

RESPERSMAN 1300-050

ADMINISTRATIVE PROCESSING UNIT

Responsible Office	COMNAVRESFORCOM (N12)	Phone:	DSN	262-2261
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Reference	(a) MILPERSMAN 1611-020
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1. **Administrative Processing Unit (APU)**. The APU is appropriate for the temporary assignment of Sailors who are undergoing administrative or medical separation proceedings.

a. Sailors in the following categories will be transferred to the APU:

(1) Sailors identified by Navy Personnel Command as Physical Risk Classification “Not Physically Qualified – Retention Not Recommended (NPQ-RNR)” as a result of a Medical Retention Review or Line of Duty who have a case submitted to the Physical Evaluation Board (PEB). Sailors will be retained in their unit until the case has been submitted to the PEB.

(2) Officers who have been ordered to show cause by Commander, Navy Personnel Command (PERS-8).

(3) Reserve Unit Commanding Officers (COs)/Officers-in-Charge who have been administratively reassigned “for cause” in accordance with reference (a).

b. Sailors in the following categories will NOT be transferred to the APU:

(1) Sailors assigned to the Voluntary Training Unit (VTU).

(2) Sailors undergoing administrative action that could result in separation (e.g., positive urinalysis, multiple Physical Fitness Assessment failures, unsatisfactory performance, Non-Judicial Punishment, unsatisfactory participation or court-martial) will normally remain in their assigned unit pending resolution of their case and assign appropriate MAS code in NSIPS by the NRA per [RESPERSMAN 3060-010](#).

(3) Sailors undergoing a Medical Retention Review shall remain in their assigned unit in either a drilling or non-drilling status per [RESPERSMAN 6000-010](#), and shall not normally be transferred to another unit.

c. The Navy Reserve Activity (NRA) CO is the reporting senior for Sailors of the APU.

d. The NRA CO will ensure all Sailors assigned to the APU sign a [NAVPERS 1070/613, Administrative Remarks](#) acknowledging assignment to the APU.

e. APUs do not have mobilization billets. Personnel will be assigned to these units in an In Assignment Processing status. The NRA shall assign applicable Manpower Availability Status codes per [RESPERSMAN 3060-010](#).

f. Sailors assigned to the APU are authorized to drill until final disposition of their case with the exception of personnel identified as PRC “NPQ-RNR.” NRAs are required to adjudicate inactive duty training periods for PRC “NPQ-RNR” Sailors as Authorized Absences monthly.

(1) Sailors identified as PRC “NPQ-RNR” may continue their Servicemembers’ Group Life Insurance (SGLI) and Family Servicemembers’ Group Life Insurance (FSGLI) while assigned to the APU with the understanding that they will be required to remit premiums directly to Defense Finance and Accounting Services.

(2) An SGLV 8286, Servicemembers’ Group Life Insurance Election and Certificate or SGLV 8286A, Spouse Coverage Election and Certificate must be completed every time a Sailor elects lesser coverage, declines coverage or changes the designation of a beneficiary.

g. Enlisted Sailors assigned to the APU who reach their High Year Tenure (HYT) limit shall be transferred to the VTU pending disposition of their case. NRA CO shall ensure HYT Sailors sign a [NAVPERS 1070/613, Administrative Remarks](#) acknowledging loss of benefits and incentives upon leaving Selected Reserve status.

h. O5 and O6 Officers assigned to the APU who fail to select for an APPLY Board billet will be transferred to the VTU pending disposition of their case. NRA CO shall ensure officers sign a [NAVPERS 1070/613, Administrative Remarks](#) acknowledging loss of benefits and incentives upon leaving Selected Reserve status.

i. The NRA CO shall monitor the status of pending adjudications and ensure proper assignment requests/applications are submitted in a timely manner. Sailors assigned to the APU who are cleared to return to a billet/unit shall be reassigned through the billet assignment processes outlined in [RESPERSMAN 1300-010](#). NRA CO may request new TRUIC assignment via Reserve Force Manpower Tools (RFMT) prior to billet selection .