RTTUZYUW RHOIAAA0021 1631532-UUUU--RHSSSUU.

ZNR UUUUU

R 121532Z JUN 23 MID120000213242U

FM COMNAVRESFOR NORFOLK VA

TO NAVRESFOR

INFO ASSTSECNAV MRA WASHINGTON DC

CNO WASHINGTON DC

COMNAVPERSCOM MILLINGTON TN

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UNCLAS

ALNAVRESFOR 013/23 //

MSGID/GENADMIN/COMNAVRESFOR NORFOLK VA/N1/JUN//

SUBJ/UPDATED DISTRIBUTED ACTIVATIONS TRANSITION PROCESS//

REF/A/NAVADMIN/26JAN22//

REF/B/ALNAVRESFOR/28FEB23//

NARR/REF A IS NAVADMIN 013/22 ESTABLISHED ADAPTIVE MOBILIZATION TO

ENABLE THE NAVY TO RESPOND WITH SPEED AND QUANTITY OF PERSONNEL IN

SUPPORT OF A LARGE-SCALE CONTINGENCY.

REF B IS ALNAVRESFOR 007/23, CNRF GUIDANCE ON ADAPTIVE MOBILIZATION

EXECUTION INCLUDING DELEGATION OF RESPONSIBILITIES FOR LOCAL AREA

COORDINATOR FOR MOBILIZATION (LACMOB) AND LIST OF DESIGNATED NAVY

MOBILIZATION PROCESSING SITES (NMPS).//

POC/CNR ACTIVATIONS DEACTIVATIONS/E-MAIL:CNRFC_N15(AT)US.NAVY.MIL.//

RMKS/1. In order to expedite the activation process and the

transition from Selected Reservist (SELRES) to Active Duty,

the Navy Reserve force is further integrating with the Pay

and Personnel Center (NPPSC) and TSC Norfolk Reserve Center

of Excellence (RCOE) in order to expand the Adaptive

Mobilization (AM) execution capability.

2. SELRES with activation orders allow members to transition from

the Ready Reserve to an Active Duty status. Sailor pay and

benefits are directly associated with duty status and the

current activation process in support of mobilizations, which

account for the pay and benefits portion, is as follows:

a. SELRES, using the CNRF Distributed Activation SharePoint

Portal (DA Portal), fill out "TSC Norfolk Activation Pay Gain

Packets" consisting of the required Key Supporting Documents

(KSDs).

b. NRAs initiate review for completeness, accuracy and forwards

Activation Pay Gain Packets via the

DA Portal to the respective Navy Mobilization Processing Sites

(NMPS).

c. NMPSs provide a second quality check of Activation Pay Gain

Packets and transfers packets from the DA Portal into

Salesforce eCRM (electronic Customer Relationship Management)

for RCOE processing.

d. RCOE initiates a two-step process:

(1) Clerks process Activation Pay Gain Packet and submit to

'Audit Team'.

(2) Audit Team provides final approval and sends to Defense

Finance and Accounting Service (DFAS) for processing of

pay/execution.

3. NMPS Clerk Transaction Training and Implementation.

a. Since 15APR23, CNRF N15 has been training Echelon IV

commands so that they can assume additional RCOE clerk

processing roles and responsibilities.

b. In accordance with this plan, RCOE Pay Clerk roles have

started to transfer to the NMPSs.

c. Trainings continue to be both virtually and in-person,

followed by an on-site practical at each NMPS, which allows

for processing of real-time activations in support of

mobilizing members. The practical will continue to be

executed in waves shown below based on NMPS OPTEMPOs and

activation processing opportunities.

d. This training includes:

  (1) "Strength Gain" and "Entitlement" transaction processing.

  (2) Submission of the activation gain package via Salesforce

    eCRM

e. The ongoing transaction training execution plan is as

  follows:

  (1) Wave One (01APR23-31AUG23). ECRC and all six REDCOMs

  (2) Wave Two (01AUG23-30SEP23). NSWG11: ST-17 and ST-18

  (3) Wave Three (01SEP23-31OCT23). Operational NMPSs: NCG 1,

    NCG-2, MESG-1, MESG-2, NAVELSG, VAQ-209

4. Upcoming System and Process Change - ZipServe 4.0 to replace

  CNRF Distributed Activation SharePoint Portal (DA Portal).

  a. Starting 01JUL23, and in accordance with the below training

    execution schedule, SELRES and Navy Reserve Activity (NRA)

    staffs will fill out, provide quality assurance (QA), and

    route Pay and Personnel (PayPers) Packets using the

    "ZipServe 4.0" application located on the CNRFC Homeport:

    (1) ZipServe 4.0 Wave One (01JUL-31AUG23) - REDCOMs FW, JAX,

      NFK, and MOBEX Large Scale Exercise (LSE) selected

units/personnel.

  (2) ZipServe 4.0 Wave Two (01AUG-30SEP23) - REDCOMs EVRT, GL,

    SD.

  (3) ZipServe 4.0 Wave Three (01SEP-31OCT23) - Operational

    NMPS (NCG1&2, MESG 1&2, NAVELSG and VAQ-209).

  b. The new process, utilizing ZipServe 4.0, is as follows:

   (1) SELRES will upload completed PayPers Packet (previously

    named TSC Norfolk Activation Pay Gain Packet) via

    ZipServe 4.0 consisting of the same Key Supporting

    Documents (KSDs).

   (2) NRAs/REDCOMs will receive PayPers Packets via

    ZipServe 4.0 and verify accuracy and completeness.

   (3) Upon receiving activation orders, SELRES, NRA Clerks

    and NMPS Clerks, will review and QA the PayPers Packets

    and submit via Salesforce eCRM to the RCOE Audit Team

    for approval and release to DFAS (note: RCOE maintains

    overall audit responsibilities and release authority).

5. The future state of distributed activations and mobilizations

  calls for stakeholders across the Reserve Force to be advocates

  and experts in supporting, reviewing, and submitting complete,

  accurate, and timely PayPers Packets using ZipServe 4.0 and

  Salesforce eCRM.//

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