

RESPERSMAN 1300-010

SELECTED RESERVE (SELRES) ASSIGNMENTS

Responsible Office	COMNAVRESFORCOM (N12)	Phone:	DSN COMM FAX	262-2261 (757) 322-2261 (757) 444-7598
---------------------------	-----------------------	--------	--------------------	--

References	<ul style="list-style-type: none"> (a) DoD Instruction 1215.13 (b) COMNAVRESFORINST 4000.1E (c) Joint Travel Regulations (d) OPNAVINST 1306.2H (e) BUPERSINST 1001.39F (f) COMNAVCRUITCOMINST 1130.8J (g) OPNAVINST 1000.16L (h) MILPERSMAN 1160-120 (i) COMNAVRESFORNOTE 5400 series (j) BUPERSINST 1610.10D (k) COMNAVRESFORINST 3060.7B (l) MILPERSMAN 1910-158 (m) SECNAVINST 1920.6C
-------------------	--

1. **Purpose.** To issue information and amplifying guidance, per references (a) through (m), for the fulfillment of COMNAVRESFORCOM (N1) responsibility as the assignment authority for all SELRES billet assignments. The centralized assignment process is a coordinated effort by all echelons of the Navy Reserve and Navy supported commands via their Operational Support Officers (OSO).

2. **Definitions**

a. Reasonable Commuting Distance (RCD): Within 100 miles from the Permanent Drill Site (PDS). Distance calculation is based off Sailor's Navy Standard Integrated Personnel System (NSIPS) home address.

b. Reserve units. Established for administrative support of SELRES personnel.

(1) Training Reserve Unit Identification Code (TRUIC): The Reserve unit in which a Sailor drills and is locally and administratively assigned in an inactive duty training (IDT) status.

(2) Unit Mobilization Unit Identification Code (UMUIC): The Reserve unit to which a SELRES billet is structured and with which the Sailor would involuntarily mobilize.

c. SELRES Billets: Funded and structured billets to which SELRES personnel may be assigned in an IDT status for specific gaining command support and/or mobilization requirements. Procedures for establishing, disestablishing or modifying units/billets can be found on the [COMNAVRESFORCOM \(N13\)](#) Web site.

d. Local Assignment. SELRES assigned to the Reserve unit to which the Sailor's billet is structured; TRUIC equals UMUIC.

e. Cross Assignment. SELRES assigned to a Reserve unit that is different than the unit to which the Sailor's billet is structured; TRUIC does not equal UMUIC.

f. Exact Match Assignment. Sailor's rating, paygrade and Navy enlisted classification (NEC) (Designator, paygrade, and subspecialty (SSP)/AQD for officers) matches the billet requirements exactly.

g. Reserve Functional and Sex (RFAS) Assignment. Sailor's rating, paygrade, or NEC (designator, paygrade, or SSP/AQD for Officer) does not match the billet requirements but the Sailor meets the RFAS code substitution limits. Refer to [RESPERSMAN 1000-010](#).

h. Permanent Drill Site (PDS). The NRA designated as the individual's "normal" drill site. The PDS is referenced as the "administrative" drill site in reference (b). Per reference (c), it is the Sailor's responsibility to fund travel between their home and PDS.

i. Alternate PDS. Per reference (b), if a supported command determines a valid requirement exists for their Reserve unit to drill at a location other than the PDS, the supported command must provide a justification to the NRA. Refer to reference (b) for berthing requirements.

j. Personnel Move Request (PMR). Provides additional assignment flexibility in support of individual or unit requests that cannot be accommodated through the use of Junior Officer (JO) APPLY/Career Management System-Interactive Detailing (CMS-ID). PMRs shall [be submitted via the PMR Tracker on](#) the COMNAVRESFORCOM (N12) SharePoint site.

(1) The supported command OSO shall submit PMRs to COMNAVRESFORCOM (N12) via the PMR Tracker. PMRs will not be accepted from anyone other than the OSO.

(2) PMRs will be adjudicated within 30 calendar days of receipt by COMNAVRESFORCOM (N12).

k. Reserve Assignment Coordinator (RAC). Personnel authorized to make billet selections in CMS-ID.

3. **Eligibility**

a. In order to submit applications for billets either in Reserve Force Manpower Tools (RFMT)/CMS-ID, junior officers and enlisted personnel must be in a pay status, eligible to participate and:

(1) Within 6 months of expiration of Projected Rotation Date (PRD).

(2) In a billet with an expired PRD.

(3) In-Assignment-Processing (IAP) status.

(4) Cross-assigned and interested in applying for a local advertised billet.

Note: TRUIC change requests will be disapproved for Sailors assigned local with RCD waiver;

b. Sailors must be assignable based on their Manpower Availability Status (MAS) or Individual Mobilization Status (IMS) Codes. The list of unassignable MAS/IMS codes can be found on the [COMNAVRESFORCOM \(N12\)](#) SharePoint site or the Reserve Force Manpower Tool (RFMT) homepage.

c. JOs (junior officers (O4 and below)) in non-pay status (IRR-VTU/Active Status Pool (ASP)) are not eligible to apply for a billet assignment. Sailors assigned to the IRR-VTU/ASP must contact their local recruiter to affiliate with the SELRES.

d. Per reference (i), the National Command and Senior Officer Non-Command Billet Screening and Assignment Board (APPLY) is the primary assignment source for Senior Officers (O5/O6) and those applying for command billets.

e. Conflicts of Interest. Sailors may not be assigned to a Reserve billet in which there could be a financial or civilian employment conflict of interest as defined by reference (a). For example, civilian employees of the government may not be assigned to a mobilization billet in the office where they are employed as a civilian. Additionally, any family or marital relationship with other individuals assigned to the unit must not create a conflict of interest. IDT drills cannot be construed as a continuation of the individual's civilian job. Per reference (e), questions pertaining to conflicts of interest should be addressed with OSOs/NRAs, and Sailors should seek the advice of a designated ethics counselor.

f. Security Clearance Requirements

(1) Sailors with known security clearance issues should be assigned an “security clearance issue (AFP)” MAS code. All others may apply for and be assigned to billets that they do not currently hold the required level of security clearance based solely on billet Functional Area Code (FAC). Upon notification of assignment, the Sailor must immediately begin the process to obtain the required security clearance. Failure to obtain the required security clearance, either by not submitting request within 90 days or being denied the clearance, may result in forfeiture of billet and reassignment by COMNAVRESFORCOM (N12).

(2) Some billets require the completion of a counterintelligence-scope polygraph (CSP) examination periodically. The OSO will indicate in JOAPPLY/APPLY/CMS-ID that this is a requirement. If, after selection, a Sailor refuses to take the CSP, it is considered refusal of orders per paragraph 5i. If a Sailor attempts but fails to successfully complete the CSP, the supported command OSO may coordinate reassignment to another billet with approval by COMNAVRESFORCOM (N12).

(3) Security Clearance Issues/Lapses. When a Sailor no longer meets the billet's security clearance requirements, the Sailor's supported command OSO shall request via PMR to have the Sailor placed IAP at current TRUIC, with COMNAVRESFORCOM (N12) approval.

4. **Application Schedule**. The JO and enlisted assignments follow a quarterly (3 month) schedule. There are 4 phases in each quarter:

a. Main Application Phase. This phase provides Sailors an opportunity to submit up to 7 applications for billets available to them based upon exact match or RFAS substitution criteria. Applications may be modified until the application cycle closes. Cross-assigned Sailors may apply for advertised local billets during this phase.

b. Command Rank Phase. This phase allows unit leadership, OSOs, and Program Managers an opportunity to review applicants, provide ranking, and recommendations for consideration by COMNAVRESFORCOM (N12).

c. Main Selection Phase. During this phase, COMNAVRESFORCOM (N12) selects the most qualified individual per current assignment selection policies and priorities outlined in paragraph 5 of this article.

d. Directed Assignment Phase. During this phase, COMNAVRESFORCOM (N12) will direct assign eligible Sailors as specified in [RESPERSMAN 1300-070](#).

5. **Guidelines**

a. The most qualified applicants will be assigned using the following assignment priority:

(1) Local assignment, operational/commissioned unit.

(2) Local assignment, augment unit.

(3) Cross-assignment, operational/commissioned unit.

(4) Cross-assignment, augment unit.

b. Exact matches will be made before RFAS substitutions, when possible.

c. Cross-Assigned and IAP Sailors will be assigned to the nearest TRUIC best suited to provide mobilization readiness training for their rating, when possible. Aviation rated Sailors refer to the [RESPERSMAN 1300-080](#) for specific TRUIC assignment guidance.

d. RCD Waiver. Sailors may elect to be assigned to an NRA outside of their RCD. They are then considered "local" and may perform IDT outside the RCD. Sailors must sign the appropriate [NAVPERS 1070/613, Administrative Remarks](#) entry to remain in their locally assigned billet and are accepting the responsibility for all cost associated with travel from their home of record to the IDT location. Any JOs approved for a RCD waiver who later elects to do

a TRUIC change (not tied to an actual change in home of record) and become cross-assigned will have their PRD truncated so that they are required to apply for a new billet.

e. RFAS Assignment Waivers. Refer to [RESPERSMAN 1000-010](#).

f. PRDs. PRDs serve as the catalyst for rotational distribution and RFMT JOAPPLY/CMS-ID participation eligibility. Tour lengths are as follows:

(1) Locally assigned. 3 years.

(2) Cross-assigned. 2 years.

(3) Commands and designator/ratings/NECs approved for extended PRDs outside these tour lengths are in [RESPERSMAN 1300-080](#).

(4) PRD modifications. Sailors within 6 months of PRD are not eligible for a PRD modification, however, they may reapply for their current billet in CMS-ID/JOAPPLY. Sailors may request a modification when they are within 7 to 9 months of their PRD. PRD modifications that do not meet the previously stated requirements will be disapproved except in the following circumstances:

(a) Unit requested PRD adjustment. For example, Sailor no longer meets billet requirements due to Sailor status/billet change (i.e. advancement, rate/designator conversion).

(b) Sailor requested PRD adjustment. For example, Sailor is interested in applying for a nominative billet that doesn't align with current PRD (generally assigned to billet for no less than 1 year).

(c) Sailor requested PRD adjustment due to mobilization. Refer to [RESPERSMAN 1300-080](#).

g. Effective Date of Assignment. Pay for IDT performed before the effective date of the IDT orders is not authorized. The effective date of assignment will be annotated on the IDT orders. Refer to [RESPERSMAN 1570-010](#) for advance IDT guidance.

h. Cross-Assigned Unit Model. Billets structured to a headquarters unit (i.e. Naval Mobile Construction Battalion (NMCB), Marine Forces Reserve (MARFORRES) Units, Operational Health Support Units (OHSU)) are visible in RFMT JOAPPLY/CMS-ID; however, the detachments are not. When using JOAPPLY/CMS-ID, annotate in the notes section the local Navy Operational Support Center/NRA detachment to which assignment is desired. Once assigned, the Sailor will reflect as a cross-assignment on the detachment Reserve Unit Assignment Document (RUAD).

i. Refusal of Orders. Sailors are required to comply with official orders issued by COMNAVRESFORCOM (N1). Sailors, who refuse or "decline" to execute valid orders, will be transferred to the VTU and will sign a [NAVPERS 1070/613, Administrative Remarks](#) acknowledging their understanding of affected benefits and incentives upon transferring from a

SELRES status. For E1 through E6, annotate on evaluation report with a “Not Recommended for Retention-affiliation/Re-affiliation/Reenlistment.” For E7 and above, document refusal to execute orders in detaching chief evaluation/fitness report. Officers receiving a billet through the APPLY Board shall refer to reference (i) for additional guidance.

j. RUAD Management/Advancements. Supported command OSOs may request via PMR to re-assign Sailors within their unit to different billets in order to improve ‘fit/fill.’ PRDs shall remain unchanged.

k. IDT Orders. Will be generated/maintained in RFMT and approved by COMNAVRESFORCOM (N1).

(1) All SELRES will have an approved set of IDT orders.

(2) RFMT/CMS-ID will be the primary method for billet assignment.

(3) NRAs shall request IDT orders via RFMT for E5 through E9 and junior officer new affiliates. All Officer affiliations processed through a recruiter will need to have an approved Ready Reserve Agreement (NAVPERS 1200/1) and the information shall be entered by the NRA into RMFT to create the initial set of IDT orders. The Career Transition Office (CTO) may request initial IDT orders on the NRA’s behalf. Refer to RESPERSMAN 1300-080 for additional instructions.

(4) After initial orders are approved, RFMT will be utilized by the NRA for TRUIC changes for officers and enlisted Sailors. NRA will conduct the appropriate check-in and check-out transactions in NSIPS. The responsible NRA shall also conduct the gain and loss in RFMT.

(5) Individual Sailors may view/print their IDT orders in RFMT Sailor profile. RFMT command access provides IDT orders visibility of assigned personnel.

6. **Responsibilities**. The following matrix is a combination of functionality and responsibility. Roles that have primary responsibility for assignment actions are indicated by an “X*.”

a. There is no Officer Reserve Assignment Coordinator functionality or responsibility in RFMT.

b. Enlisted SELRES utilize CMS-ID as the primary system for billet assignments.

c. Junior Officers utilize RFMT as the primary system for billet assignment.

d. Officer and Enlisted Sailors shall request assignments to billets they are qualified to fill. Requirements are coded in the billet structure and failure to meet these requirements may result in forfeiture of billet assignment. Failure to maintain required community specific qualifications (e.g. professional licensure or credentials) may result in transfer to non-pay status.

ASSIGNMENT ACTION	CNRFC	OSO/ PRGM MGR	RAC	Ech 4	Ech 5	Ech 6	Sailor	CTO/ NRC	COMMENTS X* Denotes primary responsibility
ADVERTISE BILLETS IN CMS-ID/RFMT	X*								Billet Advertisement for JO and enlisted occur quarterly.
SUBMIT BILLET APPLICATION	X		X		X	X	X*		When eligible for orders the Reservist is primarily responsible for the submission of applications at least once a quarter for billets in CMS-ID/RFMT.
SUBMIT ASSIGNMENT RECOMMENDATIONS		X*				X			Bureau of Medicine and Surgery/Judge Advocate General/SC/SURGEMAIN/MARFORRES recommend assignments to COMNAVRESFORCOM (N12) quarterly. MAIN Phase only.
REVIEW BILLET APPLICATIONS/ MAKE BILLET ASSIGNMENTS	X*		X*						COMNAVRESFORCOM and external RACs adjudicate billet requests in CMS-ID.
CONDUCT DIRECTED ASSIGNMENTS	X*								Directed assignments.
ADJUDICATE PMR	X*								PMR's received during an assignment phase will not be adjudicated until the end of the assignment phase. All PMRs shall be adjudicated within 30 calendar days of receipt.
SUBMIT PMR		X*							
ADJUDICATE TRUIC CHANGE REQUESTS	X*		X*						
SUBMIT TRUIC CHANGE REQUEST	X				X		X*		All TRUIC change requests shall be submitted in RFMT.
SUBMIT PRD MODIFICATION REQUEST IN CMS-ID	X				X		X*		Submission of PRD modification requests are the responsibility of the Reserve Sailor and shall be sent via CMS-ID. PRD modifications can only be submitted during the main application phase.

ASSIGNMENT ACTION	CNRFC	OSO/ PRGM MGR	RAC	Ech 4	Ech 5	Ech 6	Sailor	CTO/ NRC	COMMENTS X* Denotes primary responsibility
SUBMIT PRD EXTENSION REQUESTS FOR JOs		X*							PRD extension request submitted by OSO via PMR when the Sailor is within 7-9 months of their PRD.
SUBMIT PRD EXTENSION FOR MOBILIZED SAILORS					X*	X			NRAs will request via PMR a PRD extension for Sailors who are being mobilized. NRAs will request JO PRD extensions via RFMT for those JOs being mobilized. Length of PRD extension shall be at least 6 months but may be up to 9 months after return from MOB.
PROCESS TRUIC CHANGE IN NSIPS					X*				TRUIC change shall be adjudicated on effective date as stated on the IDT orders. NRA has <u>5 working days</u> of the effective date to process.
PROCESS GAIN/LOSS IN RFMT AND NSIPS					X*				NRA's shall process gain/loss in RFMT and NSIPS <u>within 5 working days</u> .
SUBMIT BILLET RESERVATION / REQUEST	X							X*	Coordinate with Sailor and COMNAVRESFORCOM JO APPLY for billet request. Enlisted use CMS-ID and JOs e-mail: COMNAVRESFORCOM_JOAPPLY@navy.mil.
COORDINATE DIRECT COMMISSION OFFICER (DCO) TRANSITION	X								DCO transition is coordinated with (N7) and (N122).
UPDATE JOB DESCRIPTION IN CMS-ID/RFMT	X	X*	X			X*			COMNAVRESFORCOM can assist with updating job descriptions for Enlisted billets in CMS-ID when encumbered. OSOs and echelon 6 COs are primarily responsible for updating officer job descriptions in RFMT.
SUBMIT REQUEST FOR IDT ORDERS VIA RFMT			X	X	X*				All Officer and enlisted VTU transfers, Junior Officer PRD extensions for mobilization, and Officer recruiting orders
MONITOR WEEKLY PARTICIPATION REPORT		X		X	X*	X*			
REVIEW AND		X		X	X	X*			

COORDINATE RUAD MANAGEMENT									
ASSIGNMENT ACTION	CNRFC	OSO/ PRGM MGR	RAC	Ech 4	Ech 5	Ech 6	Sailor	CTO/ NRC	COMMENTS X* Denotes primary responsibility
MAKE COMMENTS ON APPLICATIONS AND RANK APPLICANTS		X*	X			X*			
UPDATE MAS/IMS CODES					X*				
ACKNOWLEDGE / VALIDATE RFMT / CMS-ID PROFILE ANNUALLY		X					X		To include CMS-ID profile update for enlisted Sailors.
APPROVE TRUIC CHANGE REQUESTS	X								
MAINTAIN RCD WAIVER					X*	X	X		