



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

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 COMNAVRESFOR N1C2  
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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.

  
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 Deputy

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>
1300-020	<p><b>Management Of Drilling Reservists Residing Overseas</b></p> <ul style="list-style-type: none"> <li>• Updated format and references</li> <li>• Added additional overseas drilling unit NR SUBGRU-8 USW (85136)</li> <li>• Removed overseas drilling unit NR COMSEVENTHFLT JAP DET A (84257)</li> <li>• Added direction for authorization of unit or individual overseas drilling locations</li> <li>• Added Telework Instruction reference and considerations</li> <li>• Added guidance for overseas residing members wishing to drill at CONUS location</li> </ul>

**RESPERSMAN 1300-020**

**ASSIGNMENT OF DRILLING RESERVISTS RESIDING OVERSEAS**

<b>Responsible Office</b>	COMNAVRESFORCOM (N12/N3)	Phone:	DSN COM FAX	262-2261 (757) 322-2261 (757) 444-7598
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<b>References</b>	(a) <u>RESPERSMAN 1300-030</u> (b) DoDI 1215.18 Procedures for Military Personnel Assignments (c) COMNAVRESFORINST 4650.1B Order Processing and Transportation Arrangements for Navy Reserve Sailors (d) Foreign Clearance Guidance (e) Joint Travel Regulation (JTR) (f) CNRF Instruction 1000.9(series) Telework Policy for Navy Reserve Service Members (g) DODFMR, Volume 7A, Chapter 10 Military Pay Policy - Active Duty and Reserve Pay
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1. **Purpose.** The Navy Reserve provides drilling opportunities to those Sailors living Outside the Continental United States (OCONUS). This article addresses the unique issues and policies regarding Selected Reservists (SELRES) and Voluntary Training Unit (VTU) Sailors living OCONUS and for units with an OCONUS drill site.

2. **Application.**

a. This article applies to non-command billet application and assignment procedures for SELRES junior Officers and enlisted personnel living overseas.

b. For senior officers residing overseas, refer to the current Commander, Navy Reserve Force Notice 5400 and Navy Administrative message for command billet application and assignment procedures/policies via the APPLY process.

c. Overseas VTU Sailors will be assigned to overseas VTU units. VTU assignments and associated policies are addressed in reference (a).

3. **Definitions.**

a. Overseas residences. Are defined in references (b) and (c). For purposes of this article; Alaska, Hawaii, Puerto Rico, and Guam are not considered OCONUS, due to the presence of Navy Reserve Activities at these locations.

b. Overseas reserve units. Are those that execute drills at overseas locations and are attached to Navy Reserve Center (NRC) Guam or Navy Reserve Center Jacksonville for administrative support.

c. Continental United States (CONUS) reserve units. For the purpose of this instruction are reserve units that execute drills in CONUS, Alaska, Hawaii, Puerto Rico, or Guam.

d. Drilling Reservist. For the purpose of this instruction include SELRES and VTU members.

**4. NRC Supporting Overseas Reserve Units Areas of Responsibilities.**

a. NRC Guam is the supporting NRC for drilling reservists in the Pacific Command AOR.

b. NRC Jacksonville is the supporting NRC for drilling reservists in the European, Southern, Central, and Africa Command AORs.

c. Specific overseas units by NRC:

NRC	UNIT NAME	RUIC	IDT LOCATION
GUAM	NR CNFK BUSAN	84229	BUSAN, KR
	NR CNFJ YOKO	55484	YOKOSUKA, JP
	NR COMSEVENTHFLT JAP DET A	84257	YOKOSUKA, JP
JACKSONVILLE	NR JIOCEUR 0430	84187	RAF MOLESWORTH, UK
	NR CNE-CNA N5/N7	86912	NAPLES, IT
	NR SUBGRU-8 USW NAPLES	85136	NAPLES, IT
	NR VOLUNTEER TRAINING 3004	3004G	NAPLES, IT
	NR EUCOM HQ OCONUS	88820	STUTTGART, DE
	NR VTU OUTCONUS EUROPE	88332	STUTTGART, DE

d. NRC Tampa is the supporting NRC for Overseas drilling reservists assigned to Special Operations Command.

**5. Responsibilities.**

a. Commander, Navy Reserve Forces Command N12 will assign Drilling Reservists with overseas residences to Overseas Reserve Units.

b. Reserve Program Directors (RPD):

(1) May authorized individual OCONUS inactive duty training (IDT) locations at supported commands in accordance with location's Status of Force Agreement (SOFA). The supported command must accept responsibility for:

(a) E-muster of Sailor's IDT/drill participation.

- (b) Coordination of Semi-Annual Physical Fitness Assessment (PFA).
  - (c) Notification and documentation of any deficiencies in Sailor's conduct forwarded to reserve unit CO.
  - (d) Establishment of a .mil or .gov email as necessary.
  - (e) Coordination of Medical and Dental readiness support.
  - (f) Coordination of administrative requirements to include Career Development Boards for enlisted personnel as necessary.
  - (g) Logistical support to enable Sailors to execute additional administrative or training requirements as appropriate.
- (2) Will coordinate with local Judge Advocate General Corp (JAG) to ensure adherence to specific country SOFA and reference (d), prior to establishment of OCONUS units and/or drill sites.
- (3) May submit Exception to Policy to COMNAVRESFORCOM N12 for OCONUS members desiring CONUS billets.
- c. Navy Reserve Activity (NRA) will notify COMNAVRESFOR N12 of Sailor's change of residence and ensure NSIPS is updated.
  - d. Unit COs/OICs and RPDs must properly identify applicable overseas information in the billet description to include requirements, IDT location, and drill site specifics.
  - e. Sailors transitioning to an overseas residence must:
    - (1) Update their new home address in Navy Standard Integrated Personnel System (NSIPS). Overseas Sailors must include the country in which they reside to facilitate proper assignments. Sailors must enter their actual street address in the, "foreign" locality screen in addition to updating their Army Post Office (APO) or Fleet Post Office (FPO) address in the APO or FPO locality screens, respectively.
    - (2) Notify N12 via NRA to request reassignment to OCONUS unit.
    - (3) Reference (e) restricts funding for Sailors to travel from locations outside the US to the US for inactive duty training travel (IDTT), active duty for training, and annual training (AT) orders. Overseas Sailors desiring to drill at CONUS locations shall route ETP requests via RPD and will be responsible for all travel expenses to drilling site.

(4) Will apply for advertised billets in overseas reserve units. Application for these billets indicates that the Sailors accept personal responsibility to travel for all costs incurred in traveling to the unit's respective drill site.

f. Overseas Drilling Reservists must:

(1) Maintain Minimum Satisfactory Participation Requirements per RESPERSMAN 1001-010 and drill at the designated overseas location or locally at the NRA.

(2) Comply with Department of State travel advisories and the Department of Defense Foreign Clearance Guide and must comply with applicable clearance requirements.

(3) Update address in NSIPS as applicable.

(4) Sailors who are residing outside the US must include the location when requesting to Telework per reference (f) for drill to ensure NR Unit Commanding Officer can assess internet security. Members residing in specific countries may be barred from being in a duty status while in that country by SOFA. Sailors and COs will reference the Foreign Clearance Guidance for prior to submitting or approving telework applications.

6. **IDT and AT Obligation:**

a. IDT Obligation.

(1) Reference RESPERSMAN 1570-010 for IDT Participation Requirements.

(2) Per references (b) and (g), RPDs may not authorize any funded IDTT orders for Sailors residing overseas.

(3) Per reference (d), IDT is not authorized in imminent danger areas, which are listed in reference (g).

b. AT Obligation.

(1) Reference RESPERSMAN 1571-010 for information concerning AT/ADT requirements.

(2) Sailors residing OCONUS may not perform AT/ADT in the United States if travel costs are involved without prior approval from COMNAVRESFORCOM (N33). RPDs may submit policy exceptions to COMNAVRESFORCOM (N33) on a case by-case basis per reference (c).