

RESPERSMAN 1300-070

DIRECTED ASSIGNMENTS

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|---------------------------|--------------------------|--------|------|----------------|
| Responsible Office | COMNAVRESFORCOM (N12) | Phone: | DSN | 262-2261 |
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| References | (a) RESPERSMAN 1300-010 (b) OPNAVINST 1000.16L (c) COMNAVRESFORINST 4000.1E (d) BUPERSINST 1001.39F (e) DODI 1215.13 (f) COMNAVRESFORNOTE 5400 (g) BUPERSINST 1610.10D (h) MILPERSMAN 1910-158 |
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1. **Purpose.** To issue guidance and procedure, per references (a) through (h), for the execution of directed assignments. The goal is maximizing Sailor participation in the assignment process to match Sailor's assignment preferences and the needs of the Navy Reserve.

a. JO and Enlisted Personnel:

(1) If assignable, shall participate in Junior Officer Assignment in Reserve Force Manpower Tools (RFMT) and Career Management System-Interactive Detailing (CMS-ID) quarterly as specified in [RESPERSMAN 1300-010](#).

(2) If transitioning from an unassignable to assignable status after the start of the Main Application Phase (first month of each quarter), Sailors shall participate in CMS-ID or Junior Officer Assignment in RFMT

b. Directed Assignments achieve the following objective:

(1) Qualification and training of junior personnel (E-4 and below).

(2) Maximize fill rates to valid, funded Navy Requirements.

(3) Promote participation in the assignment process in order to place qualified Sailors into billets.

2. **Definitions**

a. Expired Projected Rotation Date (PRD) Duration. The number of days a Sailor remains in a billet beyond their assigned PRD.

b. In-Assignment Processing (IAP) Duration. The number of days a Sailor is in an IAP status. A Sailor can become IAP as early as three months prior to their PRD if another Sailor is awarded the billet during a Main selection phase.

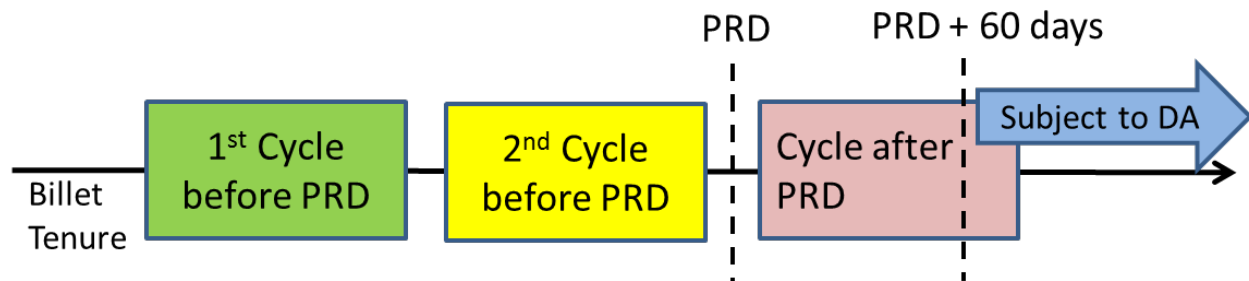
c. Minimum Participation. Over two quarterly assignment cycles, Sailor selects at least one billet and submits an application in CMS-ID or Junior Officer Assignment in RFMT.

3. Eligibility

a. Sailors must be assignment eligible per [RESPERSMAN 1300-010](#) paragraph 3.

b. All E-4 and below Sailors' initial billet assignment will be determined by COMNAVRESFORCOM (N12).

c. For E-5 and above Sailors, each Sailor is authorized to apply for eligible billets two cycles prior to the Sailor's PRD. Sailors are required to apply for eligible billets the cycle after PRD expiration. Failure to participate in the assignment process, to receive a requested billet assignment 60 days after expiration of one's Projected Rotation Date (PRD), or if In-Assignment Processing (IAP) status for at least 60 days will result in directed assignment. Below is a depiction of the assignment timeline.



4. Exceptions

a. COMNAVRESFORCOM (N12) may authorize personnel in the categories listed below to be excluded from directed assignment:

(1) All E1-E4 and O1-O2.

(2) Enlisted with a change-of-rate/Prior Service Reenlistment Eligibility-Reserve (PRISE-R) conversion pending.

(3) Sailors with unassignable MAS/IMS codes.

(4) Sailor with OCONUS Home of Record. Refer to [RESPERSMAN 1300-020](#) for more information/guidance.

5. **Execution**. The directed assignment phase is integrated into the CMS-ID/Junior Officer Assignment quarterly schedule which is posted on the RFMT and CMS-ID websites.

a. **Weekly Participation Report**. At the beginning of each quarter, the list of all assignment eligible Sailors will be posted to the [COMNAVRESFORCOM \(N12\)](#) SharePoint site. An updated report will be posted weekly during the Main Application Phase. This Report provides real-time participation status for Enlisted and Officers respectively.

b. **Directed assignments to Billets**

(1) Directed assignment slating occurs after the Main Assignment Phase selections.

(2) Orders issued for directed assignments will be effective 30 days from the end of the current quarterly cycle. PRDs will align with main phase application orders.

(a) Example: A Sailor directed to an assignment in March 2016 will have orders effective 1 May 2016 with a 31 March 2018/2019 PRD.

6. **Responsibilities**

a. COMNAVRESFORCOM (N1) shall:

(1) Update and post the participation report weekly during the Main Application Phase. Report will be posted on the [COMNAVRESFORCOM \(N12\)](#) homepage.

(2) Issue Inactive Duty Training (IDT) orders for directed assignments.

b. Echelon IV shall:

(1) Ensure Navy Reserve Activity (NRA) review of the participation report.

(2) Ensure all orders are executed within 5 working days of the order effective date. The effective date of the transfer in NSIPS shall be effective the date that is stated on the IDT orders.

c. NRA shall:

(1) Utilize the weekly participation report to identify Sailors who are not meeting minimum participation requirements.

(2) Engage with Navy Reserve Unit Leadership to maximize assignment eligible Sailors' participation in the application phase.

(3) Execute all orders within 5 working days of the effective date stated on the IDT orders in NSIPS. The effective date of the transfer in NSIPS shall be the effective date that is stated on the IDT orders.

d. Navy Reserve Unit shall:

(1) Monitor the weekly participation report in order to ensure Sailor meets the minimum participation requirements.

(2) Inform the NRA of any issues that prevented the Sailor from participating in the Main Application Phase.