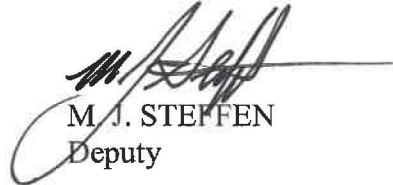




DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK VIRGINIA 23551-4615

5215
COMNAVRESFOR N1C2
16 August 2022

Changes to the identified Navy Reserve Personnel Manual article are effective the date written at the top of each article and the date on this change summary.



M. J. STEFFEN
Deputy

Changes to article 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>
1300-080 CH-14	Special Assignments Substantial changes have been made to this article and it should be read in its entirety. Portions of this policy were used to create RESPERMAN 1300-085.

RESPERSMAN 1300-080

SPECIAL ASSIGNMENT CATEGORIES (ADMINISTRATIVE)

Responsible Office	COMNAVRESFORCOM (N12)	Phone: DSN COMM FAX	(757) 322-2261 (757) 262-2261 (757) 444-7598
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References	<ul style="list-style-type: none"> (a) RESPERSMAN 1300-010 Selected Reserve Assignments (b) COMNAVRESFORNOTE 5400 Fiscal Year National Command and Senior Officer (05/06) Non-Command billet screening and assignment procedures (c) RESPERSMAN 1300-085 Special Assignments (Community) (d) MILPERSMAN 1160-120 High Year Tenure (e) COMNAVIFOREINST 1001.3C Manpower and Mobilization Standards, Policy and Assignment Procedures (f) DoD Instruction 1235.12 Accessing the Reserve Components (RC) (g) OPNAVINST 1306.2H Command Senior Enlisted Leader Program (h) MILPERSMAN 1300-1200 Safety Transfers (i) COMNAVRESFORINST 3060.7D Navy Reserve Mobilization/Demobilization Procedures (j) MILPERSMAN 1910-156 Separation by Reason of Unsatisfactory Performance (k) BUPERSINST 1001.39F Administrative Procedures for Navy Reservists (l) SECNAVINST 1920.6C CH-5 Administrative Separation of Officers (m) MILPERSMAN 1301-227 Officer Special Assignments – Officers Without Security Clearances (n) NAVPERS 15878L Bureau of Naval Personnel Career Counselor Handbook (o) DoD Instruction 1300.19 DoD Joint Officer Management (JOM) Program (p) DoD DTM 17-005 (NOTAL) (q) MILPERSMAN 1301-216 Officer Special Assignments – Joint Duty Assignments (JDAs) (r) DoD Instruction 6495.02 Vol. 1 Sexual Assault and Prevention Response (s) RESPERSMAN 1001-010 Satisfactory Participation in the Navy Reserve (t) RESPERSMAN 1570-010 Inactive Duty Training Administration
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1. Purpose. This article covers special situations not normally associated or considered with the regular Inactive Duty Training (IDT) billet assignment process as outlined in references (a) through (t).

2. Definitions

- a. Prior Service Accessions. Sailors who affiliate directly from active duty via the Career Transition Office (CTO), or through Navy Recruiting Command as prior active duty or reserve Sailors.
- b. Direct Commission Officer (DCO). Officers commissioned directly into the Navy Reserve via Navy Recruiting Command.
- c. New Accession Training (NAT). Enlisted Sailors without prior active duty who, upon completion of Recruit Training Command and "A" or "C" schools, are transferred to the Navy Reserve as stated in their enlistment contract.

3. Policy

- a. Active Duty Orders - Voluntary (Definite Recall/Active Duty for Operational Support (ADOS)). These orders are in response to active duty requesting temporary service for extended periods of time, typically 6-36 months in duration.

(1) Sailors who are activated to their AUIC/Supported Command will remain in their current IDT billet for the entirety of the activation.

(2) Senior Officers assigned to APPLY billets who execute voluntary active duty orders are governed by reference (b).

(3) Sailors who accept Recall/ADOS orders will have their projected rotation dates (PRD) modified as necessary in order to remain in their billets for no less than one year from time of activation. Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N12) will partner with COMNAVRESFORCOM (N15) to confirm the PRDs of activating Sailors. The Navy Reserve Activity (NRA) supporting the activating Sailor will submit the PRD modification.

(4) Sailors assigned to Operational Units

(a) COMNAVRESFORCOM (N12) will force advertise billets, at the nine-month point, for Sailors still on AC orders.

(b) Sailors will remain in the billet until it is filled by another.

(c) Displaced Sailors are assigned in assignment processing (IAP) in their current training unit identification code (TRUIC).

(5) Sailors assigned to Navy Reserve Readiness Units (NRRU).

(a) Reserve Program Directors (RPD) and/or unit CO (approved by RPD) may request COMNAVRESFORCOM (N12) to force advertise billets via personnel move request (PMR) submission, at the nine month point, for Sailors still on orders. If no request is made, the Sailor, by default, remains in the billet.

(b) The Sailor remains in the billet until it is filled by another Sailor.

(c) Displaced Sailors are assigned IAP in their current TRUIC.

(6) If the Sailor is unable to maintain or support warfighting, unit or individual readiness, the RPD may submit a PMR at any time to move members to an IAP status in his/her current assigned TRUIC.

(7) Sailors coming off ADOS or Recall orders who have an expired PRD, or a PRD expiring within 6 months, may apply for new assignments by contacting COMNAVRESFORCOM (N12) no less than three months prior to the end of the orders.

(8) Upon return from active duty, Sailors without a billet must participate in the next available application cycle for a new billet via MyNavy Assignment (MNA), or Junior Officer (JO) APPLY in Reserve Force Management Tools (RFMT). Senior officers are governed by policy in reference (b).

(9) Sailors in a non-pay status who execute active duty orders will return to a non-pay status (VTU or IRR-ASP) upon completion of the orders.

(10) Sailors who execute definite recall including Canvasser Recruiter (CANREC) orders from a paid status must return to a paid status upon completion of orders.

b. Mobilized Personnel

(1) Sailors who mobilize while in a pay status will remain assigned to their billet while mobilized.

(a) For mobilizations from an APPLY assignment, see reference (b).

(b) COMNAVRESFORCOM (N12) will partner with COMNAVRESFORCOM (N3) and COMNAVRESFORCOM (N15) to confirm the PRDs of mobilizing Sailors are extended to allow Sailors two assignment cycles to apply for a billets upon returning from mobilization. The NRA supporting the mobilizing sailor shall submit the PRD extension.

(c) RPD may submit a PMR to place a member IAP in their currently assigned TRUIC if the member is requesting to extend on mobilization orders.



(d) Sailors who reach high-year tenure (HYT) while on mobilization orders may be transferred to the VTU, transferred to retired status, or separated – as applicable – upon completion of mobilization orders, per reference (d).

(e) Sailors whose unit/billet is disestablished or relocated while mobilized, are assigned IAP or Non-locally-Assigned Out at the same NRA. When possible, Sailors are assigned to appropriate units. Assignments to a Readiness Support Unit (RSU) are the absolute last option.

(f) For Sailors who have pending IDT orders, and are in process of being mobilized, the NRA will execute the Sailor's orders prior to assigning an RC3 IMS code.

(2) Sailors who mobilize from a non-pay status (IRR-ASP/VTU) will return to a non-pay status following demobilization.

c. Prior Service Accessions

(1) Unless otherwise directed by community policy in reference (c), JOs and enlisted Sailors transitioning from Active Duty to the Navy Reserve through the CTO are provided up to three billets for selection prior to affiliation (this is a coordinated effort between CTO and COMNAVRESFOR N12; capacity and throughput constraints may prevent Sailors from receiving assignment options before affiliation), senior officers are governed by policy in reference (b). JOs and enlisted Sailors who are provided assignment options and do not respond or provide a preference within stated period (typically 2 weeks), will be Direct Assigned (DA).

(2) Prior active duty Sailors with a break in service of less than two years can affiliate into the Navy Reserve, via Navy Recruiting Command. Navy Recruiting Command will provide affiliation paperwork to the CTO for processing, and the CTO will assign the initial orders.

(a) E-4 and below are Direct Assigned by the CTO to a billet, if available.

(b) E-5 and above are placed IAP, and given one assignment cycle to apply for a billet.

(3) Responsibilities

(a) Navy Reserve Centers (NRC) must:

1. Write initial orders for DCOs, Other Service Veterans, Prior Service Re-enlistments, and prior service Sailors with greater than two years separation from active duty.

2. Assign Sailors to billets in appropriate units whenever possible, with assignments to the RSU being the absolute last option.

d. NAT Enlisted Assignments

(1) COMNAVRESFORCOM (N113) will communicate directly with NAT Sailors immediately after the NAT Sailors report to "A/C" School.

(2) In the case of NATs in managed community ratings, COMNAVRESFORCOM (N113) will coordinate with the Field Reserve Assignment Coordinator for initial assignment.

(3) Two weeks prior to graduation, COMNAVRESFORCOM (N113) clerks will reserve an IDT assignment for the NAT, and coordinate communications between NAT Sailor and the NRA closest to their home of record.

(4) Once the NAT Sailor is gained by the NRA, COMNAVRESFORCOM (N113) will notify COMNAVRESFORCOM (N121) Reserve Assignment Coordinator for release of IDT assignment orders.

e. DCO. For initial assignments, community managers will coordinate with COMNAVRESFORCOM (N12) to DA DCOs to billets in accordance with the below community training requirements and policies. Follow on assignment guidance can be found in reference (c). RPDs may request a PMR at any time, to replace an unqualified DCO with a more qualified officer, with the expectation that the incumbent DCO will be assigned to another billet and only placed IAP if no other billets are available.

(1) Information Warfare Community (IWC)

(a) IWC (18XX, 68XX, 78XX) have three years from their commissioning date to qualify.

(b) COMNAVRESFORCOM (N12) will provide assignment billet options for to the IWC program managers, who will identify the most appropriate DA.

(c) Upon qualification, the community manager will initiate the removal of the DCO/TBH Manpower Availability Status (MAS) code.

(2) Engineering Duty Officer (EDO).

(a) EDO (1465) have four years from their commissioning date to qualify.

(b) COMNAVRESFORCOM (N12) will provide billets assignments options to the EDO program managers, who will identify the most appropriate DA.

(c) By community manager request, EDOs with a 1465 designator will not have the TBH MAS code assigned during training.

(d) Upon qualification, the community manager will initiate a designator change to 1445.

(3) Public Affairs Officer (PAO)

(a) PAOs (1655) are assigned to one of five Navy Public Affairs Support Element (NPASE) units, as part of the PAO training pipeline for on-the-job training.

(b) Those with the DCO MAS code will receive priority slating to NPASE billets.

(4) Supply Officers

(a) Supply DCO officers (3165) have three years from their commissioning date to qualify. While in training members will be cross-assigned to a 3100 billet in NR STUDENT TRAINING UNIT (87840) with TRUIC assignment in Supply centric (community manager approved) units when possible to facilitate mentorship, until qualified.

(b) Upon qualification, the Supply Corps schoolhouse will initiate a designator change to 3105, and the member must participate in JO APPLY to obtain a billet.

(5) Chaplain. COMNAVRESFORCOM (N12) will coordinate with Chaplain program managers to place Chaplains (410X) in the training pipeline into a vacant billet.

(6) Human Resources (HR). COMNAVRESFORCOM (N12) will DA all HR (1205) DCOs.

f. Navy Reserve Joint Duty Assignments (JDA)

(1) References (o), (p) and (q) contain JDA program information.

(2) Officers are assigned to Joint Duty Assignment List (JDAL) billets ("JD1" AQD) through JO APPLY in RFMT or the annual APPLY Board for three years. COMNAVRESFORCOM (N12) reviews and confirms all JDAL assignments semi-annually.

(3) Officers newly assigned to JDAL billets are entered into the Joint Management Information System (JMIS) by COMNAVRESFORCOM (N12), with a start date aligned with their IDT orders effective date, or date the billet was added to JDAL.

(4) Officers assigned to a JDAL billets accumulate certified days each year (days equate to points) by submitting documentation to the appropriate supported command's Part Time Reserve Component Certifier via their Joint Certifier Liaison Representative (CLR). CLRs are designated members of the Unit Mobilization Unit Identification Code (UMUIC) with the responsibility to liaison between officers in Joint Billets and the supported command Certifier.

(5) Part time standard joint duty assignments' (S-JDA) days served are not captured automatically, and must be validated and certified. S-JDA days served are not accrued until the officer has detached from the S-JDA, in JMIS.

(6) Officers no longer assigned to JDAL billets will be detached from JMIS, with a departure date that aligns with the last day of their JDAL assignment per IDT orders.

(7) JDAL billets do not support DA, initial assignments for DCOs, or newly affiliated officers.

(8) Responsibilities

(a) COMNAVRESFORCOM (N12) must:

1. Verify JDAL billet list with OPNAV annually.
2. Process incumbent tour information in a timely manner and monitor all assignments to S-JDA billets; enter and depart all officers assigned to S-JDA billets using JMIS.
3. Ensure IDT orders for officers assigned to JDAL billets provide additional information associated with annual participation requirements and submission process.
4. Coordinate with Joint Staff (J1) and DMDC on all JMIS issues/problems to ensure Reserve officer participation data while assigned to an S-JDA is captured accurately and Reserve officers are departed from JDAL assignments.
5. Annually validate CLR contact information from joint unit COs/OICs.

(b) Navy Reserve Unit COs/OICs must:

1. Train and educate officers on JDA policies and related JDAL assignments.
2. Assign a CLR as a collateral duty.
3. Identify officers assigned to JDAL billets, ensure annual participation certifications are met, and ensure officers are detached in JMIS at end of tour.

(c) CLR must:

1. Be familiar with references (o), (p), and (q).
2. Act as the unit's JQO subject matter expert and, at a minimum, communicate the policies and procedures to achieve JQO, annual part-time S-JDA certification requirements, and the multiple complex paths to achieve full joint tour credit.

3. Provide indoctrination and annual training on the joint qualification process and requirements to all officers assigned.

4. Track unit assignment date and annual participation for officers assigned to JDAL billets. Submit annual participation reports to CO/OIC/XO/AOIC and indicate any officers who are in jeopardy of not meeting participation requirements.

5. Identify and liaise with the supported command's Part Time Reserve Component Certifier regarding each member's annual participation certification and required documentation.

6. Be the unit's point of contact to COMNAVRESFORCOM (N12) for joint policy related questions/concerns.

(d) Officers assigned to JDAL billets must:

1. Understand JDA policies, procedures, and JMIS which governs JDAL assignments and annual participation requirements.

2. Submit required documents that outline participation (IDT period musters, AT/ADT/IDTT orders, FITREPs) to certifier, via CLR, no later than anniversary assignment date, annually.

g. Safety Transfers. COMNAVRESFORCOM (N12), in coordination with NRAs, will conduct Safety transfers for reasons outlined in references (h) and (r). COMNAVRESFORCOM (N12) will retain safety transfer requests, and any withdrawal of safety transfer requests for a period of three years.

h. Expedited Transfers. References (h) and (r) outline expedited transfer reasons, roles and procedures. COMNAVRESFORCOM (N12) will retain expedited transfer requests, and any withdrawal of expedited transfer requests for a period of three years.

(1) ISIC Actions. The ISIC will forward the request within 48 hours of receipt, either to COMNAVRESFORCOM (N12) if approval is recommended or to COMNAVRESFOR if disapproval is recommended.

(a) Approval. COMNAVRESFORCOM (N12) will release transfer orders and retain on file for a period of three years.

(b) Disapproval. The ISIC must immediately forward any recommendation for disapproval of an expedited transfer request and the reason(s) for the recommendation (in writing) to the first flag/general officer or Senior Executive Service (SES) equivalent (as applicable) in the Sailor's chain of command or SES (as applicable).

1. The flag/general officer or SES equivalent must approve or disapprove the request within five calendar days of receipt of the command-level disapproval recommendation,

and forward the determination to COMNAVRESFORCOM (N1), where it will be processed and retained on file for a period of three years.

2. If COMNAVRESFOR disapproves the request, ensure the supported recommendation for disapproval of the transfer request is forwarded to NAVPERSCOM (PERS-833).

i. Unit and/or Billet Change Request (UCR/BCR) Assignments.

(1) When UCRs/BCRs affect incumbent Sailors, RPDs will submit associated PMRs, via the PMR Tool on SharePoint (https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N12/Pages/PMR_Tool_Page.aspx?PageView=Shared&InitialTabId=Ribbon.WebPartPage&VisibilityContext=WSSWebPartPage), to COMNAVRESFORCOM (N12).

(2) RPDs must submit UCRs/BCRs to COMNAVRESFORCOM (N123), via Total Force Manpower Management System (TFMMS), with the necessary billet/personnel information.

(3) RPDs must ensure the affected Sailor is properly counseled and reassigned.

(4) PMRs for Senior Officer APPLY are processed in accordance with reference (b).

(5) COMNAVRESFORCOM (N123) will record and track all associated UCRs/BCRs.

j. Administrative Action Pending.

(1) Sailors undergoing administrative action that could result in separation (e.g., positive urinalysis, Non-Judicial Punishment (NJP), courts-martial, or inter-service transfer request) will remain in their assigned unit pending resolution of the administrative action and any appeals.

(2) COMNAVRESFORCOM (N12) will transfer Officers ordered to show cause to the APU pending final adjudication, per reference (l).

(3) Sailors being processed for separation due to unsatisfactory participation must be assigned the AUP MAS code, and transferred to the VTU by the NRA, per reference (t).

(4) COMNAVRESFORCOM (N12) will cancel pending unit transfer orders for Sailors subject to an investigation, or preliminary investigation, until the investigation and subsequent administrative action is completed. Unit and NRA COs will notify COMNAVRESFORCOM (N12/N00J) of the Sailor's status and request order cancellation or PRD modification as applicable.

k. HYT. Sailors reaching HYT are governed by reference (d).

(1) NRA COs will ensure that RFMT VTU transfer orders are being generated no later than 30 days prior to HYT date for Sailors without waivers.

(2) The IDT orders will include “Transferred to the VTU due to High Year Tenure” in the amplifying remarks section along with any other additional information.

(3) Sailors who reach HYT while on RECALL/ADOS/MOB orders may be transferred to the VTU, transferred to retired status, or separated – as applicable – upon completion of orders, per reference (d).

1. Temporary Medical/Dental Conditions. Temporarily Not Physically Qualified (TNPQ), Temporarily Not Dental Qualified (TNDQ), or Medical/Dental Indeterminate Sailors are assignable per reference (a) with the following limitations:

(1) Sailors will remain assigned to the same NRA to ensure continuity of care by NRA medical department. Non-local assignment to a UMUIC within a reasonable commuting distance may occur; e.g., TRUIC assigned to Navy Reserve Center (NRC) San Diego and UMUIC assigned to NRC North Island.

(2) Sailors will transfer NRAs if executing a Home of Record (HOR) relocation where the losing NRA is outside reasonable commuting distance from new HOR. Coordination between NRAs is required along with Echelon 4 oversight/approval.

(3) Sailors undergoing Line of Duty, Medical Retention Review (MRR) or Physical Evaluation Board (MS1/MS2/MPQ MAS Codes), are unassignable. Senior officers are governed by policy in reference (b).

(4) Sailors with an MRR submitted who receive “Not Physically Qualified/Retention Recommended” determination (MNN MAS Code), will only be assigned to NRRUs that have a Sea/Shore Type Duty Code of “1”, which will only allow assignment to CONUS AUICs .

m. Office of the Secretary of Defense (OSD).

(1) Due to the unique mission of the Defense Innovation Unit (DIU), which supports the Under Secretary of Defense for Research and Engineering USD (R&E) department, and the required skillsets of its applicants, OSD has the authority to suppress DIU billets from regular advertisement in APPLY, JO APPLY, and MNA.

(2) OSD will vet all O-6 and below applicants and provide selections to COMNAVRESFORCOM (N12) via PMR, submitted by the OSD RPD. COMNAVRESFORCOM (N12) will not fill DIU billets with DA or CTO/recruiting placements, unless specifically requested by OSD.

n. Exception to Policy (ETP). ETP’s are submitted by the supporting command’s RPDs to COMNAVRESFORCOM (N12) for adjudication. ETP’s may be submitted for any situation/request that is not covered by current policy as determined by COMNAVRESFORCOM (N1).