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 COMMANDER NAVY RESERVE FORCE
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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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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>
1300-060 CH-12	Readiness Support Units
	<ul style="list-style-type: none"> • Updated references • Added purpose • Added definitions • Updated terms • Added guidance for Non-Locally Assigned Sailors to NRA RSU • Added guidance for RPDs submitting PMRs for Non-Locally Assigned Sailors • Removed Non-Locally Assigned vesting and reassignment policy • Updated roles and responsibilities for UMUIC, TRUIC and Sailors • Updated reporting senior construct for Non-Locally Assigned Sailors

RESPERSMAN 1300-060

NON-LOCAL-ASSIGNMENTS

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References	(a) BUPERSINST 1610.10F, Navy Performance Evaluation System (b) COMNAVRESFORNOTE 1001, Fiscal Year Force Execution Guidance (c) COMNAVRESFORNOTE 5400, Fiscal Year National Command and Senior Officer Commander or Captain Non-Command Billet Screening and Assignment Procedures (d) DoD Instruction 1215.13, Ready Reserve Sailor Participation Policy (e) RESPERSMAN 1300-010, Selected Reserve (SELRES) Assignments (f) RESPERSMAN 1300-020, Overseas Assignments
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1. Purpose. To issue information and amplifying guidance, per references (a) through (f), for the fulfillment of Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N12) responsibility as the authority for non-local assignments.

2. Definitions

a. Inactive Duty Training - Travel (IDTT). Order type funding Sailors for travel when performing IDT away from their permanent drill site or alternate drill site. Refer to reference (b), for further IDTT guidance.

b. Navy Reserve Activity (NRA). Overarching term to include Navy Reserve Centers (NRC), Commander Naval Air Forces Reserves Squadrons or Navy Special Warfare commands totaling over 140 commands across the country. NRAs are self-sufficient to provide all administrative support to attached reserve units to include processing drill pay and personnel transactions.

c. Reserve Unit Identification Code (RUIC). Reserve billets are grouped and assigned to RUICs for a common unit/mission. RUIC is an overarching term to include UMUICs and TRUICs. A single RUIC is considered either a UMUIC or a TRUIC, depending on the perspective being used. The difference in perspectives is a result of a Sailor's proximity to that NRA, to which their billet/RUIC is attached.

d. Training UIC (TRUIC). The RUIC to which a Sailor is assigned for administrative support. The TRUIC is responsible for the Non-Locally Assigned Sailor's monthly drill periods and maintains administrative (PFA, medical/dental, and GMTs), while partnering with the UMUIC leadership in support of individual, mobilization, and warfighting readiness.

e. Unit Mobilization UIC (UMUIC). The RUIC to which mobilization billets are attached. Sailors are assigned to billets that are structured and attached to UMUICs. The UMUIC Commanding Officer is the Reporting Senior for all Sailors assigned to the UMUIC's billets, and is responsible for the warfighting readiness of all Sailors assigned to his/her UMUIC billets.

3. Non-Locally-Assigned. Sailors assigned to a unit that is different from the unit to which their billet is structured, therefore the TRUIC does not equal UMUIC.

Example:

Locally Assigned			Non-Locally-Assigned		
Member	Residence	Virginia Beach, VA	Member	Residence	Virginia Beach, VA
	NRA	NRC Norfolk		NRA	NRC Norfolk
	TRUIC	83965 - NR USFF MAO HQ		TRUIC	83965 - NR USFF MAO HQ
Billet	UMUIC	83965 - NR USFF MAO HQ	Billet	UMUIC	84208 - NR Surgemain SANDG
	NRA	NRC Norfolk		NRA	NRC San Diego
Local --> UMUIC = TRUIC			Non-Local --> UMUIC ≠ TRUIC		

a. Non-Locally-Assigned-In vs Non-Locally-Assigned-Out. Sailors who are Non-Locally-Assigned-In have two different RUIC chain of commands with which to coordinate:

(1) The TRUIC leadership with which they are attached for administrative support.

(2) The UMUIC leadership that is responsible for their mobilization billet to which they are assigned.

b. Non-Locally-Assigned-In is the UMUIC CO's perspective; the Sailor is assigned to a UMUIC billet, but drills with another UIC (the Sailor's TRUIC). In the example above on the right, the UMUIC CO of NR Surgemain SANDG is the UMUIC CO for his/her Non-Locally-Assigned-In Sailor who drills in Norfolk (TRUIC) for administrative support.

c. Non-Locally-Assigned-Out is the TRUIC CO's perspective; the Sailor is not assigned to any of his/her UMUIC billets, but drills with the TRUIC for administrative support. In the example above on the right, the CO of NR USFF MAO HQ is the TRUIC CO for his/her Non-Locally-Assigned-Out Sailor who lives in Virginia Beach.

4. Policy. COMNAVRESFORCOM (N12) will maximize local billet fills. When a local billet is not available, COMNAVRESFORCOM (N12) will Non-Locally-Assign Sailors to billets

located at another NRA to meet mobilization requirements and maximize warfighting readiness across the Navy Reserve Force.

5. Guidelines. COMNAVRESFORCOM (N12) considers the following when determining the appropriate TRUIC for assigning Non-Locally-Assigned Sailors:

a. COMNAVRESFORCOM (N12) will assign Non-Locally-Assign-Out Sailors to a local unit that is best suited to provide mobilization readiness training for their assigned billet or when there are other training and sailorization opportunities and which support and enable individual readiness. The following TRUIC assignment prioritization order will be used:

- (1) RPC match (default, unless better alternative provided by RPD/NRA/NRC)
- (2) Billet title match
- (3) Similar Designator/Rating/Qualifications
- (4) Any unit with capacity (excluding Operational/BUMED/USMC units)

Note: COMNAVRESFOR (N1) will coordinate with Reserve ECH I, II, III commands to determine Readiness Unit assignment prioritization after operational units based on Reserve capability assessments and warfighting readiness requirements.

b. COMNAVRESFORCOM (N12) will assign Non-Locally-Assign-Out Sailors to the local Readiness Support Unit (RSU) attached to the NRA closest to the Sailor's home of record as a last resort when no other unit is appropriate/available/recommended.

c. Non-Local-Assignments are not authorized for Senior Officers (O5/O6) or Junior Officers (JO) awarded billets through the annual Commander, Navy Reserve Force National Command and Senior Officer (O5/O6) APPLY unless otherwise directed, per reference (c).

d. Sailors residing overseas are assigned per reference (f).

e. TRUIC change requests will be disapproved for Sailors assigned local with reasonable commuting distance (RCD) waiver.

6. Personnel Move Request (PMR). Reserve Program Directors (RPD) may request a PMR at any time to replace a Non-Locally-Assigned Sailor with a more qualified or local Sailor.

a. RPDs will provide a new billet for the displaced Sailor.

b. If a more qualified or local fit is available, and no billet is available to move the displaced Sailor, the RPD may submit an exception to policy to COMNAVRESFORCOM (N12).

c. Unit leadership may initiate a PMR, via their RPD, for endorsement and routing to COMNAVRESFORCOM (N12).

d. RPDs who move Sailors to or from another RPD's area of responsibility will communicate the request, and receive the respective RPD's concurrence, before submitting the PMR. Concurrence will be annotated in the PMR submission/application.

7. Local Assignment Opportunities for Non-Locally-Assigned Personnel. Non-Locally-Assigned Sailors with tenure remaining in their current billet may submit applications via MyNavy Assignment (MNA)/JO APPLY for local vacant billets, per reference (e).

a. Non-Locally-Assigned Sailors will inform their chain of command of their intention to apply for local billets.

b. JOs will use the "Local Assignment Request" functionality in JO APPLY during the application phase of the assignment cycle to submit applications for local vacant billets.

8. Responsibilities

a. COMNAVRESFORCOM (N12) will:

(1) Establish, promulgate, and reinforce Non-Locally-Assigned policies, training material and business rules, as required.

(2) Make Non-Local-Assignments that support mobilization readiness.

(3) Review and process PMRs that request removal of Non-Locally-Assigned Sailors. Coordinate with affected UMUIC Commanding Officers (CO)/Officers in Charge (OIC), and RSUs.

b. Echelon 4 commands will:

(1) Promulgate, train, enforce, and advise NRAs on all Non-Local-Assignment policies, practices, and business rules.

(2) Assist with unresolved matters regarding policies, Non-Locally-Assigned Sailors, and related assignments.

(3) Provide assistance in the sharing of contact information for Non-Locally-Assigned Sailors and unit COs/OICs.

c. NRAs will:

(1) Promulgate, train, enforce, and advise units on all Non-Local-Assignment policies, practices, and business rules.

(2) Inform and educate unit leadership and Sailors regarding Non-Locally-Assigned roles and responsibilities, readiness and mobilization requirements, and training opportunities via INDOC and unit in the spotlight.

(3) Ensure TRUIC COs/OICs coordinate with UMUIC COs/OICs to include IDT and Annual Training (AT) requirements for their Non-Locally-Assigned Sailors.

(4) Assist units and Non-Locally-Assigned Sailors in identifying and submitting applications for local assignment opportunities using JO APPLY/MNA.

(5) Facilitate communications between Non-Locally-Assigned Sailors, UMUIC, TRUIC, and echelon 4 leadership.

(6) Not fund approve AT applications (for Non-Locally-Assign-Out personnel) without prior-coordination with the UMUIC CO/OIC or designated representative.

(7) Track all administrative requirements for Non-Locally-Assign-Out Sailors.

d. UMUIC COs/OICs or designated representatives will:

(1) Identify Non-Locally-Assigned-In Sailors and initiate contact no later than 30 days after assignment and discuss all expectations.

(2) Ensure Non-Locally-Assigned-In Sailors know and train to their assigned UMUIC billet, at their assigned command (as required), so they can perform their duties immediately upon activation.

(3) Maintain contact at least quarterly with Non-Locally-Assigned-In Sailors.

(4) Ensure billet/command comments and unit contact information in MNA and JO APPLY are updated at least quarterly.

(5) Train, educate, and enforce policies and procedures that govern the Non-Local-Assignment program.

(6) Inform Non-Locally-Assigned-In Sailors being displaced (in support of reassignment that accommodates the assignment of a local Sailor) prior to submission of PMR.

(7) Serve as operational control (OPCON) for Non-Locally-Assigned-In Sailors and outline OPCON expectations by coordinating and assisting in the execution of unit and individual training plans (ITP) and providing guidance for AT/Active Duty for Training (ADT)/IDT/IDTT opportunities.

(8) Review and budget for IDTT funding requirements for Non-Locally-Assigned Sailors based on CNRFC N3's Readiness Generation Plan, as required.

(9) Coordinate IDT or IDTT periods as necessary to support readiness requirements and the mission of the UMUIC and/or supported command.

(10) Approve/disapprove AT/ADT order applications in Navy Reserve Order Writing System (NROWS).

(11) Include IDTT input for Non-Locally-Assigned-In Sailors in budget planning, as required.

(12) Complete fitness reports/evaluations (FITREP/EVAL), per reference (a).

(13) UMUIC COs/OICs will contact TRUIC COs/OICs for issues pertaining to Non-Locally-Assigned Sailors.

e. TRUIC COs/OICs or designate representatives will:

(1) Train, educate, and enforce policies and procedures that govern Non-Local-Assignments.

(2) Identify Non-Locally-Assign-Out Sailors and ensure they have been contacted by UMUIC within 30 days of their assignment. If initial contact has not been made within timeframe, assist Non-Locally-Assign-Out Sailors in obtaining UMUIC leadership information in order to establish and maintain communications at least quarterly throughout tenure.

(3) Support and encourage any/all training in support of Non-Locally-Assign-Out Sailors assigned UMUIC billets.

(4) Serve as the administrative control (ADCON) for Non-Locally-Assign-Out Sailors and outline ADCON expectations to maintain administrative and mobilization readiness requirements (i.e., PFA/PHA, medical/dental and advancement exams).

(5) TRUIC COs/OICs will assist their Non-Locally-Assigned Sailors with NRA engagement and in using MNA, RFMT, and Navy Reserve Readiness Module (NRRM).

(6) Support Non-Locally-Assign-Out Sailors in the scheduling of active duty and IDT with their UMUIC and/or Supported Command.

f. Unit Career Counselors will:

(1) Train, educate, and advise on policies, procedures, and systems that govern Non-Local-Assignments.

(2) Provide direction, guidance, and support to Non-Locally-Assigned Sailors.

(3) Encourage communications between UMUIC/TRUIC leadership and Non-Locally-Assigned Sailors.

(4) Assist Non-Locally-Assigned Sailors in identifying local assignment opportunities and submitting applications for local assignments using JO APPLY/MNA.

g. Non-Locally-Assigned Sailors will:

(1) Understand and train to their UMUIC billet, at their assigned command (as required). Pursue all training associated with their billets that would be required, if activated, to serve as part of their gaining command.

(2) Understand policies, procedures, and systems (JO APPLY/MNA) that govern Non-Local-Assignments.

(3) Coordinate with TRUIC NRA to identify UMUIC unit leadership information via Reserve Force Manpower Tools (RFMT).

(4) Communicate with UMUIC leadership within 30 days of assignment.

(5) Maintain at least quarterly communications with UMUIC leadership, or more frequently, as defined by UMUIC's communication expectations during initial contact.

(6) Comply with Supported Command requirements as defined/outlined by UMUIC CO/OIC. Understand and pursue any/all unit and warfighting readiness requirements.

(7) Coordinate all Navy administrative and individual mobilization readiness requirements (e.g., PFA/PHA, medical/dental, advancement exam) with TRUIC. Ensure UMUIC is aware of readiness status.

(8) Coordinate IDT periods and AT/ADT/IDTT orders with TRUIC and UMUIC leadership.

(9) Search for local assignment opportunities, if desired. Ensure both UMUIC/TRUIC chains of command are aware of intentions to apply for local billets before submission. Submit applications for local assignments, using JO APPLY/MNA.

(10) Provide and submit EVAL/FITREP inputs to UMUIC chain of command.

9. Reporting Senior

a. The UMUIC CO/OIC is responsible for submitting FITREPS/EVALS on all assigned Non-Locally-Assigned-In Sailors. Note: TRUIC CO/OIC is responsible for all FITREPS/EVALS for all assigned IAP Sailors.

b. The TRUIC CO is highly encouraged to provide Performance Information Memorandum (PIM) inputs to the UMUIC CO for consideration in FITREPs/EVALs for Non-Locally-Assigned-Out Sailors. PIMs and use of concurrent reports are also authorized and encouraged, per reference (a).

c. COs of operational units are the Reporting Seniors for all assigned personnel to include Non-Locally-Assigned Sailors.