



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

5215
COMNAVRESFOR N1C2
9 Nov 2021

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>
1500-010	Correspondence Courses <ul style="list-style-type: none">• Removed N11 as a responsible office for correspondence courses.• In the “Reference” box, renamed/moved ref (d) the MOU to be the new Ref (a). Deleted the second half of the name as it refers to the same document and is confusing.• On the second page under Policy made changes to reflect the Reference reorder so ref (d) is now ref (a). That change is in both para a and b under Policy.• Under Policy para “d” made it clear that a single course must be at least four hours long. Used very similar wording as applicable from the MOU. Referred to the appropriate references.• Under Policy para “g” updated the link.• Under Approval Authorities para “d” updated RUIC for SSOs.• Under Processing Procedures para “a” updated the link where the tutorial is located. The previous link no longer worked and it’s on the (N7) page not the N1C2 page.• Under Processing Procedures para “a” verified the fax and mailing address and updated it.• Under Processing Procedures para “c” updated the e-mail address for Strategic Sealift Readiness Group.

RESPERSMAN 1500-010

CORRESPONDENCE COURSES

Responsible Office	COMNAVRESFORCOM (N7)	DSN COMM FAX	262-6595 (757) 322-6595 (757) 444-1061
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Reference	(a) CHNAVPER 00/072 of 21 Apr 14 (b) <u>DODI 1215.07</u> Service Credit for Non-Regular Retirement (c) <u>DODI 1215.06</u> Uniform Reserve, Training and Retirement Categories for the Reserve Components (d) <u>10 U.S. Code § 12732</u> Entitlement to retired pay: computation of years of service
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1. Purpose. This article outlines the process for authorization and awarding of non-pay retirement point credit for completion of correspondence courses in accordance with references (a) through (d).

2. Policy

a. Reference (a), a Memorandum of Understanding (MOU) between Chief of Naval Personnel and Chief of Navy Reserve provides guidance and directs modification to processes concerning non-pay retirement points to Reserve Component personnel for the completion of correspondence courses. This MOU outlines roles and responsibilities for the execution of outlined correspondence course processes.

b. Sailors must receive approval from the appropriate authority per reference (a) and as specified in this instruction to receive non-pay retirement point credit for correspondence courses that are on an Assistant Secretary of the Navy approved list and provides such military value that it will enhance the individual reservist's professional development through;

(1) Broadening the reservists' qualifications for duties which they may be expected to be assigned upon mobilization, or

(2) Broadening the reservists' knowledge of qualifications of those whose work they may supervise, or

(3) Completion of general military training requirements.

c. Sailors must sign a NAVPERS 1070/613, Administrative Remarks, to acknowledge that they may not earn retirement points for correspondence courses completed while in an inactive duty status or on active duty orders. Examples of an inactive duty status are inactive duty training (IDT), muster duty (MD), or funeral honors duty (FHD). Examples of an active duty

orders are annual training (AT), active duty for training (ADT), active duty for special work (ADSW), or mobilization.

d. Non-pay retirement points for completion of correspondence courses shall be credited at the rate of one point per four hours of authorized instruction, authorized as a “period of equivalent instruction” per reference (b). Per reference (a), a single course that contains less than four hours of instruction is not eligible for retirement point credit.

e. Upon completion of a correspondence course, Sailors must provide the Navy Reserve Activity (NRA) with a copy of their approved NAVPERS 1336/3, Special Request/Authorization, and the course completion certificate within 30 days.

f. Retirement point credit will be processed by the NRA, COMNAVRESFORCOM (N14), or COMNAVPERSCOM (PERS-9) as delineated in paragraph 4 of this article.

g. COMNAVRESFORCOM (N7) will maintain the list of Assistant Secretary of the Navy (ASN) approved courses that will be available on the COMNAVRESFORCOM (N7) SharePoint page: https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/correspondence_courses/Pages/courses.aspx

3. Approval Authorities

a. Navy Operational Support Center (NAVOPSPTCEN) commanding officer, or a designated representative, is the approval authority, via NAVPERS 1336/3, Special Request/Authorization, for Selected Reserve (SELRES) Sailors assigned to an Readiness Support Unit (RSU) or an Administrative Processing Unit (APU), or the Individual Ready Reserve (IRR) Sailors of the Voluntary Training Units (VTU).

b. Navy Reserve Unit commanding officer (which includes squadrons), or a designated representative, is the approval authority, via NAVPERS 1336/3, Special Request/Authorization, for assigned SELRES.

c. COMNAVPERSCOM (PERS-9) is the approval authority for Sailors assigned to the IRR-Active Status Pool (ASP) and Standby Reserve-Active (USNR-S1) and will provide annual correspondence course authorization and awarding procedures to the non-drilling population via website accessible without a Common Access Card.

d. COMNAVRESFORCOM (N14) is the approval authority for Strategic Sealift Officers assigned to the Strategic Sealift Readiness Group (RUIC: 2525M).

4. Processing Procedures

a. NRAs and squadrons will make Navy Standard Integrated Personnel System (NSIPS) entries for all SELRES, RSU, APU, VTU. A correspondence course tutorial is available on the

COMNAVRESFORCOM (N7) SharePoint page: https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/correspondence_courses/Pages/courses.aspx.

b. Credit must be entered within 12 months of the completion date. After 12 months, the applicable approval authority must provide an approval endorsement with completion certificates to COMNAVPERSCOM (PERS-9) for course credit. Approval endorsement and completion certificates can be faxed to (901) 874-7044 or mailed to Navy Personnel Command (PERS-912) 5720 Integrity Drive, Millington, TN 38055. The following must be verified prior to entering credit into NSIPS:

(1) The Sailor received approval from the unit, NRA Commanding Officer, or designated representative to enroll in and receive credit for the correspondence course via NAVPERS 1336/3, Special Request/Authorization.

(2) The Sailor signed a NAVPERS 1070/613 (Administrative Remarks), acknowledging that they may not receive retirement point credit for correspondence courses completed in an Inactive Duty (i.e. IDT, MD or FHD) or active duty (i.e. AT, ADT, ADSW, or mobilization) status.

(3) The completed course is on the ASN approved list of correspondence courses.

c. Non-drilling Sailors of the ASP and USNR-S1 must submit completion certificates to COMNAVPERSCOM (PERS-9) for entry into the online point capture. Correspondence course procedures will be provided and published on the PERS-9 website (<http://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/default2.aspx>) accessible without a Common Access Card. To confirm receipt or to answer questions, Sailors can call the Navy Personnel Command Customer Service Center at 1-866-827-5672.

d. Strategic Sealift Officers assigned to the Strategic Sealift Readiness Group must submit completion certificates to COMNAVRESFORCOM (N14) via email at CNRFC_N14_OPS-Training@navy.mil.