, and management of the NAVSEA Reserve Program.

c. Evaluate long-term trends and recommend criteria to assess mobilization readiness and training needs consistent with specific NAVSEA requirements.

d. Represent the interests of NAVSEA and the Naval Reserve Community in the administration, management, and training of its assets for the Commander, Naval Reserve Force (COMNAVRESFOR).

e. Provide direction to enhance mission responsiveness and/or cost-effectiveness of NAVSEA's components and programs.

6. RPSG Charter. The RPSG will:

a. Prepare task assignments and obtain chain-of-command concurrence for NAVSEA (Program 29) Units to support recommendations in paragraphs 5a through 5e above and other tasks deemed necessary, submit to SEA 00 via the RESC for approval and action according to NAVSEA's goals and objectives.

b. Study and report on lessons learned from any periods of recall during mobilization or training exercises at headquarters or field activities.

c. Analyze and report back to the RESC on any tasking obtained from that committee. Utilize input from the Reserve Units, Technical Training Advisors, the NAVSEA Reserve Program Office, and others, as appropriate, in formulating their recommendations.

d. Evaluate other input obtained from the field on policy and management issues and develop recommendations for consideration by the RESC.

e. Function as the advocate for Officer and Enlisted SELRES assigned to Program 29.

7. NERMAC Charter. The NERMAC will:

a. Prepare task assignments and obtain chain-of-command concurrence for NAVSEA (Program 29) Units to support recommendations in paragraph 6a though 6e above and other tasks as deemed necessary, to submit to SEA OOR via the RPSG for approval and action according to NAVSEA's goals and objectives.

b. Study and report on lessons learned from any periods of recall during mobilization or training exercises at headquarters or field activities.

c. Analyze and report back to the RPSG on any tasking obtained from that committee. Utilize input from the Reserve units, Technical Training Advisors, the NAVSEA Reserve Program Office, and others, as appropriate, in formulating recommendations.

d. Evaluate other input obtained from the field on policy and management issues and develop recommendations for consideration by the RPSG.

e. Serve as advocate for Enlisted SELRES assigned to Program 29 and provide input and support to the NAVSEA Program 29 Senior Enlisted Advisor.

8. Membership of the RESC

a. Composition. The RESC will consist of the chairman, permanent invited members and three appointed members.

(1) Chairman. The NAVSEA Deputy Commander for Mobilization will be Chairman of the RESC. When the Chairman is absent, another officer attending will be designated the Acting Chairman.

(2) Appointed Members. The appointed members will be three Naval Reserve Officers in the grade of Captain. One member will be the current Chairman of the RPSG. It is desired to have a wide cross section of experiences in NAVSEA and related communities in designating members assigned.

(3) Permanent Members. The permanent invited members will be the Commander/Vice Commander, NAVSEA or his representative; NAVSEA assigned Naval Reserve Flag Officers; other stakeholder Active and Reserve Flag officers; the primary Resource Sponsors (N43 and N76); and the Director of the NAVSEA Reserve Program Office.

(4) Other Members. Other personnel may be invited to attend meetings as arranged through the NAVSEA Reserve Program Office and as approved by the Chairman.

b. Length of Membership Term

(1) The term of appointed members will be for three years. Members will normally serve only one consecutive term to permit a flow of personnel through the Steering Committee.

(2) At the discretion of the Chairman, a member may be asked to continue as an advisor beyond the regular term if it is in the best interest of the Board and the Navy.

(3) Temporary appointments may be made by the Chairman to fill unexpected vacancies.

c. Selection of Members

(1) Appointments to the RESC will be issued by the Commander, Naval Sea Systems Command through the NAVSEA Reserve Program Office. The Director of the NAVSEA Reserve Program Office will develop recommendations for appointment. Upon approval by the Chairman, the Director of the NAVSEA Reserve Program Office will issue letters of appointment to Reserve personnel.

(2) Solicitations to fill RESC vacancies will be made prior to meetings, as vacancies exist with selection normally made from those requesting such assignments. Enclosure (1) is a sample application letter for membership in the RESC.

9. Membership of the RPSG

a. Composition. The Reserve Policy Steering Group (RPSG) will normally consist of nineteen (19) members, four (4) permanent members and fifteen (15) appointed members.

(1) Chairman. An appointed Reserve Captain, designated by the NAVSEA Reserve Flag Officer, will be the Chairman of the RPSG. When the Chairman is absent, an officer attending will be designated by the chairman to be the Acting Chairman.

(2) Permanent Members. The permanent members will be the Director of the NAVSEA Reserve Program Office, the active duty NAVSEA Naval Reserve Coordinator, the NAVSEA Reserve Senior Enlisted Advisor, and the COMNAVSURFRESFOR Manager for Program 29.

(3) Appointed Members. The appointed members will be twelve Naval Reserve Officers and two senior enlisted members. The officers will be selected primarily from Program 29 Reserve Units. Four of these officers should be in the grade of Captain, three in the grade of Commander, three in the grade of Lieutenant Commander, and two in the grade of Lieutenant or below. The two senior enlisted members will be Chief Petty Officers (E-7 to E-9), and are in addition to the NAVSEA Reserve Senior Enlisted Advisor. Except for the Chairman, none of the appointees should be members of the RESC at the same time.

(4) Other Members. Other personnel may be invited to attend meetings as arranged through the NAVSEA Reserve Program Office and as approved by the Chairman for purposes of representing the interests of related Reserve communities such as Programs 26 and 38 or other gaining command and Naval Reserve interests that may be of concern for NAVSEA.

b. Length of Membership Term

(1) The term of appointed members will be three years. Members will normally serve only one consecutive term to permit a flow of personnel through the RPSG.

(2) At the discretion of the Chairman, a member may be asked to continue as an advisor beyond the regular term if it is in the best interest of the Board and the Navy.

(3) Temporary appointments may be made by the Chairman to fill unexpected vacancies or replace habitual non-attendees.

c. Selection of Members

(1) Appointments to the RPSG will be issued by the Commander, Naval Sea Systems Command through the NAVSEA Reserve Program Office. The Director, NAVSEA Reserve Program Office, will develop recommendations for appointment. Upon approval by the NAVSEA Deputy Commander for Mobilization, the Director of the NAVSEA Reserve Program Office will issue letters of appointment to the designated Naval Reserve personnel.

(2) Solicitations to fill RPSG vacancies will be made prior to meetings, as vacancies exist with selection normally made from those requesting such assignments. Enclosure (2) is a sample application letter for membership in the RPSG or NERMAC.

10. Membership in the NERMAC

a. Composition. The NAVSEA Enlisted Reserve Management Advocacy Council will normally consist of fifteen (15) members, four (4) permanent members and eleven (11) appointed members.

(1) Chairperson. The NAVSEA Reserve Senior Enlisted Advisor, designated by the NAVSEA Reserve Flag Officer, will be the Chairperson of the NERMAC. When the Chairperson is absent, another Chief Petty Officer attending will be designated by the Chairperson to be the Acting Chairperson.

(2) Permanent Members. The permanent members will be the Director of the NAVSEA Reserve Program Office, the Active duty NAVSEA Naval Reserve Coordinator, the NAVSEA Reserve Senior Enlisted Advisor and a designated officer liaison and advisor from the NAVSEA Headquarters Unit 1606.

(3) Appointed members. The appointed members will be eleven Naval Reserve senior enlisted members, E-6 and above from Program 29 Reserve Units. Seven members should be Chief Petty Officers (E-7 to E-9).

(4) Other Members. Other personnel may be invited to attend meetings as arranged through the NAVSEA Reserve Program Office and as approved by the Chairperson for the purposes of representing the interests of related Reserve communities such as Program 26 and 38 or other gaining command and Naval Reserve interests that may be of concern for NAVSEA.

b. Length of Membership Term

(1) The term of appointed members will be three years. Members will normally serve only one consecutive term to permit a flow of personnel through the NERMAC.

(2) At the discretion of the Chairperson, a member may be asked to continue as an advisor beyond the regular term if it is in the best interest of the Advocacy Group and the Navy.

(3) Temporary appointments may be made by the Chairperson to fill unexpected vacancies or replace habitual non-attendees.

c. Selection of Members

(1) The Commander, Naval Sea Systems Command through the NAVSEA Reserve Program Office, will issue appointments to the NERMAC. The NAVSEA Senior Enlisted Advisor will make recommendations for appointment. Upon approval by the NAVSEA Deputy Commander for Mobilization, the Director of the NAVSEA Reserve Program Office will issue letters of appointment to the designated Naval Reserve personnel.

(2) Solicitations to fill NERMAC vacancies will be made prior to the meetings, as vacancies exist with selection normally made from those requesting such assignments. Enclosure (2) is a sample application letter for membership in the RPSG or NERMAC.

11. Meeting Schedules. The RESC is expected to meet a minimum of once each year on the Friday before the East Coast Naval Engineering Workshop (NEW). The RPSG and NERMAC will meet a minimum of twice each year. One meeting can be as a Breakout Session of the NEW, alternating between the East and West Coast NEWs. The other meeting will be approximately six months later. Staff assistance for special studies may be obtained by request via the chain-of-command to NAVSEA Units or other Organizations according to procedures prescribed by the Commander of NAVSEA and Naval Surface Reserve Force.

12. Action. The RESC, RPSG, and NERMAC will operate under the guidance of the Commander, Naval Sea Systems Command.

a. The Director, NAVSEA Reserve Program Office will provide administrative support for the RESC and RPSG and will coordinate with COMNAVRESFOR to request Active Duty for Training (ADT) or equivalent orders when required for RESC or RPSG business. Note that ADT funds are often very limited and should not be relied upon for any meeting or project.

b. The Director, NAVSEA Reserve Program Office will develop recommendations for the annual selection of Naval Reserve personnel for RESC and RPSG assignment and will submit the recommendations for concurrence to the NAVSEA Reserve Flag Officer for approval.

c. The Director, NAVSEA Reserve Program Office will solicit and collect input from the field for consideration by the RPSG and NERMAC on a regular basis, in advance of scheduled meetings. Minutes of each RESC, RPSG, and NERMAC meeting will be kept and

maintained at the NAVSEA Reserve Program Office and may be posted on the NAVSEA and related Reserve Website.

d. RESC, RPSG, and NERMAC recommendations regarding administration and support should be sent to the Director, NAVSEA Naval Reserve Office.

G. P. NANOS, JR.

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APPLICATION FOR MEMBERSHIP
RESERVE EXECUTIVE STEERING COMMITTEE

From: _____
Rank/Rate

To: Commander, Naval Sea Systems Command (SEA 00R)
Via: Commanding Officer, _____
Reserve Unit

Subj: APPLICATION FOR APPOINTMENT TO THE RESERVE EXECUTIVE STEERING COMMITTEE (RESC)

Ref: (a) NAVSEAINST 1001.2G

Encl: (1) Officer Qualification Questionnaire
(2) Civilian Resume

1. In accordance with reference (a), I wish to be considered for assignment to the Reserve Executive Steering Committee (RESC). I understand that this assignment will be a collateral duty to my current Reserve assignment. I understand that I will be considered for subsequent appointments if not selected initially unless I notify SEA 00R of unavailability.

2. The following data is submitted for consideration:

Current Date of Rank/Rate: _____

Rank/Rate Selected for: _____

Designator: _____

Years Active Duty: _____

Years Reserve (Qualifying): _____

Unit Assigned To: _____

3. Enclosure (1) contains background information on Active Duty and Inactive Duty assignments, educational background, and civilian experience. Enclosure (2) supplements and/or amplifies information provided in enclosure (1).

APPLICATION FOR MEMBERSHIP
RESERVE POLICY STEERING GROUP OR
NAVSEA ENLISTED RESERVE MANAGEMENT ADVOCACY COUNCIL

From: _____
Rank/Rate

To: Commander, Naval Sea Systems Command (SEA 00R)
Via: Commanding Officer, _____
Reserve Unit

Subj: APPLICATION FOR APPOINTMENT TO THE RESERVE POLICY STEERING GROUP (RPSG)/ NAVSEA ENLISTED RESERVE MANAGEMENT ADVOCACY COUNCIL (NERMAC)

Ref: (a) NAVSEAINST 1001.2G

Encl: (1) Officer Qualification Questionnaire
(2) Civilian Resume

1. 1. In accordance with reference (a), I wish to be considered for assignment to the Reserve Policy Steering Group (RPSG)/NAVSEA Enlisted Reserve Management Advocacy Council (NERMAC). I understand that this assignment will be a collateral duty to my current Reserve assignment. I understand that I will be considered for subsequent appointments if not selected initially unless I notify SEA 00R of unavailability.

2. The following data is submitted for consideration:

Current Date of Rank/Rate: _____

Rank/Rate Selected for: _____

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Years Active Duty: _____

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