

RESPERSMAN 1001-020

READY RESERVE ANNUAL SCREENING

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References	(a) 10 U.S.C. 10149 (b) DoD Instruction 1200.7 (c) BUPERSINST 1001.39F (d) MILPERSMAN 1070-270 (e) OPNAVINST 1740.4 series (f) OPNAVINST 6110.1 series (g) SECNAVINST 6120.3 series (h) OPNAVINST 3120.32 series (i) NAVADMIN 234/04
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1. **Purpose.** This article removes the requirement to complete NAVPERS 1001/3, Ready Reserve Screening Questionnaire (RRSQ), as many policies and processes screen members of the Individual Ready Reserve (IRR) for readiness requirements. Additionally, this article reduces the administrative burden on the Reserve Force while still ensuring that the continuous screening requirements of references (a) and (b) are met to minimize attrition during recall and mobilization.
2. **Application.** This article supersedes the guidance and requirements of reference (c) as it pertains to Selected Reservist (SELRES) and Voluntary Training Unit (VTU) personnel only. IRR Active Status Pool (ASP) annual screening requirements are still governed by reference (c). Commander, Navy Personnel Command (NAVPERSCOM) Reserve Personnel Management (PERS-9) will make appropriate changes to reference (c) during their next scheduled revision. Additionally, a system update modified the Civilian Employer Information (CEI) tab in Navy Standard Integrated Personnel System (NSIPS) which automates the capture of information screened in paragraphs 4e through 4g.
3. **Policy.** The RRSQ is hereby cancelled. All members of the IRR will be screened at least annually per reference (b). The purpose of the screening is to ensure that IRR members:
 - a. Meet Navy wartime standards of mental, moral, professional, and physical fitness.
 - b. Possess military qualifications required of their various ranks, ratings, and specialties.
 - c. Are immediately available for recall or mobilization.
4. **Annual Screening Requirements and Procedures.** Ongoing procedures to screen SELRES and VTU members include the following processes:

a. NAVPERS 1070/602, Record of Emergency Data. Drilling Ready Reserve members are required to maintain current Record of Emergency Data in accordance with reference (d). This required periodic update of Emergency Contact Information satisfies the IRR annual screening requirement.

b. Family Care Plan. In accordance with reference (e), Service members have a responsibility to ensure minor children and adult family members that are dependents are cared for during reserve mobilizations and during other times the Service member is unavailable. The primary responsibility for initiating, developing, and maintaining a workable family care plan rests with the individual Service member. Navy Reserve unit (NRU) and NRA leadership need to understand the criteria outlined in reference (e), requiring a family care plan, and direct Sailors to document, if applicable. The documentation and implementation of a family care plan meets the annual IRR screening requirement for dependent care issues.

c. Physical Readiness Standards. Per reference (f), the Physical Readiness Program ensures all Navy personnel maintain a level of physical fitness required to support overall mission readiness. Drilling Ready Reservists unable to meet Physical Readiness Program standards are managed by the NRA's Command Fitness Leader, Medical Department Representative and Primary Care Manager. Members will be assigned a Manpower Availability Status (MAS) Code in accordance with [RESPERSMAN 3060-010](#) and tracked by the NRA to a determination (full duty, administrative separation, etc.), as required. This program meets the annual IRR physical screening requirement.

d. Medical Readiness Standards. Per reference (g), the Periodic Health Assessment (PHA) program establishes policy, assigns responsibilities, and prescribes procedures for implementing all aspects of the PHA program for Navy personnel. The PHA program coupled with the guidance in [RESPERSMAN 6000-010](#), meets the Drilling Ready Reserve member annual medical/physical screening requirement.

e. Religious Ministry Program Involvement. In accordance with reference (b), Drilling Ready Reserve members who are preparing for the ministry in an accredited theology or divinity school shall be transferred to the Standby Reserve (active status list) for the duration of their ministerial studies and duties at accredited theology or divinity schools. Drilling Ready Reserve members participating in a military Chaplain Candidate or Theology Student Program may continue their Ready Reserve affiliation.

(1) Action. Once a Drilling Ready Reserve member self-identifies religious ministry enrollment via the CEI tab in NSIPS, the NRA CO shall ensure the individual is interviewed by Navy Chaplain to ascertain if the member is attending a recognized theological or divinity school and is preparing to become an ordained minister, cleric, or equivalent. If both conditions are met, the NRU CO shall submit a letter to NAVPERSCOM (PERS-9) via echelon 4 and 5 commands providing details. NAVPERSCOM (PERS-9) may direct the member's removal from the unit and a transfer to the Standby Reserve-Active (USNR-S1). If, however, the member is merely pursuing religious studies for educational purposes and does not intend to become a minister for a particular faith group, then document via a NAVPERS 1070/613, Administrative Remarks.

f. Healthcare Professions Programs. In accordance with reference (b), Drilling Ready Reserve members may not be transferred from the Ready Reserve solely because they are students, interns, residents, or fellows in the healthcare professions. Examples of healthcare professionals include medical doctors, dentists, physician assistants, nurse practitioners, certified nurse anesthetists, and nurse midwives. Additional healthcare professions may be included under this paragraph on a case by case basis as determined by the Navy Bureau of Medicine and Surgery (BUMED) and Commander, Navy Reserve Forces Command ([COMNAVRESFORCOM \(N35\)](#)).

(1) Action. Once a Drilling Ready Reserve member self-identifies as a student, intern, resident, or fellow in the healthcare professions via the CEI tab in NSIPS, the NRA CO shall counsel the member on the following possible outcomes:

(a) If enrolled in a Department of Defense (DoD) funded healthcare program, the Drilling Ready Reserve member may remain in the SELRES but will be restricted during mobilization to a student, intern, resident, or fellow assignment; or be deferred. BUMED directly manages these members to include assignment of any mobilization limiting administrative MAS codes.

(b) If NOT enrolled in a DoD funded healthcare program, the Drilling Ready Reserve member will either be transferred to the VTU, transferred to IRR-ASP (if requested), or retained in the SELRES only if member agrees to remain mobilization eligible in their current rating/Navy Enlisted Classification (NEC) or designator/Additional Qualification Designator (AQD). This agreement shall be documented via a NAVPERS 1070/613, Administrative Remarks. All transfers will be in accordance with [RESPERSMAN 1900-010](#).

(c) Additional actions for high-demand, low-inventory healthcare professional SELRES (2105/2205/2305/2905 designators) are as follows. The NRU CO, via the NRA CO, shall notify the BUMED Community Manager within 7 calendar days of notification of the member's specific non-DoD funded subspecialty program and course of action from paragraph (b) above. In the event of VTU transfer, the BUMED Community Manager may request SELRES retention (with member concurrence) to [COMNAVRESFORCOM \(N12\)](#). Any obligated service, specialty/subspecialty needs of the Navy, and member's availability for mobilization need to be considered before VTU movement within the Ready Reserve.

g. Key Federal or Civilian Employee Status. At mobilization, Ready Reserve members will only be exempted or deferred from mobilization due to civilian employment as specifically directed by DoD. Accordingly, all Drilling Ready Reserve members will be screened annually to ensure their availability for mobilization.

(1) Non-Federal employees who work in the fields of public health and safety as well as defense support industries may be considered key employees if they possess unique skills which cannot be filled in a reasonable time after mobilization. Examples include a physician who is the only health care provider for a remote community which is not served by another health care agency or a lead engineer who provides essential technical expertise relating to the development or maintenance of certain national security assets.

(2) Federal employees whose functions are essential to the continuity of the Federal government may be considered key employees if they occupy positions that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of their agency to function effectively. Federal Agency Heads are responsible for reporting key employees per reference (b). Examples include members of Congress, certain Federal law enforcement officials, and civilian appointees such as cabinet officials and military department leaders.

(3) Action. Reference (b) provides guidelines for determining if certain Drilling Ready Reserve members employed by Federal or non-Federal employers may be designated as key employees. Those so designated by DoD will be removed from the Ready Reserve either by being transferred to the Standby Reserve or the Retired Reserve, or discharged, as appropriate. The NRA CO shall ensure Drilling Ready Reserve members who identify as key Federal or non-Federal employees via the CEI tab in NSIPS, notify NAVPERSCOM (PERS-9) for removal from the Ready Reserve, per references (b) and (c).

h. Criminal Offenses. In accordance with reference (h), Drilling Ready Reserve members are required to self-report to their immediate commander of the fact that they were arrested or charged of an alleged criminal offense. Persons are only required to disclose the date of arrest/criminal charges, the arresting/charging authority, and the offense for which they were arrested/charged. If the alleged transgression occurred not in a duty status, member shall self-report no later than the next day in a duty status. Failure to comply may result in a violation of the Uniform Code of Military Justice (UCMJ).

(1) Action. The NRA CO shall ensure self-report requirements are appropriately promulgated throughout the year to all attached Drilling Ready Reserve members (a Plan of the Month note can suffice). In the event of a self-reported criminal offense, the NRA CO shall review references (h) and (i) and consult with the echelon 4 staff judge advocate before taking action.

(2) Member self-reporting, combined with the periodic security clearance reviews and proper promulgation of self-reporting requirements, meet the annual screening requirements.

5. Summary. An annual screening inquiry or process is not a substitute for intrusive leadership. If issues arise directly impacting a Drilling Ready Reserve member's ability to mobilize, they must be investigated. If it is determined that the member's mobilization is restricted, the NRA CO must submit a letter to the supporting NRA providing details. If unresolved at the NRA level, the NRA CO must endorse and forward the letter to NAVPERSCOM (PERS-9) via the echelon 4 command requesting to change the member's status, or process the member for separation, as appropriate.