DEPARTMENT OF THE NAVY
NAVAL RESERVE READINESS COMMAND NORTHWEST
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NAVRESREDCOMNWINST 5420.1D
N1
18 Jan 02

NAVRESREDCOM NORTHWEST INSTRUCTION 5420.1D

Subj: NAVAL RESERVE READINESS COMMAND NORTHWEST POLICY BOARD

Ref: (a) COMNAVRESFORINST 5420.5H
(b) OPNAVINST 5420.63C

1. Purpose. To provide guidance concerning the Naval Reserve Readiness Command Northwest (REDCOM NW) Policy Board, and to provide procedures for submission of regional policy items.

2. Cancellation. NAVRESREDCOMREG22INST 5420.1C

3. Discussion. A National Naval Reserve Policy Board (NNRPB) is convened annually to consider, recommend, and report to the Secretary of the Navy (SECNAV) on Naval Reserve policy matters. Reference (a) directs Commander, Naval Reserve Force (COMNAVRESFOR) to convene, at least annually, a Naval Reserve Policy Board for the purpose of recommending important matters of policy for consideration by the NNRPB. Commander, Naval Reserve Readiness Command Northwest is tasked to solicit policy board items from all Naval Reserve Activities in the Northwest Region and convene a REDCOM NW Policy Board.

4. Submission of Policy Items. All personnel are encouraged to submit policy items to the local policy board for consideration. Enclosure (4) to reference (a) provides the format for the submission of items. Ensure that local board discussions and recommendations are included in Naval Reserve Activity (NRA) policy board inputs. Policy items which contain new initiatives which contribute to increased readiness of the Naval Reserve are especially encouraged and desired whenever possible. When determining whether or not to submit a policy board item, consider the following:

a. Is it good for the Naval Reserve as a whole, rather than just a part?

b. Does it address cost versus effectiveness?

c. Is the rationale sufficiently developed to convince the

Navy, the Office of the Secretary of Defense, and the Congress, as applicable?

d. Is it consistent with the "total force" policy?

e. Has the item been considered by REDCOM NW, COMNAVRESFOR, or the National Policy Board within the past three years. If so, the item cannot be resubmitted unless there is new, convincing supportive information available.

5. Echelon V Local Policy Board. All Commanding Officers will solicit and encourage assigned Drilling Reservists to submit policy items and convene a local policy board during the month of September. This board will review all policy items submitted from within their command, authenticate to the extent possible, the facts presented, consolidate similar items, and screen out those items that do not warrant further consideration. Items not warranting further consideration should not be forwarded to REDCOM NW, but should be returned to the originator with an appropriate explanation. All items should include board discussion and appropriate recommendation in the format contained in enclosure (4) of reference (a). All items for consideration must be submitted to REDCOM NW (N1) by 1 October.

6. REDCOM NW Policy Board

a. The REDCOM NW Policy Board will convene during the month of October. The Board will consist of a cross-section of officer and enlisted personnel at the discretion of the Readiness Commander.

b. The main task of the policy board is to review items submitted by subordinate Reserve Centers and determine what action should be taken. The Board collectively will assign one of the following categories to each policy board item received:

(1) Category I - Are items recommended for forwarding to the Commander, Naval Reserve Force Policy Board.

(2) Category II - Are items to be forwarded to various commands (including Commander, Naval Reserve Force) for resolution by administrative action.

(3) Category III - Are items for which no further action has been recommended.

c. All items must be finalized and approved prior to disbanding the REDCOM NW Policy Board. Category I items will be prepared per reference (a) and forwarded to COMNAVRESFOR (N52) in November.

7. Responsibilities of REDCOM NW Policy Board Members

a. The Chairman of the Board:

(1) Should be a Drilling Reservist at minimum the rank of Captain.

(2) Coordinate the functioning of the board, ensuring proper preparation before the board convenes and retaining control during the board process.

(3) Ensure board recommendations are reviewed, finalized and approved before the board adjourns.

(4) Within 30-days after the board adjourns, prepare recommendations and feedback of the board for the Commander as appropriate for use by subsequent boards.

b. The Recorder for the board will:

(1) Be assigned by the Director of Command Services.

(2) Prepare all correspondence required by the board including letters, board recommendations, and follow-up.

(3) The morning that the board convenes, ensure there are pens, pencils, pads of paper and a folder with all applicable directives in the left pocket, and copies of all submitted items in the right pocket.

(4) Prepare appropriate correspondence to all originators of policy board items following the convening of the REDCOM NW Policy Board

(5) Assure all policy board items are researched by appropriate staff members and provided to all prospective board members prior to the board convening.

c. Board members will:

(1) Review all policy board items in order to expedite discussion and resolution of items prior to board convening.

(2) Provide comments and appropriate feedback to the Chairman of the Board concerning submitted items with recommendations and suggestions for subsequent boards.

8. Action

a. Policy items will be submitted in the format to the parent command and/or Reserve Center throughout the year by all full-time support and Selected Reserve members, but no later than 1 September to be considered by the current local Policy Board.

b. Naval Reserve Activity Commanding Officers will screen policy items submitted or provided to the command and submit a consolidated package of items to REDCOM NW (N1) no later than 1 October. Items received after this date will not be considered. Reserve Activity Commanding Officers will convene An appropriate local policy board to accomplish this screening.

c. The Naval Reserve Readiness Command Northwest Policy Board will convene in the month of October and all items that will be considered by the COMNAVRESFOR Policy Board will be forwarded as described in reference (b).

J. M. LANDON II

Distribution: (NAVRESREDCOMNWINST 5216.1K)
List A
B
C

Stocked: REDCOM NW (N01A)