

**RESPERSMAN 1300-060**

**CROSS-ASSIGNMENTS**

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<b>References</b>	(a) DoD Instruction 1215.13 (b) BUPERSINST 1610.10D (c) COMNAVRESFORNOTE 1001
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1. **Policy.** The goal of COMNAVRESFORCOM (N12) is to maximize local billet fills. A local billet is defined as one within a reasonable commuting distance, 100 miles per reference (a). When a local billet is not available, Sailors will be assigned to billets at other NRAs to meet mobilization requirements across the Navy Reserve Force. This is referred to as a cross-assignment.

2. **Cross-Assignments.** Cross-Assignments are used to fill billets with Sailors residing in non-fleet concentration areas and reduce the number of personnel in an IAP status.

3. **Cross-Assigned Sailors.** A Cross-Assigned (CA) Sailor is Cross-Assigned Out (CAO) from the local TRUIC unit and Cross-Assigned In (CAI) to the UMUIC unit where the mobilization billet resides. Therefore, CA Sailors have two chains of command – the administrative (via the TRUIC) and the operational (via the UMUIC). Effective management of CA Sailors requires constant and proactive communications.

4. **Cross-Assignment Guidelines.** COMNAVRESFORCOM (N12) considers the following when determining the appropriate TRUIC to which a CA Sailor should be assigned:

a. Cross-Assignments will be made between similar units and/or within Reserve programs to the greatest extent possible (i.e. Special Warfare Forces, Naval Construction Forces, Bureau of Medicine). Sailors will be Cross-Assigned using the following assignment priority:

(1) CA Sailors will be assigned to a local unit that is best suited to provide mobilization readiness training for assigned billet; or

(2) CA Sailors will be assigned to the local Operational Support Unit (OSU) attached to the NRA closest to member’s home of record.

b. Cross-Assignments are not authorized for Senior Officers (O5/O6) and JO awarded billets through the annual Commander, Navy Reserve Force National Command and Senior Officer (O5/O6) APPLY unless otherwise directed by COMNAVRESFORCOM (N12).

c. Refer to [RESPERSMAN 1300-020](#) for assignment of drilling Reserve Sailors residing overseas.

5. **Cross-Assignment Vesting and Reassignment Policy.** A Cross Assigned Sailor becomes vested in their assigned billet 6 months after the IDT orders effective date.

a. Sailors in the following status are eligible to displace a non-vested Cross Assigned-In Sailor for a local assignment:

(1) Cross Assigned-Out

(2) IAP

b. Unit leadership will submit a PAR to the billet OSO for endorsement prior to sending to COMNAVRESFORCOM (N12). The OSO of the cross assigned Sailor removed shall recommend an exact or RFAS fit billet assignment with similar Reserve Program Code (RPC) within their AOR and; if no RFAS fit billet is available, COMNAVRESFORCOM (N12) will determine assignment for the Sailors who have been displaced.

6. **Local Assignment Opportunities for Cross-Assigned Personnel.** CA Sailors with tenure remaining in their current billet may submit applications via CMS-ID/JOAPPLY for local vacant billets. Reference [RESPERSMAN 1300-010](#) for specific guidance.

a. CA Sailors shall inform their chain of command of their intention to apply for local billet.

(1) JOs shall use the 'Local Assignment Request' functionality in JOAPPLY during the 'application phase' of the assignment cycle to submit applications for local vacant billets.

## 7. **Responsibilities**

a. COMNAVRESFORCOM (N12) shall:

(1) Establish, promulgate, and reinforce CA policies, training material and business rules, as required.

(2) Make cross-assignments that enhance mobilization readiness.

(3) Review and process PARs that request removal of CA Sailors prior to vesting period for local Sailors. Coordinate with affected UMUIC COs/OICs, and OSOs.

b. Navy Supported Commands/OSOs should:

(1) Communicate supported command mission and operational requirements with COMNAVRESFORCOM (N12) and UMUIC COs/OICs.

(2) Understand Cross-Assignment policies and the associated IDTT processes.

(3) Review and budget for IDTT funding requirements for CA Sailors based on Operational Support Plan (OSPLAN), as required.

(4) Facilitate communication between UMUIC and TRUIC CO as it pertains to the Cross Assigned Sailor.

c. Echelon 4 commands shall:

(1) Promulgate, train, enforce, and advise NRAs on all Cross-Assignment policies, practices, and business rules.

(2) Manage regional IDTT funding in accordance with COMNAVRESFORCOM (N3) directives and/or guidance.

(3) Serve as mediator for unresolved matters regarding Cross-Assignment policies, CA Sailors, and related assignments.

(4) Provide assistance in the sharing of contact data for CA Sailors and unit COs/OICs.

d. NRA COs shall:

(1) Promulgate, train, enforce, and advise units on all Cross-Assignment policies, practices, and business rules.

(2) Facilitate communication between UMUIC and TRUIC CO as it pertains to the Cross Assigned Sailor.

(3) Ensure units and Sailors are aware of Cross-Assignment roles and responsibilities and capitalize on all training opportunities to ensure Sailors are well informed and educated (i.e. INDOC, unit in the spotlight).

(4) Ensure TRUIC COs/OICs coordinate with UMUIC COs/OICs to include AT requirements for CA Sailors in their operational support plan.

(5) Ensure staff assists units and CA Sailors in identifying and submitting applications for local assignment opportunities using CMS-ID/JOAPPLY.

(6) Assist in the facilitation and support of all communications between CA Sailors, UMUIC, TRUIC, and echelon 4 leadership.

(7) Ensure staff does not fund approve AT applications (for CAO personnel) without prior-coordination with the UMUIC CO/OIC or designated representative.

e. UMUIC COs/OICs or designated representative(s) shall:

(1) Train, educate, and enforce policies and procedures that govern Cross-Assignments.

(2) Identify CAI Sailors and initiate contact no later than 30 days after the assignment to unit. Manage/maintain contact at least quarterly throughout their tenure. Communication expectations should be defined and discussed during first contact.

(3) Inform CAI Sailor being displaced prior to submission of PAR in support of reassignment that accommodates the assignment of a local Sailor in an IAP status.

(4) Serve as operational control (OPCON) for CAI Sailors and outline OPCON expectations. These expectations should include, but are not limited to, coordinating and assisting in the execution of quarterly/annual individual training plans (ITP) and AT/Active Duty for Training (ADT)/IDT/IDTT opportunities.

(5) Approve/disapprove AT/ADT orders applications in NROWS.

(6) Include IDTT input for CAI Sailors in budget planning, as required.

(7) Complete fitness reports/evaluations (FITREP/EVAL) in accordance with reference (b).

(8) Ensure billet/command comments and unit contact information in CMS-ID and JOAPPLY is updated at least annually.

f. TRUIC COs/OICs or designate representative(s) shall:

(1) Train, educate, and enforce policies and procedures that govern Cross-Assignments.

(2) Identify CAO Sailors and ensure they have been contacted by UMUIC within 30 days of their assignment. If initial contact has not been made within timeframe, assist CAO Sailors in obtaining UMUIC leadership information in order to establish and maintain communications at least quarterly throughout tenure.

(3) Serve as the administrative control (ADCON) for CAO Sailors and outline ADCON expectations, maintaining administrative, and mobilization readiness (i.e. PFA/PHA, medical/dental and advancement exams).

(4) Complete fitness reports/evaluations (FITREP/EVAL) in accordance with reference (b).

(5) Support CAO Sailors in the scheduling and performance of active duty and IDT with UMUIC and/or Supported Command.

g. NRA and Unit Career Counselors shall:

(1) Train, educate, and advise on policies, procedures, and systems that govern Cross-Assignments.

(2) Coordinate with NRA staff and CCC in providing direction, guidance, and support to unit leadership to assist in the management of their CA Sailors.

(3) Assist with facilitating communications between UMUIC/TRUIC leadership and CA Sailors.

(4) Assist CA Sailors in identifying local assignment opportunities; assist in researching and submitting applications for local assignments, using CMS-ID/JOAPPLY.

h. CA Sailor shall:

(1) Understand policies, procedures, and systems (CMS-ID/JOAPPLY) that govern Cross-Assignments.

(2) Communicate with UMUIC leadership within 30 days of assignment. Assistance in locating UMUIC information should be obtained from TRUIC/NRA leadership.

(3) Maintain at least quarterly communications with UMUIC leadership or more frequent as defined by UMUIC's communication expectations during initial contact.

(4) Comply with Supported Command requirements as defined/outlined by OSO and/or UMUIC CO/OIC (i.e. security clearances, computer access).

(5) Complete all Navy administrative and readiness requirements (i.e. PFA/PHA, medical/dental, advancement exam) with TRUIC.

(6) Coordinate IDT periods and AT/ADT/IDTT orders with TRUIC and UMUIC leadership.

(7) Search for local assignment opportunities, if desired. Ensure both UMUIC/TRUIC chains of command are aware of intentions to apply for local billets before submission. Submit applications for local assignments, using CMS-ID/JOAPPLY.

(8) Provide and submit EVAL/FITREP inputs to TRUIC/UMUIC chains of command.

8. **Program Coordination.** Proactive and continuous coordination and communications are not only expected, but required, in order to support unit mission requirements/readiness, ensure CA Sailors are properly supported and ensure that cross-assignment expectations are being met. Successful communications require coordinated, cross-functional teamwork in order to mitigate challenges associated with different geographic areas/regions, schedules, and operational tempo.

a. The Navy Reserve Readiness Module (NRRM) is a source for Reserve unit leadership to obtain contact information pertaining to their CAI Sailors and other Reserve unit COs/OICs. The NRRM homepage can be accessed through the “Applications” drop-down tab on the COMNAVRRESFORCOM Navy Reserve Homeport (NRH) site.

b. UMUIC CO to CA Sailors Coordination: UMUIC COs/OICs shall contact TRUIC CO for issues pertaining to Cross Assigned Sailors.

c. UMUIC/TRUIC Leadership Coordination: COs/OICs shall assist their CA Sailors in obtaining contact information (i.e. NRRM, RFMT, CMS-ID, NRH, NRA engagement).

(1) CA Sailors coordinate with TRUIC leadership to identify the UMUIC that is associated with their assigned billet.

(2) Coordinate with TRUIC NRA staff to identify the NRA to which the UMUIC is assigned. Contact appropriate NRA for UMUIC unit leadership information.

#### 9. **Reporting Senior**

a. The TRUIC CO/OIC is responsible for submitting FITREPS/EVALS on all assigned local, IAP, and CAO Sailors. The UMUIC CO is highly encouraged to provide performance information/inputs to the TRUIC CO for consideration in FITREPs/EVALs for CAI Sailors. Performance Information Memorandums (PIM) and use of concurrent reports are also authorized and encouraged, as outlined in reference (b).

b. Commanding Officers of Commissioned (Operational) units are the Reporting Seniors for all assigned personnel to include cross-assigned Sailors.

#### 10. **Annual Training**. UMUIC CO’s shall coordinate their AT periods for CA Sailors.

a. The UMUIC is the approval authority for CAI Sailors’ AT orders.

b. The TRUIC NRA is the AT fund approver for CAO Sailors and shall not circumvent unit approval of AT in NROWS without prior approval from the UMUIC CO or designated representative.

11. **Inactive Duty Training**. CA Sailors and affected chains of command are required to coordinate IDT periods as necessary to support the mission of the UMUIC and/or supported command.

12. **Inactive Duty Training Travel (IDTT)**. CA Sailors and affected chains of command are required to coordinate IDTT as necessary to support the mission of the UMUIC and/or Supported Command. Refer to the annual Force Execution Guidance, reference (c), for further IDTT guidance.