



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
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NAVSUPINST 3061.2
SUP 04M/07
30 Apr 98

NAVSUP INSTRUCTION 3061.2

Subj: MANPOWER MOBILIZATION AND SUPPORT PLAN (MMSP)

Ref: (a) OPNAVINST S3061.1D

Encl: (1) Peacetime Planning and Preparation Actions

1. Purpose. The Naval Supply Systems Command's (NAVSUP) MMSP establishes concept, provides guidance and sets responsibilities. The responsibilities are to activate/mobilize, support while activated, and deactivate/demobilize naval reserve personnel. Crisis response and peacetime contributory support are now included within the mobilization role of the naval reserve.

a. Navy Capabilities and Mobilization Plan (NCMP). Planning will now be focused to respond with varying degrees of force to two nearly simultaneous major regional contingencies, multiple lesser regional contingencies, or reconstitution.

b. General. The command's mission in support of the National Military Strategy is:

(1) Providing for the material support (acquisition and Fleet support) needs of the Navy for supplies and supporting services by developing and promulgating Navy's policies and methods for supply, safeguarding, distribution and disposal of naval material.

(2) Providing assigned supplies and services to naval units and other authorized customers.

(3) Managing subordinate activities.

(4) Providing technical guidance and direction to naval activities concerning execution of supply policies and methods.

(5) Coordinating requirements with the Defense Supply System.

c. Task Organization. The gaining command is located at the Naval Supply Systems Command (NAVSUP), 5450 Carlisle Pike, Building 309, Mechanicsburg, Pennsylvania 17055-0791. The assigned Naval Reserve Unit (NRU) is NR NAVSUP MECH HQ.

d. Assumptions

(1) Reserve units will remain substantially intact.

(2) Navy will probably exercise a Presidential Selected Reserve Call-up before partial mobilization.

(3) Reserve call-up/mobilization will occur as prioritized in paragraph 3e.

(4) Reservists recalled for 30 days or more will process through a Navy Mobilization Processing Site (NMPS) for gain and release from active duty.

(5) Billet incumbent at time of call-up will be recalled.

(6) Contractor support services in place will remain.

(7) Continued use of recalled reservists after the cessation of hostilities is not anticipated.

(8) Major conflicts are likely to be preceded by a period of rising tensions, adversarial preparation, client war, or perhaps even a low intensity conflict involving U.S. forces.

2. Mission. The MMSP is the plan for the logistical and administrative support required to:

a. Activate/mobilize the NAVSUP HQ naval reserve.

b. Support the naval reserve while activated.

c. Deactivate/demobilize the naval reserve under any degree of mobilization.

3. Action. The task organization will, when directed by NAVSUP as notified by Chief of Naval Operations, execute this plan. Per enclosure (1), NAVSUP 04M (Mobilization Plans Staff) is responsible for overall management of activation/mobilization and deactivation/demobilization processes. Headquarters tasks include:

a. SUP 00

(1) Direct implementation of Selected Reserve (SELRES) call-up/mobilization authority.

(2) Approve headquarters' and monitor subordinate commands' requests for SELRES requirements.

(3) Approve SELRES release from active duty upon completion of mission.

b. SUP 04. Review and comment as Deputy for Fleet Logistics Operations.

c. SUP 04M

(1) Implement reserve call-up/mobilization at the direction of NAVSUP 00.

(2) Process headquarters' requests for reserve requirements per reference (a).

(3) Execute approved requests for reserve requirements with Deputy Chief of Naval Operations (DCNO N3/N5).

(4) Establish contact with Reserve Unit Commanding Officer to ensure smooth transition.

(5) Process notification of reservists completion of mission and availability for release from active duty.

(6) Demobilize/deactivate, using information provided by gaining codes, execute message to DCNO N1 and the Navy Mobilization Processing Site (NMPS) Personnel Support Detachment (PSD) notifying of projected release date of all members and any known transportation arrangements at least 1 week in advance.

(7) Monitor SELRES welfare during the transfer back to the NMPS for demobilization processing, and for those members fit, for release or discharge from active duty billets.

d. Headquarters Gaining Codes

(1) Monitor increased workload during periods of rising tensions and increased readiness of U.S. forces.

(2) Once a crisis develops, assess the workload situation and determine whether reserve volunteers are sufficient or SELRES call-up/activation is required.

(3) Plan office space, equipment and supply expansion for SELRES integration.

(4) Notify NAVSUP 04M of SELRES recall requirements. Allow lead time for initial processing at a naval reserve activity and to complete processing to active duty at the NMPS. Information required includes:

(a) SELRES required.

(b) Date SELRES must report.

(c) Any special needs or requirements.

(d) When ready to demobilize/deactivate, determine the projected date of completion of mission, availability date for SELRES release from active duty and of transportation arrangements, notify NAVSUP 04M at least 1 week in advance.

e. Conditions for Plan Execution. The following is a summary of the conditions for plan execution and the time limit of authorities:

(1) Voluntary Recall. When early access to inactive duty personnel is warranted, Title 10 USC 672(d) provides the Secretary of the Navy authorization to order to active duty any member of a reserve component under his jurisdiction, or retain member on active duty with the consent of the member with no limit on the time or purpose of the active duty.

(2) Presidential Selected Reserve Call-up. Title 10 USC 673(b) authorizes the President to order to active duty up to 200,000 SELRES from all Services for a period of 90 days for temporary augmentation of active forces in response to an operational mission without declaring a national emergency. This activation can be extended for an additional 90 days. There are no fixed numbers by Service, but the Joint Services Consolidated Plan (JSCP) requires estimates in the operations plans prepared by the Commander in Chiefs. Reserve forces to be activated under this authority for regional crises plans are used in priority as stated in the JSCP.

(3) Partial Mobilization. Requires the declaration of a national emergency. Title 10 USC 673 provides authority to order to active duty up to one million ready reserves from all Services for a period of up to 24 months in time of national emergency declared by the President. The Secretary of Defense (SECDEF) and the Secretary of Transportation can limit the time period to less than 24 months.

(4) Full Mobilization. Title 10 USC 672(a) provides that in time of war or national emergency declared by Congress, all ready reserves, standby reserves and retired reserves may be ordered to active duty for the duration of the war or national emergency and for 6 months thereafter. Members in an inactive status may not be ordered to active duty unless the Secretary concerned, with the approval of SECDEF in the case of the Secretary of a military department, determines there are not enough qualified reserves in an active status in the required category who are readily available.

(5) Full and Total Mobilization. Full mobilization is a state-of-force activation that exists when all units in the current force structure are on active duty and are fully equipped, manned and sustained. Total mobilization is an

unspecified expansion of the current force similar to the expansion of forces in World War II.

f. Demobilization Processing

(1) As readiness conditions of the active forces return to the peacetime level of readiness and the emergency authorities expire, it is anticipated the NAVSUPHQ reserve components will be identified for return to inactive status.

(2) Gaining commands make the determination and the notification of availability for release upon completion of the unit's mission. DCNO requires message notification of projected release date of all members at least 1 week in advance including any known transportation arrangements. NAVSUP has ultimate responsibility for SELRES welfare during the transfer back to the NMPS for demobilization-processing.

g. Coordinating Instructions. This plan is effective on receipt. Subordinate commands will develop MMSPs to delineate responsibilities for their internal management of activation/mobilization and deactivation/demobilization processes as outlined above.

4. MMSP Development, Review and Maintenance

Responsibilities:

a. Headquarters. Develop the NAVSUP MMSP and review annually for currency.

b. Subordinate Commands. Subordinate commands augmented by naval reservists will prepare respective MMSPs and comply with NCMP reporting requirements.

(1) New and revised MMSPs will be submitted to NAVSUP 04M for review and approval. Those MMSPs which impact on other field commands with NAVSUP will be forwarded to the impacted commands for comment. Once approved, each MMSP will be maintained at the originating field command and at NAVSUP 04M.

(2) MMSPs will be reviewed and revised locally whenever any of the following occur:

(a) Release of a change or revision to the NCMP.

(b) Upon any significant change in a command's mission, customer base, logistical support arrangements, or reserve augmentation requirements.

(c) When directed by higher authority.

Applicable subordinate gaining commands and assigned NRUs are listed below.

GAINING COMMAND/UIC	NAVAL RESERVE UNIT/RUIC
Fitting Out Supply Support Assistance Center/65966	NR FOSSAC Norfolk 106/88159
Fleet and Industrial Supply Center Norfolk/00189	NR FISC East 104/83467 NR FISC East 106/83468 NR FISC East 206/83473 NR FISC East 306/87054 NR FISC East 107/83469 NR FISC East 207/83474 NR FISC East 307/83477 NR FISC East 407/83478 NR FISC East 110/83471
Fleet and Industrial Supply Center Jacksonville/68836	NR FISC East 108/83470
Fleet and Industrial Supply Center San Diego/00244	NR FISC West 119/83461 NR FISC West 219/83464 NR FISC West 319/83466 NR FISC West 419/87056 NR FISC West 519/87055
Fleet and Industrial Supply Center Puget Sound/00406	NR FISC West 222/83465
Fleet and Industrial Supply Center Pearl Harbor/00604	NR FISC Pearl Harbor 120/83483 NR FISC Pearl Harbor 220/89531 NR FISC Pearl Harbor 122/89074
Fleet and Industrial Supply Center Yokosuka/62649	NR FISC Yokosuka 113/83484 NR FISC Yokosuka 213/83486 NR FISC Yokosuka 313/83487 NR FISC Yokosuka 413/83488 NR FISC Yokosuka 116/83485 NR FISC Yokosuka 122/89076
Naval Inventory Control Point Mechanicsburg/00104	NR NAVICP Mech Team One/86647 NR NAVICP Mech Team Two/87244 NR NAVICP Mech Team Three/86646

GAINING COMMAND/UIC	NAVAL RESERVE UNIT/RUIC
Naval Inventory Control Point Philadelphia/00383	NR NAVICP Phil Team One/86644 NR NAVICP Phil Team Two/86645
Navy Exchange Service Command/00250	NR NEXCOM HQ 107/89414
Navy Transportation Support Center/63408	NR NAVTRANS DET 108/86599
Navy Petroleum Office/00424	NR NAVPETOFF HQ 106/83304 NR NAVPETOFF FLT DET 311/86595 NR NAVPETOFF FLT DET 110/86597

5. Command and Control. The chain of command and the division of responsibility among subordinate commands and communications will remain in place.

a. Headquarters and Subordinate Commands. The mission in support of the National Military Strategy during peacetime will remain as well as headquarters' and subordinate commands' working relationships with local area military support services (PSA/PSD, Navy Family and Legal Support Services, medical/dental, and naval supply sources).

b. Gaining Commands. NAVSUPHQ and subordinate gaining commands will assume command of assigned reserve units on arrival at their mobilization sites and be responsible for their welfare until released or discharged from active duty at the NMPS.



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Commander

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PEACETIME PLANNING AND PREPARATION ACTIONS

1. Purpose. NAVSUP Headquarters (NAVSUPHQ) is staffed for peacetime workloads and will require augmentation to meet increased workload during a national emergency or war. Selected Reserve (SELRES) units have been assigned to meet this requirement per reserve authorizations appearing on current Activity Manpower Documents (AMDs).

2. Mission. The mission of the NAVSUP Reserve Program is to provide qualified personnel to be available in time of war or national emergency, and at other times as the national security may require; and, the procedural guidance to mobilize, support while mobilized, and demobilize SELRES.

3. Action. NAVSUPHQ and subordinate activities will implement the following to accomplish the mission.

a. Concept of Operations

(1) Mobilization of Manpower. Review of SELRES requirements and authorizations and training of SELRES are essential to ensure qualified personnel resources are available.

(2) Augmentation. Augmentation will be by SELRES mobilization manpower authorizations appearing on the AMDs.

(3) Reserve Program. BUPERS Instruction 1001.39A provides management and policy guidance for peacetime training and wartime mobilization integration for SELRES assets assigned to Commander, Naval Supply Systems Command.

(4) Training. OPNAV Instructions 1001.21A and 3060.7A provide guidance and procedures for requesting, planning and performing training for SELRES personnel. The instructions also outline procedures for the avoidance of conflicts of interest in assignment of duties. It applies to NAVSUPHQ and its activities and to SELRES personnel applying for training within these commands.

(5) Training Plans. Individual Training Plans (ITPs) are established to maintain military personnel qualified to fill approved SELRES manpower requirements. Completion of ITPs are monitored and documented.

b. Tasks. Headquarters and subordinate commands with assigned reserve units will comply with BUPERS Instruction 1001.39A to implement the NAVSUP Reserve Program. Tasks include:

(1) NAVSUP 00. Commander, Naval Supply Systems Command, is the Reserve Program Manager.

(2) NAVSUP 04. Review and comment as Deputy for Fleet Logistics Operations.

(3) NAVSUP 04M. Mobilization Plans Staff and Program Technical Manager Representative. Principal advisor and manager of day-to-day direction, management, and administration of the program. Review mobilization manpower requirements/authorizations. Develop the Manpower Mobilization and Support Plan.

(4) Gaining Codes Reserve Program Coordinators. Plan for activation/mobilization of assigned reservists. Develop and submit shortfalls needed to integrate and support SELRES when activated.

(5) NAVSUP 35. Plan to fill shortfalls in equipment and supplies needed to integrate reservists when activated/mobilized to Naval Supply Systems Command Headquarters, 5450 Carlisle Pike, Mechanicsburg, Pennsylvania 17055-0791. Shortfalls may include personal computers, printers, data ports, phone lines, desks/chairs, storage containers for classified Secret, tables/stands, and STU-III telephones.

(6) NAVSUP 01. Coordinate with NAVSUP 04 for planned funding required to ensure command facilities are ready to accommodate reservists.

4. Administration and Logistics

a. Peacetime. Office space, equipment and supplies at NAVSUPHQ are sufficient to accommodate SELRES individual training during the workweek and unit weekend training drills.

b. Planning for SELRES Recall. The following gaining codes have identified additional office space and equipment requirements as indicated. At the time of plan execution, full coordination between NAVSUP 35 and the gaining codes will be required.

GAINING CODE

OFFICE EQUIPMENT AND SUPPLIES

NAVSUP 04
(6 OFF/3 ENL)

Activate Crisis Management Operations Center in Room 106-31, Bldg 9, NAVSUP Annex with 2 additional phone lines, STU-III phone/secure FAX, 1 conference table, 2 PCs configured for LAN access, and install TV/hook-up.

NAVSUP 04M
(5 OFF)

5 office cubicles, 5 phone lines, 5 PCs configured for LAN access.

NAVSUP 43
(1 OFF)

1 office cubicle, 1 phone line, 1 PC configured for LAN access.

NAVSUP 42
(1 OFF)

1 office cubicle, 1 phone line, 1 PC configured for LAN access.

NAVSUP 41
(1 OFF)

1 office cubicle, 1 phone line, 1 PC configured for LAN access.

NAVSUP 02
(1 OFF)

1 office cubicle, 1 phone line, 1 PC configured for LAN access.