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FM COMNAVRESFOR NORFOLK VA

TO NAVRESFOR

INFO CNO WASHINGTON DC

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ALNAVRESFOR 013/22

MSGID/GENADMIN/COMNAVRESFOR NORFOLK VA/N00/MAR//

SUBJ/GUIDANCE FOR COMMANDS PROCESSING THE SEPARATION OR
TRANSFER

OF SELECTED RESERVE SAILORS//

REF/A/DOC/COMNAVRESFOR/19JUL2018//

REF/B/DOC/BUPERS/17SEP2007//

REF/C/DOC/NAVPERS 15878L/17JAN2017//

NARR/REF A IS RESPERSMAN 1900-010, PERSONNEL LOSS TRANSACTIONS.

REF B IS BUPERSINST 1001.39F, ADMINISTRATIVE PROCEDURES FOR NAVY
RESERVISTS. REF C IS BUPERS CAREER COUNSELOR HANDBOOK.//

RMKS/1. This message is to provide additional guidance to all Navy
Reserve Activities (NRA) that have Sailors who are voluntarily
retiring, separating, or transferring from the Selected Reserve
(SELRES).

2. Background. The Navy Reserve is dedicated to the retention and
career development of its Sailors. All leaders should encourage
Sailors to stay Navy. Throughout the COVID-19 pandemic, an unusually
high number of Sailors have decided to leave the SELRES. In order
to gather information on the reasons Sailors are making this career
choice, the Navy Reserve has developed a voluntary twenty-five
question exit survey to be completed as part of the Sailor's
separation process. This survey will be conducted anonymously and
will collect basic demographic information, career history and
experiences, and separation reasoning via an open link which will be
provided to the NRAs via their Command Career Counselors (CCC).
The survey will take approximately five to ten minutes to complete.
Although completion of the exit survey is voluntary, participation
should be highly encouraged by NRAs. The results of this survey will
be used to improve retention programs and policies.

3. Eligibility. This survey is applicable to all SELRES Sailors who
are retiring, voluntarily separating at the end of their obligated
service, or who have requested transfer to the Voluntary Training

Unit (VTU) or Individual Ready Reserve (IRR). Sailors who are retiring/separating for COVID-19 vaccination refusal or are being processed for administrative separation are not recommended for participation in this survey.

4. Process. As a Sailor is preparing to retire, separate, or transfer to the VTU/IRR, and meets the eligibility criteria outlined above, the NRA CCC shall provide them with the link to the exit survey, nominally at the time that the Sailor receives their pre-separation/retirement counseling 3-6 months prior to their separation/retirement date. If not completed at this time, the link should be provided to them with their check-out sheet. While participation in the survey is voluntary, CCCs and NRA personnel should highly encourage Sailors to complete it as part of the separation or check-out process. The NRA should attempt to confirm that the Sailor has completed the exit survey while protecting the anonymity of the survey information.

5. Points of Contact:

a. Sailors are encouraged to ask retention-related and career development questions of their NRA CCCs and local chain of command.

b. Navy Reserve Force Career Counselor, NCCM Kimberly Cedar, [kimberly.a.cedar.mil\(at\)us.navy.mil](mailto:kimberly.a.cedar.mil@us.navy.mil).

c. For survey-related questions: OPNAV N095 Strength Planner, LCDR Heather Davenport, [heather.e.davenport2.mil\(at\)us.navy.mil](mailto:heather.e.davenport2.mil@us.navy.mil).

6. Released by VADM J. B. Mustin, Commander, Navy Reserve Force.//

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