




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

5215  
COMNAVRESFOR N1C2  
11 Jul 2025

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.

  
L. A. FROST  
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>
1300-050	Administrative Processing Unit
	<ul style="list-style-type: none"><li>• Enlisted unsatisfactory participants as designated by AUP MAS shall be transferred to the APU.</li><li>• Selected Reserve members undergoing administrative action as designated by AAP MAS code shall be transferred to the APU.</li><li>• APU orders shall be written for up to 180 days to align with the assignment cycle.</li></ul>

**RESPERSMAN 1300-050**

**ADMINISTRATIVE PROCESSING UNIT**

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References	(a) RESERVE PERSONNEL MANUAL (b) SECNAVINST 1920.6D (c) MILITARY PERSONNEL MANUAL (d) COMNAVRESFORINST 1780.1D
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1. Purpose. To issue information and amplifying guidance per references (a) and (b) for assignment of Selected Reserve (SELRES) members to the Administrative Processing Unit (APU).

2. Definitions

a. APU. Under the direction of the Navy Reserve Activity's (NRA's) Commanding Officer (CO), the APU may be used for short-term assignment while SELRES members are undergoing administrative or medical separation proceedings.

b. Bureau of Naval Personnel (BUPERS) Control Group (BCG). The BCG Manpower Availability Status (MAS) Code is controlled by Navy Personnel Command (PERS-8).

c. MAS Code. Used to assist in determining and tracking pre-mobilization administrative training and medical statuses of SELRES members.

d. Physical Risk Classification (PRC). The code which Navy Personnel Command (PERS-9) assigns to SELRES members based on the professional recommendation of Chief, Navy Bureau of Medicine and Surgery.

e. Reserve Force Manpower Tool (RFMT). A web-based application used to facilitate the management of assignment applications, assignment and slating processes, and the issuance of official orders for the Navy Reserve.

3. Discussion. The APU is used to hold SELRES members who are undergoing administrative or medical separation proceedings. The NRA CO is the reporting senior for members of the APU.

a. SELRES members may be assigned to the APU for the reasons listed in paragraphs 3a(1) through 3a(3):

(1) Officers and enlisted SELRES members who have been assigned an AAP or BCG MAS codes due to undergoing administrative action that could result in separation (substantiated commission of an offense that requires mandatory administrative separation processing, notification of administrative separation processing, a court-martial)

(2) Enlisted unsatisfactory participants per reference (a) articles 1001-010 and 1570-010 (officers are transferred to the Individual Ready Reserve per reference (a) article 1570-010, (b), and (c) and have been assigned the AUP MAS code.

(3) SELRES members identified by Navy Personnel Command (PERS-9) as Physical Risk Classification, "Not Physically Qualified- Retention Not Recommended (NPQ-RNR)", because of a Medical Retention Review (MRR) or in-line of duty determination who have a case referred to the Physical Evaluation Board (PEB). Sailors must be retained in their unit until the case has been referred to the PEB.

b. Members in the categories listed in paragraphs 3b(1) and 3b(2) will NOT be transferred to the APU:

(1) Currently assigned to the Voluntary Training Unit (VTU).

(2) Temporarily Not Medically Qualified, Temporarily Not Dental Qualified, or undergoing a MRR must remain in their assigned unit in either a drilling or non-drilling status per reference (a) article 6000-010 and will not normally be transferred to another unit.

#### 4. Responsibilities

a. Navy Personnel Command (PERS-8) will assign BCG MAS code upon notifying an officer to show cause to include officers being detached for cause and temporarily remove BCG MAS code to allow the NRA to execute transfer to the APU.

b. Commander, Navy Reserve Forces Command (CNRFC) (N12) will review and release orders to the APU upon request from the NRA.

c. The Readiness and Mobilization Command will process training unit identification code change requests in RFMT.

d. The NRA will

(1) Assign applicable MAS codes (AUP, AAP or MPQ) per reference (a) article 3060-010.

(2) Prior to assignment to the APU, ensure all SELRES members sign a NAVPERS 1070/613 acknowledging assignment to the APU.

(3) If required, and the member has a BCG MAS code, coordinate with CNRFC (N12) and PERS-8 to temporarily remove a BCG MAS code to execute a transfer to the APU.

(4) Initiate transfer orders in RFMT to the APU within 5 working days of request by appropriate authority. The projected rotation date (PRD) of the transfer orders should be no more than 180 days after the effective date of the orders and aligned with the enlisted or junior officer application cycle.

(5) Initiate PRD extension requests for members who have not been separated or cleared for assignment within 180 days.

(6) Terminate bonus eligibility for SELRES members transferred to the APU for unsatisfactory participation per reference (a) article 1100-010.

(7) Suspend or terminate Montgomery GI Bill Selected Reserve eligibility for unsatisfactory participation per reference (d).

(8) Process the transfer to the APU upon receipt of RFMT orders and completion of all required Navy Standard Integrated Personnel System transactions and the member signs the NAVPERS 1070/613.

(9) Request RFMT orders for enlisted SELRES members assigned to the APU who reach their High Year Tenure limit. Enlisted members will be transferred to the VTU pending disposition of their case. The NRA CO will ensure members who are transferred to the VTU sign a NAVPERS 1070/613, acknowledging loss of benefits and incentives upon leaving a SELRES status.

(10) Monitor the status of pending adjudications and ensure proper assignment requests and applications are submitted in a timely manner. Members assigned to the APU who are cleared to return to a billet or unit will be reassigned through the billet assignment processes outlined reference (a) article 1300-010.