



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON DC 20350-1000

SECNAVINST 5420.170L CH-1  
ASN (M&RA)  
20 December 2012

SECNAV INSTRUCTION 5420.170L CHANGE TRANSMITTAL 1

From: Secretary of the Navy

Subj: THE NATIONAL NAVY AND MARINE CORPS RESERVE POLICY BOARD

Encl: (1) Revised Page 2

1. Purpose. To transmit revised page 2, which updates paragraph (5)(a) on the Navy Reserve Policy Board. This change will add a OPNAV N13R representative, delete the NRF Shore Sailor of Year position and replace with one various type units (SCPO/MCPO).

2. Action. Remove page 2 of the basic instruction and insert enclosure (1) of this change transmittal.

  
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SECNAVINST 5420.170L  
ASN (M&RA)  
13 August 2007

SECNAV INSTRUCTION 5420.170L

From: Secretary of the Navy

Subj: THE NATIONAL NAVY AND MARINE CORPS RESERVE POLICY BOARDS  
(NNRPB) and (MCRPB)

Ref: (a) Title 10, United States Code, "Armed Forces" (NOTAL)

1. Purpose. To prescribe policies and procedures for the administration of the NNRPB and MCRPB.
2. Cancellation. SECNAVINST 5420.170K.
3. Background. The NNRPB and MCRPB are established by sections 10303 and 10304 of the reference to "consider, recommend, and report to the Secretary of the Navy on Reserve policy matters."
4. Discussion. The NNRPB and MCRPB considers and make recommendations to the Secretary of the Navy (SECNAV) on Reserve policy matters. Any Department of the Navy activity or individual member may submit items for consideration by their respective policy board.
5. Composition
  - a. The membership of the NNRPB and MCRPB will be composed of highly qualified individuals of the Navy and Marine Corps Active and Reserve Components who possess a wide range of experience, to include female and minority representation. Specific membership is as follows:

Navy Reserve Policy Board:

Chairperson, NNRPB	1 FLAG	RC
CNO (Dir, Strategy and Policy Division (N3/N5))	1 FLAG/CAPT/CDR	AC/RC
CNO (Chief of Navy Reserve) (N095)	1 CAPT	RC
CNO (Head, Total Force Reserve Policy Integration Branch (N13R))	1 CAPT/CDR	AC/RC
U.S. Fleet Forces Command (N1R)	1 CAPT/CDR/LCDR	RC
Navy Personnel Command	1 CAPT/CDR/LCDR	AC/RC
Commander, Navy Reserve Forces Command (CNRFC)	1 CAPT/CDR/LCDR	RC
Reserve Force Master Chief	1 Force Master Chief	RC
Various Type Units	10 Flag*/CAPT/CDR/LCDR/CWO	RC
Various Type Units	4 SCPO/MCPO	RC

Total: 22 (17 Officers/5 Enlisted)

\*Total number of Flag Officers (at time of appointment) shall not exceed five. All Flag Officer candidates must obtain an endorsement to their application from Chief of Navy Reserve.

Marine Corps Reserve Policy Board:

Chairperson, MCRPB	1 General Officer (O8)	USMCR
Various Type Units	2 General Officer (O7)	USMCR
Various Type Units	4 Col/LtCol/Maj/CWO	USMC/USMCR (AR)
Various Type Units	4 Col/LtCol/Maj/CWO	USMCR
Marine Forces Reserve (MARFORRES)	1 SgtMaj of MARFORRES	USMCR (AR)
DC, Manpower and Reserve Affairs	1 SgtMaj Reserve Affairs 1 Col/LtCol RAP	USMCR USMCR (AR)
DC, PP&O	1 Col/LtCol PLN	USMCR (AR)
Various Type Units	2 SgtMaj/MGySgt/1stSgt/Msgt	USMCR
Various Type Units	1 NAVRES Medical Officer (O5/O6)	USNR

Total: 18 (14 Officers/4 Enlisted)

b. All members normally serve for 3 years with the NNRPB. Therefore, all members applying should have 3 years of service eligibility remaining (e.g., not affected by High Year Tenure, age, or promotion limitations). Individuals approved by the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)) for membership on the NNRPB or MCRPB will be notified by the Deputy Assistant Secretary of the Navy (Reserve Affairs) (DASN(RA)).

b. All members normally serve for 3 years, with the exception of the NAVRESFOR Shore Sailor of the Year who will serve a one-year term with the NNRPB. Therefore, all members applying should have 3 years of service eligibility remaining (e.g., not affected by High Year Tenure, age, or promotion limitations). Individuals approved by the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)) for membership on the NNRPB or MCRPB will be notified by the Deputy Assistant Secretary of the Navy (Reserve Affairs) (DASN(RA)).

c. Board membership vacancies will be advertised and disseminated via Commander, Navy Reserve Forces Command and the Deputy Commandant for Manpower and Reserve Affairs per the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)) direction as issued by letter to Chief of Naval Operations (CNO(N095)) and the Commandant of the Marine Corps CMC(RA). The ASN(M&RA) will make final approval on Chairperson and board membership for the SECNAV.

#### 6. Administration

a. The NNRPB and MCRPB will be convened by the ASN(M&RA) for the SECNAV.

b. The respective board Chairperson shall determine the rules of procedure for the meetings, and may appoint such standing and special committees as necessary.

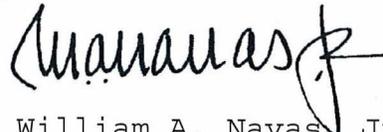
c. Members will be invited to attend each scheduled meeting of the NNRPB or MCRPB, as appropriate, at a designated location. Active Duty for Operational Support or Temporary Additional Duty orders will be issued for the period necessary to attend the designated session and to complete travel. CNO will provide funding for all NNRPB members as well as the Medical Officer appointment for the MCRPB. CMC is responsible for funding orders for remaining MCRPB membership.

d. Issues for consideration by either board will be accepted from all levels of command or from individuals. Although Sailors and Marines are encouraged to utilize their chain of command wherever practical, concerns or recommendations are welcome from all sources and are encouraged.

7. Board Convening Periods. The boards will meet in the Washington, D.C. area annually per the reference and at various locations and times during the year as directed by the respective Chairperson. The SECNAV may request that the boards, specific committees, or individuals meet at other times as necessary throughout the year.

8. Action. Chairpersons will brief the SECNAV, ASN(M&RA) and DASN(RA) on their board's annual proceedings. Within 60 days of their annual meeting, a written report will be made to the ASN(M&RA) for the SECNAV identifying all issues on which the board deliberated, along with recommended action. The reports will be provided to CNO and CMC for review and comment prior to submission to the ASN(M&RA). The SECNAV may delegate annual report and item approval to the ASN(M&RA). Additionally, CNO and CMC will submit quarterly progress reports, as required, to the DASN(RA) on items previously approved by the SECNAV. In addition to the required annual report, Board Chairpersons shall provide recommendations on Reserve policy matters as required to the ASN(M&RA) for the SECNAV throughout the year, thus facilitating a continuous process.

9. Report. The reporting requirement contained in paragraph 8 is exempt from reports control by SECNAV Manual 5214.1.



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MARCORPS PCN 71000000000 and 71000000199