



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

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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.


M. J. STEFFEN
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>
1900-010	PERSONNEL STRENGTH LOSS TRANSACTIONS <ul style="list-style-type: none">• Updated Key Supporting Document (KSD) table to include an additional column with associated references for each loss type.• Included language concerning use of Navy Standard Integrated Personnel System Retirement and Separations module. (COG: COMNAVRESFORCOM (N11))

RESPERSMAN 1900-010

PERSONNEL STRENGTH LOSS TRANSACTIONS

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN COMM FAX	262-2262 (757) 322-2262 (757) 444-7598
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References	(a) ASN Memo of 29 Jan 15 (b) BUPERSINST 1001.39F (c) COMNAVRESFORINST 5222.1 (d) MILPERSMAN 1001-125 (e) MILPERSMAN 1070-330 (f) MILPERSMAN 1910 Series (g) MILPERSMAN 1920 Series (h) MILPERSMAN 1160-120 (i) MILPERSMAN 1133-061 (j) NAVADMIN 273/17 (k) OPNAVINST 1820.1B (l) SECNAVINST 5210.8F (m) SECNAVINST 1920.6D (n) Title 10 U.S.C.
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1. Purpose. To issue guidance, per references (a) through (n), for Selected Reserve (SELRES) and Individual Ready Reserve (IRR) strength loss transactions and associated key supporting documents (KSD).

2. Definitions

a. Discharge. Complete removal from all military status associated with the Sailor's enlistment or commissioning.

b. Strength Loss or Separation. A general term that includes discharge, release from active duty, release from custody and control of the Naval Service, transfer to the Individual Ready Reserve Active Status Pool (IRR-ASP), and similar changes in Active or Reserve status.

c. Separation Authority. An official authorized by the Secretary of the Navy to take final action with respect to a specific type of separation.

d. Non-Regular (Reserve) Retirement. Transfer of inactive duty Reserve Sailor (enlisted and officer) to the Retired Reserve when the requirements specified in reference (n), section 12731, have been met.

3. Policy

a. For each loss type listed in the included KSD table found on pages 5 and 6, follow guidance delineated in the applicable references.

b. Involuntary Transfers to the IRR ASP are outlined in RESPERSMAN 1001-010 and RESPERSMAN 1570-010.

c. Sailors will receive information regarding their affected benefits and incentives prior to transferring from a SELRES status; see paragraph 4.d.(1).

4. Responsibilities

a. COMNAVRESFORCOM (N11) will:

(1) Develop standard operating procedures (SOP) for processing strength losses.

(2) Provide oversight and training to subordinate commands for strength loss transactions.

(3) Audit strength loss transactions and verify accuracy of KSDs.

b. Navy Personnel Command (NAVPERSCOM, PERS-9) is the final authority for adjudicating retirement requests and a member's status transition into IRR-ASP, USNR-S1 or USNR-S2, and for the transfer between statuses.

c. Echelon IV commands will provide oversight and training to subordinate commands for strength loss transactions.

d. Navy Reserve Activities (NRA) will:

(1) Counsel Sailors on their affected benefits and incentives associated with transition from a SELRES status via NAVPERS 1070/613, Administrative Remarks (Transfer from SELRES Status Counseling).

(a) Counsel Sailors on the Continued Health Care Benefit Program (CHCBP). Sailors and their families, who are enrolled in TRICARE Reserve Select (TRS), may purchase CHCBP at full premium for up to 18 months upon termination of their TRS coverage (e.g., when Sailor enters the IRR Volunteer Training Unit (VTU)/ASP and no longer qualifies for TRS). CHCBP must be purchased within 60 days of the loss of TRICARE eligibility. To enroll, Sailors may call Humana Military at 1-800-444-5445 or enroll online at <https://www.humanamilitary.com/benefit-guidance/special-programs/CHCBP/>.

(2) Counsel Sailors on their continued drilling requirement pending final loss transaction processing.

(3) Submit orders via Reserve Force Manpower Tools (RFMT) for IRR VTU transfers.

(4) Utilize NSIPS Retirement and Separations (RnS) for retirement, IRR ASP, USNR-S1, and USNR S2 strength losses.

(a) Refer to reference (d) for strength loss requests to the IRR ASP, USNR-S1, and USNR S2.

(b) Complete NAVRES 1300/4, Application for Transfer to the IRR/S1/S2, located on the COMNAVRESFORCOM N1C2 SharePoint site under the RESPERMAN Appendix Docs at https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N1C2/SitePages/Home.aspx.

(5) For bonus termination, refer to RESPERSMAN 1100-010.

(6) For Montgomery GI Bill-Selected Reserve (MGIB-SR) termination process, refer to COMNAVRESFORINST 1780.1D.

(7) After Sailor's strength loss request is approved and applicable KSDs are received, process Navy Standard Integrated Personnel System (NSIPS) loss transactions within 10 business days.

(8) For transferring New Accession Training (NAT) or Prior Service Reenlistment Eligibility – Reserve (PRISE-R) Sailors to the IRR-ASP, email COMNAVRESFORCOM (N113) within three business days of initiating loss processing. Current email addresses are located on the COMNAVRESFORCOM (N113) SharePoint site at https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N11/Pages/Default.aspx.

(9) For transferring an officer who is filling an APPLY Board billet, email COMNAVRESFORCOM (N12) within three business days of initiating loss processing. Current email addresses are located on the COMNAVRESFORCOM (N12) SharePoint site at https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N122/Pages/N122Home.aspx.

(10) Assign applicable Manpower Availability Status (MAS) codes.

(11) Maintain loss transaction key supporting documents for 10 years, in accordance with references (a) and (l).

e. Unit COs (or designated representative) will:

(1) Assist the Sailors and NRAs in processing losses.

(2) Coordinate a projected rotation date (PRD) adjustment with the Reserve Program Director (RPD) and NRA to ensure proper advertisement of billets, which will be vacated due to planned losses.

(3) Ensure Sailors execute drilling obligations until loss processing is completed.

f. Sailors will:

(1) Submit voluntary requests for:

(a) Separation, resignation, transfer to the IRR ASP, or USNR S1/S2 status change no later than 90 days prior to the requested effective date.

(b) Submit reserve retirement requests six to 12 months prior to the requested retirement date.

(2) Provide prompt replies to separation notification and documentation requests.

(3) Execute drilling obligations until loss processing is completed.

KSDs required to validate Loss Transactions			
Loss Type	Key Supporting Documents	Location of KSDs	References
Administrative Separation (ADSEP), Enlisted	(1) NAVPERS 1070/613, Administrative Remarks (reflecting the discharge); (2) Separation Message, if applicable; (3) NAVPERS 1070/615, Record of Honorable Discharge (if applicable)	(1) Official Military Personnel File (OMPF) (2) Electronic Retain File	(1) MILPERSMAN 1910 Series (2) MILPERSMAN 1920 Series (3) MILPERSMAN 1070-330 (4) BUPERS 1001.39F
Administrative Separation (ADSEP), Officer	(1) Letter of Transmittal; (2) Separation Order and Discharge from the United States Navy Reserve	(1) OMPF (2) Electronic Retain File	(1) SECNAVINST 1920.6D (2) MILPERSMAN 1910 Series (3) MILPERSMAN 1920 Series
Casualty Loss (Death)	(1) Death Certificate; or (2) Official Medical Examiner's/Coroner's Report (3) SGLI Online Enrollment System (SOES) Certificate	(1) OMPF (2) Electronic Retain File	(1) MILPERSMAN 1741-020 (2) MILPERSMAN 1770-030 (3) BUPERSINST 1001.39F
Expiration of Obligated Service (EOS) Discharge	(1) NAVPERS 1070/615, Record of Honorable Discharge; (2) NAVPERS 1070/613, Administrative Remarks (Discharge)	(1) OMPF (2) Electronic Retain File	(1) MILPERSMAN 1910-104 (2) MILPERSMAN 1070-330
High Year Tenure Separation	<u>DISCHARGE</u> (1) If discharged: NAVPERS 1070/613, Administrative Remarks (Discharge) (2) NAVPERS 1070/615, Record of Honorable Discharge; <u>VTU TRANSFER</u> (1) Inactive Duty Training Transfer Orders (RFMT) (2) NAVPERS 1070/613, Administrative Remarks (Transfer from SELRES Status Counseling)	(1) OMPF (2) Electronic Retain File	MILPERSMAN 1160-120
Indefinite Recall to Active Duty or Training and Administration of the Reserve (TAR) Recall, Officer	(1) Recall Orders	(1) OMPF (2) Electronic Retain File	MILPERSMAN 1301-600
Indefinite Recall to Active Duty or TAR Recall, Enlisted	(1) Recall Orders (2) NAVPERS 1070/615, Record of Discharge (3) NAVPERS 1070/613, Administrative Remarks (Discharge)	(1) OMPF (2) Electronic Retain File	MILPERSMAN 1301-600
Inter-service Transfer, Officer	(1) DD Form 368, Request for Conditional Release; (2) Separation Order and Discharge from the United States Navy Reserve	(1) OMPF (2) Electronic Retain File	MILPERSMAN 1300-081

Inter-service Transfer, Enlisted	(1) DD Form 368, Request for Conditional Release; (2) DD Form 4, Enlistment/Reenlistment Document (for new service); (3) NAVPERS 1070/613, Administrative Remarks (Discharge)	(1) OMPF (2) Electronic Retain File	BUPERSINST 1001.39F
Non-Regular (Reserve) Retirement	(1) Notice of Eligibility (NOE) (2) Annual Retirement Point Record/Annual Statement of Service History (ARPR/ASOSH); (3) Non-regular Retirement Orders	(1) OMPF (2) Electronic Retain File	MILPERSMAN 1820-020 BUPERSINST 1001.39F OPNAVINST 1820.1B
Officer Involuntary Separation (FOS)	(1) Separation Order and Discharge from the United States Navy Reserve; (2) NAVPERS 1070/613, Administrative Remarks (Discharge)	(1) OMPF (2) Electronic Retain File	Title 10 U.S.C Section 14501 BUPERSINST 1001.39F
Officer Resignation	(1) Resignation Request Letter; (2) Voluntary Separation Order and Discharge from the United States Navy Reserve; (3) NAVPERS 1070/613, Administrative Remarks (Discharge)	(1) OMPF (2) Electronic Retain File	MILPERSMAN 1920-200 BUPERSINST 1001.39F
Transfer to the Individual Ready Reserve (IRR-ASP), Involuntary	(1) NAVPERS 1070/613, Administrative Remarks (Transfer from SELRES Status Counseling); (2) NAVRES 1300/4, Application for Transfer to the IRR	(1) OMPF (2) Electronic Retain File	MILPERSMAN 1001-125 BUPERSINST 1001.39F
Transfer to the Individual Ready Reserve (IRR), Voluntary	(1) NAVRES 1300/4, Application for Transfer to the IRR; (2) NAVPERS 1070/613, Administrative Remarks (Transfer from SELRES Status Counseling); (3) IRR Transfer Orders	(1) OMPF (2) Electronic Retain File	MILPERSMAN 1001-125 BUPERSINST 1001.39F
Transfer to the Standby Reserve (S1/S2)	(1) Request for Transfer to the Standby Reserve (if applicable); (2) Change in Status Letter; (3) NAVPERS 1070/613, Administrative Remarks (Transfer from SELRES Status Counseling)	(1) OMPF (2) Electronic Retain File	MILPERSMAN 1001-125 BUPERSINST 1001.39F
Permanent Disability Retired List (PDRL) / Temporary Disability Retired List (TDRL)	(1) Orders via Naval Message; (2) NAVPERS 1070/613, Administrative Remarks (Discharge) (if applicable)	(1) OMPF (2) Electronic Retain File	SECNAVINST 1850.4F MILPERSMAN 1850 Series TDRL/PDRL orders