



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
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SPAWARINST 1001.2E
SPAWAR 09R
2 Sep 03

SPAWAR INSTRUCTION 1001.2E

From: Commander, Space and Naval Warfare Systems Command

Subj: SPACE AND NAVAL WARFARE SYSTEMS COMMAND RESERVE
AND ACTIVE DUTY FOR SPECIAL WORK PROGRAMS

Ref: (a) BUPERSINST 1001.39D
(b) MOA COMNETWARCOM/COMSPAWARSYSCOM/COMSSFA of 11 Jun 03
(c) SPAWAR Reserve CONOPS
(d) MOU COMNAVRESFOR/COMSPAWARSYSCOM of 23 Jul 02
(e) MOU COMNAVSURFRESFOR/COMSPAWARSYSCOM of 1 Oct 99
(f) OPNAVINST 1001.20B
(g) SECNAVINST 1001.33C
(h) DODINST 1215.19
(i) OPNAVINST 1000.16J
(j) BUPERSINST 1610.10
(k) COMNAVRESFORINST 5420.12

Encl: (1) SPAWAR Reserve Functional Organization
(2) Mobilization Requirements Flow Diagram
(3) SPAWARSYSCOM ADSW Flow Chart
(4) Reserve Program Office Organizational Chart
(5) N-Code Administrative Support Structure

1. Purpose. To provide management and policy guidance for peacetime training and wartime mobilization integration for Selected Reserve (SELRES) personnel assigned to the Commander, Space and Naval Warfare Systems Command (SPAWAR) and all subordinate commands in accordance with reference (a). In addition, to provide management and policy guidance for the SPAWAR Active Duty For Special Work (ADSW) program.

2. Cancellation. This instruction supercedes SPAWARINST 1001.2D in its entirety.

3. Background. The primary SPAWAR Reserve mission is to augment SPAWAR in enabling knowledge superiority to the warfighter through the development, acquisition and lifecycle support of effective, capable and integrated C4ISR/IT and space systems for deploying Fleet units. SPAWAR activities are expected to intensify during a national emergency or other contingencies due to increased gaining command and Fleet requirements. While some functions will expand on a time-phased schedule, others may require immediate expansion or deployment to combat zones at the outset of the emergency. Deployable Fleet units will compress

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their deployment timeframes, and in some cases additional Fleet units will be added. Under such conditions, additional fully trained military personnel will perform support roles to augment existing personnel. SPAWAR Reserve Program is organized around a Fleet Support Team (FST) matrix, enclosure (1), to train Reservists for this mission. Selected Reserve billets are resourced by the Chief of Naval Operations (CNO) for this purpose.

4. Scope. This instruction provides policy and direction to SPAWAR Headquarters, all SPAWAR Echelon III commands and the 22 Reserve units assigned to SPAWAR UIC's except as documented in reference (b). The SPAWAR Reserve program is unique in that Reserve support is "corporate" in nature - Echelon II and III Reserve units are matrixed into deployable teams staffed with the correct personnel resources to provide the highest quality technical support to deploying Fleet units. The SPAWAR Reserve program supports a wide spectrum of Naval commands and intra-SPAWAR codes

5. Policy. SPAWAR Reserve units will contribute to meeting SPAWAR mobilization requirements and those of the Fleet. The Reserve Program Office (RPO) is directed to coordinate all wartime mobilization requirements and the training to support these requirements during peacetime. Reservists will train during peacetime to develop the knowledge and skill bases required for performance of their duties during mobilization. During peacetime, SPAWAR Reservists' primary mission is to support assigned Fleet Support Teams. The FST matrix is the primary means to provide support to deploying Carrier and Expeditionary Strike Groups (CSG/ESG) under the Fleet Response Plan in regards to C4ISR/IT for: Installation, Integrated Logistics Support (ILS), C4ISR/IT training, configuration validation and Battle Group System Interoperability Test (BGSIT) support. Reference (c) further defines the roles and responsibilities within the Fleet Support Team matrix.

a. For training purposes, FST's will affiliate with specific CSG/ESG's. Due to emerging priorities and or unique individual management or skill sets, Reservists may be waived from participating in FST's and may support Program Support Teams (PST's). The PST's are secondary in nature and will provide all other support on a not to interfere basis with FST's. Reservists not assigned to FST's (due to lack of training, experience, etc.), may directly support Headquarters or subordinate organizations when appropriately waived from FST participation. To the greatest extent possible, this support should have an impact on supporting the Fleet.

b. SPAWAR is responsible for ensuring the necessary budgetary and administrative actions are taken to support Naval Reserve assets assigned to the claimancy. SPAWAR will provide, as available, appropriate resources to support the FST matrix and to honor responsibilities agreed to with COMNAVRESFOR Memorandums of Understanding, references (d) and (e) until cancelled or amended. These actions include supplying equipment and material required by the Naval Reserve in fulfilling assigned training and readiness missions, providing administrative and logistical support, and managing the training orders and associated budget for SPAWAR Selected Reservists. The RPO is responsible for fulfilling these functions for all Headquarters and subordinate commands.

c. The RPO will actively engage across other SYSCOM and technology based Reserve programs and Joint Reserve initiatives as appropriate to enhance SPAWAR's mission areas. The RPO will also sponsor a Reserve Executive Steering Group (ESG) and annual CO Conference.

d. The RPO shall be responsible for mobilization of all Reservists to the SPAWAR claimancy. Mobilization requests will be processed in accordance with enclosure (2). All Echelon III requests must be approved by the appropriate Commanding Officer. Code 09R will hold a validation board for all inputs and submit to SPAWAR via Code 09 for final approval.

e. The RPO shall be responsible for all aspects of the Active Duty for Special Work (ADSW) program per references (f), (g), and (h) including coordination of ADSW applications and for OPNAV N13 waivers for extended service. Enclosure (3) provides a flow chart for the ADSW application process. ADSW supports short-term mission requirements for which no permanent duty billet or position is programmed or where active duty personnel with the required skill(s) are unavailable.

6. Objective. The objective of the SPAWAR Reserve Program is to provide the designated Space and Naval Warfare Systems Command claimancy with fully qualified officer and enlisted support personnel during situations that require Reserve augmentation resource IAW OPNAV MOBPLAN and organization directives.

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7. Program Organization

a. The Commander, Space and Naval Warfare Systems Command directs the Reserve Program for the SPAWAR claimancy, is the major manpower claimant and is responsible for the mobilization statement of manpower requirements, reference (i).

b. Deputy Commander for Mobilization (00R) supports SPAWAR for mobilization and peacetime contributory support initiatives and is the senior Selected Reserve representative for the SPAWAR Reserve Program.

c. Echelon III Commanding Officers support SPAWAR in determining mobilization requirements and validating Selected Reserve (SELRES) billet requirements, emphasizing Fleet support.

d. Director, Reserve Programs (09R) is the Program Manager and is accountable and responsible for the SPAWAR Reserve Program and is the principle advisor to the Commander, Vice Commander, Deputy Commanders, and Echelon III Commanding Officers/Directors on Reserve affairs

e. Reserve Operations/Mobilization Officer (09R1) serves as the Command's mobilization officer, provides qualified SELRES personnel to fill the gaining command's mobilization and peacetime contributory support requirements, and prioritizes Fleet support initiatives.

f. Reserve Liaison Officer (09R2) oversees the administrative and support functions of the Reserve program and is the single point of contact for the Echelon III Reserve Coordinators.

g. The RPO including the Order Writing Branch (09R3) provides direction and performs administrative and logistical tasks in support of the Reserve Program. The RPO includes the Director and Full Time Support (FTS) staff, enclosure (4), and is supported by the Selected Reserve N-Code Administrative Structure. The RPO is the "clearing house" for all SPAWAR Reserve tasking.

h. The Selected Reserve N-Code Administrative Structure, enclosure (5) provides support to the RPO. The support roles for each N-code are listed in enclosure (5). As delineated in enclosure (4) each N-code is mapped to a corresponding part of the RPO.

i. The Naval Reserve SPAWAR HQ 406 Unit Commanding Officer acts as the senior spokesperson for the SPAWAR Commanding Officers and coordinates their participation in any leadership forums as appropriate. Additionally, he/she staffs and manages the Selected Reserve N-Code Administrative Structure in support of the RPO.

j. Reserve Units. Each unit is assigned a Commanding Officer who is responsible for ensuring their unit personnel are mobilization ready and adequately trained to support assigned tasks. Commanding Officers provide personnel resources for FST's, PST's, and other direct support.

k. Executive Steering Group (ESG). The ESG is the mutual SELRES/FTS leadership team that provides the strategic plan for Reserve tasking and develops the annual corporate priorities for reservists. The ESG is responsible for developing and implementing a management approach that will fully integrate the SPAWAR Reserves into the SPAWAR corporate vision.

8. Action

a. Commander, Space and Naval Warfare Systems Command will:

(1) Sign Officer Fitness Reports for all SPAWAR HQ and Echelon III Reserve Unit Commanding Officers IAW references (e) and (j).

(2) Resource the RPO to fulfill requirements including those of existing MOU's with COMNAVRESFOR and other claimants.

(3) Meet annually with the RPO team to evaluate past performance, communicate SPAWAR priorities for Reserves, determine training resource requirements, and plan future projects.

(4) Represent SPAWAR Reserve manpower issues as a Major Manpower Claimant.

b. Deputy Commander for Mobilization will:

(1) Act as primary advisor to SPAWAR on mobilization issues.

(2) Participate as a member of the Corporate Board of Directors (CBOD) and Headquarters ESG.

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(3) Substitute for SPAWAR and other Flag officers at official functions and meetings as required.

(4) Perform as senior professional mentor to the SELRES of the SPAWAR Reserve Program and the Engineering Duty Officer Community.

(5) Represent the SPAWAR Reserves at Reserve Flag Officer functions.

(6) Serve as Chairman of the Reserve CO Fitness Report ranking board.

(7) Represent SPAWAR Reserves within OPNAV, BUPERS and COMNAVRESFOR codes as appropriate.

c. Echelon III Commanding Officers/Directors will:

(1) Designate an individual to serve as the activity's Reserve Coordinator to coordinate Reserve efforts with the SPAWAR RPO, enclosure (4).

(2) Meet as required with the Director, Reserve Programs and appropriate staff to promote improved program coordination and use of Reserve assets to provide a means for identifying requirements, ranking priorities, resolving issues, and establishing closer working relationships.

(3) Submit, if desired, a Performance Information Memorandum in accordance with reference (j) on Reserve Commanding Officers assigned to their Command.

d. Director, Reserve Programs will:

(1) Serve as principal advisor to the Commander, Vice Commander, Deputy Commander for Mobilization, and Echelon III Commanding Officers on Reserve Program matters.

(2) Represent the SPAWAR Reserve Program to external commands.

(3) Manage the mobilization of SPAWAR Reserves in support of SPAWAR.

(4) Manage gaining command driven requirements for Reserve support, prioritizing direct Fleet Support. Ensure that adequate personnel resources are trained to support the SPAWAR Reserve mission.

(5) Conduct an annual assessment of SPAWAR mobilization requirements and as necessary propose changes in organization, administration, structure or allowances of assigned Reserve Units. Represents the Commander, Space and Naval Warfare Command for Reserve related manpower issues.

(6) Review all public releases of SPAWAR Reserve news articles and strategic communications with outside stakeholders and customers.

(7) Manage the annual SPAWAR Reserve budget.

(8) Update and utilize reference (c) as guidance in managing the Reserve program.

(9) Manage the Reserve Strategic Communications Plan.

(10) Serve as fund approver for all SPAWAR Selected Reserve and immediate staff's training and travel.

(11) IAW reference (d), act as the Reserve Program Primary APC for the SPAWAR Reservist GTCC Program.

(12) Serve as CO-Chairman of the Reserve ESG.

e. Reserve Liaison Officer will:

(1) Manage all SELRES and FTS manpower and personnel matters to include: 05/06 National Selection Board issues, FTS Activity Manpower Document (AMD) and Mobilization Statement Manpower Requirements (MSMR).

(2) Liaison to COMNAVRESFORCOM for unit establishment, disestablishment, movement, and Reserve Unit Assignment and Distribution (RUAD) manpower management.

(3) Provide oversight of SELRES and FTS Fitness Report and Enlisted Evaluation generation.

(4) Manage the SPAWAR SELRES awards and recognition program.

(5) In accordance with references (f), (g), and (h), direct the Command's Active Duty for Special Work (ADSW) program to include liaison with affected members, gaining departments, comptrollers, CNPC (PERS-80C) and CNP (N-13).

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(6) Oversee all SELRES and FTS Information Systems requirements to include acquisition and maintenance of knowledge management tools, web sites, Navy Marine Corps Internet systems, and Video Teleconferencing equipment.

(7) Fulfill additional assigned duties per reference (k).

f. Echelon III Reserve Coordinators will:

(1) Assist as necessary in the mobilization requirements determination process.

(2) Assist with logistical issues for Reserve Flag officer visits, Reserve conferences, etc.

(3) Assist the Reserve Mobilization Officer with mobilization efforts.

(4) Provide Reserve related requirements to the RPO for staffing.

g. Reserve Operations/Mobilization Officer will:

(1) Develop, maintain, and coordinate all aspects of the Manpower, Mobilization and Support Plan (MMSP).

(2) Advise the Director, Reserve Programs and the Deputy Commander for Mobilization on matters of mobilization policy.

(3) Execute mobilization and demobilization orders of Reservists in support of SPAWAR.

(4) Serve as point of contact for Fleet representatives to coordinate peacetime contributory support and mobilization matters. Coordinate gaining command Reserve requirements.

(5) Recruit personnel resources for ADSW requests.

(6) Serve as New Order Writing System (NOWS) Fund Approver.

h. Reserve Program Office will:

(1) Process all SPAWAR SELRES Annual Training, Active Duty Training, Individual Duty Training Travel, Temporary Additional Duty, and ADSW orders.

(2) Serve as the central point of contact for all Reserve tasking within SPAWAR.

(3) Support the Director, Reserve Programs in coordinating Reserve activities for SPAWAR.

(4) Maintain readiness status for all SPAWAR Reservists.

(5) Maintain a collaboration website to facilitate communication and assignment of Reservists to Fleet Support Teams and other assigned projects.

i. Administrative Officer and Office Manager of RPO - Order Writing Branch - Leading Chief Petty Officer (LCPO) will:

(1) Design and implement repeatable and trackable administrative processes, update associated databases, and prepare reports.

(2) Oversee all administrative paperwork (awards, EVAL/FITREPS and correspondence) and tasking for the RPO.

(3) Manage all aspects of the Reserve Order writing process including budget tracking and reporting.

(4) Train new personnel on administrative and IT Systems.

(5) Serve as the LCPO for the Reserve Program Department.

j. Leading Petty Officer (LPO) and Assistant Administrative Officer will:

(1) Serve as LPO for junior enlisted assigned to the RPO.

(2) Process all administrative paperwork (awards, EVAL/FITREPS, and correspondence).

(3) Act as Assistant Reserve Manpower Specialist.

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(4) Serve as the primary POC for ADSW orders processed by the command.

(5) Provide back up Order Specialist duties as necessary.

k. Order Specialists will:

(1) Process training orders for all SPAWAR Selected Reserves including tracking, reporting, and problem resolution.

(2) Coordinate all logistic issues with Reserve Center Training Departments.

(3) Maintain readiness status for all assigned personnel.

(4) Act as secondary APC for the Government Travel Credit Card.

(5) Perform administrative duties as required.

l. Naval Reserve SPAWAR HQ 406 Unit Commanding Officer will:

(1) Coordinate Unit Commanding Officer participation in any leadership forums including coordination of the annual Leadership (CO and Senior Enlisted Advisors) conference.

(2) Staff and manage the SELRES N-Code Administrative Support structure in support of the RPO

(3) Be a member of the Science, Technology and Engineering Consortium.

(4) Coordinate the Monthly VTC for all SPAWAR units.

(5) During mobilization, act as director of the SPAWAR Operations Center.

(6) Serve as Co-chairman of the Reserve ESG.

m. Unit Commanding Officers will:

(1) Nominate unit members for leadership positions within the Reserve FST structure.

(2) Be responsible for providing maximum unit support to Fleet Support and Program Support Teams per RPO guidance.

(3) Liaison to Echelon III Commanding Officers.

(4) Submit yearly unit funding requirements for Reserve support and training to the RPO.

(5) Conduct all administrative functions for their unit.

(6) Liaison with local Reserve Center to conduct annual Precertification and to recruit qualified personnel to fill available billets.

(7) Liaison with FST OIC's concerning issues regarding Unit personnel.

(8) Support the Reserve ESG as a voting member.

(9) Actively support the Reserve Strategic Communications plan.

(10) Participate on boards and committees as required.

(11) Single POC to RLO for award submissions.

n. Executive Steering Group (ESG). The ESG is the mutual SELRES/FTS leadership team that reports to Code 00/09 and provides the strategic plan for Reserve tasking, while developing corporate priorities for reservists. The ESG is responsible for developing and implementing a management approach that will fully integrate the SPAWAR Reserves into the SPAWAR corporate vision. The ESG:

(1) Is co-chaired by the CO, HQ 406 and Director, Reserve Program.

(2) Is comprised of all Reserve Unit COs, and representative from the Selected Reserve Senior Enlisted Advisors, the Reserve Liaison Officer, and any other SPAWAR Reserve personnel as designated by the Reserve Director or CO, HQ 406.

(3) Provides long-range guidance to the Reserve Unit COs, the Fleet Support Team Program Managers and the RPO.

(4) Meets every spring and develops:

(a) The next FY's Annual Plan based on Fleet and gaining command senior leader (Code 00/09) requirements.

(b) Strategic vision for the SPAWAR Reserve Program.

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9. Reserve Requirements and Resources. Methods for gaining Reserve support include ADSW, Mobilization and short/long term support using Annual Training and "Drill Weekend" periods. All Reserve support requests other than FST related or approved PST missions, will use the "statement of work" format provided on the SPAWAR Knowledge Center (SKC) or by requesting the form from the Reserve Program Office.



K. D. SLAGHT

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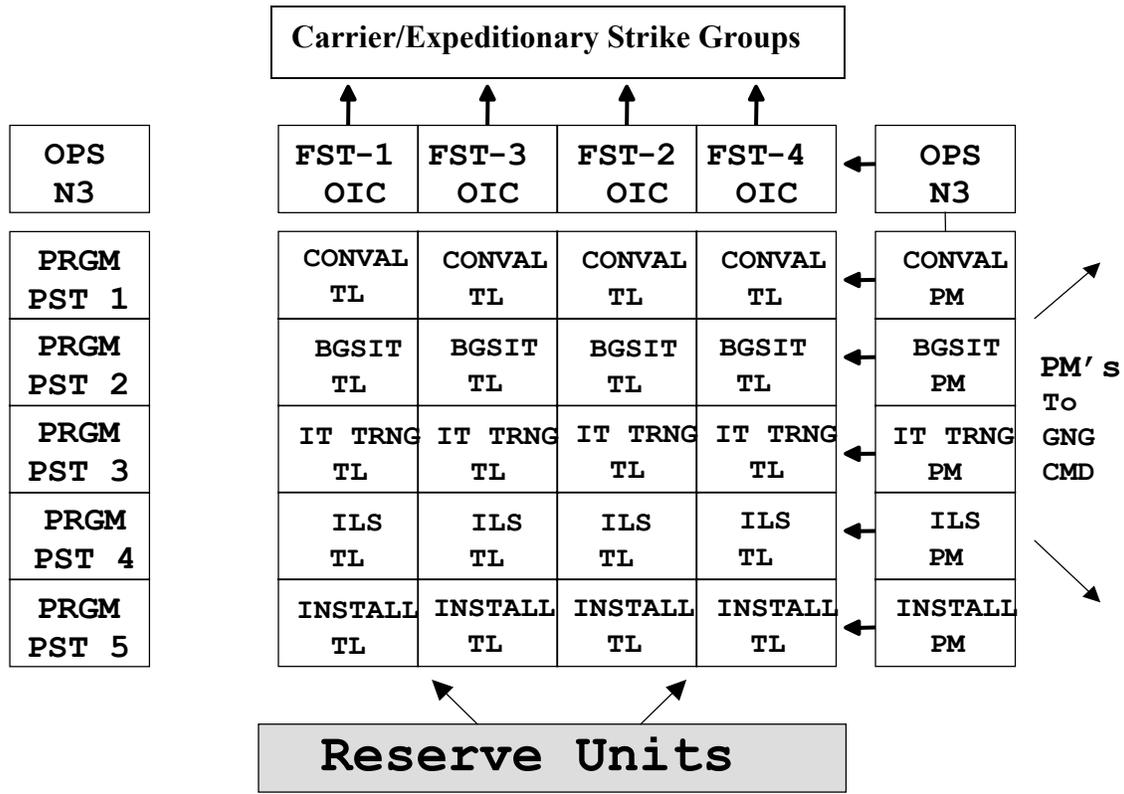
SPAWAR List 4

SNDL Part II

FKQ (SPAWAR Activities)

FR10 (SPAWAR Naval Reserve Units only)

09R Functional Organization



Fleet Support Team (FST) Matrix Staffing

➤ OIC's

- Liaison with Fleet POC's
- Manage FST Personnel

➤ Program Managers (PM)

- Liaison with SPAWAR Sponsor Codes
- Provide Standardization, Training

➤ Team Leads (TM)

- Manage Team
- Liaison with Deploying Vessels

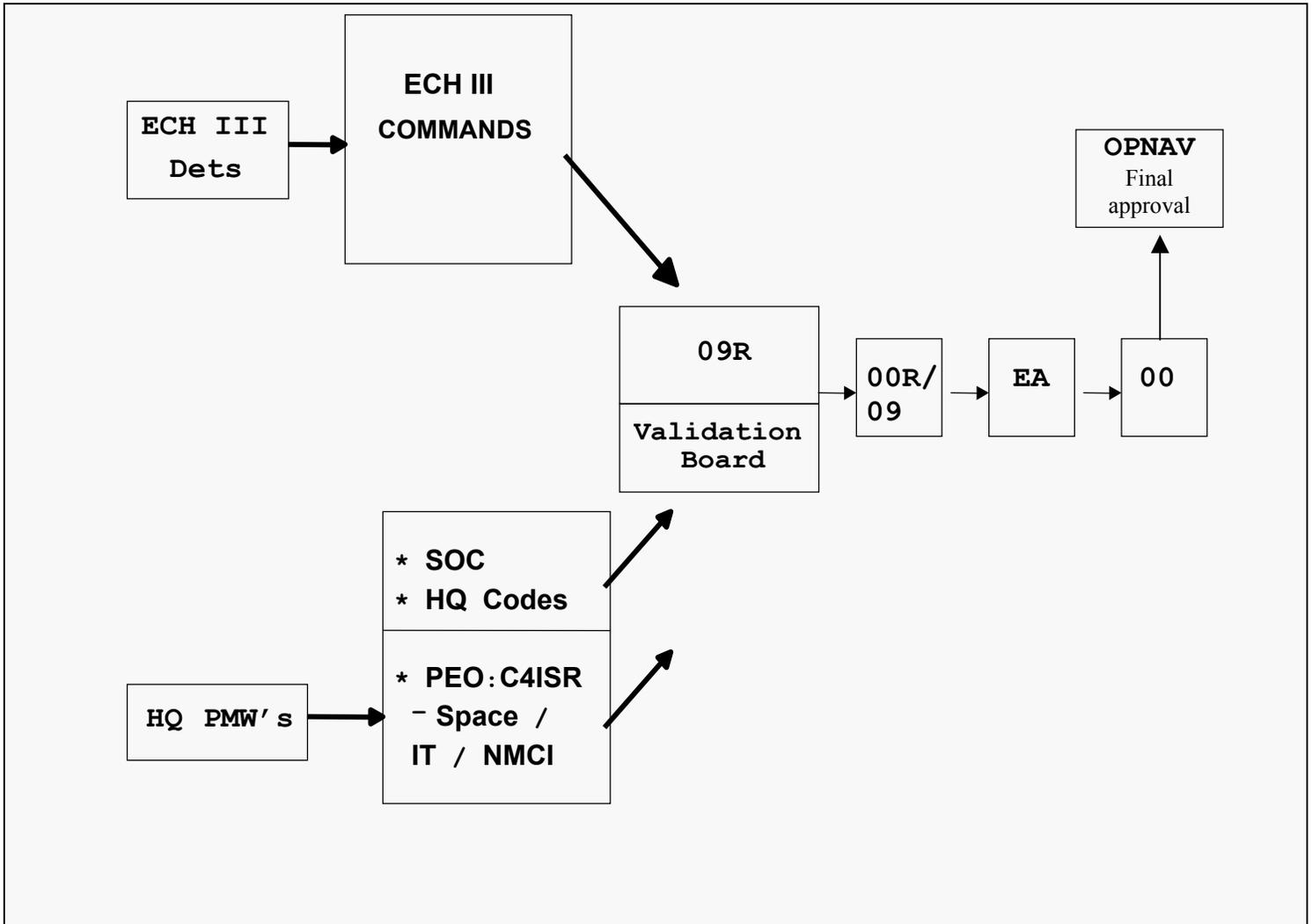
➤ PST (Program Support Team)

- Provide Short Term Support to various Customers

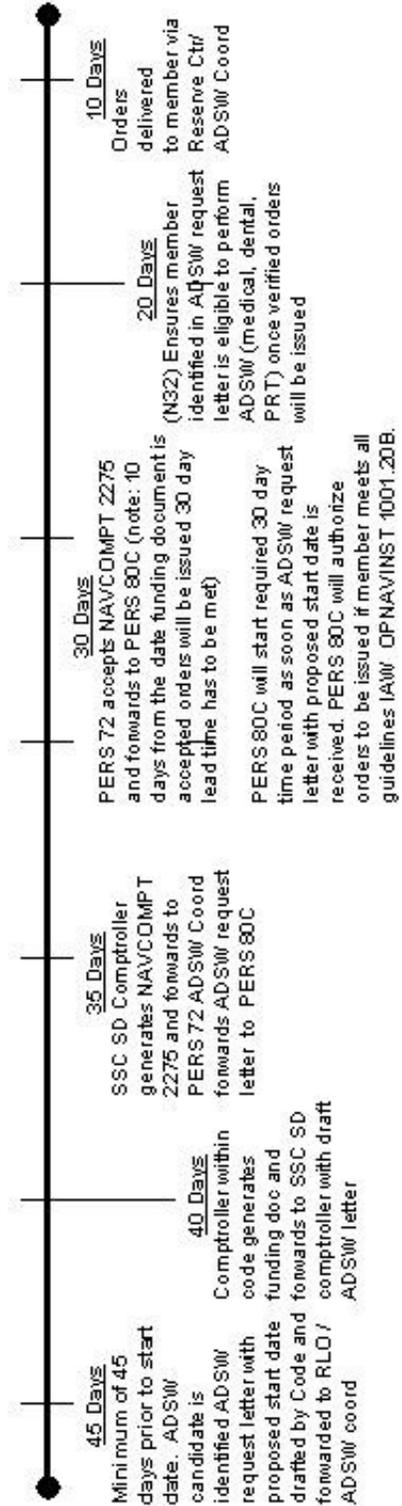
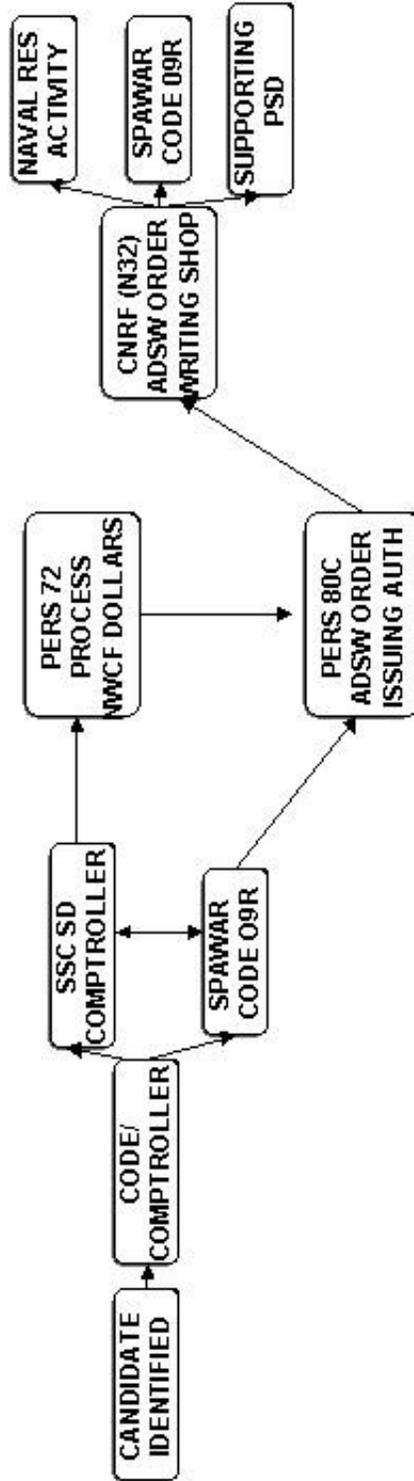
➤ Reserve Units

- Provide Reserve Resources to FST OIC's to accomplish assigned missions

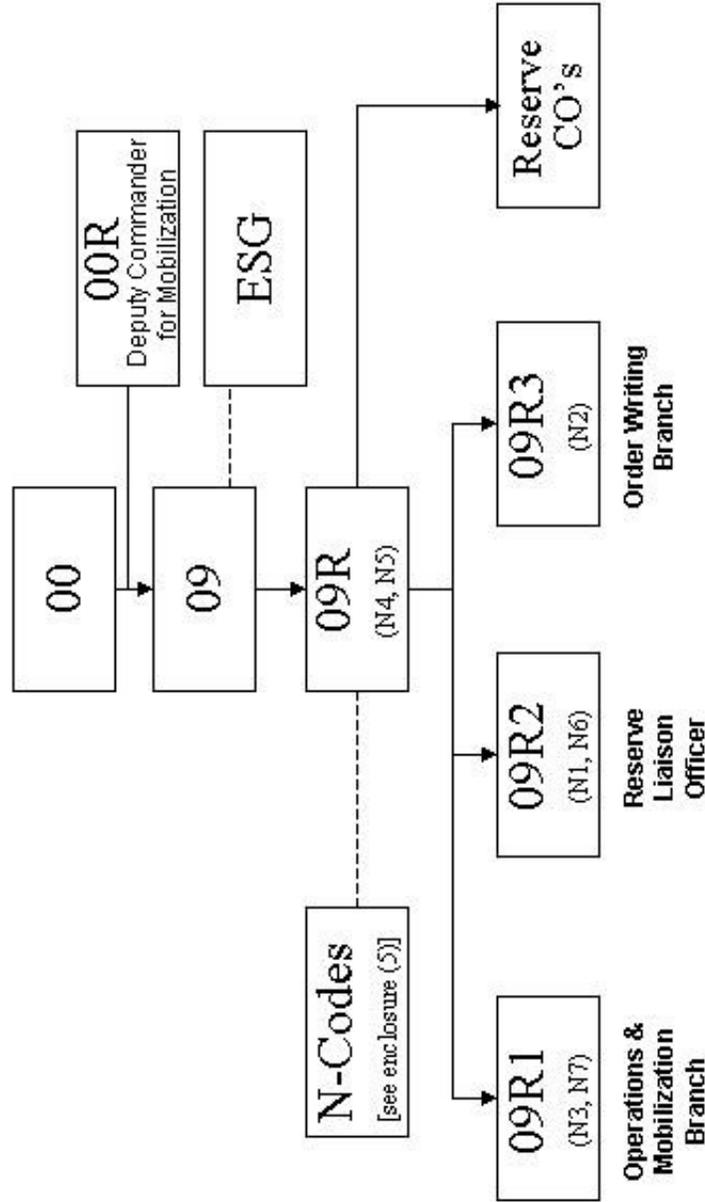
Mobilization Requirements Flow Diagram



SPAWARSYS COM ADSW FLOW CHART

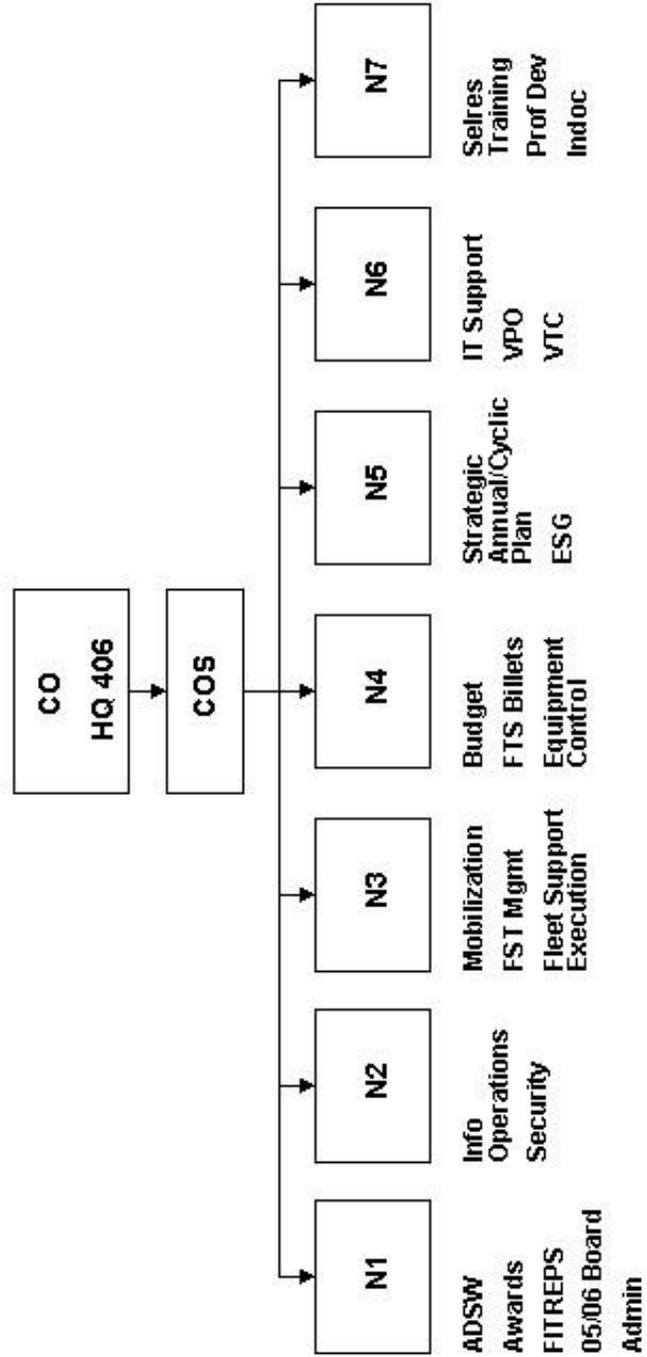


Reserve Program Office Organizational Chart



(N-Codes in parenthesis indicate mapping of code to appropriate Full Time Support Staff for Point of Coordination Purposes)

N-Code Support Structure



Note: Manning for N-Codes is primarily from NR HQ 406 personnel with selected senior leadership matrixed from other SPAWAR Reserve Units. When this occurs the solid line converts to a dotted-line.