



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

5215
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>
1300-070	Directed Manning Assignments
	<ul style="list-style-type: none">• Updated references• Removes 60 day grace period beyond their PRD before being eligible for Direct Assignment. Sailors who are IAP or become IAP during an application phase are eligible for assignment during the subsequent Directed Assignment phase.• Replaced CMDS-ID with My Navy Assignment (MNA)

RESPERSMAN 1300-070

DIRECTED ASSIGNMENTS

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

References	(a) <u>OPNAVINST 1000.16L</u> Navy Total Force Manpower Policies and Procedures
	(b) <u>RESPERSMAN 1300-010</u> Selected Reserve Assignments

1. **Purpose.** To issue guidance and procedure for the execution of directed assignments per reference (a). The goal is to fill valid, funded Navy requirements with qualified Sailors, enabling the qualification and training of personnel to support Navy Reserve Readiness requirements.

2. **Definitions.**

a. In-Assignment Processing (IAP). Sailors not assigned to a billet are IAP. Sailors in a billet with an expired Projected Rotation Date (PRD) are also considered IAP.

b. Expired Projected Rotation Date (PRD). When a Sailor who remains in a billet beyond their assigned PRD, i.e.: they have not been assigned future orders and no other Sailor has been assigned to their current billet.

3. **Direct Assignment Process.**

a. Sailors are authorized to apply for eligible billets two cycles (6 months) prior to their PRD.

b. Figure-1 below is a depiction of the assignment timeline.



Figure-1

c. Sailors who do not receive a requested billet assignment prior to expiration of PRD, may be direct assigned, unless a valid reason exists (e.g. unassignable MAS codes, exceptions to policy).

d. Junior Officers and Enlisted Personnel.

(1) Sailors must be assignment eligible per reference (b).

(2) All E-4 and below Sailors' initial billet assignment will be coordinated through COMNAVRESFORCOM (N121).

(3) All newly accessed junior officer initial billet assignments will be coordinated through CNRFC (N122).

4. **Responsibilities.**

a. COMNAVRESFORCOM (N1) will:

(1) Update and post the weekly participation report weekly during the main application phase. The report, posted on the COMNAVRESFORCOM (N12) homepage at https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N12/SitePages/Home.aspx, provides Navy Reserve Activities (NRAs), Reserve Program Directives and Unit COs visibility on those who have submitted applications for billets. Those who have not participated or have not been selected for a billet will be direct assigned.

(2) Issue Inactive Duty Training (IDT) orders for directed assignments.

b. Echelon IVs will:

(1) Ensure NRAs review the participation report.

(2) Ensure NRAs execute all orders within five working days of the order effective date. The effective date of the transfer in NSIPS will be the effective date that is stated on the IDT orders. This is normally the first of the month for the next cycle (e.g. 01 Jan, 01 Apr, 01 Jul or 01 Oct).

c. NRAs and Navy Reserve Units will educate new affiliates on Reserve Force Manpower Tools/MyNavy Assignment system functionality and participation requirements.