



DEPARTMENT OF THE NAVY
 COMMANDER NAVY RESERVE FORCE
 1915 FORRESTAL DRIVE
 NORFOLK VA 23551-4615

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 COMNAVRESFOR N1C2
 12 Jul 2021

Changes to the identified Navy Reserve Personnel Manual articles are effective the date written at the top of each article and the date on this change summary.

J. A. SCHOMMER
 Deputy Commander

Changes in articles titled and summarized below are incorporated in the electronic copy via Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Website:
<https://www.navyreserve.navy.mil>.

Table of Contents – Revised to reflect all current changes.

| Article No. | <u>Article Title</u> |
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| 1100-050 | Personnel Strength Gain Transactions |
| | <ul style="list-style-type: none"> • Changed title to Personnel Strength Gain Transactions • Defined difference between Strength Gain and Activity Gain • 3.c.1. Added PRIDEMOD II requirement and best practice • 3.c.5. Added strength gain guidance worksheet is posted on CNRFC N11 SharePoint page • 3.c.8. Changed request to process, and added reference for RESPERMAN 1300-010 for IAP billet assignments • 3.c. 14. Added NAVRES 1326/4, Enlisted Affiliation Orders as a Key Supporting Document for enlisted gains • 4. Removed PERS-9 and Recruiting Command policy regarding IRR-ASP and USNR-S-1/S-2 transfer to VTU, and re-affiliation of unsatisfactory participants with adverse information in their records |

RESPERSMAN 1100-050

PERSONNEL STRENGTH GAIN TRANSACTIONS

| | | | |
|---------------------------|-----------------------|--------------------------|--|
| Responsible Office | COMNAVRESFORCOM (N11) | Phone: DSN COM FAX | 262-2262 (757) 322-2262 (757) 444-7598 |
|---------------------------|-----------------------|--------------------------|--|

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|-------------------|---|
| References | <p>(a) COMNAVRESFORINST 5222.1 ProcessQuik Implementation Across the Navy Reserve Force</p> <p>(b) SECNAVINST 5210.8F Department of The Navy Records Management Program</p> <p>(c) ASN Memo of 29 Jan 15</p> <p>(d) BUPERSINST 1001.39F Administrative Procedures for Navy Reservists</p> <p>(e) COMNAVRESFORNOTE 5400 APPLY Board Notice</p> <p>(f) MILPERSMAN 1131-040 Appointment of Officers in the Navy Reserve</p> <p>(g) MILPERSMAN 1133-061 Prior Service Reenlistment Eligibility – Reserve (PRISE-R) Program</p> <p>(h) MILPERSMAN 1133-090 New Accession Training (NAT) Program</p> <p>(i) MILPERSMAN 1070-020 Officer Official Military Personnel Record</p> <p>(j) MILPERSMAN 1070-080 Enlisted Official Military Personnel Record</p> <p>(k) RESPERSMAN 3060-010 Manpower Availability Status Codes</p> <p>(l) RESPERSMAN 1300-010 Selected Reserve (SELRES) Assignments</p> <p>(m) COMNAVCRUITCOMINST 1131.2G Officer Recruiting</p> <p>(n) COMNAVCRUITCOMINST 1130.8K Enlisted Recruiting</p> |
|-------------------|---|

1. Purpose. To provide guidance and procedures, per references (a) through (j), for processing Selected Reserve (SELRES) and Voluntary Training Unit (VTU) strength gains and maintenance of key supporting documents (KSD) to justify the applicable gain transactions.

2. Definitions

a. Accession. The initial event of a civilian joining the military as a service member.

b. Affiliation. For service members already accessed in the military. A service member affiliates when there is a change in duty status such as, active component (AC) to reserve component (RC), individual ready reserve (IRR) to SELRES, etc.

c. Strength Gain. A Reserve gain occurs when a Sailor's electronic record is brought to full strength in Navy Standard Integrated Personnel System (NSIPS) and the duty status code (DSC) is 200 and strength code (SC) is 1.

d. Activity Gain. A personnel transaction moving a Sailor between Navy Reserve Activities (NRA) or Reserve Unit Identification Codes while maintaining the same component.

3. Responsibilities

a. Commander, Navy Reserve Forces Command's (COMNAVRESFORCOM) Reserve Pay (N11) must:

(1) Develop standard operating procedures for processing strength gains and promulgate via the ProcessQuik application per reference (a) on the Navy Reserve HomePort.

(2) Provide oversight and training to subordinate commands for strength gain transactions.

(3) Provide oversight of the strength gain guidance process at the Naval Information Warfare Systems Command (NAVWARSYSCOM) Naval Information Warfare Center (NIWC) Atlantic Reserve Pay (RESPAY) Help Desk.

b. Echelon IV commanders must:

(1) Provide oversight and training to subordinate commands for personnel strength gain transactions.

(2) Ensure subordinate NRAs maintain appropriate KSDs for all personnel strength gain transactions and all required documentation is uploaded to the official military personnel file.

c. NRA must:

(1) Establish personalized recruiting for immediate and delayed enlistment modernization (PRIDE MOD) access. As a best practice, use PRIDE MOD to assist with processing strength gains and communicating with Commander, Navy Recruiting Command.

(2) Review entire recruiting package for accuracy per references (m) and (n). If corrections are needed, contact recruiter or career transition officer (CTO) for corrected documents prior to processing strength gain.

(3) Accept all recruiting packages regardless of billet availability. Navy recruiters are required to submit a strength gain package to the NRA within three working days of the effective date of the service member's affiliation or accession.

(4) Follow standard strength gain guidance for new accession training (NAT) and direct commission officer (DCO) strength gains. Standard NAT and DCO strength gain guidance is:

(a) NAT Strength Gain Guidance

Strength Gain Reason: RAF

MOD: 5

MDC: 1

DIERF/DIEMS: Same date = effective/signature date of the original DD-Form 4, Enlistment/Reenlistment Document

(b) DCO Strength Gain Guidance

1. If DCO has no prior reserve service, then strength gain reason: OAP.
DIERF/DIEMS: same date = date Officer NAVPERS 1000/4, appointment acceptance and oath of office was signed

2. If DCO has prior Reserve service, then strength gain reason: RAF.

(5) For all other gain types, request gain guidance from the NIWC RESPAY Help Desk by submitting a strength gain guidance worksheet (posted on the COMNAVRESFORCOM N11 SharePoint page) via REMEDY within one business day of receipt of the complete gain package from Navy Recruiting, as outlined in ProcessQuik. Process gain transactions in NSIPS within three business days of receipt of gain guidance from the NIWC RESPAY Help Desk.

(6) Assign the appropriate manpower availability status (MAS) code in NSIPS per reference (k).

(7) Communicate with Reserve Sailors, who are pending gain or have recently been gained, to report for inactive duty training (IDT) duty on the next scheduled drill weekend. Subsequently coordinate official indoctrination.

(8) Process initial IDT orders in Reserve Functional Manpower Tool (RFMT) after the NSIPS strength gain has successfully processed (i.e., DSC=200 and SC=1).

(9) Establish member's pay account (electronic funds transfer, W-2, Wage and Tax Statement, DD Form 2058, State of Legal Residence, NAVPERS 1070/602, Dependency Application/Record of Emergency Data, NAVPERS 1740/6, Department of the Navy Family Care Certificate, etc.).

(10) Schedule member's drills for remainder of fiscal year in NSIPS.

(11) Establish Sailor's Defense Enrollment Eligibility Reporting System/Real-Time Automated Personnel Identification System account to include issuance of Common Access Card upon completion of NSIPS gain.

(12) Verify all required official documents per references (i) and (j) are present in official military personnel file (OMPF). If the OMPF record is incomplete, retrieve all required official documents from members recruiting package in PRIDE MOD and upload to OMPF.

(13) Maintain any official documents used to perform the strength gain transaction (that are not stored in the member's OMPF) in the Individual IDT Folder in the official records management system for 10 years.

(14) Maintain financial KSDs for 10 years, per references (b) and (c), to validate strength gain transactions per the following matrix:

| Gain Type | Key Supporting Documents | Location of KSDs |
|--|--|------------------|
| DCO | (1) NAVPERS 1000/4, Officer Appointment Acceptance and Oath of Office; (2) NAVPERS 1200/1, Ready Reserve Transfer Request Service Agreement | OMPF |
| Navy Veteran (NAVET), Enlisted | (1) DD Form 214, Certificate of Release or Discharge from Active Duty; (2) NAVPERS 1070/601, Immediate Reenlistment Agreement, or DD Form 4, Enlistment/Reenlistment Document; (3) NAVRES 1326/4, Affiliation Orders | OMPF |
| Other Service Veteran (OSVET), Enlisted | (1) DD Form 4, Enlistment/Reenlistment Document; (2) NAVRES 1326/4, Affiliation Orders | OMPF |
| NAVET or OSVET, Officer | (1) If applicable, DD Form 214, Certificate of Release or Discharge from Active Duty; (2) NAVPERS 1200/1, Ready Reserve Transfer Request Service Agreement | OMPF |
| NAT | (1) DD Form 4, Enlistment/Reenlistment Document; (2) DD Form 214, Certificate of Release or Discharge from Active Duty | OMPF |
| Prior Service Reenlistment Eligibility-Reserve (PRISE-R) | (1) NAVPERS 1070/601, Immediate Reenlistment Agreement, or DD Form 4, Enlistment/Reenlistment Document; (2) NAVPERS 1070/613, Administrative Remarks; (3) NAVRES 1326/4, Affiliation Orders | OMPF |

- d. Navy Reserve Sailors must report for duty as ordered.
- e. NIWC RESPAY Help Desk provides strength gain guidance to NRAs and CTO, as requested via REMEDY.
- f. CTO will perform the NSIPS strength gains for NAVETs. CTO will request initial IDT orders via RFMT after the strength gain has successfully processed in NSIPS. However, the NRA is still responsible for maintaining the key supporting documents for 10 years, per references (b) and (c).