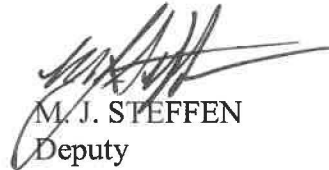**DEPARTMENT OF THE NAVY**
COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK VIRGINIA 23551-4615

5215
COMNAVRESFOR N1C2
16 Aug 2022

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.

M. J. STEFFEN
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.	Article Title
1300-040 CH-13	**Readiness Support Units**
	- Updated terms - Update references - Added purpose - Updated NRC CO and SEL responsibilities for RSU since OIC and SELs were removed - Updated COMNAVRESFOR, REDCOM, RPD, NRA and Sailor responsibilities - Added RSU Optimization prioritization order - Added unit capacity upper band formula reference - Discuss RSU Optimization tool and roles and responsibilities of CO's, RPDs, and unit leadership to incorporate units that are not good canidates - Replaced Cross-Assigned language with Non-locally Assigned

RESPERSMAN 1300-040

READINESS SUPPORT UNITS

Responsible Office	COMNAVRESFORCOM (N12)	Phone:	DSN	262-2261
			COMM	(757) 322-2261
			FAX	(757) 444-7598

References	(a) COMNAVRESFORNOTE 1001 Force Execution Guidance
	(b) RESPERSMAN 1300-060 Non-Local Assignments
	(c) BUPERSINST 1610.10F Navy Performance Evaluation System
	(d) COMNAVRESFORNOTE 5400 National Command and Senior Officer
	(05/06) Non-Command billet screening and assignment procedures

1. <u>Purpose</u>. This article covers special situations not normally associated or considered with the regular assignment process as outlined in references (a) through (d).

2. <u>Definitions</u>

    a. <u>Non-locally Assigned</u>. A Non-locally Assigned Sailor is Non-locally Assigned Out from the local Training Reserve Unit Identification Code (TRUIC) unit and Non-locally Assigned In to the Unit Mobilization Unit Identification Code (UMUIC) unit where the mobilization billet resides.

    b. <u>Readiness Support Units (RSU)</u>. Have no mobilization billets and serve as TRUICs only for Non-locally Assigned Out and In-Assignment Processing (IAP) Sailors.

3. <u>Policy</u>

    a. <u>RSU administration</u>. RSUs provide administrative support and individual readiness support for Non-locally Assigned Out personnel, per reference (b), and those in an IAP status. Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N12) will only approve TRUIC assignments to RSUs when there are no other TRUIC assignment options.

    b. <u>RSU Optimization</u>. To better support warfighting, mobilization, and individual readiness, NRAs must optimize and reduce the populations of the RSUs to the greatest extent possible.

    (1) Navy Reserve Activity (NRA) commanding officers (CO) will support and submit TRUIC change requests for eligible Non-locally Assigned Out and IAP Sailors out of the RSU with the following TRUIC assignment prioritization order:

        (a) RPC match (default, unless better alternative provided by RPD/NRA/NRC)

        (b) Billet title match

          (c) Similar Designator/Rating/Qualifications

          (d) Any unit with capacity (excluding Operational/BUMED/USMC units)

          (e) Remain in the RSU (absolute last choice)

       (2) The mission of Operational Units and Navy Reserve Readiness Units (NRRU) must be considered when increasing their Non-locally Assigned Out and IAP populations.

          (a) Non-locally Assigned Out and IAP Sailor placement in operational units should be limited to mission equivalent UMUICs or as requested by the unit CO/OIC.

          (b) For all UMUICs, an upper band capacity restriction shall be used.

          (c) The capacity restriction (upper band percentage can be found at COMNAVRESFORCOM (N12) SharePoint site: https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N12/SitePages/Home.aspx in the "RSU Optimization" folder.

       (3) If Unit CO's are willing to accept more than the upper band capacity, the supporting NRA may submit TRUIC change requests for more Non-locally Assigned Out /IAP Sailors.

          (a) NRA COs will retain a record of approval from the affected Unit CO, solidifying this agreement.

          (b) This approval is valid until the Reserve Unit CO transfers or withdraws support in writing, whichever occurs first.

4. <u>Responsibilities</u>

   a. <u>COMNAVRESFORCOM (N12)</u> will:

       (1) Adjudicate TRUIC change requests per this article's policy.

       (2) Provide NRAs a tool which identifies units that have capacity to support additional Non-locally Assigned Out Sailors from the RSU. This tool incorporates upper band capacity limits.

       (3) While primarily the responsibility of NRAs to submit TRUIC changes (para 4.c.(6)), when necessary Direct Assign Sailors out of the RSUs to more appropriate local units, each assignment quarter.

       (4) Manage and update a 'do not assign list' to be incorporated into the RSU optimization tool.

b. Readiness and Mobilization Commands (REDCOM) (N1) will:

(1) Monitor and ensure Navy Reserve Activity's (NRA) minimize RSU populations through TRUIC change requests utilizing the Non-local Assignment prioritization, outlined in para. 3.b.(1).

(2) Monitor and ensure NRAs process IDT orders within five days of effective date.

c. NRA CO will:

(1) Serve as reporting senior of the RSU for IAP Sailors. The CO may delegate this authority, in writing, to an officer assigned to the NRA.

(2) Provide administration and management of all RSU Sailors.

(3) Act as the Reserve Program Director for assigned RSU Sailors.

(4) Assist IAP and Non-locally Assigned Out Sailors in participating in the quarterly assignment cycles, as well as researching and securing AT/ADT opportunities.

(5) Ensure that Non-locally Assigned Out Sailors of the RSU know their mobilization billet, and engage with UMUIC leadership to maximize training and readiness opportunities (Inactive Duty Training Travel (IDTT), Annual Training (AT), Active Duty for Training (ADT)) for their supported commands.

(6) Ensure submission of TRUIC changes to minimize RSU populations utilizing the Non-local Assignment prioritization, outlined in para. 3.b.(1). Every new gain to the RSU should be reviewed for possible (better more appropriate) TRUIC assignment.

(7) Educate RSU Sailors on Navy Reserve systems (e.g., Reserve Force Manpower Tools, MyNavy Assignment, Junior Officer APPLY, APPLY, Navy Reserve Order Writing System, Defense Travel System, Navy Reserve Manpower Management System), and applying for billets.

d. Senior Enlisted Leader (SEL). In most cases, the NRA SEL will serve as the SEL for the RSU; however, the NRA CO may designate a qualified reserve senior enlisted Sailor to be the SEL of the RSU.

e. RSU Non-locally Assigned Out Sailors will:

(1) Know their mobilization billet and understand their responsibilities to their UMUIC.

(2) Coordinate with UMUIC leadership for IDTT, AT, and ADT opportunities, per reference (a).

(3) Participate in the application cycle when within six months of PRD or at every opportunity if in an IAP status.

<u>Please Note</u>: RPDs, NRAs and unit leadership will coordinate with each other to identify NRRUs that are not good candidates for RSU Sailor reassignments, due to various reasons (for example, security clearance requirements, off-site drilling, unit make up, etc.). Echelon IV's will provide unit information with the justification to COMNAVRESFOR (N12) via the COMNAVRESFORCOM Enlisted assignments Mailbox at CNRFC_Enlisted_A.fct@navy.mil using the Subject line "RSU Opt – Do Not Assign List Request" so that they can be added to the 'do not assign list'.