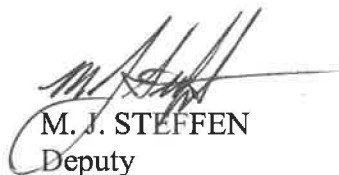




DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCE  
1915 FORRESTAL DRIVE  
NORFOLK VIRGINIA 23551-4615

5215  
COMNAVRESFOR N1C2  
29 Aug 2022

Changes to the identified Navy Reserve Personnel Manual articles are effective the date written at the top of each article and the date on this change summary.

  
M. J. STEFFEN  
Deputy

Changes in articles titled and summarized below are incorporated in the electronic copy via Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Website:  
<https://www.navyreserve.navy.mil>.

Table of Contents – Revised to reflect all current changes.

Article No.	<u>Article Title</u>
7220-010	<b>Reserve Pay</b>
	<ul style="list-style-type: none"><li>• Substantial changes have been made to this article and it should be read in its entirety.</li><li>• Simplifies and updates existing reserve pay procedures and responsibilities.</li><li>• Changes the requirement for the Navy Reserve Activities (NRA) to take corrective actions, adjudication, and respond to inquiries within three business days upon feedback from service request actions.</li></ul> <p>(COG: COMNAVRESFORCOM (N11))</p>

**RESPERSMAN 7220-010**

**RESERVE PAY**

<b>Responsible Office</b>	COMNAVRESFORCOM (N11)	Phone: DSN	262-2002
		COM	(757) 322-2002
		FAX	(757) 444-7598

<b>References</b>	<ul style="list-style-type: none"> <li>(a) BUPERSINST 1001.39F, Administrative Procedures for Navy Reserve Personnel</li> <li>(b) BUPERSINST 1326.4E, Administration of Enlisted Flight Orders, Career Enlisted Flyer incentive Pay, and Hazardous Duty Incentive Pay for Aerial Flight</li> <li>(c) COMNAVRESFORINST 4000.1G, Navy Reserve Logistics Support Handbook</li> <li>(d) DoD Financial Management Regulation, Volume 7A, Military Pay Policy – Active Duty and Reserve Pay</li> <li>(e) MILPERSMAN 1220-030, Parachutist Designation and Duty</li> <li>(f) MILPERSMAN 1220-280, Demolition Requalification</li> <li>(g) MILPERSMAN 1810-081, Continuation Pay for Service Sailors enrolled in the Blended Retirement System</li> <li>(h) MILPERSMAN 7220-080, Incentive Pay for Hazardous Duty</li> <li>(i) MILPERSMAN 7220-090, Hazardous Duty Incentive Pay (HDIP) for Diving Duty</li> <li>(j) MILPERSMAN 7220-114, Naval Special Warfare Skill Incentive Pay</li> <li>(k) Navy Foreign Language Proficiency Bonus List (NOTAL)</li> <li>(l) OPNAVINST 1160.6C, Special Duty Assignment Pay Program</li> <li>(m) OPNAVINST 7220.14, Career Sea Pay and Career Sea Pay Premium</li> <li>(n) OPNAVINST 7220.18A, Aviation Incentive Pay and Bonus Program</li> <li>(o) OPNAVINST 7220.7H, Foreign language Proficiency Bonus Program</li> <li>(p) U.S. Code Title 37, Pay and Allowances of the Uniformed Services</li> <li>(q) RESPERSMAN 1001-010</li> </ul>
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1. Purpose. Per references (a) through (q), this article refers to the proper administration and execution of special and incentive pay, and Funeral Honors Duty Allowance (FHDA) for Navy Selected Reservist (SELRES) while in a drill status. RESPERSMAN 1570-010 outlines Inactive Duty Training (IDT) drill pay policy. Special and incentive pays are entitlements earned by a SELRES who meets the particular requirements set forth below. In addition to basic pay, a SELRES may be entitled to one or more types of special pay or incentive pays depending upon the SELRES's status, qualifications, or duty assignment.

2. Definition:

a. Hazardous Duty Incentive Pay (HDIP). An incentive paid to SELRES who under competent orders are required to perform duties designated as hazardous, based upon the inherent dangers of the duty and the risks of physical injury.

(1) Demolition Duty Pay. For recognition of duty involving the demolition of explosives.

(2) Diving Duty Pay. For recognition of diving duty qualification.

(3) Parachute Duty Pay. For recognition of duty involving parachute jumping from an aircraft in aerial flight, for those SELRES who meet the minimum performance requirements.

b. Special and Other Incentive Pays:

(1) Aviation Incentive Pay (AvIP). An incentive intended to assist in the retention of officers in aeronautical designations. Eligible officers can receive this benefit even when not in a flying billet.

(2) Blended Retirement System (BRS) Continuation Pay (CP). Designed to incentivize SELRES to obligate for an additional four years of service (YOS) and increase the likelihood that the SELRES will remain in the Navy until eligibility for a regular or non-regular retirement.

(3) Career Sea Pay (CSP). A special pay for recognition of the additional duties associated with sea duty assignment.

(4) Critical Skill Incentive Pay (CSIP). An incentive intended to assist in the retention of enlisted naval aircrew SELRES (AWF, AWO, AWR, AWS, and AWV). Eligible SELRES can receive this benefit even when not in a flying billet.

(5) Foreign Language Proficiency Bonus (FLPB). A special pay for retention of SELRES who are certified as proficient in one or more foreign languages or dialects.

(6) FHDA. An allowance paid to SELRES, Individual Ready Reserve (IRR), and retirees to prepare and/or perform the rendering of military funeral honors at the funeral of a veteran in accordance with federal statute.

(7) Special Duty Assignment Pay (SDAP). A special pay for recognition of performance of duty in an assignment, location, or designated unit, where the assigned duties are determined to be extremely demanding, involving an unusual degree of responsibility or difficulty, or requiring special qualifications.

c. Clothing Monetary Allowances:

(1) Initial Clothing Allowance: An allowance received upon initial affiliation/accession or upon other special qualification for entitlement to a prescribed outfitting of uniforms. The initial issue may be an in-kind issue or a combination of in-kind issue and cash payment.

(2) Special Initial Clothing Allowance. Provided in lieu of the standard initial clothing allowance when it is the first initial allowance qualified for and issued. May be issued in-kind, paid as a monetary payment, or provided as a combination, as established by the Service concerned.

d. General Terms:

(1) Command Pay and Personnel Administrator (CPPA). CPPAs support SELRES with matters beyond self-service capabilities. CPPAs are customer service-oriented professionals trained in basic pay, personnel, passenger transportation, and travel voucher functions associated with SELRES careers and life events. Traditionally, CPPAs are located with the Manpower or Command Services Departments at Navy Reserve Activities (NRA) and with the Administration Department at active duty commands.

(2) Defense Joint Military Pay System – Reserve Component (DJMS-RC). The database application Defense Finance and Accounting Service (DFAS) uses to administer IDT payments for Reserve SELRES. It consists of pay records, known as Master Military Pay Accounts (MMPA), for each SELRES in DJMS-RC.

(3) Key Supporting Documents (KSD). Documentation retained to support individual financial transactions and accounting events.

(4) Navy Standard Integrated Personnel System (NSIPS). The Navy's single, field-entry, electronic pay and personnel system for all Active Duty and Reserve Sailors.

(5) Navy Reserve Headquarter Process Management Tool (PMT).  
A submission site for COMNAVRESFORCOM (N11) to receive pay related transactions (FHDA, SDAP, Dive Pay, FLPB, and exception to policy requests) located on the COMNAVRESFORCOM applications website at Navy Reserve Homeport, <https://private.navyreserve.navy.mil/cnrfc/n-codes/n1/prcmgmt/Pages/default.aspx>.

(6) Reserve Pay Navy Reserve Homeport N111 Page. Contains reserve pay policies, applicable Pay RESPERSMANs, special and incentive letter template, NAVPERS 1070/613 template, process maps, and other applicable tools to assist SELRES, units, and NRA CPPA/pay clerks. Located at [https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFc\\_N11/SitePages/Home.aspx](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFc_N11/SitePages/Home.aspx).

3. Responsibilities:

a. Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N111)  
Reserve Pay Team will:

- (1) Provide force-wide oversight, training, and assistance for Reserve pay processing.
- (2) Process special pays for SELRES, to include Diving Duty Pay, SDAP, and FLPB.
- (3) Process FHDA for Sailors of the IRR-ASP.
- (4) Coordinate with Commander, Naval Air Forces Reserve (CNAFR) N1 on execution of CSIP and AvIP.
- (5) Research Inactive Manpower and Personnel Management Information System (IMAPMIS), Web Master Military Pay Account (MMPA), NSIPS, and Defense Joint Military Pay System - Reserve Component (DJMS-RC) to resolve pay problems.
- (6) Review and advocate for resolution of all pay-related reserve issues/inquires received via the Navy Personnel Command's My Navy Career Center (MNCC) tickets service.

b. Echelon 4 commands will:

- (1) Provide oversight, training, and assistance for reserve pay processing to subordinate commands.
- (2) Manage Navy Personnel Command's MNCC Tier II region queue. Assist in the advocacy for, and resolution of, any/all pay-related issues/inquiries within region, before elevating or redirecting.
- (3) Research and utilize IMAPMIS, Web MMPA, NSIPS, and DJMS-RC to resolve pay problems.
- (4) Ensure Navy Reserve Activities (NRA) complete action within three business days from receipt of Information Technology Service Management (ITSM) service request guidance from the NSIPS, Naval Information Warfare Center (NIWC), Reserve Pay helpdesks or COMNAVRESFORCOM (N11).

c. NRAs will ensure:

- (1) New affiliates are counseled via NAVPERS 1070/613, Administrative Remarks on mandatory enrollment in Electronic Funds Transfer (EFT).
- (2) All pays are properly processed and tracked in accordance with references (a) through (p).

(3) Timely submission of FHDA (IRR-ASP only), SDAP, Dive Pay, and FLPB to COMNAVRESFORCOM (N111) via N11 PMT.

(4) CPPAs/Pay Clerks monitor the earnings report and Web MMPA for proper and timely payments of pay related initiated transactions, updates or changes.

(5) MNCC trouble tickets that are submitted with, or on behalf of SELRES, are accurate and timely. Submissions are to include any/all relevant KSDs as well as the required (basic) information needed to ensure tickets can be properly routed.

(6) SELRES update state of legal residence upon receipt of DD Form 2058, State of Legal Residence Certificate. NSIPS home address change does not automatically update state tax election.

(7) Corrective action is initiated to resolve pay discrepancies within five business days of receipt.

(8) CPPAs/Pay Clerks request and maintain access to NSIPS, Enhanced Drill Management (EDM), ITSM, BOL (Official Military Personnel File, and Annual Reserve Point Record), PMT, MMPA-DMO, Fleet Training Management and Planning System (FLTMPS).

(9) SELRES are only authorized access to NSIPS command level access for the duration of time ordered to the NRA during periods of active duty other than AT.

(10) NRAs will submit and track all FHDA payments via NSIPS for assigned SELRES and VTU Sailors.

(11) Forward a certification letter to COMNAVRESFORCOM (N111) via PMT, upon assignment or no later than 31 August of the current fiscal year to initiate/continue SDAP payments.

d. Unit COs will:

(1) Ensure unit SELRES have correct pay and allowances, and provide key supporting documents to the NRA staff to justify reserve pay and special/incentive pay transactions.

(2) Engage NRA leadership to ensure awareness and that the issue has been logged/submitted.

(3) Track cases and engage with the impacted SELRES regarding the case status until fully resolved.

e. SELRES will:

(1) Ensure Unit CO is informed of eligible qualifications, and will provide KSDs to justify their entitlement to special or incentive pays.

(2) Verify their MyPay LES for correct pays and entitlements, and report errors or discrepancies to unit leadership and the NRA CPPA/Pay Clerk immediately upon discovery.

(3) Inform unit leadership and the NRA CPPA/Pay Clerk upon passing a Defense Language Proficiency Test (DLPT) or Oral Proficiency Interview (OPI) language exam that qualifies them for FLPB.

(4) Inform unit leadership and the NRA CPPA/Pay Clerk upon qualification of any HDIP with specific focus on Demolition Duty Pay or Parachute Duty Pay which requires retroactive NRA processing.

#### 4. HDIP

a. Demolition Duty Pay. SELRES may qualify for demolition duty pay if assigned to duty involving demolition of explosives and possess the qualifying Navy Enlisted Classifications (NEC) or officer designators in accordance with reference (d), Chapter 24 and reference (f). SELRES assigned to demolition duty, by competent orders and perform such duty during the month involved, are eligible for HDIP for that duty provided live explosives are used. SELRES failing to meet the monthly minimum requirement for demolition duty will have their pay discontinued and any overpayment or unearned portion of the pay will be subject to repayment. Local commanders are responsible for ensuring that the finance officer is informed when a member fails to perform the monthly demolition duty required for entitlement to HDIP. To maintain eligibility for this pay, SELRES must requalify at least once every six months.

b. Diving Duty Pay. SELRES are entitled to this incentive if they meet the criteria specified in reference (i).

(1) Qualifications must be updated every 12 months in accordance with reference (d), Chapter 24 and reference (i). SELRES will be counseled on their responsibilities for ensuring qualifications are completed in a timely manner. Certification and recertification letters will be sent to COMNAVRESFORCOM (N111) via PMT, for processing.

NOTE: Current system limitations require reprocessing dive pay every six months, so close coordination is required with stakeholders to avoid a lapse in SELRES pay.

(2) Due to system limitations with the Navy Reserve Orders Writing System (NROWS), SELRES entitled to diving duty pay must manually insert justification/comments into their annual training (AT) or active duty for training (ADT) orders. They should state their eligibility for diving duty pay and that "performance of diving duty" is authorized, in accordance with reference (i). NRAs are responsible for verifying dive qualifications prior to orders approval.

(3) Parachute Duty Pay. SELRES will be counseled on their responsibilities for ensuring their qualifications are completed in a timely manner in accordance with reference (d), Chapter 24 and reference (e). To maintain eligibility for this incentive pay, SELRES must perform one or more parachute jumps during any three consecutive calendar months. Parachute jumps performed during periods of IDT, AT, or ADT qualify SELRES for incentive pay for either duty.

5. Special and Incentive Pay:

a. AvIP. Officers are entitled to this incentive if they meet the criteria specified in references (a) and (n). Commands maintaining Naval Air Training and Operating Procedures Standardization (NATOPS) records will track and verify payment for the proper gates. To update or initiate eligibility, a command letter must be sent to Commander, Navy Personnel Command (PERS-911) for processing. A sample AvIP letter can be downloaded from the COMNAVRESFORCOM (N111) homeport pages listed in paragraph 2.

b. Blended Retirement System Continuation Pay (BRS-CP). Per reference (g), BRS-CP is optional for SELRES at 12 years of service (YOS). BRS-CP is paid at the rate listed in the current fiscal year Department of Navy continuation pay rates. SELRES who want to receive the mid-career CP are reminded that they must be enrolled in BRS and request CP before 12 YOS. The CP election is made via NSIPS. For SELRES who have provided NSIPS with an up-to-date e-mail address, NSIPS will send an e-mail notification of CP eligibility at 11 years six months YOS, 11 years nine months YOS, and a final reminder at 11 years 11 months YOS. SELRES who are unable to elect CP through NSIPS may manually elect CP through their Command Career Counselor (CCC).

c. CSP. Per reference (m), CSP is earned while performing AT, ADT, or Active Duty for Operational Support (ADOS) and will be updated in NSIPS upon initial computation of CSP, and as changes occur. A NAVPERS 1070/613, Administrative Remarks entry is required to document a SELRES's CSP counter. Quarterly summary entries are authorized for personnel who complete a large number of brief sea duty periods.

d. CSIP. Enlisted SELRES are entitled to this incentive if they meet the criteria specified in references (a) and (n). Commands maintaining NATOPS records will track and verify payment for the proper gates. To update or initiate eligibility, a command letter must be sent to CNAFR (N1B) for processing. A sample CSIP letter can be downloaded from the COMNAVRESFORCOM (N111) homeport page listed in paragraph 2.

e. FLPB. Though classified as a bonus, FLPB is paid to SELRES who possess and maintain proficiency in foreign languages per references (d) and (k). Reserve SELRES must also maintain satisfactory participation per reference (q) and per references (a) and (o).

(1) After a SELRES successfully completes the DLPT or OPI and notifies the NRA, NRA COs will verify satisfactory participation, and submit a certification letter on command letterhead with the official test scores to COMNAVRESFORCOM (N111) via PMT, for processing. NRA COs may not delegate signature authority for this letter. A sample FLPB letter



and associated process map can be downloaded from the COMNAVRESFORCOM (N111) homeport page listed in paragraph 2.

(2) NRA COs will inform OPNAV (N13F) and COMNAVRESFORCOM (N111) of a SELRES's recall to active duty (including mobilization, recall, and ADOS) to facilitate reconciliation of monthly FLPB installments with any prior reserve payments, per reference (o). OPNAV N13 contact information can be found on the COMNAVRESFORCOM (N111) homeport page listed in paragraph 2.

(3) Per reference (o), if a SELRES's eligibility (based on a qualifying test score) will expire during a mobilization period or enrollment in a course of instruction measured by DLPT, NRA COs will inform OPNAV (N13F) and COMNAVRESFORCOM (N111) via PMT, at least four weeks in advance.

f. FHDA. SELRES and IRR (VTU and ASP) will receive compensation for performing FHD in the form of FHDA per reference (a). SELRES are entitled to FHDA for a minimum of two hours of funeral honors duty (FHD). A maximum of one FHDA may be earned and paid in one calendar day. Refer to RESPERSMAN 1570-020 for additional FHDA policy.

(1) Per reference (d) Chapter 58, retirees receive a tax free \$50 stipend with no retirement point credit. With oversight from Commander, Navy Installations Command (CNIC), the appropriate Navy Region will process the FHDA stipend for a retiree, upon receipt of an SF 1164, Claim for Reimbursement for Expenditures on Official Business, and a CNIC FHD After-Action Report.

(2) FHDA for IRR-ASP Sailors require the following KSD submissions to COMNAVRESFORCOM (N111) via PMT, for processing; U.S. Navy Funeral Honors Request, U.S. Navy Funeral Honors After-Action Report, and Individual Participation Statement.

g. SDAP. SELRES may be eligible for SDAP per references (d) and (l). Eligibility criteria is promulgated via an ALNAVRESFOR message in August of each fiscal year, specifying NEC (Sailor/billet) requirements. Reference (l) requires NRA COs to annually review and certify each SELRES's entitlement to SDAP. The current ALNAVRESFOR and a sample letter can be downloaded on the COMNAVRESFORCOM (N111) homeport pages listed in paragraph 2.

7. Clothing Allowance. Reference (d), Chapter 29 establishes a "cash allowance" and the "clothing issue-in-kind system" to provide uniform clothing required by drilling SELRES (officer and enlisted). SELRES are entitled to clothing allowance for the following instances:

a. Initial Uniform Allowance for SELRES. SELRES officers are entitled to an initial, one-time uniform allowance, if they meet certain criteria and have not previously received an initial allowance, per reference (d), Chapter 30 and reference (p), Chapter 7, Code 415-417, and reference (c).

b. Full special initial clothing allowance SELRES Chief Petty Officers (CPO). SELRES advanced to CPO are entitled to a clothing allowance if they meet certain criteria, per reference (d), Chapter 29 and 58, and reference (c).

c. Maternity Clothing Allowance. SELRES are entitled to a cash allowance for the purchase of maternity uniforms if their condition requires the wearing of the maternity uniform, per reference (d), Chapter 29 and 58, and reference (c). This allowance is payable once every three years.

d. “Clothing Issue-In-Kind” Clothing Allowance for SELRES E1 through E6. Upon affiliation, an initial uniform clothing issue-in-kind is made to eligible SELRES E1 through E6, per reference (d), Chapter 29 and 58, and reference (c).

e. Prior Service Uniform Replacement. Eligible SELRES E1 through E6, with prior Naval service are entitled to one-for-one replacement issue of uniform items that are no longer serviceable or no longer fit, per reference (d), Chapter 29 and 58, and reference (c).

8. Refer to reference (a), Chapter 18 figure and 18-1 for eligible pay entitlements for SELRES while in an active status.