

**DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000**

**IN REPLY REFER TO
BUPERSINST 5450.33B
PERS-03
3 Jun 2002**

BUPERS INSTRUCTION 5450.33B

From: Chief of Naval Personnel

Subj: MISSION AND FUNCTIONS OF THE NAVAL RESERVE PERSONNEL
CENTER (NAVRESPERSCEN), NEW ORLEANS, LA

Ref: (a) OPNAVINST 5450.171C

Encl: (1) Mission and Functions of the Naval Reserve Personnel
Center (NAVRESPERSCEN)

1. Purpose. To issue revised mission and functions of the
Naval Reserve Personnel Center (NAVRESPERSCEN), per
reference (a).

2. Cancellation. BUPERSINST 5450.33A.

3. Summary of Changes. Enclosure (1) revises the functions of
NAVRESPERSCEN New Orleans. Changes include

a. deletion of administration of the Information Resource
Management (IRM) Program.

b. deletion of maintenance of health records for
non-drilling Naval Ready Reserve.

4. Status and Command Relationships. NAVRESPERSCEN is a shore
activity in an active, fully operational status under a
commanding officer.

a. Command: Naval Reserve Personnel Center

Echelon

ONE Chief of Naval Operations

TWO Chief of Naval Personnel

THREE Commander, Navy Personnel Command

FOUR Commanding Officer, Naval Reserve Personnel Center

b. Area Coordination: Commander, Naval Reserve Force.

5. Action. Commanding Officer, NAVRESPERSCEN, will ensure performance of the mission and functions in enclosure (1). NAVRESPERSCEN shall send all recommended changes to Bureau of Naval Personnel (PERS-03).

G. L. HOEWING
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

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	23C	(COMNAVRESFOR, NEW ORLEANS, LA)

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**MISSION AND FUNCTIONS OF THE
NAVAL RESERVE PERSONNEL CENTER, NEW ORLEANS, LA**

MISSION. Provide Pretrained Individual Manpower (PIM) in support of the mobilization requirements of the Navy; manage the distribution of enlisted personnel on active duty in the Training and Administration of the Naval Reserve (TAR) program; and maintain personnel information on all Inactive Reserve and retired personnel.

FUNCTIONS

1. Plans and establishes procedures for mobilization and initial distribution of PIM assets (Individual Ready Reserve (IRR), Standby Reserve, Fleet Reserve, and retired personnel).
2. Provides personnel support services for non-drilling reservists, Fleet Reserve, retired personnel, and their dependents and survivors.
3. Administers the enrollment of reservists in the Reserve Component Survivor Benefit Plan (RC-SBP) and the Defense Enrollment Eligibility Reporting System (DEERS).
4. Processes Inactive Naval Reserve retirements and separations including separations from the Temporary Disability Retired List (TDRL).
5. Monitors and maintains data base accuracy for the Inactive Manpower and Personnel Management Information System (IMAPMIS).
6. Provides Commander, Naval Reserve Force (COMNAVRESFOR) and its component command and personnel with information and support relating to the Inactive Reserve.
7. Administers the classification, accreditation, and participation recording for Inactive Naval Reserve personnel.
8. Provides detailing and distribution of enlisted TAR personnel.

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9. Provides training and management assistance in the area of Reserve personnel administration to Naval Reserve field activities and supporting Personnel Support Detachments (PERSUPPDETs).
10. Indoctrinates and trains Reserve personnel in procedures for mobilizing PIM assets.
11. Reviews proposed policy changes for the effect on PIM mobilization readiness.
12. Provides career counseling and processes reenlistment and extensions for IRR personnel.
13. Provides opinions and recommendations to the Board for Correction of Naval Records (BCNR) for matters involving present/former Naval Reservists and their heirs.
14. Maintains and administers service records for non-drilling Naval Ready Reserve, Standby Reserve, TDRL, Fleet Reserve, and USN/USNR Retired personnel.
15. Provides Electronic Military Personnel Records System (EMPRS) support for imaging of IRR, discharged and retired field service records.
16. Administers Active Duty for Training (ADT) and Reenlistment Bonus Program Reserve Personnel, Navy (RP,N) funding for eligible IRR members.
17. Performs such other functions or tasks as may be directed by higher authority.