

RESPERSMAN 1001-030

Train to Retain

Responsible Office	COMNAVRESFORCOM (CNRFC N1C2)	Phone:	DSN COMM FAX	262-2442 (757) 322-2442 (757) 444-7598
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References	(a) <u>MILPERSMAN 1910-156</u> , Separation by Reason of Unsatisfactory Performance (b) <u>MILPERSMAN 1440-010</u> , Conversion Authorization (c) <u>RESPERSMAN 1100-010</u> , Reserve Incentive Programs
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1. Purpose Train to Retain seeks to increase commissioned/operational units' mission readiness through proactive management of Selected Reserve (SELRES) training and qualifications. Type Commanders' (TYCOMs) instructions delineate training and qualification standards by billet to meet mission readiness. Assigned SELRES members must meet these standards within the prescribed timeframe to remain in the unit and community. Correspondingly, the unit must provide the members ample opportunity to train and get qualified. Per reference (a), if the Sailor is unwilling or unable to complete the training within the associated time, the Sailor may choose to convert to a different rating or be removed from pay status. Communication and management of expectations for applicable SELRES Sailors entering the Navy Reserve are critical to a fair and successful program.

2. Definitions

a. TYCOM. Type Commander, for this article, specific TYCOMS include Commander, Naval Air Force Reserve (CNAFR), Commander, Navy Information Forces Reserve (CNIFR), and Navy Expeditionary Combat Command (NECC).

b. SELRES. For this article, SELRES refers collectively to the drilling members of the Selected Reserve.

c. Train to Retain. A contract between the TYCOM and assigned SELRES that stipulates the mandatory training and qualifications a Sailor must achieve within the required timeframe to continue participation as a SELRES in the TYCOM's unit.

d. Navy Reserve Unit. For the purpose of this instruction, 'unit' refers to Navy Reserve Commissioned units belonging to CNAFR and NECC, and CNIFR, and can be further identified by the Unit Mobilization Unit Identification Code (UMUIC).

e. Navy Reserve Activity (NRA). The command where a Sailor is attached for administrative purposes. Most commonly, it is the regular drill site for SELRES Sailors (e.g., the Navy Operational Support Center or the squadron).

3. Requirements

a. Commander, Navy Reserve Force (CNRF) will provide guidance and oversight to TYCOMs on the Train to Retain program.

b. TYCOM will

(1) Create policy that specifies training requirements, performance goals, and time limits to complete the specified training and/or performance goals for personnel within their area of authority.

(2) Provide applicable policy to CNRFC (N1C2) for upload to MyNRH.

(3) Create a Statement of Understanding (SOU) that outlines the training requirements, performance goals, and time limits, and provide to CNRFC (N1C2) for upload to MyNRH.

(4) Approve or disapprove extension requests and exceptions to policy.

(5) Track statistical data regarding completed training rates for participating Sailors in the Train to Retain program.

c. CNRC N1 and PERS Career Transition Office (CTO) will

(1) Provide the SOU from the applicable TYCOM to the prospective SELRES affiliate.

(2) Ensure Sailor understands and signs SOU as a condition of accessing to the Navy Reserve.

d. NRA will

(1) Upon gaining Sailor into applicable billet:

(a) Retain required SOU in Hewlett Packard Enterprise (HPE) or subsequent approved system Records Management system.

(b) Process incentive requests as required per reference (c).

(2) Upon notification by Unit Commanding Officer of the failure of a Sailor to comply with the SOU:

(a) If the Sailor requests a rating conversion, assist Unit CO and Sailor in submitting and processing the request. If the rating conversion is approved, verify rating change in Navy Standard Integrated Personnel System (NSIPS).

(b) If the Sailor received a bonus, initiate bonus recoupment per reference (c).

(c) Support Unit CO, as required, in conducting administrative separation procedures, to include the completion of required loss transactions in NSIPS upon receipt of official separation notification.

e. SELRES Unit (UMUIC) Commanding Officer will

(1) Use the SOU as the basis to counsel the assigned Sailors on training requirements and required timelines prescribed by the respective TYCOM.

(2) Track Sailor training requirement completion progress against prescribed timeline.

(3) Provide status updates to TYCOM as necessary.

(4) Review and council members on progress as necessary.

(5) Provide sufficient training opportunities for Sailors to complete prescribed requirements.

(6) If SOU requirements are not completed by the Sailor in the required timeline:

(a) Notify the Sailor and NRA of the failure to complete the requirements.

(b) If applicable, request an extension/waiver from the TYCOM.

(c) If a rating conversion is possible and the Sailor requests, assist the Sailor with the request in coordination with the NRA per reference (b).

(d) If a rating conversion is not possible, conduct administrative separation procedures and request NRA support as needed.

f. Sailor will

(1) Review and sign SOU.

(2) Make every attempt to participate in provided training opportunities.

(3) Complete mandated training requirements within the timeline prescribed by the TYCOM.

(4) Notify unit chain of command as soon as possible if requirements will not be completed within the required timeline.

(5) When applicable, request training requirement waiver or extension via chain of command.

(6) If applicable, request rating conversion per reference (b). If approved for rating conversion, apply for new billet in MyNavy Assignments.