

RESPERSMAN 1100-060

RESERVE ONBOARDING PROGRAM

Responsible Office	COMNAVRESFORCOM (N11)	Phone: DSN:	262-2002
		COMM:	(757) 322-2002
		FAX:	(757) 444-7598

References	(a) RESPERSMAN 1001-010 Satisfactory Participation In The Navy Reserve (b) MILPERSMAN 1820-050 Requirements For A Year Of Qualifying Service Toward A Non-Regular (Reserve) Retirement (c) RESPERSMAN 1300-010 Selected Reserve (SELRES) Assignments (d) RESPERSMAN 1100-050 Personnel Strength Gain Transactions (e) MILPERSMAN 1133-061 Prior Service Reenlistment Eligibility - Reserve (PRISE-R) Program (f) MILPERSMAN 1133-090 New Accession Training (NAT) Program (g) OPNAVINST 1740.3E Command Sponsor And Indoctrination Program (h) DoD Instruction 1215.13 of 5 May 2013 (i) OPNAVINST 1040.11E Navy Enlisted Retention And Career Development Program (j) NAVPERS 158781 Bureau Of Naval Personnel Career Counselor Handbook
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1. Purpose. Establish policy, roles, and responsibilities of Navy Reserve Commanders and other stakeholders to consistently manage the transition and indoctrination of newly accessed Sailors and prior service affiliates (collectively hereafter referred to as “new Reserve Sailors”), as members of the Selected Reserve (SELRES) or Volunteer Training Unit (VTU), from the first “touch point” through the successful completion of their first year in the Navy Reserve. This onboarding process outlines fundamental milestones that define a successful transition into a drilling reserve status.

2. Definitions

a. Annual Readiness Questionnaire (ARQ). A web-based application which tracks mobilization readiness requirements.

b. Indoctrination (INDOC). A mandatory training event covering a wide range of requirements and activities for drilling SELRES.

c. Navy Reserve Readiness Module (NRRM). A web-based application which provides custom display and analysis of Navy Reserve readiness data at various levels of detail to give the user a clear picture of current readiness.

d. Onboarding. The process of receiving, supporting, and integrating new Reserve Sailors into the Navy Reserve and ensuring those members acquire and possess the fundamental knowledge to be administratively effective and warfighting ready as soon as possible.

e. Satisfactory Participation. The drilling, annual training, and other participation and readiness requirements for SELRES and VTU members of the Navy Reserve outlined in reference (a).

f. T-Ready. A web-based application which tracks individual Sailor training requirements and related readiness items for use and assessment by command leadership.

3. Policy

a. Objectives. To successfully establish new Reserve Sailors in the Reserve Force and to support initial professional goals and early career milestones. All facets of the onboarding program encompass the first full year of satisfactory participation. The culminating milestones for new Reserve Sailors are the following:

(1) Completion of applicable onboarding requirements for administrative readiness.

(2) Successful completion of satisfactory participation of mandatory service requirements per reference (a).

(3) Accruing a qualifying year toward paid retirement per reference (b).

(4) Understanding the individual commitment and readiness obligations for successive years.

(5) New Reserve Sailors must prioritize and make every effort to complete applicable onboarding requirements and milestones for administrative readiness no later than the end of their first Drill Weekend (DWE). Onboarding tasks which have not been completed during the first DWE shall be reviewed and discussed with unit leadership and finalized as quickly as possible. These tasks must be completed no later than the third DWE while taking into account other unit/warfighting readiness requirements.

b. Onboarding Partnership. Navy Reserve Activities (NRA) must proactively integrate new Reserve Sailors and partner with Reserve unit leadership to ensure the Sailors' onboarding milestones are satisfied and to promote positive and effective experiences for those members.

(1) NRA maintains overall administrative control over the onboarding process and must maintain engaged oversight of new Reserve Sailors until the onboarding process is complete.

(2) In addition to completing onboarding responsibilities, new Reserve Sailors must complete individual, unit, and warfighting readiness requirements directed by their Training Reserve Unit Identification Code (TRUIC) and Unit Mobilization Unit Identification Code (UMUIC) units as assigned per reference (c).

(3) New Reserve Sailors must complete all of the onboarding program/process no later than the successful completion of their first full year of satisfactory participation.

c. Gain Participation Guidance. Proper completion of the strength gain process is fundamental to successful onboarding. Navy Reserve Region Readiness and Mobilization Commands (REDCOM) and NRAs must track all new Reserve Sailors and monitor the adjudication of Sailors' drills between the effective gain date, the completion date of the strength gain, and the first DWE. The onboarding process includes supportive engagements from NRA staffs and the Navy Reserve Unit leadership, to ensure accurate and timely accession transactions take place.

4. Responsibilities

a. Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Manpower and Personnel (N1), will provide gain guidance and oversight in accordance with reference (d), to include:

(1) Provide guidance to REDCOMs and NRAs on specific delayed gains that may result in erroneous separations or transfers to the Individual Ready Reserve (IRR).

(2) Post New Accession Training (NAT) and recruiting delay reports to the COMNAVRESFORCOM N11 SharePoint page on a continual basis at:

https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N113/SitePages/home.aspx

(3) Manage and maintain the Reserve Pay Assistance Team (RPAT) Teams page(s).

(4) Liaise with Career Transition Office (CTO) (PERS-97) and Commander, Navy Recruiting Command (COMNAVCRUITCOM) to reduce administrative errors caused by delayed gains.

(5) Coordinate with CTO (PERS-97) to:

(a) Update the Active Duty/Reserve Component (AC/RC) Delayed Gains Report.

(b) Post the AC/RC Delayed Gains Report weekly to the COMNAVRESFORCOM N111 - RPAT Teams page under general Files CTO Gains Lists:

https://dod.teams.microsoft.us/_#/files/General?groupId=6afaalla-34f5-4f30-8cfc-ea0c22631501&threadId=19:dod:ala135f6d22644bc89f9c6a85a570f08@thread.tacv2&ctx=channel&rootFolder=%252Fsites%252FCNRFCRPAT%252FShared%2520Documents%252FGener1%252FCTO%2520Gains%2520Lists

(c) Contact applicable REDCOMs concerning any issues with erroneous discharges or transfers to the IRR.

b. COMNAVRESFORCOM Command Career Counselor (CCC) will provide oversight in support of a formalized onboarding program to include:

(1) Monitor and assist REDCOM CCC.

(2) Create and maintain onboarding products for use at subordinate commands, including:

(a) A prioritized check-in sheet that delineates specific tasks to be completed by new Reserve Sailors no later than their first, second and third DWE in support of being fully gained into all applicable systems and programs.

(b) An Onboarding Workbook for new Reserve Sailors to utilize throughout the onboarding process.

(c) A Reporting Career Development Board (CDB) Worksheet.

Please Note: See RESPERSMAN Appendix Docs (https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N1C2/COMNAVRESFORINST%2010015F%20Exhibits/Forms/AllItems.aspx) to reference the prioritized check-in sheet, the Workbook For The New Navy Reserve Sailor, and the Reporting CDB Worksheet.

(3) Provide oversight of the INDOC, Sponsorship programs, and the Reserve Affiliation Success Workshops (RASW).

c. COMNAVRESFORCOM Force Data Office will track retention statistics for all new Reserve Sailors into the Navy Reserve.

d. COMNAVRESFORCOM Training (N7) will provide funding for school requirements as authorized per accession program.

e. REDCOMs will:

(1) Monitor strength gain transactions of subordinate commands in accordance with reference (d) and specifically shall:

(a) Ensure NRA Manpower Departments utilize the Delayed Gains Report, Navy Standard Integrated Personnel System (NSIPS) Reserve Gain Report, Prospective Gains, and New Accession Training Report to assist in the tracking and subsequent successful gain of all new accessions.

(b) Ensure NRAs do not adjudicate any scheduled drills between the effective date of gain, completion of the strength gain, and new Reserve Sailors' first drill weekends as unexcused absences.

(c) Review strength gain transactions during echelon V Command Assessments as part of the Command Assessment Program.

(d) Train NRAs to update, track, and utilize the NAT Portal on COMNAVRESFOR N113's SharePoint at:

https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N113/SitePages/home.aspx

(2) Provide oversight in support of a formalized regional onboarding program that enables REDCOM staffs to:

(a) Monitor and assist NRA CCCs in the execution of their Onboarding Program.

(b) Disseminate and further develop onboarding products for use at lower echelons.

(c) Train staff and lower echelons in any/all onboarding updates, best practices, and feedback.

(d) Relay any and all best practices and feedback regarding onboarding products to COMNAVRESFORCOM N1.

(3) Evaluate and provide guidance to lower echelons concerning INDOC, Sponsorship, RASW, and overall onboarding best practices.

(4) Utilize T-Ready for the tracking of Sailor readiness milestones and use data to guide leadership engagement and counselling of new accessions.

f. NRAs will:

(1) Customize and maintain the following Onboarding products:

(a) An NRA Welcome Aboard Package.

(b) A prioritized check-in sheet that delineates specific tasks for new Reserve Sailors to complete no later than their first, second, and third DWEs that will result in those

members being fully gained into all applicable systems and programs.

(c) An Onboarding Workbook for new Reserve Sailors to utilize throughout the onboarding process.

(d) A Reporting CDB Worksheet.

(2) Appoint (in writing) an Active Component (AC) or Training and Administration of the Reserves (TAR) mentor to act as the Command Onboarding Officer for new Reserve Sailors.

(a) This appointee can serve concurrently as the sponsor of the PRISE-R and NAT programs per references (e) and (f) at the NRA Commanding Officer (CO) discretion.

(b) This appointee will ensure accurate musters are recorded/submitted for new Reserve Sailors in coordination with Sailors' unit leadership.

(c) This appointee will ensure that the NRA staff is aware of and engaged with new Reserve Sailors who are participating in the onboarding process and will prioritize their onboarding tasks.

(3) Upon receipt of orders/notifications, the NRA will establish positive, two-way communications with the Sailors. These communications will include delivery of the following products:

(a) An NRA Welcome Aboard package.

(b) Contact information for NRA leadership and departments, the TRUIC and UMUIC CO, Executive Officer and Senior Enlisted Leader.

(c) The Workbook for the New Navy Reserve Sailor found in the RESPERSMAN Appendix Docs (https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N1C2/COMNAVRESFORINST%2010015F%20Exhibits/Forms/AllItems.aspx).

(4) Execute strength gain transactions in accordance with reference (d):

(a) Utilize the Delayed Gains Report, NSIPS Reserve Gain Report, Prospective Gains, and New Accession Training Report to assist in the tracking of new gains.

(b) Not adjudicate or process any drills as unexcused absences that occur between the effective date of gain, completion of the strength gain, and the newly accessed Sailor's first DWE.

(c) Ensure Navy Reserve unit leadership provides new Reserve Sailors, when a valid Navy mission exists, an opportunity to reschedule any drills that occurred within the current

Fiscal Year (FY) that were missed because of delay in the completion of the strength gain.

Please Note: Drills that were scheduled prior to the current FY cannot be rescheduled.

(d) Review all unsatisfactory participants' records to ensure the new Reserve Sailors are not given unexcused absences or erroneously discharged or transferred.

(e) Consult with the Office of the Staff Judge Advocate for the cognizant REDCOM prior to removing new Reserve Sailors from SELRES billets for unsatisfactory participation which allegedly occurred during any phase of the onboarding program. NRAs shall maximize the use of probationary periods and any other available protocols, as identified in enclosure (3) of reference (h), to retain new Reserve Sailors.

(f) Contact COMNAVRESFORCOM Manpower Policy (N1C2) for guidance pertaining to specific delayed gains that result in erroneous separations or transfers to the IRR.

(5) Upon completion of the strength gain, the NRA will again reestablish positive, two-way communications with the newly assigned Navy Reserve Sailors. This exchange will reiterate all points from the previous communication, allow the NRA to address any of the Sailors' questions or concerns, and also include the following attributes:

(a) Confirmation of the date of first DWE.

(b) Explanation of expectations and preparatory instructions associated with the Sailor's first DWE (e.g., base access requirements, instructions for facility access, hours of operation, weather contingency plan, etc.)

(c) Arrange the Sailors' berthing and travel, if required.

(6) Receive the Sailors on DWE and carry out the following actions:

(a) The assigned NRA Command onboarding Officer will muster new Reserve Sailors at an appointed date, time, and location.

(b) Ensure completion of no less than the minimum requirements of the drill period, and dismiss Sailor when appropriate.

(c) Provide and guide new Reserve Sailors through a prioritized check-in sheet of critical tasks to be completed as soon as possible, but no later than their first, second, and third DWEs, as appropriate/modified for each individual member.

(d) Prioritize new Reserve Sailors for attention in order to expedite their completion of listed critical check-in tasks.

(e) Validate that the new Reserve Sailors are fully gained into all applicable systems and programs.

(f) Coordinate with the new NRAs Reserve Sailors' TRUIC leadership for accurate adjudication of complete drill periods.

(7) Conduct INDOC, including the RASW, in accordance with reference (g).

(8) Will ensure CCC works with new Reserve Sailors to complete a reporting CDB per references (i) and (j).

(9) Coordinate with TRUIC and UMUIC CO or Officers in Charge (OIC) regarding when to expect new Reserve Sailors to report to their unit.

(10) Upon completion of the administrative check-in at the NRA, ensure the NRA Command Onboarding Officer provides a positive, warm handoff to TRUIC leadership.

(11) Utilize the T-Ready and NRRM systems for the tracking of SELRES and VTU readiness milestones and use data to guide leadership engagement and counselling of new Reserve Sailors.

g. TRUIC COs/OICs will:

(1) Not adjudicate any drills prior to new Reserve Sailor's first scheduled drill weekend as unexcused absences.

(2) Provide new Reserve Sailor an opportunity, when a valid Navy mission exists, to reschedule any scheduled drills that occurred during the current fiscal year and were missed due to a delay of the strength gain (note: drills that were scheduled prior to the current FY cannot be rescheduled).

(3) Coordinate with the appropriate NRA for the accurate adjudication of the new Reserve Sailor's completed drill periods during the NRA Onboarding process.

(4) Utilize the T-Ready and NRRM systems for the tracking of individual Sailor readiness milestones and use that data to guide leadership engagement and counselling of new accessions.

h. New Reserve Sailors will:

(1) Maintain satisfactory participation requirements per reference (a).

(2) Maintain contact with the appropriate NRA, TRUIC, and UMUIC leadership during their onboarding process.

(3) Expediently execute the administrative check-in tasks as directed in the prioritized check-in sheets provided by NRA leadership as soon as possible, but no later than the first,

second and third DWE's as prescribed. This includes validating access to all required systems, completion of all required applications, and submission of all required documents.

(4) Attend the NRA INDOC, including the RASW, in accordance with reference (g).

(5) Complete all requirements outlined in the Onboarding Workbook during the onboarding process.

(6) Monitor the adjudication of completed drill periods and proactively manage individual drill schedule.

(7) Immediately notify the command leadership of any issues with drill adjudication, rescheduling, and/or delays in pay.

(8) Utilize the ARQ system to track individual readiness milestones.