



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCE  
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COMNAVRESFOR NOTICE 1001

From: Commander, Navy Reserve Force

Subj: FISCAL YEAR 2024 FORCE EXECUTION GUIDANCE

Ref: (a) BUPERSINST 1001.39F  
(b) RESPERS M-1001.5 CH-12  
(c) DODI 1215.06 of 11 Mar 2014, and as amended  
(d) OPNAVINST 1001.27A  
(e) OPNAVINST 5401.11  
(f) OPNAVINST 1000.16L  
(g) OPNAVINST 5351.2B  
(h) COMNAVRESFORINST 1120.3B  
(i) MILPERSMAN 1306-925  
(j) COMNAVRESFORINST 4650.1C  
(k) COMNAVRESFOR NORFOLK VA 172022Z MAY 22 (ALNAVRESFOR 020/22)  
(l) COMNAVRESFOR NORFOLK VA 14219Z NOV 22 (ALNAVRESFOR 036/22)  
(m) MCPON's "Laying the Keel" Leadership Guidance  
(n) Assistant Secretary of the Navy (Financial Management and Comptroller) Memo of 19 November 2020  
(o) Joint Travel Regulations

1. Purpose. To provide supplemental guidance per references (a) through (o) as applicable to subordinate commands and Reserve Program Directors (RPD). All Sailors must be familiar with the contents of the governing directives in their entirety.

2. Goal. To complete Navy Reserve training requirements, maintain mobilization readiness, and provide operational support, while maximizing warfighting readiness throughout the Fiscal Year (FY). Additionally, in keeping with Secretary of the Navy, Chief of Naval Operations, and Chief of Navy Reserve guidance to improve the warfighting readiness of our Navy and Navy Reserve, prioritize the execution of discretionary Reserve Personnel Navy (RPN) funds toward more strategic depth per references (k) and (l).

3. FY24 Planning Considerations. Significant changes to Force priorities have been implemented as a result of the guidance associated with references (k) and (l). Therefore, increased emphasis must be placed on using discretionary RPN funds to achieve warfighting readiness objectives over ad hoc operational support. Specifically, Individualized Training Plans (ITPs) will be a factor considered prior to allocating limited ADT funds (see para 6.e).

4. Satisfactory Participation Requirements

a. All unit Commanding Officers (CO) or Officers in Charge (OIC) are required to read and comply with all guidance in this document. COs and OICs must counsel their assigned Sailors on satisfactory participation requirements as specified in reference (b). Failure to meet minimum participation requirements for two FYs in a rolling three-year period must result in adverse administrative action, per references (a) and (b) and other applicable issuances.

b. Per reference (b), Selected Reservists (SELRES) Sailors require 40 of 48 regular Inactive Duty Training (IDT) periods favorably adjudicated per FY. The definition of a favorable adjudication is a Present (P) or Authorized Absence (AA). Unit COs must be cognizant of the status of an individual's regularly scheduled IDT completion rate prior to approving additional IDT periods. Additional IDT periods are Additional Training Periods (ATP), Additional Flying and Flight Training Periods (AFTP), and Readiness Management Periods (RMP).

c. Per references (b) and (c) SELRES Sailors must perform 12 to 14 days of Active Duty (AD) each FY, exclusive of travel time. Regardless of a Sailor's Reserve affiliation date, SELRES may meet this requirement in a FY with any combination of 12 or more days of:

- (1) Annual Training (AT);
- (2) Active Duty for Training (ADT);
- (3) Active Duty for Operational Support (ADOS);
- (4) Recall;
- (5) Mobilization; or
- (6) Active Component (AC) service.

d. A SELRES affiliating prior to 1 June is required to complete 12 or more days of AD for the FY. A member affiliating 1 June or later is not required to complete 12 or more days of AD.

e. AT Waiver Requests. Sailors who do not meet their AD requirement must submit an Annual Training Waiver Request (NAVRES 1571/15). An approved AT waiver meets annual AD participation requirements. AT waiver approval authority typically rests with the Navy Reserve Activity (NRA) CO with exceptions outlined in reference (b). All waiver requests require concurrence from the member's CO/OIC UMUIC. When considering AT waivers, approvers will factor the following guidance from reference (b).

- (1) Undue personal hardship exists that precludes AD.
- (2) Not medically qualified or prohibited from performing AD.

(3) Training cancelled or modified by the supported command that precluded attainment of 12 or more days of AD.

5. AT Policy

a. AT must be the primary means to satisfy the minimum annual AD participation requirement. AT orders are involuntary orders scheduled in coordination between the unit CO and supported command RPD, as required in reference (a). Completion of the minimum yearly AT requirement prior to execution of other types of AD (i.e., ADT and ADOS) is preferred. However, to allow commands the flexibility to match mission priorities with funding requirements, an “AT first” policy is not mandatory.

b. AT deadlines

(1) 1 May – SELRES with known personal hardships must submit AT waiver requests to their Chain-of-Command (COC) per reference (b). Emergent AT waivers may be submitted for consideration through the end of the FY as stipulated in paragraph 4(e).

(2) 1 June – SELRES not assigned an AT requirement from their supported command may request AT opportunities outside of their supported commands. RPDs, COs, and Resource Owners must support these requests with timely approval in the Navy Reserve Orders Writing System (NROWS) planning module process.

(3) 30 June – NRAs must save and route all planned AT orders in NROWS for the remainder of the FY. NRAs must anticipate SELRES continuing to submit orders for approval after this date. Approval of orders saved and routed after 30 June will be based on available funding. Only those AT orders forwarded past the NRA Orders Specialist (OS) by 30 June are guaranteed fund approval.

(4) 30 September – NRAs must ensure all AT waiver requests are adjudicated and appropriate code entries made in Navy Standard Integrated Personnel System (NSIPS) per reference (b).

c. AT for SELRES identified for Mobilization

(1) When a SELRES has been identified for mobilization with an Individual Mobilization Status Code of R## or RC1, NRA COs and RPDs must coordinate with each other in using the member’s AT to complete mobilization screening requirements.

d. AT order approval

(1) To ensure the capability to process AT orders within 14 days (for Continental United States (CONUS) orders, and 30 days for outside the Continental United States (OCONUS), Navy

Reserve Activity (NRA) Orders Specialists (OS) must save and route valid AT orders within five business days of receipt.

e. Split AT

(1) Without travel: Authorized with no minimal day requirement restrictions.

(2) With travel: Authorized, but limited to two sets of orders during the applicable FY to mitigate travel expenses and to ensure AT funds are available for the force throughout the entire FY.

a. Split AT with travel orders must be “**NO LESS THAN FIVE DAYS**”.

b. Orders for less than five days with travel must use IDT/ATP/RMP in conjunction with IDTT.

c. Travel days are included when calculating the total number of AT days in a FY.

(3) AT must NOT be used when IDT is the appropriate order type, e.g. Drill Weekend at TRUIC, UMUIC, or alternate drill site.

(4) COMNAVRESFOR Operations (N3) will monitor and publish direction informing the Force of the availability of funds with respect to split AT with travel throughout the FY. Orders routed that do not support Commander’s intent after mitigations are implemented will be subject to denial on that basis by COMNAVRESFOR N3.

f. Exceptional-AT (E-AT)

(1) AT beyond 14 days, is known and referred to as Exceptional-Annual Training (E-AT).

(2) The total number of AT days executed **MUST NOT** exceed 29 days in an FY. All travel days are included when calculating the total number of AT days for the FY.

(3) CONUS/OCONUS E-AT requests must be submitted to COMNAVRESFOR N3 no later than 14 days prior to order start date. OCONUS E-AT requests will be submitted to COMNAVRESFOR N3 no later than 30 days prior to order start date. These deadlines facilitate travel coordination and avoid short lead-time travel challenges.

g. Controlled E-AT

(1) E-AT is available on a limited basis for specific mission and unit use after COMNAVRESFOR reductions to E-AT limitations are imposed. Commands identified for Controlled E-AT, will be able to retain E-AT up to 29 days after any AT reductions are directed for the rest of the force.

(2) Approved Controlled E-AT Mission/Units and guidance will be promulgated by COMNAVRESFOR N31 via appropriate messaging in RPD mailbags, or SOPs.

## 6. ADT Policy

a. Per reference (a), ADT is a period of AD intended to support a specific training requirement and assist a command with ADT funding available. ADT-Special funding requests must be prioritized by the COMNAVRESFORCOM (Echelon II) Executive Committee (EXCOM), with COMNAVRESFOR N31 as the executive agent.

b. Per reference (d), all ADT orders over 29 days must be screened by the NRA OS.

c. Per reference (c), the primary purpose of ADT is to provide individual or unit readiness training. Support to mission requirements may occur incidental to performing ADT. Nevertheless, long-term orders that do not principally provide training and readiness value are antithetical to this guidance and to the philosophies laid out by reference (k). All ADT requirements exceeding 179 days will be reviewed by COMNAVRESFOR Force Operations (N31) for validity. RPDs will provide their pillars leads with reasoning for keeping a Sailor on training orders over 179 days to meet COMNAVRESFOR N31 validation.

d. Performance of ADT by members of the Voluntary Training Unit (VTU). In accordance with reference (k), ADT funds are to be used primarily for the development of warfighting readiness. As members of the VTU do not have warfighting readiness requirements or a billet, they are authorized to perform no more than 29 days of ADT this FY. VTU members needing to perform greater than 29 days will be reviewed on a case-by-case basis with first flag officer endorsement by COMNAVRESFOR N31.

e. Warfighting Readiness is Priority #1, and that means all available resourcing necessary is aligned properly. ADT funds are discretionary funds primarily for training, and as such RPDs must require completed billet Training Plans (TPs), as well as Individualized Training Plans (ITPs) prior to allocating limited ADT Training dollars. While numerous factors will impact T-Ready at any given time (e.g. new affiliations or personnel just joining the unit), RPDs must endeavor towards 100% compliant in T-Ready and be able to explain any execution challenges or impediments. Perfection in metrics is not a win—excellence in reporting execution capabilities for warfighting support is.

f. ADT-Schools training requirements.

(1) COMNAVRESFOR Training (N7) centrally manages the ADT-schools fund. In accordance with Navy Reserve Fighting Instructions set forth in reference (k), COMNAVRESFOR N7 will prioritize ADT-schools funds and training time to build high-end warfighting readiness. The COMNAVRESFOR N7 ADT-schools team will vet all NROWS requirements and orders to make fiscally disciplined investments in programmed mobilization

billet training for individual Sailors, and to resource documented unit-level training requirements for Navy Reserve operational forces and Navy Reserve Readiness Units.

(2) COMNAVRESFOR N7 will verify that ADT-schools requests for SELRES supporting a Navy Active Unit Identification Code (AUIC) align with a documented Navy Enlisted Classification (NEC) or unit-level training requirement. COMNAVRESFOR N7's assumption is that requirements documented in the Fleet Training, Management, and Planning System (FLTMPS) or Total Force Manpower Management System (TFMMS) and T-Ready are valid, and conversely, that requirements not resident in FLTMPS or TFMMS or T-Ready are invalid.

(3) COMNAVRESFOR N7 will fund schools to complete AUIC unit-level training requirements as documented on the AUIC's 12-month command training plan report in FLTMPS for supporting Reserve Sailors.

(4) COMNAVRESFOR N7 will fund schools to complete NEC or Additional Qualification Designation (AQD) requirements for a Reserve Sailor in their assigned mobilization billet as documented in TFMMS. COMNAVRESFOR N7 will use the Navy Reserve Readiness Module (NRRM) Individual Readiness Jacket (IRJ) as its data source to determine TFMMS billet-required NECs and current individual NECs for each Reserve Sailor.

(5) COMNAVRESFORCOM N7 will provide ADT-schools funding for SELRES that have confirmed quotas to attend Enlisted Leader Development (ELD) courses that are built in eNTRS.

(6) Requests for exception to fund ADT-schools orders for undocumented requirements (unit-level or billet) must indicate that the Reserve Program Director (RPD) and/or supported command/TYCOM/SYSCOM/Fleet is engaged in the process of documenting the new requirement, and will be evaluated on a case-by-case basis if justification is provided within the NROWS requirement.

(7) To ensure proper quota management, NROWS orders must be submitted, saved, and routed by the NRA OS no later than 30 days prior to the start date of the orders. It is the responsibility of the Sailor and the Sailor's COC to cancel unused quotas as soon as possible, but no later than 14 days prior to the start of the course to allow other potential students the opportunity to train.

(8) ADT-Schools deadline. Sailors and NRAs must save and route ADT-Schools orders in NROWS no later than 30 June to allow for end of year funding prioritization.

(9) In order to comply with the 30 June NROWS ADT-Schools orders deadline in cases where the student does not yet have a confirmed seat, ADT-Schools order requests for 4th quarter FY24 can be routed with the following verbiage in the schools' justification block, "Member is registered for the course and is awaiting quota confirmation."

(10) Detailed ADT-schools orders vetting and guidance. The COMNAVRESFOR ADT School (N71) SharePoint page contains a comprehensive list of all ADT-Schools orders vetting criteria and additional ADT-Schools guidance and is located here:  
<https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/ADTSchools/default.aspx>

(11) The Force Generation Guidance SOP 07 (ADT-Schools Guidance) can be found on the Force Generation Guidance Sharepoint site here:  
<https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/Pages/ForceGenerationGuidance.aspx>

## 7. Inactive Duty Training Travel Policy

a. As detailed in reference (j), Inactive Duty Training Travel (IDTT) funding provides travel and per diem for Sailors performing IDT away from their assigned training location. Supported commands, Readiness and Mobilization Command (REDCOM) commanders, and unit leadership must prioritize available IDTT funding to conduct necessary training that ensures overall unit readiness and contributes to the Force's strategic depth.

b. Non Locally Assigned Sailors (NLA). IDTT funding must be used to bring NLA Sailors to their UMUIC or to the supported command. Individual training on such orders must be used to maximize warfighter readiness and mob-to-billet training at the UMUIC location, fleet concentration areas, and the supported command. Additionally, IDTT orders may be used for group training which ensures SELRES are trained, ready to activate, and can fight at their support command on day one.

c. Supported command RPDs must plan, prioritize, and fund all non-locally assigned travel. This procedural approach eliminates confusion as to the funding source for IDTT orders. Navy Reserve Echelon IV commands will fund IDTT for Sailors administratively assigned to Echelon V activities within the cognizant Echelon IV AOR for baseline mobilization readiness (medical, dental, legal, etc.) and Sailors assigned to operational support units in an In-Assignment Processing (IAP) status. Supported command RPDs must fund NLA travel to meet specific gaining command additional training and mobilization requirements. Travel reimbursement for IDTT orders is calculated differently than for AT/ADT orders. For further information, refer to reference (j), (o), or an NRA approving official.

d. Members must be approved for IDT periods or additional IDT periods in the drill management system prior to approval of associated IDTT orders. After IDTT execution, if IDT periods or additional IDT periods were not available, drill pay will not be authorized, resulting only in a credit of non-pay additional drills for retirement points.

e. All IDTT commitments for the quarter must be entered into NROWS by the end of the first month of each quarter.

8. Inactive Duty Training Reimbursement Policy. Per reference (o), Inactive Duty Training Reimbursement (IDT-R) funding provides reimbursement for travel for selected members of the Navy Reserve to address critical skill shortfalls in support of increased unit readiness. Officers and enlisted Sailors who meet eligibility requirements and travel 150 miles or greater from their primary residence to their drill site may apply via the (N12) SharePoint website in accordance with COMNAVRESFOR NOTICE 1570. Per reference (o), eligible members who opt-in to the IDT-R program will be reimbursed up to \$500.00 in travel expenses. Members are limited to 12 reimbursable round trips and this program may be restricted due to budgetary constraints.

9. Inactive Duty Training (IDT) Scheduling Policy.

a. To reduce financial risk due to unexecuted IDTs, NRAs will not schedule more than 12 Regular IDT periods per individual in Quarter 4, with no more than 4 Regular IDT periods per individual in September, when loading the FY IDT Schedule (i.e., originally scheduled IDTs) in the drill management system in order to improve financial management. Unit and NRA COs are entrusted to understand and execute COMNAVRESFOR's intent of supporting legitimate, FY24 Q4 Unit/supported command mission requirements while minimizing financial risks.

(1) Quarter 1 through Quarter 3 originally scheduled IDTs will not be rescheduled to Quarter 4 except in limited and unique situations. Unit COs (or designated representatives), guided by the intent of this policy, will ensure IDT reschedule requests, which exceeds 12 IDTs allotted for Quarter 4, support a bona fide mission or training requirement and have a high certainty of completion.

(2) If Sailors desire additional duty beyond the 12 IDTs originally allotted for Quarter 4, but their reschedule request does not meet the requirements of paragraph 9.a.(1), then Sailors will coordinate with their unit leadership and RPD for additional IDT (Voluntary IDT (non-pay), ATP, AFTP, RMP) authorization.

10. Additional Drill Period Policy

a. RPDs are responsible for advising unit COs and OICs on the availability and distribution of additional drills to assigned units and that the purpose and execution of additional drills are in accordance with reference (b). RPDs must closely monitor additional drill allocations against actual funds execution.

b. Per reference (b), unit COs and OICs must be responsible for approving additional drills in the drill management system and managing available allocated unit drills. A letter from the unit to the NRA for approval of additional IDTs is not required. Unit approval of the additional IDT in the drill management system serves as verification to the NRA that the unit confirmed additional drill funding is available in Operational Support Plan Additional Drill Execution Spreadsheet.



## 11. Professional Development

a. SOLC/RILC (The Reserve Intermediate Leadership Course (RILC, 2 days) is designed for the ranks of LT and LCDR. The course provides Reserve Intermediate officers heading to Department Head positions of similar responsibility by promoting professional growth in ethics, self-awareness, leader development and decision making. The Senior Officer Leadership Course (SOLC, 2 days) is designed for the ranks of CDR (to include CDR selects), and CAPT. While neither course is a promotion eligibility requirement, officers are highly encouraged to attend at a five year periodicity in alignment with ALNAVRESFOR 010/22. Active Duty for Training (ADT) Schools are an available SELRES funding source for all leadership training courses recommended by CNRFC. The mission number for officer leadership training can be found on the CNRFC N7 ADT Schools SharePoint page: <https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/ADTSchools/default.aspx>.

### b. Officer Development School (ODS) and Limited Duty Officer (LDO)/Chief Warrant Officer (CWO) Academy

(1) Per reference (h), COMNAVRESFOR Manpower and Personnel (N113) will manage the application of the Direct Commission Officer (DCO) manpower availability status (MAS) code for DCOs, LDOs, and CWOs who have not fully completed ODS or LDO/CWO Academy. The DCO MAS code initiates an NROWS hard hold prohibiting the execution of ADT and AT orders prior to the completion of ODS or LDO/CWO Academy. COMNAVRESFOR N113 is the only organization authorized to remove the DCO MAS code from a Reserve officer record.

(2) DCOs, LDOs, and CWOs must successfully complete all ODS or LDO/CWO Academy requirements within one year of commissioning. Per reference (h), a newly commissioned officer's first set of orders (E-AT and ADT) will be to complete ODS or LDO/CWO Academy. LDOs and CWOs will attend LDO or CWO Academy using E-AT orders. DCOs will attend the full 5-week ODS course on ADT-schools orders. For ODS, LDO, or CWO Academy schedules, see the Catalog of Navy Training Courses at: <https://app.prod.cetars.training.navy.mil/cantrac/vol2.html>.

### c. Enlisted Leader Development (ELD)

(1) Per reference (g), ELD is an advancement eligibility requirement that must be completed in consecutive days of study. E5-E7 Sailors must complete their rank appropriate course to be eligible for the next pay-grade's advancement exam. E5 Sailors attend Intermediate LDC (ILDC, 3 Days), E6 Sailors attend Advanced LDC (ALDC, 4 days), and E7's attend Chief Petty Officer (CPO-LDC, 5 days). While not an advancement eligibility requirement, E3-E4 Sailors are highly encouraged to attend Foundational LDC (FLDC, 3 days).

(2) COMNAVRESFORCOM N7 will provide ADT-schools funding for SELRES that have confirmed quotas to attend ELD courses that are built in eNTRS. ELD hosts and facilitators can request their course to be built in eNTRS, by coordinating with the RESFOR ELD Team at

NavyRESFORELD@us.navy.mil. Sailors can search for ELD courses via CANTRAC:  
<https://app.prod.cetars.training.navy.mil/cantrac/vol2.html>

d. Senior Enlisted Academy (SEA)

(1) Per reference (i), Senior Chief Petty Officers (SCPO) selected in FY17 and later must complete SEA to be eligible for advancement to Master Chief Petty Officer. COMNAVRESFORCOM N7 will provide ADT-schools funding for SELRES to attend SEA. There are typically two dedicated 2-week SELRES-only SEA courses scheduled for a given FY. SCPOs, and CPOs who have completed Chief Petty Officer Leadership Development Course (CPOLDC), desiring to attend SEA must plan to attend one of these two SELRES SEA courses. SELRES quotas in the three-week AC SEA classes are not guaranteed. SEA candidates can register for SEA via the SEA website: <https://www.netc.navy.mil/SEA/SEA-Registration/>

(2) SEA candidates must have approved orders prior to starting the Blackboard portion of SEA. SEA candidates that start Blackboard exercises without approved orders will not be funded to attend the in-residence portion of SEA on ADT-Schools orders and, per SEA guidelines, must restart the course from the beginning at a future scheduled convening date.

e. Chief Petty Officer (CPO) Initiation

(1) CPO initiation will be conducted per reference (m).

(2) Chief Petty Officer Leadership Development, Teaching to the Creed.

(3) FY24 CPO selectees will be funded to attend the Teaching to the Creed over a 5-day period using ADT-schools funds. All orders must be submitted to COMNAVRESFOR N7 within 14 days of the release of the CPO selection message.

(4) Formal facilitators for Teaching to the Creed will be funded using ATP funds, centrally managed through COMNAVRESFOR. In keeping with Naval Education and Training Command standards, two instructors will be funded per 16 selectees at a particular training location.

(5) Heritage Event. Annually, the Navy sends a limited number of CPO Selectees to participate in a heritage event aboard the USS CONSTITUTION and USS NEW JERSEY. These are the only heritage events authorized for funding using AT or ADT.

(6) Team building, network events, and mentorship. Training events occurring between CPO selection and CPO pinning, although important in the initiation of the CPO selectees, are not designated as formal Navy training requirements. As such, these events will not be funded using AT/ADT. Per reference (j), SELRES participating in training events must be in an authorized Title 10 duty status. In order to maximize participation, CPOs and Selectees will use both paid and non-paid additional drills to account for these training events.

(7) Capstone Event (Final Night). To encourage maximum participation in the CPO Initiation Capstone event, both paid and non-paid IDT periods are authorized for participants. Unit CO concurrence and approval is required in order to utilize the paid IDT option.

(8) Limited amount of ATPs are allotted to the Force Master Chief account to support CPO initiation events. Navy Reserve Centers in remote locations where manning is limited will receive ADT funding on a case-by-case basis.

## 12. Personnel Assignments and Reserve Unit Assignment Document (RUAD) Management

a. Transfers from a SELRES status (i.e., retirement or transfers to the Individual Ready Reserve, VTU, or Active Status Pool) affect incentives and benefits, such as bonus payments, Post 9-11 GI Bill benefit transferability, TRICARE, and Service Members' Group Life Insurance coverage. Such action could result in recoupment efforts if service requirements are not met prior to transfer. Unit COs or OICs must counsel SELRES regarding their affected benefits, and NRAs must ensure Sailors acknowledge their understanding by signing the applicable NAVPERS 1070/613 (revision 08-2012), Administrative Remarks.

b. RPDs must review all RUADs monthly, to ensure billet requirements (such as Reserve functional area, gender, and leadership codes) are current and provide necessary strategic depth. Additionally, RPDs, unit COs, and OICs must be active participants in the SELRES assignment process. These stakeholders will collaborate to provide current billet descriptions in Reserve Force Manpower Tools (RFMT) for officer billets and MyNavy Assignments (MNA) for enlisted billets. Those parties will also rank junior officers and enlisted applicants quarterly in RFMT and MNA respectively.

13. Orders and Travel Vouchers. Liquidation of orders and travel vouchers is a Force priority and must be incorporated into the routine business of NRAs and units.

a. SELRES and VTU Sailors are required to ensure reporting and detaching endorsements are completed by the supported command prior to completion of duty. NSIPS e-Muster is the primary means of endorsement, but in extreme circumstances (e.g. if a command does not have a qualified CCPA, assigned to field/afloat duty, prolonged system issues for duration of orders, or any other circumstance that does not allow for e-Muster use) handwritten and stamped endorsements remain acceptable.

b. SELRES and VTU Sailors must submit a copy of their endorsed orders (with the exception noted below) to their NRA as part of their travel claim, within five business days of orders completion.

**Note:** Vouchers are automatically zeroed out after 45 days in accordance with reference (n).

(1) Unendorsed paper orders are acceptable if accompanied by the NSIPS-generated AT or ADT orders signature page from the member's self-service account as generated by e-Muster.

(2) Endorsed handwritten and stamped orders are required when NSIPS AT/ADT e-Muster is not used.

c. Unit COs/OICs must incorporate order and travel claim liquidation as part of routine unit administration. This includes immediately cancelling both the NROWS order application and the associated Defense Travel System (DTS) authorization, if applicable, must a member not execute their orders.

d. NRAs must monitor and work to reconcile orders and travel claim liquidation weekly.

e. NRAs are authorized to suspend subsequent orders until all required documentation has been submitted to satisfy the liquidation of any previous order.

f. NRAs are required to submit all order modifications that change the number of duty days to the servicing Reserve Center of Excellence (RCOE), Norfolk, upon approval.

#### 14. 5 Step Manpower Analysis Process

a. Per reference (e), the primary function of Training and Administration of Reserve (TAR) staff at their commands is to enable access to, and the readiness of, Navy Reserve resources to accomplish the command's mission according to Navy's Force Generation paradigms. Reserve Program Directors (RPDs) are TAR personnel who are responsible to their commander or commanding officer for reference (e) execution within their assigned commands. The Reserve Manpower Officer supports RPDs within the command's manpower and personnel department.

b. Per reference (f), manpower programming for the Navy Reserve is accomplished by the Chief of the Navy Reserve (OPNAV N095) through Resource Sponsorship authority in the Program Objective Memorandum (POM). In order to execute the POM each Resource Sponsor (RS) must receive capability inputs from each Budget Submitting Office (BSO).

c. Per reference (1), the 5-step Strategic Manpower Process is provided to RPDs at commands of all echelons to assist with their respective POM Requirements Generation Process and provide SELRES solutions to Navy Total Force Manpower requirements.

(1) Step 1: Manpower Requirements Review. RPDs will review formal guidance including, but not limited to, Required Operational Capability/Projected Operational Environment (ROC/POE) for operational commands and Missions; Functions, and Task (MF&T) for shore commands; as well as doctrine, publications and agreements that govern the mission areas and operational capabilities a command will execute. RPDs must understand the command's manpower requirements during normal peacetime operations as well as sustained crisis operations.

(2) Step 2: Activity Manpower Document (AMD) Review. RPDs will work with Manpower and Personnel (N1) Subject Matter Experts (SME) to review their command's current

Manpower Requirements Document (MRD) such as AMD, Fleet Manpower Document (FMD), Ship Manpower Document (SMD), or Squadron Manpower Document (SQMD). This review will allow RPDs to identify current capability and capacity of the assigned active duty, selected reservists, civilian, and contractor billets. Additionally, this review will highlight the validated Manpower Requirement Determination conducted by Navy Manpower Analysis Center (NAVMAC).

(3) Step 3: Propose Changes. Based on steps 1 and 2, RPDs propose solutions to mismatches between manpower requirements (reviewed in step 1) and the current AMD (reviewed in step 2) to create, refine, or realign billets to match the command's mobilization mission requirements. During this step, potentially unfunded validated billets are identified and RPDs will be able to determine if SELRES or TAR manpower can fulfil the requirement. RPDs will recommend changes to SELRES billet quantity, quality, and alignment to meet the support command's mobilization mission.

(4) Step 4: Review and Decision Making (Final Changes). RPDs execute their role as the primary manager of the command's reserve program and coordinate with their command's higher headquarters, Type Commanders (TYCOM), Commander Navy Reserve Force (COMNAVRESFOR), Commander, Navy Reserve Forces Command (COMNAVRESFORCOM), and officer/enlisted community managers to ensure that recommended changes to SELRES billet quantity and quality are in alignment with strategic missions. RPDs will be in alignment with N1 Manpower SME to submit prioritized lists of manpower solutions to validated requirements.

(5) Step 5: Execution. RPDs along with their N1 Manpower SME will submit and track Manpower Change Requests (MCRs) to ensure SELRES billet quantity and quality are aligned to their command's mission requirements. MCRs with requirements that exceed authorizations or result in non-concurrence by a stakeholder can be submitted as unfunded requirements that are eligible for follow on POM actions. RPDs will coordinate with their command's requirements development (N8) SME to track the funding issue along the Requirements Generation Process.

15. Deployment Readiness Training (DRT). DRTs are required for SELRES once every three years in order to provide education and information enhancing members' readiness for deployment. Upon completion of DRT events, Echelon V and VI commands are responsible for updating members' FLTMPs records for DRT completion for all applicable personnel.

16. Financial Improvement and Audit Readiness. Documents that support a financial transaction must be maintained for 10 years. Therefore, to ensure audit readiness, all key supporting documents for all gains, losses, and military pay transactions must be scanned and stored electronically in TMT unless otherwise specified in reference (b).

17. Annual Readiness Questionnaire (ARQ). The primary purpose of the ARQ is to provide actionable information to Navy Reserve Readiness Unit COs, Executive Officers, and Senior Enlisted Leaders and NRA leaders on their SELRES members' mobilization readiness to enable

continuous compliance with established mobilization readiness standards. The information received from ARQ is designed so that both the unit UMUIC and NRA (TRUIC) can best understand individual SELRES mobilization readiness.

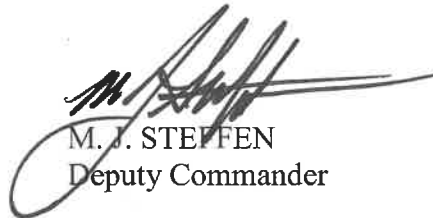
a. ARQ can be accessed at the following website:  
<https://bridge.nrdw.navyreserve.navy.mil/bridgereservist/#/landing>

b. Because of feedback received by the Reserve Force, advances in technology and data accessibility, and in the spirit of “Get Real Get Better,” ARQ 2.0 is in development—expect further guidance in FY-24 regarding ARQ requirements.

18. Records Management. Records created as a result of this notice, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

19. Forms. NAVPERS 1070/613 (REV. 08-2012), Administrative Remarks, is available from the link below Web site: [http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS\\_1070-613\\_Rev08-12.pdf](http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS_1070-613_Rev08-12.pdf)

20. Cancellation Contingency. This notice will remain in effect for one year or until new FY guidance is issued.



M. J. STEFFEN  
Deputy Commander

Releasability and distribution:

This notice is cleared for public release and is available electronically only via COMNAVRESFOR Web site at <https://www.navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Instructions/>