



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
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COMNAVRESFORNOTE 1001
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COMNAVRESFOR NOTICE 1001

From: Commander, Navy Reserve Force

Subj: FISCAL YEAR 2021 FORCE EXECUTION GUIDANCE

Ref: (a) BUPERSINST 1001.39F
(b) RESPERS M-1001.5 CH-12
(c) DoD Instruction 1215.06 of 19 May 2015
(d) OPNAVINST 1001.27
(e) COMNAVRESFORINST 1120.3A
(f) CNO WASHINGTON DC 19202Z Nov 14 (NAVADMIN 266/14)
(g) COMUSFLTFORCOM DTG R 131300Z JUN 19 ZYB
(h) MCPON's "Laying the Keel" Leadership Guidance

1. Purpose. To provide supplemental guidance per references (a) through (h) as applicable to subordinate commands and Operational Support Officers (OSO). All Sailors must be familiar with the contents of the governing directives in their entirety.

2. Goal. To complete Navy Reserve training requirements, maintain mobilization readiness, and provide operational support, while maximizing lethality throughout the Fiscal Year (FY). Additionally, in keeping with Secretary of the Navy, Chief of Naval Operations, and Chief of Navy Reserve guidance to improve the lethality of our Navy and Navy Reserve, prioritize the execution of discretionary Reserve Personnel Navy funds towards more operational support and strategic depth per reference (g).

3. FY21 Planning Considerations. As the Reserve Force enters FY21, Coronavirus Disease 2019 (COVID-19) will continue to impact how we operate. While conditions based on-site drills are preferred as the most effective method of ensuring individual and force readiness, virtual drills and telework will remain available for the foreseeable future. The Force will need to be flexible in order for Sailors to meet their annual requirements. COVID-19 specific guidance for Active Duty for Training (ADT) schools can be found in paragraph 6(c). Further guidance and amplifying information will be disseminated to the Force via All Navy Reserve Force Messages (ALNAVRESFOR) as required.

4. Satisfactory Participation Requirements.

a. All unit commanding officers (CO) or officers in charge (OIC) are required to read and comply with all guidance in this document. COs and OICs must also counsel their assigned Sailors on satisfactory participation requirements as specified in reference (b). Failure to meet minimum participation requirements may result in adverse administrative action.

b. Per reference (b), Selected Reservists (SELRES) Sailors require 40 of 48 regular Inactive Duty Training (IDT) periods favorably adjudicated per FY. The definition of a favorable adjudication is a present (P) or authorized absence (AA). Unit COs should be cognizant of the status of an individual's regularly scheduled IDT completion rate prior to approving additional IDT periods. Additional IDT periods are additional training periods (ATP), additional flying and flight training periods (AF/TP), and readiness management periods (RMP).

c. Per reference (b), SELRES Sailors must perform 12 to 14 days of Active Duty (AD) each FY. Regardless of a Sailor's Reserve affiliation date, SELRES may meet this requirement in a FY with any combination of 12 or more days of:

- (1) Annual Training (AT)
- (2) ADT
- (3) Active Duty for Operational Support (ADOS, formerly Active Duty for Special Work)
- (4) Recall
- (5) Mobilization
- (6) Active Component (AC) service

Sailors who do not meet their AD requirement must request an AT waiver. An approved AT waiver meets the annual AD participation requirement.

d. A SELRES affiliating prior to 1 June is required to complete 12 or more days of AD for the FY. A member affiliating 1 June or later is not required to complete 12 or more days of AD.

e. AT waiver approval authority typically rests with the Navy Reserve Activity (NRA) CO with exceptions outlined in reference (b). When considering AT waivers, approvers must factor the following guidance from reference (b).

- (1) Undue personal hardship exists that precludes AD.
- (2) Not medically qualified or prohibited from performing AD.

(3) Training cancelled or modified that precluded attainment of 12 or more days of AD.

f. Mission essential determination and COVID-19. Personnel looking to complete AT requirements via telework due to COVID-19 or other circumstances will require a mission essential waiver. Additionally, a mission essential waiver is required for any official travel restricted by DOD or DoN policy due to COVID-19. Waiver authority resides at the first Flag/SES within the supported command's chain-of command, and approved waivers will be communicated to CNRFC N31.

(1) Operational Support Officers (OSO) must ensure that all mission essential requests are expeditiously staffed through the first Flag Officer in the chain of command (COC).

(2) OSOs must notify SELRES if the mission essential request was approved or denied and OSOs will update the Mission Essential Tracker with Commander, Navy Reserve Forces Command Force Operations (COMNAVRESFORCOM N31).

5. AT Policy.

a. AT should be the primary means to satisfy the minimum annual AD participation requirement. AT orders are involuntary orders. Completion of the minimum yearly AT requirement prior to execution of other types of AD (ADT, ADOS) is preferred. However, to allow commands the flexibility to match mission priorities with funding requirements, an "AT first" policy is not mandatory.

b. AT deadlines.

(1) 1 May – SELRES with known personal hardships must submit AT waiver requests to their COC per reference (b). Emergent AT waivers may be submitted for consideration through the end of the FY as stipulated in paragraph 4.(e).

(2) 31 May – OSOs must ensure all planned AT requirements are submitted into Navy Reserve Order Writing System (NROWS). Ensure all assigned SELRES are afforded an opportunity to meet their annual AD participation requirements.

(3) 1 June – SELRES not assigned an AT requirement from their supported command may request AT opportunities outside of their supported commands. OSOs must support these requests with timely approval in the NROWS planning module process.

(4) 30 June – NRAs must save and route all planned AT orders in NROWS for the remainder of the FY. NRAs should anticipate SELRES continuing to submit orders for approval after this date. Approval of orders saved and routed after 30 June will be based on available funding. Only those orders forwarded past the NRA Orders Specialist (OS) by 30 June are guaranteed fund approval.

(5) 30 September – NRAs must ensure all AT waiver requests are adjudicated and appropriate code entries made in Navy Standard Integrated Personnel System (NSIPS) per reference (b).

c. NRA COs, unit COs, and OSOs will use 14 days of AT (excluding travel) when building requirements in the NROWS planning module. Exceptional AT (E-AT) will not be incorporated into the planning process. When E-AT is available, it may be requested through individual order applications. E-AT applications automatically route to COMNAVRESFORCOM N31 for headquarter waivers.

d. When a SELRES has been identified for mobilization with an Individual Mobilization Status Code of R## or RC1, NRA COs and OSOs should coordinate with each other in using the member's AT to complete mobilization screening requirements.

e. Although we anticipate a return to normal operating conditions during the second half of the fiscal year, individual Reserve units must still ensure readiness objectives are met in a COVID-19 environment. Therefore, AT opportunities that can be accomplished earlier in the fiscal year are highly encouraged.

f. AT order approval.

(1) In order to ensure orders can be processed within 14 days (for CONUS orders), NRA OSs will save and route valid AT orders within 5 business days of receipt.

(2) NRAs will continuously fund approve all AT orders that begin within 45 days, as soon as practicable.

g. Split AT.

(1) Without travel is authorized.

(2) With travel is authorized based on the practicality of the request and availability of funding.

(3) Travel days are included when calculating the total number of AT days for the FY.

h. E-AT.

(1) AT beyond the 14-day planning figure, known as E-AT, will be approved on a case-by-case basis by COMNAVRESFORCOM N3. Approval will be no earlier than 45 days prior to the start date of the order.

(2) The total number of AT days executed will not exceed 29 days in an FY. All travel days are included when calculating the total number of AT days for the FY.

(3) Continental United States (CONUS) E-AT requests will be submitted to COMNAVRESFORCOM N3 no later than 14 days prior to order start date. Outside the Continental United States (OCONUS) E-AT requests will be submitted to COMNAVRESFORCOM N3 no later than 30 days prior to order start date. These deadlines facilitate travel coordination and avoid short-lead time travel challenges.

i. AT waiver requests. SELRES must self-report an issue requiring an AT waiver. Submit AT waiver requests to the NRA CO via the COC, per reference (b).

6. ADT Policy.

a. ADT-Special funding requests will be prioritized by the COMNAVRESFORCOM Executive Committee (EXCOM), with COMNAVRESFORCOM N31 as the executive agent.

b. Per reference (d), all ADT orders over 29 days will be screened by the NRA OS.

c. ADT-schools Training requirements.

(1) COMNAVRESFORCOM Education and Training (N7) centrally manages the ADT-schools fund. To be considered for ADT-schools funding, unit or billet requirements that support NROWS ADT-schools order requests must be documented in Fleet Training, Management and Planning System (FLTMPS) or Total Force Military Manpower System (TFMMS). Emergent training requirements not documented in FLTMPS or TFMMS will be evaluated on a case-by-case basis. The use of COMNAVRESFORCOM N7 FY21 ADT-schools missions and prescribed funding lines is required to secure ADT-schools funding. The COC and supporting NRA must provide accurate NROWS orders justification for ADT-schools order requests. Without proper NROWS justification, NROWS orders will be disapproved. Additional information, updated guidance, and procedures for ADT-schools orders requests are available on the COMNAVRESFORCOM N7 SharePoint Web site.

(2) To ensure proper quota management, NROWS orders must be submitted, saved, and routed by the NRA OS no later than 30 days prior to the start date of the orders for CONUS schools and 60 days prior for OCONUS schools. It is the responsibility of the Sailor and their COC to cancel unused quotas as soon as possible, but no later than 14 days prior to the start of the course.

(3) If Reserve-coded seats are not immediately available, and must be obtained when unused seats are released by the schoolhouse, enter '9999' in the quota control number in NROWS. This indicates to COMNAVRESFORCOM N7 ADT-schools approvers that a seat will be obtained once unused seats are made available, and will allow orders to be fully routed in expectation of obtaining a quota. If quotas do not become available, the member must cancel the orders 5 days prior to the course convening.

(4) With the implementation of the Ready Relevant Learning training construct and the expansion of affected accession “A” and “C” schools and block learning implementation, COMNAVRESFORCOM N7 will promulgate additional guidance via GovDelivery and the COMNAVRESFORCOM N7 SharePoint Web site to assist in management of block learning orders.

(5) ADT-schools deadline. Sailors must save and route ADT-schools orders in NROWS no later than 4 August 2021.

(6) If force health conditions dictate, the funding of virtual, online, and telework courses using ADT-schools funding may be authorized. COMNAVRESFORCOM N7 will disseminate guidance via applicable ALNAVRESFOR message traffic and post on COMNAVRESFORCOM N7 SharePoint Web site.

7. Inactive Duty Training Travel Policy.

a. Inactive Duty Training Travel (IDTT) funding provides travel and per diem for Sailors performing IDT away from their assigned training location. Supported commands, Reserve Component Command (RCC) commanders, and unit leadership must prioritize available IDTT funding to conduct necessary training that ensures overall unit readiness and contributes to the Force’s strategic depth.

b. Cross-assigned Sailors (CA). IDTT funding may be used to bring cross-assigned Sailors to their unit mobilization unit identification code (UMUIC) or to the supported command. Individual training on such orders, should be of a nature that is unique to the UMUIC location, fleet concentration areas, and the supported command. Additionally, IDTT orders may be used for group training in which unit cohesion is critical. Routine and administrative matters which may be completed at a member’s Training Unit Identification Code (TRUIC) (Periodic health assessment, Physical fitness assessment, General military training, etc) are not ideal IDTT objectives unless incidental to unique or unit level training.

c. Supported commands IDTT funding. Used for travel from the service member's TRUIC to AC supported command, TRUIC to UMUIC, or AC mission requirements at alternative locations. Travel reimbursement for IDTT orders is calculated differently than for AT/ADT orders. For further information, refer to the Joint Travel Regulations or an NRA approving official.

d. Supported command OSOs will plan, prioritize, and fund all CA travel. This is to eliminate confusion as to the funding source for IDTT orders. The RCCs will fund IDTT for Sailors assigned to the RCC, for baseline mobilization readiness (medical, dental, legal, etc.) and Sailors assigned to operational support units in an in-assignment processing (IAP) status. Supported command OSOs will fund CA travel to meet specific gaining command additional training and mobilization requirements.

e. Members must be approved for IDT periods or additional IDT periods in Enhanced for Drill Management (EDM) prior to approval of associated IDTT orders. After IDTT execution, if IDT periods or additional IDT periods were not available, drill pay will not be authorized, resulting only in a credit of non-pay additional drills for retirement points.

8. Inactive Duty Training Reimbursement Policy.

a. Inactive Duty Training Reimbursement (IDT-R) funding provides reimbursement for travel for selected members of the Navy Reserve to address critical skill shortfalls in support of increased unit readiness. Officers and enlisted Sailors who meet eligibility requirements and travel 150 miles or greater from their primary residence to their drill site may apply via the (N12) SharePoint website in accordance with COMNAVRESFOR NOTICE 1570. Per the Joint Travel Regulations, eligible members who opt-in to the IDT-R program will be reimbursed up to \$500.00 in travel expenses for transportation. Members are limited to 12 reimbursable round trips and this program may be restricted due to budgetary constraints.

9. Additional Drill Period Policy.

a. It is the responsibility of the OSO to advise unit COs and OICs on the availability and distribution of additional drills to assigned units. Additionally, OSOs must closely monitor additional drill allocations against actual funding execution.

b. Per reference (b), unit COs and OICs will be responsible for approving additional drills in EDM and managing available allocated unit drills.

10. Officer Development School (ODS) and Limited Duty Officer (LDO)/Chief Warrant Officer (CWO) Academy.

a. Per reference (e), COMNAVRESFORCOM Manpower and Personnel (N1) will manage the application of the Direct Commission Officer (DCO) manpower availability status (MAS) code for DCOs, LDOs, and CWOs who have not fully completed ODS or LDO/CWO Academy. The DCO MAS code initiates an NROWS hard hold prohibiting the execution of any travel orders prior to the completion of ODS or LDO/CWO Academy. COMNAVRESFORCOM N1 is the only organization authorized to remove the DCO MAS code from a Reserve officer record.

b. DCOs, LDOs, and CWOs must successfully complete all ODS or LDO/CWO Academy requirements within 1 year of commissioning. Per reference (e), a newly commissioned officer's first set of orders (E-AT and ADT) will be to complete ODS or LDO and CWO Academy. LDOs and CWOs will attend LDO or CWO Academy using E-AT orders. DCOs will attend the full 5-week ODS course on ADT-schools orders. DCOs attending split option ODS courses will attend the first segment utilizing E-AT orders. DCOs attending the ODS second segment in the same fiscal year as ODS first segment attendance will use ADT-schools orders.

Otherwise, DCOs will use subsequent FY AT orders to attend the ODS second segment. DCOs, LDOs, and CWOs should complete ODS or LDO and CWO Academy as soon as possible after commissioning. For ODS, LDO, or CWO Academy schedules, see the Catalog of Navy Training Courses at: <https://app.prod.cetars.training.navy.mil/cantrac/vol2.html>.

11. Senior Enlisted Academy (SEA).

a. Per reference (f), Senior Chief Petty Officers (SCPO) selected in FY17 and later must complete SEA to be eligible for advancement to Master Chief Petty Officer. COMNAVRESFORCOM N7 will provide ADT-schools funding for SELRES to attend SEA. There are currently two dedicated 2-week SELRES-only SEA courses scheduled for FY20. SCPOs desiring to attend SEA should plan to attend one of these two SELRES SEA courses. SELRES quotas in the three-week AC SEA classes are not guaranteed. SEA candidates can register for SEA via the Navy War College Web site: <https://usnwc.edu/senior-enlisted-academy/Registration-and-Enrollment>.

b. SEA candidates must have approved orders prior to starting the blackboard portion of SEA. SEA candidates that start blackboard exercises without approved orders will not be funded to attend the in-residence portion of SEA on ADT-Schools orders and, per SEA guidelines, must restart the course from the beginning at a future convening.

12. Chief Petty Officer (CPO) Indoctrination. CPO indoctrination will be conducted per reference (h). CPO selectee training funding guidelines and deadlines.

a. Chief Petty Officer Leadership Development Course (CPOLDC).

(1) FY21 CPO selectees will be funded to attend the CPOLDC (5-day course) using ADT-schools funds. All orders must be submitted to COMNAVRESFORCOM N7 within 14 days of the release of the CPO selection message.

(2) Formal instructors for CPOLDC will be funded using ADT-special funds, centrally managed through COMNAVRESFORCOM. In keeping with Naval Education and Training Command standards, two instructors will be funded per 16 selectees at a particular training location. NROWS applications for CPOLDC must be submitted to COMNAVRESFORCOM N31 within 14 days of the release of the CPO selection message.

b. Heritage Event. Annually, the Navy sends a limited number of CPO Selectees to participate in a heritage event aboard the USS CONSTITUTION. This is the only heritage event authorized for funding using AT or ADT.

c. Team building, network events, informal training, mentorship. Training events occurring between CPO selection and CPO pinning, although important in the initiation of the CPO selectees, are not designated as formal Navy training requirements.

As such, they will not be funded using AT/ADT. Per reference (h), SELRES participating in training events must be in an authorized status. In order to maximize participation, (CPOs and Selectees) will use both paid and non-paid additional drills to account for these training events.

d. Capstone Event (Final Night). To encourage maximum participation in the CPO Indoctrination Capstone event, both paid and non-paid IDT periods are authorized for participants. Unit CO concurrence and approval is required in order to utilize the paid IDT option.

e. A limited amount of IDTT and ATPs are allotted to the Force Master Chief account to support CPO indoctrination events.

13. Personnel Assignments and Reserve Unit Assignment Document (RUAD) Management.

a. Transfers from a SELRES status (i.e., retirement or transfers to the Individual Ready Reserve, Voluntary Training Units (VTU), or Active Status Pool) affect incentives and benefits, such as bonus payments, Post 9-11 GI Bill benefit transferability, TRICARE, and Service Members' Group Life Insurance coverage. Such action could result in recoupment efforts if service requirements are not met prior to transfer. Unit COs or OICs must counsel SELRES regarding their affected benefits, and NRAs must ensure Sailors acknowledge their understanding by signing the applicable NAVPERS 1070/613 (revision 08-2012), Administrative Remarks.

b. OSOs will review all RUADs annually, to ensure billet requirements (such as Reserve functional area, gender, and leadership codes) are current and provide necessary strategic depth. Additionally, OSOs, unit COs, and OICs will be active participants in the SELRES assignment process, to include providing current billet descriptions in Reserve Force Manpower Tools (RFMT) for officer billets and MyNavy Assignments (MNA) for enlisted billets, and ranking junior officers and enlisted applicants quarterly in RFMT and MNA respectively.

14. Orders and Travel Vouchers. Liquidation of orders and travel vouchers is a Force priority and must be incorporated into the routine business of NRAs and units.

a. SELRES and VTU Sailors are required to ensure reporting and detaching endorsements are completed by the supported command prior to completion of duty. NSIPS e-Muster is the preferred means of endorsement, but handwritten and stamped endorsements remain acceptable.

b. SELRES and VTU Sailors must submit a copy of their orders to their NRA as either part of their travel claim, or in the case of no travel, as part of their individual IDT folder in the current Navy Reserve's record management system, Hewlett Packard Enterprise Records Manager (HPE-RM), within 5 working days of orders completion.

(1) Unendorsed orders are acceptable if accompanied by the NSIPS-generated AT or ADT orders signature page from the members self-service account as generated by e-Muster.

(2) Endorsed orders are required when NSIPS AT/ADT e-Muster is not used.

c. Unit COs/OICs must incorporate order and travel claim liquidation as part of routine unit administration. This includes immediately cancelling both the NROWS order application and the associated Defense Travel System (DTS) authorization, if applicable, should a member not execute their orders.

d. NRAs must monitor and work to reconcile orders and travel claim liquidation weekly.

e. NRAs are authorized to suspend subsequent orders until all required documentation has been submitted to satisfy the liquidation of any previous order.

f. NRAs are required to submit all order modifications that change the number of duty days to the servicing Reserve Services Branch of Transaction Service Center, Norfolk, upon approval.

15. Financial Improvement and Audit Readiness. Documents that support a financial transaction must be maintained for 10 years. Therefore, to ensure audit readiness, all key supporting documents for all gains, losses, and military pay transactions must be scanned and stored electronically in the HPE-RM, unless otherwise specified in reference (b).

16. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

17. Forms. NAVPERS 1070/613 (REV. 08-2012), Administrative Remarks, is available from the link below Web site: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS_1070-613_Rev08-12.pdf

18. Cancellation Contingency. This notice will remain in effect for 1 year or until a new FY guidance is issued.



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Deputy Commander

Releasability and distribution:

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