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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:CNRF_NC15(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

   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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