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COMMANDER NAVY RESERVE FORCE  
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N35  
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COMNAVRESFOR INSTRUCTION 3060.7E

From: Commander, Navy Reserve Force

Subj: NAVY RESERVE MOBILIZATION/DEMOBILIZATION PROCEDURES

Ref: (a) OPNAVINST 3060.7C  
(b) NAVADMIN 013/22  
(c) BUPERSINST 1001.39F  
(d) RESPERSMAN 3060-010  
(e) RESPERSMAN 3060-020  
(f) MILPERSMAN 1300-318  
(g) RESPERSMAN 1001-010  
(h) MILPERSMAN 1610-030  
(i) MILPERSMAN 1600-040  
(j) BUPERSINST 1610.10E  
(k) RESPERSMAN 1900-010  
(l) DoDI 1235.09  
(m) NAVADMIN 235/08

Encl: (1) Navy Reserve Mobilization/Demobilization Procedures  
(2) Failure to Report for Mobilization Screening and/or Mobilization  
(3) Inquiry for Mobilization Cancellation  
(4) Reserve Activation Delay, Deferment, or Exemption Request Example

1. Purpose. Per references (a) through (m), enclosure (1) establishes policy and provides an overview of the administrative procedures for identifying, notifying, mobilizing, and demobilizing Navy Reserve Component (RC) Sailors. This instruction has been updated and should be reviewed in its entirety.

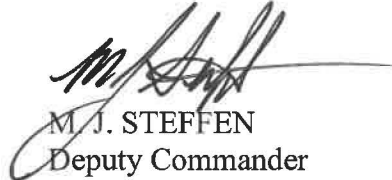
2. Cancellation. COMNAVRESFORINST 3060.7D

3. Scope. This instruction applies to the mobilization and demobilization of Navy RC Sailors.

4. Policy. Commander, Navy Reserve Force (COMNAVRESFOR) has been delegated by CNO N1 as the Navy's supported commander for ready reserve activation / deactivation per references (a) and (b), and is responsible for directing and overseeing activation and deactivation processing at all Navy Reserve Activities (NRA) and mobilization /demobilization processing at all Navy Mobilization Processing sites (NMPS). RC activation and or deactivation and mobilization and or demobilization will be executed at the NRA and NMPS sites using policies and procedures outlined in enclosure (1).

5. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1.

6. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFOR N3 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, Navy policy and regulatory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10 year anniversary date, or an extension has been granted.



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Deputy Commander

**Releasability and distribution:**

This instruction is cleared for public release and is available electronically only via COMNAVRESFORCOM Web site, <https://navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Instructions>

# Navy Reserve Mobilization/Demobilization Procedures

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## CHAPTER 1

### Identifying and Notifying Navy RC Sailors for Mobilization

#### 1-1. Introduction

a. As a Force, our one and only priority is warfighting readiness. The Navy Reserve generates combat power and strategic depth necessary to prevail in long term competition. Mobilization readiness is the baseline foundation upon which we build warfighting readiness. In order for the Force to meet the response times the Navy requires, we must sustain established mobilization readiness standards. Every unit will actively and continuously ensure compliance with the outlined standards and requirements. The Force must be mobilization and warfighting ready on day one.

b. Commander, Navy Reserve Force (COMNAVRESFOR) is responsible for identifying qualified Navy RC Sailors to fill mobilization requirements as directed by Commander, United States Fleet Forces Command (COMUSFLTFORCOM) per reference (a). In order to accomplish identification, COMNAVRESFOR (N35) coordinates with Billet Sourcing Officers (BSOs) to match RC Sailors to mobilization requirements. Once an RC Sailor is identified for mobilization, the supporting NRA is responsible for verbal notification of the Sailor.

Please Note: COMNAVRESFOR (N35) is dual-hatted as an echelon II and echelon III staff. Use of COMNAVRESFOR and Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N35) is intentional throughout this instruction.

c. Mobilization timelines outlined in this instruction apply to steady state mobilization requirements and are not indicative of mobilization timelines associated with national emergency or war.

#### 1-2. Responsibilities

a. COMNAVRESFOR (N35), upon receiving tasking from COMUSFLTFORCOM to activate an RC Sailor, will:

(1) Classify the requirement as an unrestricted or a restricted requirement. See Appendix C for information about the unrestricted and restricted populations.

(2) If the requirement is an unrestricted requirement, identify a qualified RC Sailor from the unrestricted population to fill the requirement. COMNAVRESFORCOM (N35) will use the following precedence:

(a) Determine if a qualified volunteer is available to fill the requirement.

Please Note: RC Sailors can volunteer for mobilization using the Zip Serve website found here: <https://locker.private.navyreserve.navy.mil/zipserve/>

(b) If no qualified volunteer is available by the required date, select a non-volunteer candidate per the sourcing business rules in Appendix C to fill the requirement, if authorized.

(3) If the requirement is a restricted requirement, task the requirement to the appropriate BSO per Appendix C and coordinate sourcing of the requirement.

(4) After a RC Sailor has been identified to fill a requirement, provide the nomination to COMUSFLTFORCOM via the Individual Augmentation (IA) Portal. After COMUSFLTFORCOM accepts the nomination, COMNAVRESFOR(N35) will change the Individual Mobilization Status (IMS) code for the member in the Navy Standard Integrated Personnel System (NSIPS) to R## and update the status of the nomination in the IA Portal.

Note: A RC Sailor may only be identified for mobilization (R##) when no disqualifying Manpower Availability Status (MAS) or IMS codes are assigned.

(a) The process of “tagging” a member with the R## IMS code informs Commander, Navy Personnel Command (COMNAVPERSCOM) that COMNAVRESFOR (N35) is ready for COMNAVPERSCOM to generate orders. COMNAVPERSCOM will not release orders until COMNAVPERSCOM receives the Chief of Naval Operations (OPNAV) Tasking Letter, stating the Secretary of Defense has approved the mission and RC sourcing option. COMNAVPERSCOM releases mobilization orders approximately four to five weeks after verbal notification of an RC Sailor has occurred, but normally no earlier than 180 days from the Ready Load Date (RLD). Mobilization orders establish the official notification date for the member. The notification period is measured from the date time group of the orders to the first intermediate stop (I-Stop).

(5) Provide the Mobilization Notification Report to Navy Region Reserve Readiness and Mobilization Commands (REDCOM), Wings, Naval Special Warfare Group ELEVEN (NSWG-11) and NRAs. The report provides a list of all RC Sailors who have been identified for mobilization and directs the NRAs to inform them of their mobilization. This report is available on the COMNAVRESFORCOM (N35) web page found in Appendix A.

b. Echelon IV Commanders will:

(1) Consolidate and track mobilization readiness for assigned commands and units on a monthly basis including, at a minimum, those items listed in paragraph 1-2.d(1).

(2) Ensure NRAs are using MAS and IMS codes to report the correct mobilization readiness status via NSIPS. MAS and IMS guidance is available in references (d) and (e) and on the COMNAVRESFORCOM (N35) web page.

(3) Ensure NRAs complete mobilization verbal notification as required in paragraph 1-2.c(3).

c. NRAs will:

(1) Support Navy Reserve Operational and Readiness Unit Commanding Officers in completion and annual verification of mobilization deployment screening items listed in Tables 1-1 and 1-2 for all assigned SELRES personnel, unless otherwise noted. Applicable requirements listed in Tables 1-1 and 1-2 will also be completed by Training and Readiness of the Reserves (TAR) personnel in operational units, will be required immediately for all new accessions and transfers, and will be verified as part of the check-in process.

(2) Monitor RC Sailors' mobilization readiness per reference (c) and report correct mobilization readiness status of assigned RC Sailors in NSIPS using MAS and IMS codes. MAS and IMS guidance is available in references (d) and (e) and on the COMNAVRESFORCOM (N35) web page.

(3) Complete verbal notification of all RC Sailors identified in the Mobilization Notification Report within two business days. Notification will be conducted verbally via a phone call or face-to-face. Verbal notification will not occur via email, text message, or other non-verbal means. NRAs will maintain a log of who provided notification, when notification occurred, and how notification occurred. NRAs may delegate verbal notification responsibilities to Reserve Unit Commanding Officer (CO), but NRAs remain accountable for verbal notification timelines.

(a) Once the NRA verbally contacts RC Sailor, change the R## IMS code in NSIPS to RC1.

(b) Refer to reference (e) and Supplemental IMS Code Guidance for additional information on mobilization notification and use of RU1, RU2, and RUA. Supplemental IMS Code Guidance may be found on the COMNAVRESFORCOM (N35) web page.

Note: RU1 will not be assigned until the 14<sup>th</sup> day after assignment of R## IMS code.

(4) Provide the following information, found in the Mobilization Notification Report, to the RC Sailor identified for mobilization:

(a) Mission number (Noble Eagle number NE-XXXX-XXXX, November Alpha NA-XXXX-XXXX, November Bravo NB-XXXX-XXXX, etc.)

(b) RLD

(c) Location of mobilization

(d) In case RC Sailor desires further information about mobilization, contact COMNAVRESFORCOM (N35) at the N35 distro email NAVRESFOR\_CNRFC\_N35@navy.mil).

(5) Inform unit leadership of the RC Sailor's mobilization.

(6) Provide Sailor with IA Playbook.

(7) Immediately coordinate initial screening of RC Sailor to verify suitability to mobilize. See Chapter 2 for mobilization screening procedures after identification.

(8) Per reference (e), report mobilization suitability by changing the member's IMS code to RC2 - "Mobilizing Reservist completed medical screening (NAVMED 1300/4 through 1300/11)" within 60 days of verbal notification. See Chapter 2.

d. Navy Reserve Operational and Readiness Unit Commanders will:

(1) Ensure completion and annual verification of all mobilization deployment screening items listed in Tables 1-1 and 1-2 for all assigned SELRES and TAR personnel, unless otherwise noted. Additionally, completion is required immediately for all new accessions and transfers, and will be verified as part of the check-in process.

Table 1-1. Navy Reserve Mobilization Administrative Readiness		
Requirements	Notes	References
<b>Annually:</b>		
DFAS debt management determination	Member to contact DFAS at (866) 912-6488 to determine if a debt exists. If a debt exists, member will notify unit leadership and NRA.	
TSC Norfolk Strength Gain Checklist documents	<p>Completed by the member, retained by the NRA.</p> <p><a href="https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/covid/Master_Document_Library/TSC%20NORFOLK%20ACTIVATION%20PAY%20GAIN%20PACKET_FILLABLE,%20April%202022.pdf">https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/covid/Master_Document_Library/TSC%20NORFOLK%20ACTIVATION%20PAY%20GAIN%20PACKET_FILLABLE,%20April%202022.pdf</a></p> <p>Documents can be found by navigating to the CNRFC N15 Distributed Activation SharePoint Portal at <a href="https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/covid/Pages/default.aspx">https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/covid/Pages/default.aspx</a></p>	TSC Norfolk Navy SELRES RC to AC (MOB/DEF RECALL/ADOS) Strength Gain Checklist

	<p>After selecting the appropriate "Mob Workflow," members will find required documents under the "MOB Required Documents" tab.</p> <p>For Dependency Application, any change in status must be updated immediately in NSIPS RED/DA module.</p>	
Servicemembers' Group Life Insurance (SGLI)	Self-service utilizing SGLI Online Enrollment System (SOES) via MILCONNECT	MILPERSMAN 1741-030
End of Service (EOS) OBLISERVE Page 13	If applicable	MILPERSMAN 1160-030 MILPERSMAN 1160-040
High-Year Tenure (HYT) waiver	If applicable	MILPERSMAN 1160-120 NAVPERS 1070/613
Family Care Plan up to date	If applicable	OPNAVINST 1740.4E NAVPERS 1740/6 NAVPERS 1740/7
Verify prior service DD-214s maintained by member		
Verify GTCC status		JTR para 010204 COMNAVRESFORINST 3060.7E
Verify member maintains three complete sets of NWU Type III uniforms, as required.	Verify member maintains minimum required uniforms per NAVPERS 15665J.	NAVPERS 15665J
Verify Defense Travel System (DTS) accounts	Verify SELRES Active and Reserve DTS functional account	
Verify SELRES Security Clearance status		
ISOPREP verified complete	If member expected to mobilize OCONUS	

Verify Deployment Readiness Training (DRT) completed once every three years		
<b>Monthly:</b>		
Command/Unit Deployability Assessment	Review of member deployability, to include NSIPS Manpower Administrative Status (MAS) and Individual Mobilization Status (IMS) codes.	RESPERSMAN 3060-010 RESPERSMAN 3060-020

<b>Table 1-2. Navy Reserve Mobilization Medical Readiness</b>		
<b>Requirements</b>	<b>Notes</b>	<b>References</b>
<b>Annually:</b>		
Verify individual medical equipment	Members must maintain required medical equipment in good working order. Examples of medical equipment include, but are not limited to, hearing aids, CPAP, and orthodontic equipment.	SECNAVINST 6120.3A  NAVMED 1300/4
Verify member well woman exam, if applicable	Women age 50-74 are recommended to have a mammogram once every two years  Women age 40-50 discuss with provider based on medical history  Women age 21-65 will complete a pap smear once every three years  Women age 60-65 HPV or HPV + pap smear every five years  Periodicity: Required annually, as determined by age recommendations above.	U.S Preventive Services Task Force guidance
Verify dental exam	Members will report to their NRA's medical department any changes to their dental or orthodontic condition and/or care  All specialty dental treatment must be completed prior to reporting to NMPS	NAVMED 1300/4

	<p>Members in need of orthodontic appliances to maintain stability should have them in hand. Any orthodontic retainer to appliance must be passive and removable.</p> <p>If, at time of activation, more than 90 days have elapsed since last T-1 or T-2 dental exam, a dental officer/privileged dentist must, at a minimum, review the dental record and interval medical and dental history. If dental exam is equal to or less than 90 days old, AND patient is DRC 1, then dental signature is not required.</p> <p>Members must have panoramic and bitewing radiographs and all periapical radiographs and CBCTs specific to previous complex dental procedures or treatment current within last five years.</p>	
<b>Monthly:</b>		
Verify any change in medical status	<p>Members will notify their NRA's medical department of any changes to their medical or mental health status, to include recent evaluation, diagnosis, or treatment, by any medical provider.</p> <p>Members are required to disclose evaluation and/or diagnosis</p>	RESPERSMAN 6000-010
Verify prescription medication changes	<p>Members will notify their NRA's medical department of any new medication or changes to prescribed medication, to include changes to dosage, periodicity, frequency, and medication.</p> <p>Members are required to disclose prescription medication changes</p>	RESPERSMAN 6000-010
<b>Other Periodicity:</b>		
Verify prescription eyewear supply every 24 months	Members will have two sets of glasses in their current prescription	<p>SECNAVINST 6120.3A</p> <p>NAVMED 1300/4</p>



e. Items listed in Table 1-3 should be discussed and tracked by unit leadership on a recurring basis. These items are preparatory for individual and family readiness, but will not prohibit a member from mobilizing. Navy Reserve Operational and Readiness Unit commanding officers should review these items with their members for verification and accuracy.

<b>Table 1-3. Navy Reserve Individual and Family Readiness</b>		
<b>Requirements</b>	<b>Notes</b>	<b>References</b>
<b>Annually:</b>		
Obtain/update power of attorney	If applicable	
Obtain/update legal will	If applicable	
Seabag verification	Unit leadership to verify member maintains minimum seabag requirements per NAVPERS 15665J.	NAVPERS 15665J
Weapon Screening	As required by supported command	Lautenberg Amendment DoDI 6400.06 DD 2760
Family Separation Allowance	If applicable, Form 1561 Part I can be filled in by member; Part II must be completed by certifying official at supported command	DODFMR VOL 7a MILPERSMAN 7720-120
<b>Monthly:</b>		
Verify access to NMCI and Outlook Web Access (OWA)		COMNAVRESFORINST 5300.5
<b>Other Periodicity:</b>		
Official Passport	If applicable, member completes official passport application or renewal application and maintains on file at NRA every five years	DoDD 1000.21E DoD M-1000.21 DS 11 U.S.

## CHAPTER 2

### Mobilization Screening After Identification

2-1. Overview. After RC Sailors are identified for mobilization, their primary duty is to prepare themselves, their families, and their employers for the mobilization. It is imperative that NRAs immediately conduct an initial and thorough screening of the RC Sailor. This screening is comprised of two separate parts, Medical/Dental and Administrative, and will be conducted per reference (f). The goal is to identify all deployability issues so that NRAs can either correct them prior to mobilization or request orders cancellation in order to mitigate potential gaps in deployed billets. See Chapter 7 for information regarding cancellations. RC Sailors will complete mobilization medical/dental screening within 60 days of verbal notification.

#### 2-2. Mobilization Screening

##### a. Echelon IV Commanders will:

- (1) Ensure NRAs complete mobilization screening per reference (f).
- (2) Track RC2 delinquencies to ensure mobilization medical/dental screening is completed per paragraph 2-2.b(11).

##### b. NRAs will:

(1) Conduct a review of the RC Sailor's medical, dental, administrative, and training records within seven days of mobilization notification to identify any deployability issues per reference (f). Medical/Dental Record screening will include, but is not limited to, the hard copy Service Treatment Record (STR), hard copy Dental Record, Armed Forces Health Longitudinal Technology Application (AHLTA) (to include Veterans Affairs (VA) medical records), Medical Health System Genesis (MHS Genesis), Injury Case Management files, Medical Readiness Reporting System (MRRS) review and update, and MAS codes review and update.

##### (2) Schedule medical screenings with:

(a) Local Military Treatment Facility (MTF), if available. Member may be required to be placed on Annual Training (AT) orders or in an appropriate duty status, paid or unpaid, prior to execution of this option.

(b) Expeditionary Medical Facility (EMF) and Navy Medicine Readiness and Training Command Units (NMRTC), if available.

(c) If necessary, request the use of Active Component (AC) Flight Surgeons or Medical Officers from the applicable REDCOM, Wing, or NSWG-11.

(d) Reserve Health Readiness Program (RHRP). This is a DoD contracted service. Medical Department Representatives (MDR) coordinate with the RHRP contractor and submit for echelon IV approval. This may be for group events (e.g. drill weekends) or in-clinic services for individuals.

(3) Ensure MAS and IMS codes are correctly reflecting in NSIPS.

(4) Determine if identified deployability issues can be corrected before the RLD.

(5) Obtain applicable waivers for any deployability issues.

(6) If the NRA identifies an issue that will prevent or delay mobilization, immediately report the issue to COMNAVRESFOR, via the applicable REDCOM/Wing/NSWG-11, and request mobilization cancellation using the COMNAVRESFORCOM Cancellation Portal discussed in Chapter 7.

(7) Track follow-up appointments to ensure the RC Sailor meets all screening requirements.

(8) Direct Inactive Duty Training (IDT), Annual Training (AT), additional drills, and/or Active Duty for Training (ADT) periods to complete mobilization screening. After an RC Sailor is identified for mobilization, the NRA CO is authorized to exercise control of IDT, AT (not available for Voluntary Training Unit (VTU) members), additional drills, and ADT periods to ensure mobilization screening is complete. The NRA CO and the Unit CO will coordinate use of IDT and AT periods to support both mobilization readiness and warfighting readiness, with the understanding that preparing for mobilization takes priority. If AT/ADT funds are unavailable due to short-fused mobilizations near the end of the Fiscal Year (FY), contact COMNAVRESFOR (N31) via applicable REDCOM/Wing/NSWG-11.

(9) Request courtesy activation, as required. Courtesy activation/deactivation procedures and documents are available on the COMNAVRESFOR (N35) web page. With an approved courtesy activation/deactivation, the member's assigned NRA remains accountable and responsible for ensuring all mobilization preparation requirements are met.

(10) Determine if member identified for CONUS mobilization requires greater than two days to complete Personally Operated Vehicle (POV) travel from NRA to NMPS. If more than two days of POV travel is required, contact COMNAVRESFOR (N35) via applicable REDCOM/Wing/NSWG-11 at least 60 days prior to RLD to request additional POV travel days.

(a) Joint Travel Regulations (JTR) allow one day of travel for every 400 miles. Additional travel days will be authorized if distance from NRA (or Place of Last Entry to Active Duty (PLEAD)) to NMPS, or next I-Stop after NRA, is greater than 800 miles and POV travel is authorized in mobilization orders.

(b) When sending requests for additional POV travel days to COMNAVRESFOR (N35), include Requirement Tracking Number, member's PLEAD, member's assigned NRA, member's courtesy NRA if approved for courtesy activation, and the requested NRA report date.

(11) Within 60 days of the member being notified of mobilization (RC1 IMS Code) complete all items, except those listed in (a) thru (g) below, on the Expeditionary Medical and Dental Screening for Individual Augmentee and Support Assignments to Overseas Contingency Operations (NAVMED 1300/4) and update the member's IMS code to RC2 once completed. Some items on the NAVMED 1300/4 cannot be completed until closer to the member's RLD and are exceptions to the RC2 requirement, but will be completed prior to deployment. These items do not preclude the update to RC2:

(a) Physical Health Assessment (PHA) via DD 2766 within six months of deployment.

(b) Pre-deployment neurocognitive assessments within 12 months of deployment.

(c) Pre-deployment Health Assessment (PDHA) via DD 2795 within 60 days of deployment.

(d) HIV Antibody test within 120 days of deployment.

(e) Negative pregnancy test within 30 days of deployment.

(f) 180 days supply of required long-term medicine.

(g) Dental exam within 90 days of deployment if the member is Class I/II.

(12) Ensure the Command Individual Augmentation Coordinator (CIAC) explains the CIAC program, resources, and responsibilities to the mobilizing RC Sailor and his/her family prior to mobilization. Maintain an effective CIAC Program, current IA Grams, and applicable instructions.

(13) Monitor command message traffic and the Navy and Marine Corps Mobilization Processing System (NMCMPs) on a weekly basis for orders or modifications and provide copies to the RC Sailors.

(14) RC Sailors identified for mobilization will remain in their current status unless precluded by other Navy policies and laws until their RLD. NRA COs will ensure that RC Sailors are not processed for Administrative Separation (ADSEP) due to unsatisfactory participation/performance without COMNAVRESFORCOM (N35) coordination. NRA COs will utilize the six-month probationary period per references (c) and (g) to the maximum extent possible for enlisted personnel. RC Sailors failing to report on their mobilization RLD will be

handled per references (h) and (i) and enclosure (2). Upon issuance of orders or orders modification, review the entire orders for additional requirements or special instructions, such as the need for a passport or visa.

(a) Requests to transfer to the Individual Ready Reserve (IRR), retire, or resign submitted prior to identification for mobilization (R##) may be approved. NRAs will ensure that those members whose IRR requests must be approved by COMNAVRESFORCOM (N1) receive the Administrative Action Pending (AAP) MAS code while awaiting adjudication to ensure that they are not ordered to mobilize while the request is pending. Requests to transfer to the IRR, retire, or resign submitted after identification for mobilization (R##) will be disapproved or scheduled to take effect after the mobilization is complete. Requests that were submitted in NSIPS, but not routed, will not be approved for cancellation.

(15) Monitor the weekly "RC2 Delinquency Report" published by COMNAVRESFOR (N35) to track members whose screening is incomplete after more than 60 days from verbal notification. NRA COs will make every effort to resolve delinquencies as soon as possible.

(16) Ensure the RC Sailor possesses an activated Government Travel Credit Card (GTCC), either Standard or Restricted Card. If the RC Sailor is not eligible for a GTCC, the NRA will inform COMNAVRESFOR (N35), via applicable REDCOM/Wing/NSWG-11, of the issue for coordination with COMUSFLTFORCOM for further guidance.

(17) Ensure Section 1 of the Expeditionary Screening Checklist (NAVPERS 1300/22) is completed. If the NRA is unable to complete certain requirements, coordinate with the NMPS, via appropriate REDCOM/Wing/NSWG-11 as applicable, to ensure completion.

c. Reserve Unit CO or Officer in Charge (OIC) will:

(1) Coordinate with and assist NRAs to ensure RC Sailors complete initial mobilization screening.

(2) Coordinate IDT, additional drill periods, and AT/ADT orders with the NRA to ensure mobilization screening is completed.

(3) Ensure RC Sailor receives detaching FITNESS REPORT/EVALUATION per reference (j). Per reference (j), this requirement is waived for RC Sailors mobilizing as part of an operational unit whose reporting senior will remain the same during the mobilization.

d. RC Sailors will:

(1) Immediately, notify their Unit chain of command and NRA Mobilization Officer of any potential reason for possible deployment delay/cancellation.

(2) Schedule mobilization screening requirements with the NRA.  
COMNAVRESFOR authorizes the use of IDT, additional drill periods, and AT/ADT orders to complete all screening requirements.

(3) Report any change to medical, dental, or family care plan status immediately to the NRA.

(4) Enroll in TRICARE and update Defense Enrollment Eligibility Reporting System (DEERS) region/dependency data to allow for necessary mobilization medical and dental screening. RC Sailors and their families may enroll in TRICARE up to 180 days prior to mobilization or as soon as they receive mobilization orders, whichever comes later.

(5) Schedule additional and follow-up appointments to complete screening requirements and correct any deployability issues that were identified during screening. Inform NRA medical personnel of any scheduled appointments at soonest opportunity.

(6) Ensure family is ready for the RC Sailor's deployment and has contact information for the CIAC and Ombudsman.

(7) Schedule DRT via the Yellow Ribbon Reintegration Program website (YRRP) or through coordination with the NRA.

## CHAPTER 3

### NRA Final Mobilization Screening

3-1. Overview. Final mobilization screening should occur on the day RC Sailors report to their NRA as annotated on their mobilization orders. This screening should be primarily administrative and serve as a “last look”. Prior to this date, all deployability issues should have been identified and appropriate action taken to resolve the issues, or a mobilization cancellation request should have been sent to COMNAVRESFORCOM (N35) per Chapter 7 of this instruction.

#### 3-2. Final Mobilization Screening

##### a. NRAs will:

(1) Verify in NCMPS that no additional mobilization orders or order modifications have been received.

(2) Formally endorse the Sailor’s original orders. A reporting and detaching endorsement is required on all mobilization orders IAW JTR guidance. Detaching endorsement should be dated effective the day the member departs for NMPS.

(a) If mobilizing member lives outside commuting distance from the NRA, they are required to begin travel the day prior to RLD. In these cases, NRA will include “Activation Start Date” in reporting and detaching endorsement. The NRA will certify member’s residence via orders; if residence is outside local commuting area as established per command/local instruction, then the Activation Start Date will reflect the appropriate travel time, one day of travel per 400 miles, per the JTR.

(3) Screen administrative and medical/dental records using reference (f), to ensure all required documents are appropriately filed in records. Ensure required waivers have been obtained and filed in records accompanying the RC Sailor to NMPS. NMPS requires all RC Sailors to provide all Mobilization Screening Checklists completed by the NRA.

(4) Ensure all screening checklists are complete and filed in the Mobilization package which will accompany the RC Sailors to NMPS.

(5) Ensure the NRA CO verifies completion and signs for all line items required per reference (f). If omitted, the NRA CO must annotate the reason the requirement is incomplete. The NRA CO is required to sign the member’s Medical Suitability Certification (NAVPERS 1300/21) and Expeditionary Screening Checklist (NAVPERS 1300/22). If the NRA CO is not available, the NRA Executive Officer (XO) or Senior Enlisted Leader (SEL) may sign for the

CO. This final check will not be delegated to the NRA Mobilization Officer or other staff outside of the XO and SEL.

(6) Contact RC Sailor's assigned NMPS, and notify applicable REDCOM/Wing/NSWG-11 if the NRA is uncertain as to whether a suitability issue may result in disqualification during screening at NMPS, or if the NRA will be unable to complete any part of a Mobilization Screening Checklist.

(a) If RC Sailor has not yet travelled to NRA on RLD, the NRA CO may authorize and/or request a delay per Chapter 6 or request a mobilization cancellation per Chapter 7, as required.

(b) If RC Sailor travelled to NRA on RLD, they will normally be considered to have executed their orders and should be activated per orders. If situation requires deviation from orders (e.g. Pause of movement at NRA, change of next I-Stop, etc.), contact COMNAVRESFOR (N35) via applicable REDCOM/Wing/NSWG-11 to request ORDMOD or demobilization orders, as required. Do not endorse RC Sailor's orders until confirmed member is cleared to depart NRA enroute to next I-stop or ultimate duty station as directed in orders.

Note: Every effort will be made to identify mobilization suitability, request delay, deferment, or exemption, and/or request mobilization cancellation prior to RLD.

(7) Inform COMNAVRESFOR (N35) and NMPS, via applicable REDCOM/Wing/NSWG-11, if an RC Sailor will not report to the assigned NMPS as directed in mobilization orders for any reason. See Chapter 6.

(8) Upon the completion of final screening, issuing of all signed documents, and verifying travel arrangements are complete, the NRA will endorse the mobilization orders and update member's IMS code to RC3.

Note: NRAs are expected to maintain Agency Program Coordinator (APC) duties for a member's Government Travel Credit Card (GTCC) while member is on mobilization.

b. Reserve Unit CO or OIC will:

(1) Ensure the RC Sailor receives a detaching Fitness Report/Evaluation, per reference (j). Per reference (j), this requirement is waived for RC Sailors mobilizing as part of an operational unit whose reporting senior will remain the same during the mobilization.

3-3. Mobilization Package. NRAs are required to keep copies of member's mobilization packages from RC1-RD2 on file, to include:



- a. The NAVPERS 1300/21 and NAVPERS 1300/22 fully completed and signed by the NRA CO.
- b. NAVMED 1300/4. The NRA CO is required to verify that the checklists are complete. Any requirement left blank should be annotated with the reason for not completing the requirement.
- c. Endorsed mobilization orders. Endorsed for reporting and detaching to and from NRA.
- d. Medical and dental records. Ensure laboratory examinations, x-rays, and other important documentation is complete.
- e. Copy of online completion certificates for all required pre-mobilization courses. Fleet Management & Planning System, NSIPS, or Total Workforce Management System training summary is acceptable replacement for certificates.
- f. Copy of detaching FITREP/EVAL, if required.

## CHAPTER 4

### Navy Mobilization Processing Site (NMPS) Processing

4-1. Introduction. NMPSs are designated naval activities tasked to provide a quality assurance checkpoint and ensure AC and RC members in receipt of mobilization, activation, IA orders or active duty for operational support (ADOS) orders are properly screened for the assignment. Parent commands, including NRAs, are responsible for ensuring that members under their cognizance in receipt of deployment orders have completed all mandatory pre-deployment suitability screening requirements prior to transfer to the NMPS.

a. The NMPS is responsible to the local area coordinator for mobilization (LACMOB) and Delegated LACMOB, as applicable, for the expeditious and efficient deployment and re-deployment processing of all personnel who report to the NMPS. The NMPS CO will have command authority over Adaptive Mobilization Readiness Team (AMRT) staff assigned to the NMPS mission. The AMRT will activate pay for RC Sailors and ensure all processing guidelines are met in line with reference (a).

(1) COMNAVRESFOR is designated by the Chief of Naval Operations (CNO) per references (a) and (b) as supported commander for ready reserve activation and deactivation, TYCOM, and LACMOB. COMNAVRESFOR will maintain administrative control of activation, deactivation, mobilization, and demobilization processes at all designated NRAs and NMPSs. COMNAVRESFOR will facilitate RC Sailor activation/deactivation, mobilization/demobilization, and active duty mobilization as the supported commander for mobilization and as the Navy's LACMOB. These processes are accomplished in coordination with internal and external supporting stakeholders via designated NMPSs and Delegated LACMOBs. In addition, as the single process owner of the NMPS program, COMNAVRESFOR

(a) Determines the establishment and disestablishment of NMPSs as well as the geographic locations based upon contingency support.

(b) Establishes and maintains centralized oversight of standardized processes and reports for activation, deactivation, mobilization, and demobilization at all designated NRAs and NMPSs.

(c) Delegates and rescinds LACMOB authority. Delegated LACMOB authority will not be further delegated and does not include establishment and/or disestablishment of NMPSs.

#### 4-2. Roles and responsibilities of AMRT

a. Endorse each member's orders upon arrival.

b. Ensure all deploying personnel are properly screened utilizing the administrative and medical screening checklists. The NMPS will process each member within five days from the time the member officially reports to the NMPS.

c. Upon reporting to the NMPS, personnel may have medical or administrative items pending completion if the required facilities and services were not available in the geographic area of the NRA. The AMRT will ensure these pending items are completed during the pre-deployment screening process prior to detachment of the member to the next intermediate stop in the orders itinerary.

d. Create a retain file on all personnel who process through the NMPS. The retain file will include a copy of the member's endorsed orders and order modifications when applicable, copy of the NAVPERS 1300/22, NAVMED 1300/4, and other theater specific medical screening forms (NAVMED 1300/5 through NAVMED 1300/11), NMPS internal processing checklist, contact information for the member's family, contact information for the member's CIAC, contact information at member's overseas duty station, if known, and any SCB determinations. The retain file may include any other pertinent information that may assist the NMPS with tracking personnel and determined useful as a resource tool upon the member's re-deployment through the NMPS. The AMRT will retain files in the Adaptive Mobilization Flank Speed Teams page.

e. Ensure all pre-deployment suitability screening requirements are properly completed. Any discrepancies or disqualifying responses on the suitability screening checklists must be resolved and the member must be found suitable for deployment before the member is eligible for transfer to the next duty station.

f. Schedule mobilization briefs as outlined in reference (a).

(1) Mandatory mobilization briefs are as follows:

(a) Tricare medical

(b) Tricare dental

(c) Legal entitlements and protections under the Servicemembers Civil Relief Act (SCRA) and the Uniformed Services Employment and Reemployment Rights Act (USERRA)

(d) Fleet and Family Support Center (FFSC) Pre-deployment information and resources

- (e) Transition Assistance Program (TAP) initial counseling
  - (f) IA Overview
  - (g) Pay Entitlements
- (2) Optional mobilization briefs are as follows:
- (a) Warrior Resiliency Brief
  - (b) Psychological Health Outreach Program (PHOP)

4-3. Systems Access. AMRT will request and maintain access to the following systems:

- a. NMCMPs
- b. USFF IA Portal
- c. NSIPS (Command Pay and Personnel Administrator (CPPA))
- d. Master Military Pay Account (MMPA)
- e. Electronic Customer Relationship Management (eCRM) Salesforce
- f. Transaction Online Processing System (TOPS)

4-4. Schedule of Events. AMRT will create a schedule of events (SOE) for each individual processing week. The SOE should include the mandatory NMPS briefs (see paragraph 4-2) and evolutions necessary to ensure proper screening.

4-5. Verification of IMS code for Pay Activation. Pay activations require a Navy strength gain transaction be processed by the Reserve Services Branch (RSB) at Transaction Support Center (TSC) Norfolk. In order to process the strength gain, a mobilized RC Sailor must be Duty Status Code (DSC) 298. The DSC is directly affected by the IMS code. The AMRT will verify the NRA updated the IMS code to RC3.

a. The AMRT will forward the RC customer roster to COMNAVRESFOR (N35) the Thursday prior to the processing week. COMNAVRESFOR (N35) utilizes the roster to verify that the IMS code has been changed to RC3. COMNAVRESFOR (N35) will identify the RC Sailors on the list whose IMS code has not been updated to RC3. The AMRT will reply back

confirming whether the identified Sailors have reported to the NMPS. Upon verification of arrival, COMNAVRESFOR (N35) will update the IMS code in lieu of the NRA.

4-6. NMPS Check-in Process. Upon arrival, in addition to endorsing orders, the AMRT will collect the member's orders endorsed by NRA, NAVPERS 1300/22, and NAVPERS 1070/602.

4-7. No Show Report. The AMRT will e-mail the customer roster to USFF Action Officer (AO), COMNAVRESFOR (N00L), Delegated LACMOB, COMNAVRESFOR (N35), and Expeditionary Combat Readiness Center (ECRC) AO by 1100 on report date. The report is utilized to identify which Sailors reported to NMPS, and most importantly which were no-shows.

4-8. Pay Activation. The NMPS provides CPPA support for RC Sailors. The Personnel Support Detachment (PERSUPPDET) or TSC ensures that all personnel and administrative documents and systems are updated and all entitlements are established, including pay and allowances.

a. By COB on day of arrival, the AMRT will scan endorsed orders and NAVPERS 1070/602. The AMRT will individually forward these forms to RSB along with the TSC Norfolk ADOS and mobilization pay packet for strength gain processing.

4-9. Deployment Screening. Once a member has arrived at NMPS, the AMRT evaluates whether a member is medically or administratively unsuitable for deployment. Members who are found unsuitable for deployment based upon an irreconcilable discrepancy on the NAVPERS 1300/22 or based upon a disqualifying medical or dental condition, as determined via the NAVMED 1300/4 process, will not be deployed. In the event a disqualified member disagrees with the unsuitability determination made by the AMRT, the member may request reconsideration from the local area coordinator for mobilization. Follow guidance outlined in reference (a).

a. Administrative Screening. Includes items listed on NAVPERS 1300/22. Special attention will be given to security clearance verification, theater-specific training completion, GTCC issue and activation, ISOPREP validation, and official passport, Visa, NATO orders, Country and/or theater clearance requirements.

b. Medical Screening. The NMPS credentialed providers, in conjunction with the supporting MTF, hospital, or clinic, will ensure that all members in receipt of deployment orders are properly screened for operational assignment. MTFs utilize MRRS, AHLTA, MHS Genesis and the dental common access system to properly record medical and dental suitability status. MTFs also provide medical support services for members re-deploying and demobilizing through the NMPS.

4-10. Non-open pay account report. The AMRT will continuously monitor the establishment of active duty pay accounts for RC Sailors ordered to process at their site, utilizing the non-open pay account report. The non-open pay account report should include the date the pay packet was

initially forwarded to RSB, current DSC code, MMPA pay account status, date pay account opened, and LH status. The LH status determines whether the member's electronic funds transfer (EFT) information has populated in the MMPA. A pay account is not considered "Open" until the member's pay account status is "A" and the EFT information has populated in the LH line in the MMPA.

a. Non-open pay account reports should be filed in the Adaptive Mobilization Flank Speed Teams page. In case the AMRT wishes to highlight a discrepancy or system issues preventing timely pay account establishment, the AMRT may e-mail the non-open pay account report to COMNAVRESFOR (N15), COMNAVRESFOR (N00L), and Delegated LACMOB.

b. RC Service Members may transfer from NMPS to INCONUS training assignments without an open active duty pay account if ECRC approval is obtained prior to transfer. RC Service Members may transfer from NMPS to Ultimate Duty Station (INCONUS or OCONUS) without an open active duty pay account if COMNAVRESFOR approval is obtained prior to transfer. RC Sailors will not participate in high-risk training without being active duty strength gained (DSC 100).

4-11. Travel Arrangements. Navy Passenger Transportation Office (NAVPTO) arranges travel for personnel to the next intermediate stop on their orders itinerary. The AMRT will request travel to the next intermediate stop by forwarding the passenger reservation request to NAVPTO.

4-12. Operational Summary. The AMRT will submit an operational summary (OPSUM), using template and recipient distribution provided by COMNAVRESFOR (N00L), at the end of each processing week.

4-13. NRA Scorecard. The AMRT will submit data each month capturing NRA screening checklist metrics for each Sailor arriving to the NMPS. The AMRT will utilize the NRA Scorecard template and recipient distribution provided by COMNAVRESFOR (N00L).

4-14. Demobilization Procedures. Demobilization procedures are detailed in reference (a). ECRC is currently the Navy's demobilization processing site. Future establishment of other demobilization processing sites will be approved and promulgated by COMNAVRESFOR (N00L).

## CHAPTER 5

### NRA Demobilization and Deactivation

5-1. Overview. Per reference (a), demobilization is a two-step process consisting of demobilization at NMPS and deactivation at the NRA. NMPS will ensure any post-deployment screening that was not completed in theater is completed at NMPS. RC Sailors who fail medical out-processing may be retained on active duty until their physical condition is fully evaluated and resolved per applicable instructions.

#### 5-2. Deactivation

- a. NRA responsibilities for the deactivation process are provided in reference (a).
- b. In addition to requirements in reference (a), NRAs will:

- (1) Ensure the appropriate administrative and medical support is available to RC Sailors returning from mobilization after being released from NMPS. This may require NRA personnel to be available to check-in a returning RC Sailor on a non-drill weekend. COMNAVRESFOR expects RC Sailors to report back to their NRAs immediately following demobilization at NMPS.

- (2) Determine when an RC Sailor intends to start drilling again. COMNAVRESFOR permits the maximum use of authorized absences (four months, extendable to six months per RESPERSMAN article 1570-010) to allow RC Sailors time to reintegrate into their civilian employment and family.

- (3) Determine when an RC Sailor's terminal leave is expected to end. On this date, verify that the appropriate Personnel Support Detachment (PSD) completes the active duty loss transaction. Once NSIPS reflects the RD1 active duty loss IMS code, update the IMS code to RD2, indicating the RC Sailor has reported back to the NRA and completed the deactivation process.

- (4) Arrange for travel from the NRA to the RC Sailor's PLEAD.

- (5) Ensure all post-deployment examinations and assessments are scheduled and completed per current guidance.

- c. RC Sailors will:

- (1) Contact their NRA after reporting to NMPS in order to coordinate the RC Sailor's report back to the NRA.

- (2) Assist the NRA in arranging travel from the NRA to the RC Sailor's PLEAD.
  - (3) Complete deactivation process at the NRA prior to departing on terminal leave.
  - (4) RC Sailors may request for post-deployment drill respite per MILPERSMAN 1050-272.
  - (5) RC Sailors are eligible to participate in the Returning Warriors Workshop, sponsored by the YRRP, if desired.
- 5-3. Demobilization as a Result of Misconduct or Suspected Misconduct. On occasion, RC Sailors will commit misconduct or be suspected of committing misconduct.

a. In situations where misconduct or suspected misconduct is minor, and the member has already reached the ultimate duty station, the member's Commander or CO should adjudicate the matter in theater and may decide to release the member, resulting in member demobilizing. For minor misconduct committed at a temporary duty I-stop, the CO of NMPS assigned per RC Sailor's orders should adjudicate the matter.

b. For alleged misconduct that is not minor, meaning it appears more appropriately adjudicated at a court-martial, the RC Sailor should return to ECRC Norfolk (Outside Contiguous United States Warrior Transition Program will ordinarily be waived or postponed by CO, ECRC). If CO, ECRC determines the matter may need to be adjudicated at a court-martial following the conclusion of the investigation process, ECRC will place the RC Sailor on legal hold. Navy Region Mid-Atlantic will normally convene the court-martial. If member is nearing end of mission date, consult with the servicing Staff Judge Advocate and request an ORDMOD for legal hold. IMS code will require update to "RM6" by COMNAVRESFORCOM (N35).



## CHAPTER 6

### Special Cases Boards (SCB) for Delays, Deferments, and Exemptions (DDE)

#### 6-1. Overview

a. RC Sailors are expected to remain immediately available for active duty. RC Sailors identified for mobilization who have significant personal, legal, medical, transportation, or other issues that could affect their mobilization, or require special consideration, should request a SCB. Chapter 8 of reference (a) governs SCBs and provides specifics on responsibilities, membership, and procedures for requesting a SCB. Additional guidance and SCB criteria are provided on the COMNAVRESFORCOM (N35) web page.

b. Examples of cases that do not warrant a SCB include, but are not limited to: claim of key federal employee while not designated as such, lack of family care plan when a family care plan is required, and enrollment in education programs not addressed by current Navy policy.

#### 6-2. Delays, Deferments, and Exemptions

a. NRA COs may authorize mobilization delays for up to three calendar days (e.g., Saturday-Monday). If the NRA CO grants a three-day delay, the NRA will notify NMPS, REDCOM/Wing/NSWG-11, and COMNAVRESFOR (N35). RC Sailors must report to NMPS no later than the Tuesday morning after their original Friday RLD in order to complete activation processing on time. NRA COs should be judicious in granting three-day delays. NRAs will update the member's IMS code to D7G.

Note: RLD changes approved less than 45 days to RLD will require affected Sailor's written consent to change.

b. COMNAVRESFOR (N35) may authorize a delay of up to 30 days. NRAs requesting delays beyond three days should not automatically assume COMNAVRESFOR (N35) will grant the longer delay. Mobilizations have very tight training tracks and a significant delay could result in an unacceptable gap to mission by weeks or months. NRAs should make delay requests to COMNAVRESFORCOM (N35) via applicable REDCOM/Wing/NSWG-11 as early as possible. NRAs will update the member's IMS code to D3P upon application for delay. COMNAVRESFOR (N35) will update IMS code to D3G once the delay is granted.

c. Delay requests greater than 30 days or requests for mobilization exemption or deferment are adjudicated by COMNAVPERSCOM, Reserve Personnel Administration Division (PERS-91) in cases where the NRA CO recommends approval or in case when NRC CO recommends disapproval and member requests high level review. NRAs will update the IMS code to D6P upon SCB submission and to D6G once the SCB is approved by PERS-91.

d. Deferments are extended delays in reporting for active duty of 60 or more days and generally do not exceed 6 months in duration. Deferments are also adjudicated by PERS-91.

e. Exemptions are situations where delay or deferment does not apply and are authorized by PERS-91. Special consideration should be exercised before requesting mobilization exemption, as RC members unable to mobilize will be transferred to Standby Reserve (S-1) status, administratively separated, or retired (if eligible) per reference (a). If requesting an exemption to mobilization, the SCB package will also include a Page-13, signed by the member, stating the member understands the loss of benefits if the member is shifted to the Standby Reserve.

### 6-3. Special Cases Boards

a. At a minimum, the SCB panel will be comprised of:

- (1) Line Officer (President)
- (2) Judge Advocate General (JAG) Corps Officer
- (3) Chaplain
- (4) Board Recorder (member of the NRA staff)

Please Note: The NRA CO will not be a member of the SCB panel. If the NRA is located in an isolated geographic area, making JAG or Chaplain attendance impractical, video teleconference or telephone conference may be used to complete the SCB.

b. All items listed in 6-3.b, (1) thru (7), will be considered by the NRA SCB. Following the SCB, the President of the SCB will submit the board findings and recommendations to the NRA CO. At a minimum, the following will be submitted:

- (1) Member's written request for delay, deferment, or exemption.
- (2) Letter from the NRA SCB president, containing the SCB summary, findings, facts, and recommendations. In the event the SCB fails to come to a majority consensus, the SCB president has the authority to make the final recommendation.
- (3) Copy of mobilization orders. If mobilization orders are not available, provide member's RLD, mission number, mobilization location, expected return date, boots on ground time, and Pay Entry Base Date (PEBD).
- (4) Signed S-1 Transfer Acknowledgement NAVPERS 1070/613 (if requesting exemption). A standard NAVPERS 1070/613 is available on the COMNAVRESFORCOM (N35) web page.

- (5) Copy of current Annual Readiness Questionnaire
  - (6) Member's current Page 2
  - (7) All supporting documentation submitted to the SCB, including but not limited to:
    - (a) Budget; Sailors claiming financial hardship must include command financial counselor documentation
    - (b) Medical notes
    - (c) Court documents
    - (d) Custody paperwork
    - (e) Any other pertinent documents the member would like the board to consider
- c. The NRA CO may choose to concur or not to concur with the SCB's recommendation. The NRA CO will generate a delay, deferment, or exemption request in letterhead correspondence to include with the SCB package. The delay, deferment, or exemption request will include, at a minimum:

- (1) NRA CO approval or disapproval of delay, deferment, or exemption request
- (2) Member's verbal notification (RC1) date
- (3) Member's RLD
- (4) Member's mission number (NE#, NB#, etc.)
- (5) Member's number of dependents
- (6) Member's PEBD
- (7) Justification for CO recommendation

Note: A Delay, Deferment, or Exemption Request example is provided in enclosure 4.

d. If the NRA CO recommends approval of the member request for delay of greater than 30 days, deferment, or exemption, the NRA will forward the SCB package to the applicable REDCOM/Wing/NSWG-11.

e. If the NRA CO disapproves the member request for delay, deferment, or exemption, the NRA CO will inform the member in writing of their decision and of member's option to request high level review.

(1) If member does not request high level review, no further action is required.

(2) If member requests high level review, the NRA CO will forward the SCB package to COMNAVPERSCOM (PERS-91), via the applicable REDCOM/Wing/NSWG-11.

f. The REDCOM/Wing/NSWG-11 Commander, or designated representative, may choose to concur or not to concur with the NRA CO's recommendation. The REDCOM/Wing/NSWG-11 Commander, or designated representative, will endorse the delay, deferment, or exemption request letter and forward the SCB package to COMNAVPERSCOM (PERS-91). The REDCOM/Wing/NSWG-11 endorsement will, at a minimum, include REDCOM/Wing/NSWG-11 concur or non-concur with NRA CO recommendations.

g. If required, COMNAVPERSCOM (PERS-91) will schedule a separate higher-level SCB that will review the NRA SCB package and make the final determination on the request.

(1) COMNAVPERSCOM (PERS-91) adjudicates delay, deferment, and exemption requests for more than 30 days for SELRES and VTU members in cases where the NRA CO has recommended approval.

(2) The COMNAVPERSCOM (PERS-91) SCB adjudicates all delay, deferment, and exemption requests for members who appeal the NRA CO's disapproval.

h. Once COMNAVPERSCOM (PERS-91) adjudicates the SCB, they will inform the NRA, REDCOM/Wing/NSWG-11, COMNAVRESFOR (N35), and COMNAVPERSCOM (PERS-46) on the final decision and direct action as appropriate. If a deferment or exemption is approved by COMNAVPERSCOM (PERS-91), resulting in mobilization cancellation, the NRA will submit the mobilization cancellation request within five calendar days of notification receipt, per paragraph 7-2.b.

Note: COMNAVPERSCOM (PERS-91) has final adjudication authority for SCBs. A member may not appeal the decision made by COMNAVPERSCOM (PERS-91), however, if there is an extreme worsening or exemplary situation that adds substantial variance to a case, the member may request a new SCB to submit the new information for adjudication. The entire SCB process will be conducted for each subsequent SCB.

## CHAPTER 7

### Mobilization Cancellations

7-1. Overview. When the NRA determines an RC Sailor is unable to execute a mobilization, the NRA will formally request mobilization cancellation via the COMNAVRESFORCOM Mobilization Cancellation Portal. NRAs will route cancellation requests to COMNAVRESFOR (N35) via the applicable REDCOM/Wing/NSWG-11. Procedures in this chapter supersede and replace ALNAVRESFOR 020/17, Navy Reserve Medical Non-disclosure Policy Implementation.

#### 7-2. Responsibilities

a. COMNAVRESFOR (N35) will:

(1) Approve or disapprove mobilization cancellation requests, as appropriate, in the COMNAVRESFORCOM Mobilization Cancellation Portal.

(2) Determine whether the cancellation could have been prevented through standard readiness reporting processes. Assign the appropriate cancellation category (outlined in para 7-2.b(3)) to identify accountability for the mobilization cancellation.

(a) COMNAVRESFOR (N35) will adjudicate an otherwise PREVENTABLE (NRA) mobilization cancellation as NRA SAVE if the mobilization cancellation request was submitted by the NRA, with all supporting documentation to adjudicate, into the COMNAVRESFOR (N35) mobilization cancellation portal within 30 days from R##. This is to encourage the early screening of RC Sailors identified for mobilization and provide the maximum amount of notice for the RC Sailor who will be sourced as a replacement.

(3) If a mobilization cancellation is approved, coordinate the mobilization order cancellation with COMUSFLTFORCOM and COMNAVPERSCOM.

(4) Send Cancellation Reports to REDCOM/Wing/NSWG-11 Chief Staff Officers (CSOs), detailing approved cancellations from the preceding week (s). This is the official notification of the cancellation category as determined by COMNAVRESFOR (N35).

(5) Ensure IMS code is updated in NSIPS to complete the cancellation. IMS code should reflect ROC.

(6) Identify a replacement RC Sailor to fill the mission and coordinate with COMUSFLTFORCOM to adjust the training track to meet required verbal notification timelines.

b. Echelon IV Commands will:

(1) Review all cancellation requests for their assigned NRAs and verify that appropriate documents are uploaded to support adjudication within two business days of NRA submission. If supporting documentation is not uploaded to the COMNAVRESFORCOM Mobilization Cancellation Portal within two business days, the cancellation request will be rejected.

(2) Concur with cancellation request, request additional documents, or deny cancellation request within five business days of receipt from the NRA.

(3) For medical cancellations, determine whether the cancellation could have been prevented through screening of all accessible medical/dental records, to include review of the Joint Legacy Viewer, and assign one of the following cancellation categories:

(a) PREVENTABLE (REDCOM/Wing/NSWG-11) – Failure by the REDCOM/Wing/NSWG-11 to direct submission (or take otherwise appropriate action) of a mobilization cancellation within 30 days after being notified by the NRA of the onset of a new medical condition which is mobilization disqualifying, or after the exacerbation of a pre-existing condition becomes mobilization disqualifying. The key distinguisher between a PREVENTABLE (NRA) and PREVENTABLE (REDCOM/Wing/NSWG-11) is that the REDCOM/Wing/NSWG-11 is made aware by the NRA of a new medical condition that is mobilization disqualifying, or after the exacerbation of a pre-existing condition has become mobilization disqualifying within 30 days after the onset.

(b) PREVENTABLE (NRA) – Medical cancellations submitted by the NRA that satisfies one of the following criteria:

(1) Failure by the NRA to identify a mobilization limiting condition that should have been identified with an appropriate MAS code prior to R##. COMNAVRESFORCOM will designate as NRA SAVE tracking notification category if NRA submits cancellation within 30 days of R##. This is most commonly encountered when a NRA fails to assign the appropriate medical MAS code upon becoming aware of the mobilization disqualifying condition prior to R##.

(2) Failure by the NRA to submit a mobilization cancellation within 30 days after the onset of a new medical condition which is mobilization disqualifying, or after the exacerbation of a pre-existing condition becomes mobilization disqualifying.

(c) PREVENTABLE (MEMBER) – Failure by member to follow outlined treatment plan to manage medical condition.

(d) PREVENTABLE (MEMBER) – FAILURE TO DISCLOSE – Failure by member to disclose medical conditions that are deployment limiting. Failure to disclose medical conditions not previously known to the Navy, or exacerbation of a known pre-existing condition,

within 60 days of onset require an Inquiry per (Enclosure 3) and the process outlined in paragraph 7-5.

(e) UNPREVENTABLE – A new condition not previously known, or exacerbation of a known or pre-existing condition that is mobilization disqualifying determined to be at no fault of the member. For an exacerbation of a pre-existing condition to be unpreventable, the condition must have been stable (not mobilization disqualifying) at the time of sourcing (R##).

(4) For Medical cancellations, provide the following information in the COMNAVRESFORCOM Mobilization Cancellation Portal for review by COMNAVRESFOR (N35):

(a) Categorization: (e.g. preventable (REDCOM/WING/NSWG-11), preventable (NRA), preventable (member), preventable (member) - failure to disclose, unpreventable)

(b) Condition Type: (new condition or exacerbation of known pre-existing condition)

(c) Onset of New Condition: <MM/DD/YYYY> or n/a

(d) Date Condition Diagnosed: <MM/DD/YYYY>

(e) Onset of Exacerbation of Known Pre-existing Condition: <MM/DD/YYYY> or n/a

(f) Date member reported condition or exacerbation of known pre-existing condition to NRA: <MM/DD/YYYY>

(g) Member placed TNPQ: (Yes or No)

(h) MRR Initiated: (Yes OR No)

(i) Medical Treatment Plan Required: (Yes or No)

(j) Was an aAOR waiver requested: (Yes or No)

(k) If AOR waiver was requested, what was the response? If AOR waiver was not requested, why not?

(5) Ensure the NRA processes the RC Sailor for ADSEP, submits Medical Retention Review (MRR) packages, or completes other administrative or medical action for RC Sailors cancelled from mobilization as may be required by applicable guidance.

(6) Ensure appropriate staff members have access to the COMNAVRESFORCOM Mobilization Cancellation Portal. Access can be requested by contacting COMNAVRESFOR (N35) at NAVRESFOR\_CNRFC\_N35@us.navy.mil.

c. NRAs will:

(1) Complete the online form requesting cancellation and describe the reason for the cancellation request in the COMNAVRESFORCOM Mobilization Cancellation Portal.

(2) Upload all documents, excluding HIPAA information, required to justify the cancellation request to the Mobilization Cancellation Portal. Medical documentation must be submitted directly to the NRAs respective REDCOM, Wing, or NSWG-11.

(3) Track approval of the cancellation request and ensure appropriate cancellation notifications occur.

Please Note: Do NOT assume the cancellation request will be approved. The NRA will ensure the cancellation request is tracked through all levels of approval until COMNAVRESFOR (N35) provides final adjudication of the request and cancellation orders are issued.

(4) If within three days of the NMPS report date, inform NMPS by phone/email that a mobilization cancellation request has been submitted for the RC Sailor.

(5) Process the RC Sailor for ADSEP, submit MRR packages, or complete other medical or administrative action for RC Sailors cancelled from mobilization as may be required by applicable guidance.

(a) If cancellation is due to a RC Sailor not extending his/her Expiration of Obligated Service (EOS) to support mobilization, the member will be separated at EOS per RESPERSMAN article 1300-080.

(b) If cancellation is due to the member's failure to disclose a pre-existing, deployment-limiting condition, the RC Sailor will be processed as directed per this instruction.

(6) Ensure the proper IMS or MAS code is entered into NSIPS after final adjudication of the mobilization cancellation by COMNAVRESFOR (N35). NRAs will not enter mobilization cancellation IMS codes into NSIPS (e.g. ROC or DMT).

(7) Ensure appropriate staff members have access to the COMNAVRESFORCOM Mobilization Cancellation Portal. Access can be obtained by contacting COMNAVRESFOR (N35) at NAVRESFOR\_CNRFC\_N35@us.navy.mil.



7-3. Mission Cancellations. If the mission is no longer required to be performed and the mobilization requirement is cancelled, COMNAVRESFOR (N35) will work with the RC Sailor and BSO to determine if the RC Sailor will be released from mobilization or reassigned to another mobilization requirement. RC Sailors cancelled from mobilization as a result of a mission cancellation will not be subject to COMNAVRESFOR's Mobilization Recapitalization policy.

7-4. Mobilization Recapitalization. This policy prioritizes personnel who were previously tagged, but cancelled from their mobilizations.

a. RC Sailors who are non-volunteers, have been properly sourced, and are then subsequently cancelled from the mobilization requirement due to a circumstance of the RC Sailor, will be considered for sourcing into the next available mobilization requirement requiring a non-volunteer that matches the RC Sailor's qualifications.

b. Volunteers who are cancelled for mobilization, and mobilization cancellations not due to a circumstance of the RC Sailor, such as sourcing errors, mission cancellation, etc. will not be subjected to the Mobilization Recapitalization policy.

7-5. Medical Non-Disclosure

a. NRAs will follow the process outlined below for Reservists identified for mobilization (R##) and subsequently found medically or dentally unsuitable to mobilize or to continue on mobilization orders. This includes mobilization fallouts that occur any time after the R## IMS code until the completion of the mobilization orders.

(1) If the Echelon IV (N9) classifies a mobilization cancellation as "UNPREVENTABLE" by determining that the RC Sailor did not know of the medical or dental condition prior to being found unsuitable for the mobilization, the NRA will process the Sailor per reference (k). NRAs will make appropriate updates to the Sailor's MAS code immediately.

(2) If, after consultation with the Sailor's chain of command, Echelon IV (N9) classifies the mobilization cancellation as "PREVENTABLE- (MEMBER) – FAILURE TO DISCLOSE" due to the Sailor failing to disclose a known medical or dental condition, the NRA CO will ensure the Sailor is immediately assigned the "AAP" MAS code and within 15 days initiate an Inquiry per Enclosure (3).

(a) NRA CO will assign an Inquiry Officer (IO) to conduct the Inquiry, per Enclosure (3), within 30 days of Echelon IV (N9) mobilization cancellation classification as "PREVENTABLE – (MEMBER) – FAILURE TO DISCLOSE."

(b) IO will submit the findings and their recommendation(s) to the NRA CO upon completion of the Inquiry.

(c) NRA CO will review the Inquiry, all supplemental documentation, and the Sailor's personal statement. NRA CO will provide concurrence/non-concurrence with IO findings, categorization, and recommendations (Enclosure 3). The Inquiry findings, recommendations, and all supplemental documentation will be submitted to the REDCOM/Wing/NSWG-11 Commander.

(d) REDCOM/Wing/NSWG-11 Commander will review all material and provide their concurrence/non-concurrence with IO findings, categorization, and recommendations. The Inquiry findings, recommendations, and supplemental documentation will be submitted to COMNAVRESFOR(N35) for review by COMNAVRESFOR (N3), (N9), and (N00J).

(e) COMNAVRESFOR Chief of Staff (COS) final endorsement is required if the Inquiry findings recommend referral to NJP or consideration for ADSEP.

(1) If COMNAVRESFOR COS determines the information is adequate, COS will send the endorsed package to the NRA CO with either concurrence for the Inquiry recommended action, or an alternate course of action determined and directed by CNRFC COS.

(2) If COMNAVRESFOR COS determines the information provided is inadequate to adjudicate the case, it may be returned to the NRA and/or REDCOM/Wing/NSWG-11 for a supplemental inquiry.

Failure to Report for Mobilization Screening and/or Mobilization

**References:**

- (a) MILPERSMAN 1600-010: Deserters
- (b) MILPERSMAN 1610-030: Procedures for Commands to Which Inactive Reserve Personnel (Officer or Enlisted) Fail to Report for Involuntary Active Duty
- (c) MILPERSMAN 1600-040: Procedures for Command to Which Enlisted Absentees are attached
- (d) MILPERSMAN 1920-260: Officer Unauthorized Absence (UA)
- (e) MILPERSMAN 1910-158: Separation by Reason of Unsatisfactory Participation in the Ready Reserve
- (f) SECNAVINST 1920.6D ENCLOSURE 5, SUBSECTION 16: Separation And Retirement of Reserve Officers in an Inactive Status in the Standby Reserve
- (g) MILPERSMAN 1600-060: Declaration of Desertion
- (h) Uniform Code of Military Justice

**Background:**

Sailors are required to schedule mobilization screening requirements with their NRA. The use of IDT/Additional drills/ADT/AT in order to complete the pre-screening is authorized. This guidance is provided for those Sailors who:

- a) Are not complying with mobilization screening requirements
- b) Fail to report for required mobilization screening on involuntary AT orders
- c) Fail to report for mobilization

Utilize references (a) through (h) as appropriate.

**Guidance:**

1. For Sailors who are not complying with mobilization screening requirements, NRAs will:

- a. Notify Sailor that they are being issued involuntary AT orders to comply with mobilization screening requirements.
- b. Inform the Sailor's Unit Chain of Command (CoC), REDCOM/Wing/NSWG-11, and COMNAVRESFOR (N35).
- c. Document all communication with Sailor.
- d. Issue involuntary AT orders.

i. If necessary, NRA should contact the Sailor's Resource Owner for approval of the involuntary AT orders. Resource Owner information can be found by the OWA in the NROWS Utilities Menu>> Personnel Information tool.

2. For Sailors who fail to report for mobilization screening on involuntary AT orders, NRAs will:

- a. Document failure to comply with involuntary AT orders via NAVPERS 1070/613
- b. Notify Sailor's Unit Chain of Command, REDCOM/Wing/NSWG-11, and COMNAVRESFOR (N35) of the Sailor's failure to comply with involuntary AT orders.
- c. Provide a copy of NAVPERS 1070/613 to COMNAVRESFOR (N35).
- d. Assign the RUA IMS code 24 hours after Sailor's failure to report.
- e. Do not submit a cancellation request. Although the Sailor will typically not be permitted to mobilize, continued documentation of the non-compliance via NRA daily muster report is necessary (for the duration of involuntary AT orders).

3. For Sailors who fail to report for mobilization on RLD, NRAs will:

- a. Assigned the RUA IMS code and track via NRA daily muster report.
- b. If Sailor fails to report for 30 days post-RLD, declare Sailor a deserter and process Sailor per reference (h) and notify REDCOM/Wing/NSWG-11 and COMNAVRESFOR (N35)
- c. Notify COMNAVRESFOR (N35) to change Sailor's IMS code to RDD.
- d. Consult with REDCOM/Wing/NSWG-11 Legal and proceed with disciplinary or administrative action per references (e), (f) and (g).

4. For Sailors who, prior to RLD, demonstrated intent to not mobilize (manifest intent) and do not report on RLD, NRAs will:

- a. Process the Sailor as a deserter on RLD per references (b), (c) and (g).
- b. Notify COMNAVRESFOR (N35) to change Sailor's IMS code to RDD
- c. Consult with REDCOM/Wing/NSWG-11 Legal and proceed with disciplinary or administrative action per references (e), (f), and (h).

5. For Sailor who failed to report for pre-mobilization screening, but does report on RLD, Sailor will not typically be permitted to mobilize.

- a. Do not submit a mobilization cancelation request.
- b. Consult with REDCOM/Wing/NSWG-11 Legal and proceed with disciplinary or administrative action per references (e), (f) and (h), when applicable.
- c. Assess mobilization readiness status of Sailor and inform REDCOM/Wing/NSWG-11 Adaptive Mobilization Readiness Team and COMNAVRESFOR (N35) for coordination required and determination of member mobilization suitability.

d. If member is not suitable for mobilization and/or activation, consider placing member in Inactive Duty for Training (IDT) status (i.e. reschedule drill periods) for the Ready Load Date.

6. For all Sailors who have been assigned the RDD IMS Code, ensure the following administrative items are completed within 30 days of RDD IMS Code being applied. Failure to complete these items will result in Sailor remaining under NRA UIC and prevent formal designation as a deserter.

a. Sailor must be gained to Active Duty in an ACC 101 (Deserter Status) using the Mobilization orders as the authority.

(1) NRA will forward orders not endorsed to Personnel Support Detachment (PSD), stating Sailor failed to report for mobilization and has been designated a deserter. PSD point of contact (Deserter POC) may be found on CNRFC N35 Sharepoint page under CNRFC N-35 Staff Contact Information. Include respective REDCOM/Wing/NSWG-11 N1/N3 shops and COMNAVRESFOR (N35) (NAVRESFOR\_CNRFC\_N35@us.navy.mil) on cc line.

b. Email DD 553 to NACIC-OPS (nacic-ops@navy.mil), per reference (g).

(1) Indicate in the email that Sailor is a SELRES who did not report for mobilization.

**Inquiry for Mobilization Cancellation**

*While each case will vary, it is essential to gather the facts and ensure the Member has an opportunity to be heard. Questions may vary, and this is intended to be used as a starting point; however, at a minimum, the below questions should be asked in order to protect due process rights.*

*In addition to interviewing the Member, other pertinent offices with amplifying information may include N9, N7, N3, N1, Member's chain of command. You may need to review previous PHAs, Page 13s, medical record entries, deployment training documentation, etc. Moreover, Member may provide documents for review.*

**Per the COMNAVRESFORINST 3060.7E, this Inquiry is being conducted to gather the facts and evidence regarding the recent mobilization fall-out of \_\_\_\_\_ (member name) on \_\_\_\_\_ (date).**

1. What was the basis for disqualification?

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2. How was the disqualifying condition uncovered?

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3. Who made the decision the member was not qualified for the mobilization?

a. What documents were relied on / reviewed for the assessment?

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4. Did member know of the disqualifying condition? If so, when?

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5. Did the member know of the requirement to provide information to the NRA regarding this particular condition?

a. How was member notified of the requirement?

b. Did member understand the scope of the requirement?

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What evidence supports member's knowledge?

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6. Does member assert member provided information to the NRA or unit regarding said condition?

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7. Does NRA assert member provided information to the NRA or unit regarding said condition?

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8. Is disqualifying condition theater specific? What theater?

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9. If applicable, was a theater / AOR waiver requested? When? Outcome?

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**Opinions:**

\_\_\_\_\_ Member Preventable  
\_\_\_\_\_ NRA Preventable  
\_\_\_\_\_ Not Member or NRA Preventable

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**Recommendations by Inquiry Officer: (may select more than one)**

\_\_\_\_\_ Transfer to S2/Inactive Status  
\_\_\_\_\_ Referral to MRR process

\_\_\_\_\_ (signature)

Non-Concur: \_\_\_\_\_

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Date forwarded to REDCOM/Wing/NSWG-11: \_\_\_\_\_



**(COMMAND LETTERHEAD)**

From: Commanding Officer, Navy Reserve Center City-name  
To: Commander, Navy Personnel Command (PERS-91)  
Via: Commander, Navy Region Reserve Readiness and Mobilization Command City-name

Subj: RESERVE ACTIVATION DELAY/DEFERMENT/EXEMPTION REQUEST FOR  
FULL NAME, RANK OR RATE, DESIGNATOR (IF APPLICABLE)

Ref: (a) OPNAVINST 3060.7C

Encl: (1) Member's written request for delay/deferment/exemption  
(2) Letter from NRA SCB president  
(3) Copy of mobilization orders or mobilization information, as applicable  
(4) Copy of signed S-1 Transfer Acknowledgement NAVPERS 1070/613 (if requesting exemption)  
(5) Copy of Annual Readiness Questionnaire  
(6) Copy of member's current Page 2  
(7) Copy of all supporting documentation

1. In line with reference (a), a Special Cases Board was convened at 1400 on 21OCT2021 with the following members present:

Line Officer (President):  
JAG Corps Officer:  
Chaplain:  
Board Recorder:

2. Provide a detailed description of basis of request/applicant's case.

3. Provide a detailed description of what has been done to alleviate the situation. Include what assistance has been provided by the command and local military and civilian agencies, i.e., clergy, social workers, Navy Relief or American Red Cross. Ensure that those agencies, when appropriate, have been contacted to give assistance.

4. A brief statement of how delay, deferment, or exemption would alleviate or resolve the problem (if NRA CO recommends approval of request).

5. The name(s), address(es) and ages of the service member and member's dependents.

6. The name(s), address(es) and age(s) and relationship of all other immediate family members (include: parent(s), brother(s), and sister(s) regardless of location) (when relevant to consideration of request; otherwise not applicable).
7. Synopsis of medical documentation, (if applicable), to include attending physician's name, area code and telephone.
8. Location of service and medical records with point of contact and area code and telephone number.
9. Other pertinent data.
10. Telephone number where member may be contacted.
11. Commanding Officer's endorsement:
  - (a) Must contain a **definite recommendation**, i.e., approval, disapproval or if in the Commanding Officer's opinion the delay/deferment/exemption is not the answer to the problem, recommendations as to the proper course of action.
  - (b) Applicant's disciplinary status or pending disciplinary action. Cases of members awaiting disciplinary action will be held in abeyance until disciplinary action is resolved.
  - (c) Applicant's current duty status, i.e., on board for duty, on board at supported command or in an approved delay status.
  - (d) Miscellaneous personal data: date member reported aboard present command. (if enlisted, date of enlistment and expiration of enlistment or extension, PEBD, etc.)
  - (e) Information concerning obligated service, if any.
  - (f) Command to which member will be assigned and mobilization assignment, if known. (Actual deployment data will likely be classified). Include mission number (NE#, NB#, etc.) and Ready Load Date.
  - (g) Date member was verbally notified of mobilization (RC1 date).
  - (h) A breakdown of active duty earnings and withholdings, if applicable.
  - (i) Other pertinent data.
  - (j) Point of contact with name and telephone number (DSN/commercial with area code).

12. Commanding Officer will certify that all information is accurate and factual. Original documents will be held at the NRA and made available upon request.

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SIGNATURE

(PRINTED RANK, NAME)

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FIRST ENDORSEMENT

From: Commander, Navy Region Reserve Readiness and Mobilization Command City-name  
To: Commander, Navy Personnel Command (PERS-91)

1. I concur / non-concur with Navy Reserve Center City-name CO's recommendation.
2. Additional information explaining reason for concur/non-concur (as required).

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SIGNATURE

(PRINTED RANK, NAME)

## **APPENDIX A**

### Useful Links

COMUSFLTFORCOM IA Web site

<https://www.usff.navy.mil/ia/>

COMNAVRESFORCOM Web site (CAC required)

<https://private.navyreserve.navy.mil/Pages/default.aspx>

COMNAVRESFORCOM (N35) Web site (CAC required)

[https://private.navyreserve.navy.mil/cnrfc/N-Codes/N3/Pages/n35\\_home.aspx](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N3/Pages/n35_home.aspx)

COMNAVRESFORCOM ZipServe Portal

<https://locker.private.navyreserve.navy.mil/zipserve/>

COMNAVRESFORCOM Cancellation Portal (CAC required)

<https://private.navyreserve.navy.mil/cnrfc/N-Codes/N3/mobilizationportal/mobcanx/Pages/Home.aspx>

Navy-Marine Corps Mobilization Processing System (download orders) via BOL

<https://www.bol.navy.mil>

ECRC

<https://www.necc.usff.navy.mil/ecrc/>

Yellow Ribbon Reintegration Web site

<http://www.yellowribbon.mil/yrrp/>

## **APPENDIX B**

### Definitions

Activation – The ordering of units and individual members of the RC to active duty (other than for training), with or without their consent, pursuant to authority under Title 10 U.S.C., granted to the President, the Congress or the Secretaries of the Military Departments.

Billet Sourcing Officer (BSO) – The primary point of contact responsible for sourcing an assigned mobilization requirement (e.g. the Information Dominance Corps BSO sources IWC Officers to IWC mobilizations). COMNAVRESFORCOM (N35) is the BSO for the unrestricted communities.

COMUSFLTFORCOM Individual Augmentee (IA) Portal – A Department of Defense (DoD) computer system. It is an independent database designed and administered by COMUSFLTFORCOM to manage, process, and report on all IAs.

Contingency Operations – A military operation that (a) is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or (b) results in the call or order to, or retention on, active duty of member of the uniformed services under section 688, 12301(a), 12302, 12304, 12304a, 12305, or 12406 of title 10 USC 101, chapter 13 or any other provision of law during a war or during a national emergency declared by the president or congress.

Daily Notification R## Report – A list of all RC Sailors who have been identified for mobilization (currently have an R## IMS code) that directs NRAs to verbally notify the RC Sailor of his or her mobilization.

Deactivation – The release from active duty.

Deferment – Deferment is an extended delay in reporting for active duty of 60 or more days and generally does not exceed 6 months in duration. Deferments approved by COMNAVPERSCOM, Reserve Personnel Administration Division (PERS-91) will normally require cancellation of orders or issuance of demobilization orders. If an RC Sailor is granted a deferment by PERS-91, COMNAVRESFORCOM (N35) will place the member on the mobilization recapitalization list and source to the first mobilization they are qualified to once the deferment has expired.

Delay – A postponement of reporting for active duty that generally does not exceed 60 days. NRA COs may authorize a delay in reporting up to 3 days. COMNAVRESFORCOM (N35) may authorize a delay of up to 30 days. Delays greater than 30 days require PERS-91 approval.

Delegated Local Area Coordinator for Mobilization (LACMOB) – The entity or entities delegated responsibility for providing support and oversight of assigned Navy Mobilization Processing Sites to ensure Individual Augmentee Sailors are properly screened for deployment and receive required services upon re-deployment. Delegated LACMOB authority is assigned and rescinded by COMNAVRESFOR.

Demobilization – Demobilization is the process of transitioning from a conflict situation or from a wartime military establishment and defense-based civilian economy to a peacetime configuration while maintaining national security and economic vitality. Demobilization includes returning mobilized RC Sailors to their former status by processing for discharge or release from active duty.

Exemption – Exemption is a situation where delay or deferment does not apply. Exemptions approved by COMNAVPERSCOM (PERS-91) will require cancellation of orders or issuance of demobilization orders. RC members unable to mobilize will normally be transferred to the Standby Reserve, administratively separated, or retired (if eligible) in line with reference (a).

Individual Ready Reserve (IRR) – A manpower pool consisting of individuals who have had some training or who have served previously in the AC or in the SELRES and may have some period of their Military Service Obligation (MSO) or contractual obligation remaining or have fulfilled their MSO or contractual obligation but voluntarily remain in the IRR. The IRR is composed of the active status pool and the Voluntary Training Unit. Current Navy policy does not allow involuntary mobilization of IRR members.

Individual Augmentee (IA) – A United States military member assigned to a specific unit and billet for the purpose of filling in for, or augmenting, members of that unit. IAs can be used to fill manpower shortages or when an individual with specialized knowledge or skill set is required. As a result, IAs can include members from any branch of Service.

Involuntary Mobilization – The process of ordering a member of the RC to active duty without his or her consent under Title 10, U.S. Code Sections 12301(a), 12302, 12304, 12304a, or 12304b. Mobilization volunteers may still be ordered to active duty under involuntary orders.

Local Area Coordinator for Mobilization (LACMOB) – The entity responsible for providing support and oversight of all Navy Mobilization Processing Sites to ensure Individual Augmentee Sailors are properly screened for deployment and receive required services upon re-deployment. COMNAVRESFOR is assigned authority and responsibility of LACMOB. Delegated LACMOB authority is assigned and rescinded by COMNAVRESFOR.

Mobilization – Mobilization is the process of assembling and organizing national resources to support national objectives in time of war or other emergencies. Mobilization includes assembling and organizing personnel and material for active duty military forces, activating the

RC (including Federalizing the National Guard), extending terms of service, surging, and mobilizing the industrial base and training bases, and bringing the military services to a state of readiness for war or other national emergency.

Navy Mobilization Processing Site (NMPS) – Designated naval activities tasked to provide a quality assurance checkpoint and ensure AC and RC members in receipt of mobilization, activation. IA orders or active duty for operational support orders are properly screened for the assignment.

Navy Reserve Activity (NRA) – All commands that have administrative control of RC Sailors (NRCs, Squadrons, etc.).

Official Mobilization Notification – Mobilization orders establish the official notification date for the member.

Ready Load Date (RLD) – The initial I-Stop listed in the mobilization orders. On the RLD, the RC Sailor reports to the NRA for final screening, orders endorsement, and transportation to NMPS.

Selected Reserve (SELRES) – Those units and individuals within the Ready Reserve designated by their respective services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions that they have priority over all other Reserves. SELRES are in an active status, drill for pay and participate in required annual training.

Selected Reserve Unit – A group or detachment of one or more individuals organized, equipped, and trained to serve on active duty.

Special Cases Board (SCB) – A board convened upon request of an RC Sailor who has been identified for mobilization and believes he/she has significant personal, legal, medical, transportation or other problems that could affect mobilization.

Tagging – The act of issuing an R## IMS code in NSIPS. This officially identifies an RC Sailor for mobilization and communicates to COMNAVPERSCOM that the member is "ready" for orders.

Tasking Letter – A memorandum from OPNAV to COMUSFLTFORCOM directing COMNAVRESFORCOM to initiate a recall to active duty in support of requested mobilization requirements that have been approved by the joint staff. It must be issued prior to mobilization orders being generated by COMNAVPERSCOM.

Verbal Notification – Initial verbal notification informing an RC Sailor that he/she has been identified for mobilization. Verbal notification is conducted via telephone or in person. Written

and electronic media do not constitute verbal notification and may only be used to supplement or provide additional information concerning the mobilization.

Voluntary Mobilization – The process of ordering a member of the RC to active duty with his/her consent under section 12301(d) of Title 10, U.S. Code.



## APPENDIX C

### N35 Business Rules

#### 1. Reserve Component Mobilization Sourcing Business Rules:

a. Medical/Dental. All RC Sailors with a medical or dental issue that preclude mobilization will immediately notify their CO and work with their NRA to resolve the issue. NRAs will ensure individual MAS codes reflect current medical and dental readiness. Sailors will not be sourced to mobilizations until all mobilization precluding MAS/IMS codes are cleared.

(1) Sailors with MNN medical MAS code are eligible to mobilize with an AOR waiver, provided there is greater than 195 days until the mobilization RLD.

(2) Sailors with MNN medical MAS code who are sourced to mobilizations and do not have an approved AOR waiver by 150 days to RLD will be dropped.

b. PFA Failure. When a RC Sailor fails a PFA, they will be given the MPT (Member failed most recent PFA) MAS code in NSIPS. This input will not disqualify a member from being mobilized. If a member is identified for a mobilization and has failed the most recent PFA, the member should be placed on the command's Fitness Enhancement Program in order to bring the member into PFA standards prior to the mobilization. PFA failure due to a failure of the BCA portion requires an AOR waiver. If a member fails a PFA due to a BCA failure after being identified for mobilization, the NRA will notify COMNAVRESFORCOM (N35) via applicable REDCOM/Wing/NSWG-11. The NRA will contact NMPS's processing department, via applicable REDCOM/Wing/NSWG-11, to determine if a theater medical waiver is required.

c. ADOS, ADT, recall, etc. RC Sailors may accept long-term active-duty orders (i.e. ADOS, ADT, definite recall, etc.), but mobilization orders ultimately take precedence over other orders. As a result, a member serving on other orders, excluding definite recall, may still be identified and mobilized, possibly resulting in modification to existing orders. COMNAVRESFORCOM recognizes that removing a member from a current set of long-term definite recall orders has the potential to create undue hardship for the activated reservists and the gaining command. Therefore, during a state of low operational tempo, a member who has been issued or is in the process of executing definite recall orders prior to selection for mobilization orders, will be exempt from mobilization. During a heightened state of national emergency, COMNAVRESFORCOM retains the authority to remove the exemption and direct members to mobilize in support of the national emergency.

d. Exchanges/Swaps. Personnel identified for mobilization (R## IMS code) are not allowed to exchange or swap their identified mobilization mission for another mobilization mission or have another person take their place on the mobilization. COMNAVRESFORCOM (N35) may

waive this rule for operational units mobilizing as a unit (using internal personnel), provided that the swap conforms to Secretary of Defense mandated notification requirements.

e. Delay/Deferment/Exemption (DDE). Personnel identified for mobilization (R## IMS code) who desire a delay, deferment, or exemption must request adjudication as set forth in reference (a) and Chapter 5.

f. IRR Volunteers. Members of the IRR will affiliate with the VTU prior to volunteering for mobilization.

g. Restricted/Unrestricted Requirements. Unless absolutely required, personnel from the unrestricted population will not be identified to fill restricted mobilization billets. Conversely, personnel from the restricted population will not be identified to fill unrestricted mobilization billets, unless absolutely required. Members of the restricted population must obtain their BSO's written approval prior to volunteering for mobilizations outside of their restricted mobilization population. That permission will not normally be given unless the RC Sailor has already mobilized to a restricted mobilization requirement and is seeking a subsequent mobilization outside of their community.

2. The following rules pertain to members of the unrestricted population.

a. Any Navy RC Sailor who is NOT part of the restricted population (i.e. managed community, deploying unit, or mobilization-exempt unit) is considered part of the unrestricted population and may fill an unrestricted mobilization billet.

b. The following officer designators are examples of the types needed to fill unrestricted mobilization requirements:

1105	Unrestricted Line Officers	1325	Naval Flight Officers
1115	Surface Warfare Officers	1515	Aerospace Engineering Duty Officers
1125	Submarine Warfare Officers	1525	AEDO - Aviation Maintenance
1145	Explosive Ordinance Disposal Officers	1665	Strategic Sealift Officers
1205	Human Resources Officers	6335	Aviation Maintenance LDOs
1305	Unrestricted Line Officers- Aviation	6415	Administration LDOs
1315	Pilots	6495	Security LDOs

c. The following enlisted ratings are examples of the type often needed to fill unrestricted mobilization billets:

AB	Aviation Boatswain's Mates	EA	Engineering Aides
AC	Air Traffic Controllers	EM	Electrician's Mates
AD	Aviation Machinist's Mates	EO	Equipment Operators
AE	Aviation Electrician's Mates	EOD	Explosive Ordnance Disposal Techs
AM	Aviation Structural Mechanics	ET	Electronics Technicians

AS	Aviation Support Equipment Techs	FC	Fire Controlmen
AT	Aviation Electronics Technician	GM	Gunner's Mates
AW	Aviation Warfare Systems Operators	IC	Interior Communications Electricians
AZ	Aviation Maintenance Admin	LS	Logistics Specialists
BM	Boatswain's Mates	MA	Masters-at-Arms
BU	Builders	MM	Machinist's Mates
CE	Construction Electricians	OS	Operations Specialists
CM	Construction Mechanics	PS	Personnel Specialists
CMDCM	Command Master Chiefs	UT	Utilitiesmen
CS	Culinary Specialists	YN	Yeomen
DC	Damage Controlmen		

Note: The above list of designators and ratings is not all inclusive; other designators and ratings not listed are also considered part of the unrestricted population. The type of designator or rating needed to fill unrestricted mobilization billets is based on the specifications of each particular billet. Some designators and ratings are required more often than others. Ultimately, this is because mobilization billets are constantly in flux, as existing requirements are cancelled or emergent requirements are added.

d. Volunteers. Qualified volunteers will be used for mobilization assignments before a non-volunteer is used. Sailors are permitted and encouraged to volunteer for mobilization. COMNAVRESFOR encourages Sailors to inform their unit chains of command, but a unit CO's permission is not required for an unrestricted population Sailor to volunteer for mobilization.

e. Non-volunteer Order of Precedence. Non-volunteers will be sourced randomly based on designator/rating, pay grade, security clearance, and other qualifying factors. However, under COMNAVRESFOR's mobilization recapitalization policy, reservists previously tagged for mobilization and subsequently cancelled, deferred, or waived due to member's request/situation will automatically move to top precedence for future mobilization.

f. Officers in the 1315 and 1325 designators with no previous mobilization will only be mobilized for aviation requirements under involuntary authority, unless the billet is a screened mobilization, or the 1315/1325 officer is by-name-requested. For example: a 1315 could not volunteer for a mobilization that is advertised for any 1050 officer under involuntary authority, as such a job would not be utilizing their unique qualifications. The above-mentioned sourcing procedures are subject to change based on current inventory of aviators and the number of mobilization requirements.

3. The following rules pertain to members of the restricted population.

a. The restricted population consists of personnel from managed communities, deploying units, and mobilization-exempt units. Personnel who are part of the restricted population are sourced into restricted mobilization billets per the business rules as established by their chain of command and NOT per the unrestricted population sourcing business rules included in Appendix

C. Needs of the Navy preclude this appendix and will allow sourcing from the restricted populations if all other options are exhausted. Personnel released by community BSO may mobilize outside of assigned community.

b. Restricted community status is validated/re-validated for every fiscal year and must be requested annually. COMNAVRESFOR (N35) will contact all BSOs during the final quarter of each fiscal year to solicit inputs and promulgate deadlines for restricted community requests. COMNAVRESFOR (N35) will consolidate requests for restricted community status and Deputy, Commander Navy Reserve Forces will approve/disapprove such requests. Results of approval/disapproval for restricted community requests will be promulgated by COMNAVRESFOR (N35). Contact COMNAVRESFOR (N35) at the N35 distro email NAVRESFOR\_CNRFC\_N35@us.navy.mil with any questions on obtaining restricted community status.

c. Members who have any questions about whether they are part of a restricted community should contact their chain of command.

d. Communities and units that believe the Navy and Joint Forces would benefit from being added to the Restricted population should submit a request letter to Commander, Navy Reserve Force. See Appendix D for a sample letter.

**APPENDIX D**  
**(Sample Letter)**  
**COMMAND LETTERHEAD**

3060  
Ser NX/XXX  
Date

From: Commanding Officer, Navy Reserve Center XXXXXX  
To: Commander, Navy Reserve Force  
Via: (1) Executive Director, Navy Reserve Force  
(2) Chief of Staff, Navy Reserve Force  
(3) Deputy Chief of Staff, N3, Navy Reserve Force  
(4) Directory, N35, Navy Reserve Force

Subj: FISCAL YEAR XXXX MOBILIZATION RESTRICTED POPULATION REQUEST

Encl: (1) Mobilization Exempt UICs (used for unit mobilizations, not required for individual/community MOBs)

1. Respectfully request to be designated as part of the Navy Reserve's Mobilization Restricted Population for Fiscal Year XXXX (FY-XX) for the following reasons:

a. Justification: Why units or community members should be restricted, i.e. specialized skill sets, training requirements, unit integrity/cohesion. The more detail, the better.

b. Total FY-XX and FY-XX mobilization requirements: (Previous FY and upcoming/current FY requirements)

c. Total number of personnel excluded:

d. Impact if not excluded:

2. This exclusion applies to the following Designators/Ratings or UMUICs:

3. Designated Mobilization Coordinators:

a. Community or unit POC

I. M. OFFICER