

RESPERSMAN 1300-080

SPECIAL ASSIGNMENT CATEGORIES

Responsible Office	COMNAVRESFORCOM (N12)	Phone:	DSN COMM FAX	262-2261 (757) 322-2261 (757) 444-7598
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References	(a) BUPERSINST 1610.10D (b) COMNAVRESFORNOTE 5400 series (c) MILPERSMAN 1160-120 (d) DoD Instruction 1235.00 (e) OPNAVINST 1306.2H (f) MILPERSMAN 1300-1200 (g) COMNAVRESFORINST 3060.7C (h) MILPERSMAN 1910-156 (i) BUPERSINST 1001.39F (j) SECNAVINST 1920.6C (k) MILPERSMAN 1301-227 (l) Title 10 U.S.C. (m) NAVPERS 15878L (n) DoD Instruction 1300.19 (o) DoD DTM 17-005 (NOTAL) (p) MILPERSMAN 1301-216 (r) MILPERSMAN 1616-010
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1. **Policy.** This article covers situations not normally associated or considered with the regular assignment process as outlined in [RESPERSMAN 1300-010](#).

2. **Additional Duty.** Additional Duty (ADDU) orders will be used to enhance mobilization readiness and training of Sailors and/or units. Specifically:

a. Individuals of Navy Reserve units that support, but are remote from, U.S. Marine Corps units may be assigned ADDU to those units. A reasonable commuting distance as defined in [RESPERSMAN 1300-010](#) applies and can be assigned via electronic drill management or Navy Reserve Activity (NRA) designation letter.

b. Selected Reserve (SELRES) unit commanding officers (CO)/officers-in-charge (OIC) are assigned to the supported command and ADDU to their Reserve Component Command (RCC) per reference (a).

3. **Voluntary Active Duty Orders (Definite Recall/ADT/ADSW)**

- a. Officers assigned to APPLY billets who execute voluntary active duty orders will be governed by policy as stated in reference (b).
- b. Sailors on Active Duty for Training (ADT)/Active Duty for special work (ADSW) orders who execute voluntary active duty orders of 6 months or less will remain assigned to their Ensure Inactive Duty Training (IDT) billet while on active duty.
- c. Sailors who execute ADT/ADSW voluntary active duty orders greater than 6 months may be retained in their IDT billet at supported command discretion. Operational support officer (OSO) may submit a Personnel Move Requests (PMR) to move the member to In-Assignment Processing (IAP) status in their currently assigned Training Reserve Unit Identification Code (TRUIC). Sailors must apply for a new IDT assignment via Career Management System – Interactive Detailing (CMS-ID) or Junior Officer (JO) APPLY in Reserve Force Manpower Tool (RFMT) immediately following their return from active duty.
- d. Sailors who execute definite recall or Canvasser Recruiter (CANREC) orders shall be removed from their IDT billet. Sailors who execute definite recall or CANREC orders from a pay status shall return to a pay status upon re-affiliation through Career Transition Officer (CTO).
- e. Sailors in a non-pay status who execute active duty orders will return to a non-pay status (VTU or IRR-ASP) upon completion of the orders.
- f. Per reference (c), enlisted personnel who will reach high year tenure (HYT) while on voluntary active duty orders will be transferred to the VTU prior to executing orders unless the Sailor has an approved HYT waiver that expires after the anticipated return date.
- g. Sailors returning from a definite recall must coordinate SELRES re-affiliation with Commander, Navy Personnel Command (NAVPERSCOM) (PERS-97) CTO at least 3 months prior to end of orders. Failure to do so may result in placement in IRR-ASP or VTU.

4. **Mobilized Personnel**

- a. **Mobilizations from Pay Status.** JOs and enlisted Sailors who mobilize while in a pay status will remain assigned to their current unit and billet while mobilized and are eligible to remain in a pay status, for at least 6 months but up to 9 months following demobilization, except where precluded by policy (e.g., statutory limitations, HYT). Senior officers will be governed by policy in reference (b).

(1) NRAs shall submit a PMR to Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N12) to extend projected rotation dates (PRD) of mobilizing Sailors, identified by RC2 Individual Mobilization Status (IMS) Code, before the effective mobilization date. This modified PRD will be at least 6 months but up to 9 months after return

from mobilization. JOs will have their PRD modified due to mobilization when the NRA inputs the IDT orders into RFMT for approval by COMNAVRESFORCOM (N12).

(2) NRAs shall ensure that enlisted Sailors, who are expected to reach HYT while mobilized, are properly counseled and transferred to the VTU per reference (c).

(3) Mobilizations from an APPLY assignment, see reference (b).

(4) JOs and enlisted Sailors whose unit/billet is disestablished or relocated while mobilized will be assigned IAP to a designator/rating appropriate unit. Coordination between OSO and NRA CO is required.

b. Mobilizations from Non-Pay Status. Sailors who mobilize from a non-pay status (IRR-ASP/VTU) will return to a non-pay status following demobilization.

c. End of Obligated Service (EOS). Sailors, who receive official notification of an impending mobilization whose EOS expires prior to the end date of mobilization orders, will be requested to extend their contract or reenlist to cover the period of the mobilization. Personnel who refuse to take the above action will be separated at EOS. NRA shall annotate "Failed to extend EOS for impending mobilization and separated at EOS. Not recommended for Reenlistment/Re-affiliation" on the NAVPERS 1070/615, Honorable Discharge from the Navy Reserve.

5. Community/Leadership Billet Assignments. Identified community and leadership billets are slated via APPLY, and are governed by policy in reference (b).

6. Individual Mobilization Augmentee (IMA) Assignments. Due to the nature of the IMA program, the commands may require additional information prior to assignment, including additional interviews, modified TRUIC, and primary drill locations in support of reference (d). OSO must ensure billet description defines the process and any other requirements for IMA billet assignment.

7. Safety Transfers. Safety transfers will be conducted for reasons outlined in references (e) and (f). If requested by the Service member, the command should allow for separate training on different weekends or times from the alleged offender or with a different unit in the home drilling location to ensure undue burden is not placed on the service member and his or her family by the transfer. If another NRA is within a reasonable commuting distance, transfer of the alleged offender instead of the service member should also be considered. At a minimum, an alleged offender's access to the member will be controlled, as appropriate.

a. Upon receipt of a safety transfer request, the unit CO in coordination with the NRA CO shall, within 24 hours, route the transfer request to the echelon 4.

b. Within 48 hours of receipt, the echelon 4 shall:

(1) Coordinate with COMNAVRESFORCOM (N12), discuss reassignment options and take the Sailor's input into consideration.

(2) Provide reason(s) for recommending approval/disapproval of a request.

(3) Forward approval transfer recommendations to COMNAVRESFORCOM (N1) to adjudicate orders.

(4) Forward disapproved transfer recommendations to COMNAVRESFORCOM (N00) via COMNAVRESFORCOM (N1) for final decision. The final decision process will not exceed 72 hours from the receipt of the Sailor's transfer request from echelon 4.

(5) Ensure Sailors are fully informed of the transfer process. If at any time the requesting Sailor elects not to proceed with a transfer request, he/she shall formally withdraw the request in writing to the NRA CO.

c. COMNAVRESFORCOM (N12) shall:

(1) Process safety transfer requests and maintain a copy of disapproved requests for a period of 3 years.

(2) Reassign the Sailor, if requested, to another NRA or unit. Sailor's current billet may be suppressed and the Sailor will be reassigned IAP to a different unit. The transferred Sailor's billet will remain suppressed until the issue is resolved or original PRD expires, whichever occurs first.

d. Upon resolution of the issue, the Sailor may request to be reassigned to their original billet or can request a new assignment. Chain of command shall forward the recommendation to COMNAVRESFORCOM (N12) who shall process the request and make appropriate assignments. If the Sailor elects new assignment, the Sailor must apply for a new billet and the suppressed billet will be advertised.

8. **Expedited Transfers.** References (e) and (f) outline expedited transfer reasons, roles, and procedures. If requested by the Sailor, the command should allow for separate training on different weekends or times from the alleged offender or with a different unit in the home drilling location to ensure undue burden is not placed on the Sailor and his/her family by the transfer. Potential transfer of the alleged offender instead of the Sailor should also be considered. At a minimum, an alleged offender's access to the member who made the unrestricted report will be controlled, as appropriate. The CO shall consider all the facts and circumstances surrounding the case and basis for the transfer request. Another NRA within a reasonable commuting distance may be considered.

a. Victims of sexual assault who make an unrestricted report have the option to request temporary or permanent transfer from their assigned unit.

b. Sailors who file restricted reports and desire expedited transfers must change the restricted report to an unrestricted report via DD Form 2910, Victim Reporting Preference Statement.

c. Upon receipt of an expedited transfer request the unit CO, in coordination with the NRA CO shall, within 24 hours, route the expedited transfer request to the echelon 4.

d. Within 48 hours of receipt, the echelon 4 shall:

(1) Contact COMNAVRESFORCOM (N12) to discuss reassignment options and adjudicate the expedited transfer request taking into consideration the victim's input before making a final decision involving the reassignment.

(2) Establish a presumption in favor of transferring victims (who initiate the expedited transfer request) following a credible report of sexual assault. See reference (f) for more information on credible reports.

(3) In cases where the victim and alleged offender are assigned to the same unit or NRA, the echelon 4 commander may first consider relocating the offender. In most instances, the victim's preference should receive primary consideration.

(4) Provide reason(s) for recommending approval or disapproval of a request following considerations outlined in reference (f).

(5) Forward approved transfer recommendations to COMNAVRESFORCOM (N1) to process orders.

(6) Forward disapproved transfer recommendations to COMNAVRESFORCOM (N00) via COMNAVRESFORCOM (N1) for final decision. The final decision process will not exceed 72 hours from the receipt of the member's transfer request from echelon 4.

(7) Ensure victims are fully informed regarding reasonably foreseeable impacts on their career, the potential impact of the transfer or reassignment on the investigation, potential litigation or initiation of other adverse action against the alleged offender, or any other possible consequences of granting the request. If at any time the requesting service member elects not to proceed with an expedited transfer request, he or she shall formally withdraw the request in writing to the NRA CO.

(8) If a victim is transferred to a new NRA, the current Regional Sexual Assault Response Coordinator (RSARC) shall coordinate the transfer of the case in accordance with reference (f).

(9) In cases where the member is reassigned on a temporary basis, the echelon 4 commander, in coordination with the applicable NRA and member, shall determine whether the transfer will become permanent. When applicable, echelon 4 commander shall forward the

recommendation to COMNAVRESFORCOM (N12) to process the request and make appropriate assignments. If the member will remain reassigned, the member must apply for a new billet and the original billet will be advertised.

e. COMNAVRESFORCOM (N12) shall:

(1) Process expedited transfer requests for victims of sexual assault who file an unrestricted report and maintain a copy of disapproved requests for a period of 3 years.

(2) Reassign the Sailor if requested. Sailor's current billet may be suppressed and Sailor will be reassigned IAP to a different unit. The transferred Sailor's billet will remain suppressed until the issue is resolved or original PRD expires, whichever occurs first.

9. **Unit and/or Billet Action Request (UAR/BAR) Assignments.** When UARs/BARs affect incumbent Sailors, OSOs shall submit associated PMR to provide COMNAVRESFORCOM (N12) via COMNAVRESFORCOM (N13) with the necessary billet/personnel information to ensure the affected Sailor is properly counseled and reassigned. COMNAVRESFORCOM (N13) shall record and track all associated UARs/BARs.

a. Unit/Billet Relocations. When relocating billets and/or units, Sailors will be given the option to remain in the affected billet in accordance with [RESPERSMAN 1300-010](#). If a Sailor decides not to remain in the billet, the PMR will request to modify the PRD of the Sailor to align with the billet relocation effective date. These PMRs should be submitted 6 months prior to the requested effective date of relocation.

b. Unfunded Billets. COMNAVRESFORCOM (N13) shall provide COMNAVRESFORCOM (N12) a list of Sailors impacted by unfunded billets on a monthly basis. COMNAVRESFORCOM (N12) shall adjust Sailor's PRD to the billet end date.

10. **Administrative Action Pending.**

a. Sailors undergoing administrative action that could result in separation (e.g., positive urinalysis, multiple PFA failures, unsatisfactory performance, Non-Judicial Punishment (NJP), courts-martial, or inter-service transfer request) will remain in their assigned unit pending resolution of their case and shall be assigned an "AAP" Manpower Availability Status (MAS) code in Navy Standard Integrated Personnel System (NSIPS) by the NRA.

b. Sailors identified for mobilization (R## IMS code) who fail to maintain satisfactory participation shall be adjudicated per reference (g).

c. Officers who fail to meet satisfactory participation requirements may have their drill assignment cancelled and be transferred to the IRR (ASP) per reference (i). The supporting NRA will prepare standard transfer orders to the IRR (ASP) per [RESPERSMAN 1900-010](#). Unsatisfactory participation will be identified as the reason for transfer on the detaching orders. Further unit assignment is not authorized without NAVPERSCOM (PERS-911) approval.

d. Officers who fail to meet performance standards may be involuntarily transferred to the IRR (ASP) per reference (i). NRA COs shall forward involuntary IRR (ASP) transfer recommendation to COMNAVRESFORCOM (N12) via echelon 4 for adjudication.

e. Officers may be recommended for separation for cause, including loss of security clearance, per reference (j). Officers who have been ordered to show cause shall be transferred to the APU pending final adjudication and assigned the "AAP" MAS code in NSIPS.

f. Per reference (k), if an officer's security clearance eligibility revocation and or denial be upheld after all appeals, the officer shall be processed for administrative separation. Officers who fail to maintain required security clearances shall be transferred to the APU upon notification to NAVPERSCOM (PERS-83).

11. **High Year Tenure**. Sailors reaching HYT are governed by reference (c). For Sailors with HYT waiver or exception to policy, NRA CO shall ensure the following:

a. Per reference (m), a command-level career development board (CDB) shall be held no later than 24 months from the Sailor's HYT date.

b. No later than the month before they reach HYT, Sailors must be properly counseled regarding their affected benefits and incentives by signing the "[Transfer from Selected Reserve Status Page 13.](#)" This acknowledgement/notification must be verified in NSIPS. If the Sailor refuses to sign "Transfer from Selected Reserve Status Page 13," it must be witnessed by 2 parties and maintained at NRA and will not preclude transfer.

c. VTU orders are generated in RFMT (30 days from HYT date). The IDT orders will include "transferred to the VTU due to HYT" in the amplifying remarks with any other additional information.

12. **Temporary Medical/Dental Conditions**. Officers and enlisted personnel Temporarily Not Physically Qualified (TNPQ), Temporarily Not Dental Qualified (TNDQ), or Medical/Dental Indeterminate are assignable per [RESPERMAN1300-010](#) with the following limitations:

a. Sailors will remain assigned to the same NRA for follow on assignment to ensure continuity of care by NRA medical department. Cross assignment to a unit mobilization unit identification code (UMUIC) within a reasonable commuting distance may occur; e.g. TRUIC assigned to Navy Operational Support Center (NAVOPSPTCEN) San Diego and UMUIC assigned to NAVOPSPTCEN North Island.

b. Sailor will transfer NRAs if executing a home of record (HOR) relocation where losing NRA is outside reasonable commuting distance from new HOR. NRA to NRA coordination is required with RCC oversight.

c. Cross-assigned Sailors requesting local assignment may transfer NRAs mid-assignment if gaining NRA, losing NRAs and RCCs concur. Losing RCC to submit PMR to COMNAVRESFORCOM (N12).

d. Sailors undergoing Line of Duty (LOD), Medical Retention Review (MRR) or Physical Evaluation Board (PEB) (MS1/MS2/MPQ MAS Code) are unassignable. Senior Officers are governed by policy in reference (b).

13. Marine Forces Reserve (MARFORRES) assignments

a. Directed Assignment for L03A/L11A/L33A Navy Enlisted Classification (NEC) Hospital Corpsmen (HM).

(1) During the quarterly Directed Assignment (DA) phase, COMNAVRESFORCOM (N12) shall send MARFORRES Navy Manpower Officer the list of DA eligible L03A/L11A/L33A NEC HM.

(2) MARFORRES Navy Manpower Officer shall make assignment recommendations via PMR for those personnel that meet the requirements of MARFORRES billets.

(3) COMNAVRESFORCOM (N12) shall review the MARFORRES Navy Manpower Officer recommendations and make the assignment if the Sailor meets the billet requirements.

b. Maximize MARFORRES local fills via reassignment request.

(1) MARFORRES Navy Manpower Officer shall periodically evaluate enlisted cross assignments in order to identify Sailors for local assignment per the following business rules:

(a) The billet identified for local assignment must be a Reserve Functional Area and Sex (RFAS) match and be either vacant or encumbered with a “cross assigned in” (CAI) Sailor.

(b) If a CAI Sailor is impacted by the local assignment, MARFORRES Navy Manpower Officer shall recommend another RFAS match billet via PMR for this Sailor. The CAI Sailor will not be placed IAP.

(c) Cross assigned personnel will only be reassigned one time during their billet tenure in this manner.

(d) COMNAVRESFORCOM (N12) shall adjudicate the PMR to maximize local assignments. Effective date of the assignment will be the first day of the next quarter.

c. “Hot jobs”

(1) MARFORRES Navy Manpower Officer may identify billets that, if left vacant, will negatively impact operational requirements.

(2) MARFORRES Navy Manpower Officer may send a list of priority billets to COMNAVRESFORCOM (N12) no later than 2 weeks prior to the start of a CMS-ID cycle.

(3) COMNAVRESFORCOM (N12) shall review the submitted list of billets and designate those billets as “hot jobs.”

(4) “Hot job” count will not exceed 10% of available advertised billets.

(5) “Hot jobs” will be at the top of the L03A/L11A/L33A NEC Sailor’s available billet list in CMS-ID.

d. Navy Reserve Physician (2105) Billet RFAS Code Expansion.

(1) MARFORRES Navy Manpower Officer shall periodically review JO medical corps (2105) billets that could allow physician assistants (PA) or nurse practitioners (NP) via RFAS modification to fill battalion level medical provider billets.

(2) MARFORRES Navy Manpower Officer may submit a Billet Action Request (BAR) to COMNAVRESFORCOM (N13) to modify the RFAS codes for these billets.

e. Ready Battalion Assignments

(1) MARFORRES Navy Manpower Officer shall send COMNAVRESFORCOM (N12) the AUCs of the two Selected Marine Corps Reserve (SMRC) ready battalions no later than 30 September for the battalions identified for the next fiscal year.

(2) Once Sailors are identified via PMR, COMNAVRESFORCOM (N12) will support MARFORRES to ensure the ready battalions are fully manned.

(a) Vacant billets in the ready battalions shall be filled by qualified personnel from the same Regiment as the ready battalion.

(b) MARFORRES Navy Manpower Officer shall submit a PMR to COMNAVRESFORCOM (N12) with the requested assignments no later than 1 November. This PMR will also include PRD extensions for personnel already assigned to the ready battalions.

(c) The effective date of the ready battalion assignments shall be 1 January and all personnel shall have a PRD of 2 years from this date.

f. L03A/L11A HM assignments for E5 and below:

(1) HM rated Sailors with the L03A/L11A NEC shall only be assigned to HM rated billets with the L03A/L11A NEC requirement until advancement to E6. Any CMS-ID

applications to other source rated billets or to source rated billets that do not have the L03A/L11A NEC will be adjudicated as “ineligible” by COMNAVRESFORCOM (N12).

g. Measures of Effectiveness. In order to gauge the effectiveness of these measures, MARFORRES Navy manpower officer shall monitor manning percentages at the end of each assignment cycle. If there is a decrease in MARFORRES manning percentages compared to Force averages or overall community health for 2 consecutive quarters, MARFORRES Navy Manpower Officer may request a re-evaluation of this policy.

14. Enlisted Aviation Rating Assignments

a. Local assignment. Aviation rated personnel will be locally assigned to aviation squadrons/squadron augment units (SAU) if their HOR is within 100 miles of the squadron/SAU during the normal assignment process. A Sailor will only be cross-assigned out of a non-aviation squadron/SAU activity in the following circumstances: (1) Sailor does not reside within a 100 mile reasonable commuting distance of an aviation squadron/SAU, or (2) no local billet is available at a squadron/SAU within the 100 mile reasonable commuting distance.

(1) Sailors may elect to be locally assigned to a Squadron/SAU outside of the reasonable commuting distance. In this case, the Sailor will be counseled (NAVPERS 1070/613, Administrative Remarks) on the impact of being locally assigned outside of the reasonable commuting distance. Sailors should request the desired TRUIC in their CMS-ID application comments with justification.

b. Billet assignment. Enlisted assignment to squadron/SAU business rules:

(1) SELRES aviation rated new accession training (NAT) initial assignment will be to an aviation squadron/SAU unit or appropriate aviation rated billet if available.

(2) For Sailors who are unqualified, or whose qualifications have lapsed, their next assignment will be to an aviation squadron/SAU billet/unit (qualification defined as NEC achievement).

(3) Qualified Sailors may elect a squadron/SAU tour or non-Commander, Navy Air Force Reserve (COMNAVVAIRFORES) tour (dependent upon current COMNAVVAIRFORES Enterprise Fit/Fill requirements). Tour lengths to non-squadron/SAU billets will be set in accordance with [RESPERSMAN 1300-010](#).

(4) CMS-ID participation is required. For members who are unqualified, or whose qualifications have lapsed, all non-squadron/SAU billet applications will be adjudicated as “ineligible.” Cross assigned Sailors are not eligible to submit applications prior to 6 months of PRD in either the main or local phase; qualified Sailors may request a PRD adjustment via PMR to allow applications prior to PRD.

(5) A non-COMNAVAIRFORES tour or combination will typically not exceed 3 years. PRD extensions or retours beyond 3 years may be disapproved.

c. COMNAVAIRFORES Qualification Management.

(1) During check-in, newly assigned Sailors will be counseled on qualification requirements via NAVPERS 1070/613, administrative remarks.

(2) Sailors not progressing toward qualification will be counseled 9 months prior to their PRD regarding career options. Rate conversion recommendations will be made in the member's best interest and/or needs of the Navy.

(a) For Sailors that need additional time for qualification, COMNAVAIRFORES will request a 1 year PRD extension via a PMR.

(b) Squadron/SAU leadership is responsible for tracking qualification progress and funding allocation to enable qualification.

d. Reassignment Policy. Due to the operational requirements and specialized training/qualifications needed for aviation rated Sailors in squadrons/SAUs, CAI Sailors may be reassigned to another aviation rated billet as necessary to place a local IAP or cross-assigned out (CAO) Sailor into the billet. The UMUIC commanding officer or COMNAVAIRFORES (N1) may request reassignment with the following caveats:

(1) CAI Sailors must be assigned to an aviation rated billet (reassignment not applicable to members assigned to non-aviation rated billets);

(2) Other billet assignment opportunities do not exist in the unit;

(3) The Sailor being displaced will be reassigned to another aviation assignment maintaining the original PRD with the following priority:

(a) To another billet in the same UMUIC; this avoids change in reporting senior.

(b) To another aviation UMUIC and billet for which the Sailor is qualified.

(4) The member will only be relocated once per tour regardless of length of tenure served.

e. Upon qualification, aviation rated Sailors are eligible for all rating or RFAS substitution match assignments.

f. Responsibilities

(1) COMNAVRESFORCOM (N12) shall: Mandate a number of prioritized directed and main phase assignments to level aggregate vacancy rates between COMNAVVAIRFORES and non-COMNAVVAIRFORES units.

(2) COMNAVVAIRFORES (N1) shall:

(a) Manage the tracking and assignment of unqualified and qualification lapsed Sailors.

(b) Assess aggregate COMNAVVAIRFORES and non-COMNAVVAIRFORES aviation billet vacancy rates by rating at the end of the main and directed assignment phases.

(c) Identify unqualified Sailors requiring 1 year involuntary order modification and notify COMNAVRESFORCOM (N12) no later than 7 months prior to the Sailor's PRD.

(d) Oversee COMNAVVAIRFORES reassignments in accordance with paragraph 14d.

15. **Navy Special Warfare Assignments**

a. Commander, Navy Special Warfare Group Eleven (NSWG-11) serves as the Field Reserve Assignment Coordinator (FRAC) for the Special Warfare Operator (SO) and Special Boat Operator (SB) ratings, as well as all assignments to all NSWG-11 Unmanned Aircraft Systems (UAS) billets.

b. SO and SB rated Sailors shall only be assigned to SO and SB source rated billets.

c. For JOAPPLY, Special Warfare Officers (1135) shall only be assigned to 1135 billets.

d. Due to the specialized training, qualifications, and associated investment, all NSWG-11 UAS junior officer and enlisted personnel shall be vetted by NSWG-11 for assignment to UAS billets. NSWG-11 will advertise the UAS program, solicit Sailor applications for vetting, and encourage vetted Sailors to apply for advertised UAS billets in CMS-ID. NSWG-11 will provide COMNAVRESFORCOM (N12) with a list of recommended selections for available UAS billets during the Command Rank Phase of the quarterly enlisted assignment cycle. COMNAVRESFORCOM (N12) shall not make any NSWG-11 UAS program assignments that have not been properly vetted through NSWG-11. Sailors who are selected to the UAS operator/maintainer billets shall obtain the NSW UAS Operator/Maintainer NEC during their initial orders to the unit. Due to high deployment requirements, a Sailor assigned to the UAS program who fails any portion of the training is subject to removal from the UAS program by NSWG-11, regardless of the projected rotation date on their IDT orders.

16. **Naval Construction Forces (NCF) Assignments.** To optimize Return on Investment for substantial training costs expended to qualify Selected Reserve (SELRES), Occupational Field 7 (OF-7) Sailors, all local and cross-assigned NCF rated Sailors assigned in an IDT status to certain NCF rated billets will receive 5 year IDT orders. The following caveats apply:

(1) This policy applies to E6 and below Sailors with the following OF-7 ratings: BU, CE, CM, EA, EO, SW, and UT.

(2) A Sailor's PRD does not preclude personnel actions required by policy or law (i.e. HYT, age restriction).

b. Other ratings, such as YN, PS, HM, and LS, in NCF units will be assigned in accordance with [RESPERSMAN 1300-010](#). These Sailors may request PRD extensions or apply for retour assignments via CMS-ID.

c. Commander, Navy Expeditionary Combat Command (COMNECC) OSO is responsible for the following:

(1) At a minimum, all NCF rated billets will be clearly annotated in the CMS-ID job description that assignment is 5 years. If the job description does not explicitly state a 5 year PRD, COMNAVRESFORCOM (N12) shall assign Sailors according to [RESPERSMAN 1300-010](#).

(2) COMNECC OSO shall conduct semi-annual reviews of all Sailors in billets following advancement cycles and E7-E9 advancement results. COMNECC OSO shall submit a PMR to either relocate Sailors who are no longer a match for their current billet to a vacant billet, maintaining the original PRD. If there is not a vacant billet, the Sailor's PRD will be adjusted to the last day of a Quarter that allows 2 main phase application cycles for the member to seek other assignment opportunities. (e.g. PMR adjudicated in March will have a 30 Sep PRD).

17. Amphibious Construction Battalion (PHIBCB) Assignments

a. To optimize return on investment for substantial training costs expended to qualify SELRES, PHIBCB Sailors in Improved Navy Lighterage System (INLS) Craft Master, Deck Supervisor, or Engineer billets, all local and Sailors assigned in an Inactive Duty Training (IDT) status assigned to specific PHIBCB billets will receive 5 years IDT orders. The following caveats apply:

(1) This policy applies to all Sailors selected into 0160/0180/0169/0181/4308/4370/5712 NEC billets regardless of rating.

(2) Local and CAI Sailors will be assigned for 5 years.

(3) A member's PRD does not preclude personnel actions required by policy or law (i.e. HYT, age restriction).

b. PHIBCB OSO shall ensure all 0160/0180/0169/0181/4308/4370/5712 NEC billets are clearly annotated in the CMS-ID job description that the Sailor applying will be assigned for 5 years. If the job description does not explicitly state a 5-year PRD, COMNAVRESFORCOM (N12) shall assign PHIBCB Sailors according to [RESPERSMAN 1300-010](#).

18. Commander Naval Information Force Reserve (COMNAVIFORES) and Cyber Mission Force (CMF) Assignments

a. COMNAVIFORES (N1) provides recommendations on assignments for the following ratings: AG, CTI, CTN, CTR, CTT, IT, and IS ratings. The officer program manager for the Information Warfare Community which is comprised of Information Professional (1825), Cryptologic Warfare (1815), Intelligence (1835), and Oceanography (1805) designators.

b. Sailors with the following ratings AG, CTI, CTN, CTR, CTT, IT, and IS will only be assigned to source rated billets. Any CMS-ID applications to other source rated billets will be “ineligible” by COMNAVRESFORCOM (N12).

c. Officer 18XX designated officers will only be assigned to 18XX and 1XXX (space cadre only) billets. Any JO Assignment RFAS match application to other designator billets will be “disapproved” by COMNAVRESFORCOM (N12).

d. Cross-assignment vesting and reassignment policy. Any unvested CAI Sailor that is “bumped” from their billet per [RESPERSMAN 1300-060](#) will be reassigned via PMR submitted by COMNAVIFORES (N1) via the Supported Command OSO.

e. Due to the specialized training/qualifications needed for Information Warfare Officers and Sailors, CAI Sailors may be reassigned to another COMNAVIFORES designated/rated billet during or after the 6 month vesting period as necessary to place a local IAP or CAO Sailor into the billet. The UMUIC CO/OIC or COMNAVIFORES (N1) may request reassignment with the following caveats:

(1) The CAI member must be assigned to a COMNAVIFORES program managed source rated/designated billet (Reassignment not applicable to members assigned to non-CNIFR program managed source rated/designated billets);

(2) There are no other billet assignment opportunities in the unit;

(3) The member will be relocated to another COMNAVIFORES assignment maintaining the original PRD with the following priority:

(a) In the same UMUIC to another billet.

(b) To another COMNAVIFORES UMUIC and billet for which the member is qualified.

f. Sailors assigned to Cyber Mission Force (CMF) billets will receive 5 year IDT orders.

19. **Physical Security Limited Duty Officer (LDO) Assignments.** Physical Security (6495) LDOs shall be assigned only to 6495 billets. COMNAVRESFORCOM (N12) shall “disapprove” JOAPPLY applications to all billets which are not a designator match despite the presence of an RFAS substitution code for a non-6495 billet.

20. **New Accession Training (NAT) Enlisted Assignments.** NAT Sailors will receive their initial assignment from COMNAVRESFORCOM (N12). Initial tour should be a local assignment unless a local unit does not have the NAT’s rating on their manning document. COMNAVRESFORCOM (N12) may grant a NAT Sailor an RFAS waiver if a RFAS match billet is not advertising within two CMS-ID cycles of the NAT Sailor’s NRA check-in date.

21. **Career Transition Office (CTO) Assignments.** CTO Sailors are assigned into their first billet by COMNAVRESFORCOM (N12) with assistance from the CTO (PERS-97). For enlisted Sailors, PERS-97 may suppress a billet for each CTO Sailor as part of the active-to-reserve transition via CMS-ID. For junior officers, PERS-97 may request a JOAPPLY billet be suppressed and then write the associated IDT orders in RFMT. Initial assignments will be processed by COMNAVRESFORCOM (N12) and maintain billet priority. When applicable, RFMT will be utilized to establish initial order history and place the Sailor into IAP status.

22. **Direct Commission Officer (DCO) Assignments.** DCOs are assigned into their first billet by COMNAVRESFORCOM (N12). COMNAVRESFORCOM (N7) will ensure a billet is reserved for each DCO prior to NRA check-in. COMNAVRESFORCOM (N12) will ensure IDT orders are released after billet reservation. Preference for initial tour is a local assignment, unless local unit does not contain designator billet match.

23. **Navy Reserve Joint Duty Assignments (JDA)**

a. References (n), (o), and (p) contain JDA program information.

b. Reserve officers are assigned to a joint duty assignment list (JDAL) billet (“JD1” AQD) through JO Assignment in RFMT or the annual APPLY Board for 3 years (including JO cross assignments). COMNAVRESFORCOM (N12) reviews and confirms all JDAL assignments semi-annually.

c. Reserve officers newly assigned to a JDAL billet will be entered into the Joint Management Information System (JMIS), with a start date aligned with their IDT orders effective date or date the billet was added to the JDAL.

d. Reserve officers assigned to a JDAL billet shall accumulate certified days each year (days equate to points) by submitting documentation to the appropriate supported command’s Part Time Reserve Component Certifier via their Certifier Liaison Representative (CLR). (The CLR is the Joint NRU’s liaison between officers in joint billets and the supported command certifier. CLR is a collateral duty.)

(1) Part time standard JDA (S-JDA) days served are not captured automatically and must be validated and certified. S-JDA days served are not considered “accrued” until the officer has detached the S-JDA.

(2) Officers should get a screen shot of their certified days from their certifier.

e. Reserve officers no longer assigned to JDAL billets will be detached from JMIS, with a departure date that aligns with the last day of their JDAL assignment per IDT orders. Waivers are not required to detach prior to 24 months in the JDAL billet, per reference (o).

f. JDAL billets shall not be used for directed assignments or for initial SELRES assignments for DCOs or newly affiliated officers.

g. Responsibilities

(1) COMNAVRESFORCOM (N12) shall:

(a) Process incumbent tour information in a timely manner and monitor all assignments to S-JDA billets; enter and depart all Reserve officers assigned to S-JDA billets using JMIS.

(b) Ensure IDT orders for Reserve officers assigned to JDAL billets provide additional information associated with annual participation requirements and submission process.

(c) Coordinate with Joint Staff (J1) and DMDC on all JMIS issues/problems to ensure Reserve officer participation data while assigned to an S-JDA is captured accurately and Reserve officers are departed from JDAL assignments.

(d) Annually validate CLR contact information from joint unit CO.

(2) Echelon 4/5 commands shall:

(a) As requested, assist with unresolved matters regarding JDA policies and related JDAL assignments.

(3) Echelon 6 COs/OICs shall:

(a) Train and educate SELRES officers on JDA policies and related JDAL assignments.

(b) Assign a CLR as a collateral duty.

(c) Identify officers assigned to JDAL billets, ensure annual participation certifications are met, and ensure officers are detached in JMIS at end of tour.

(4) CLR shall:

(a) Be familiar with references (n), (o), and (p).

(b) Act as the unit's joint qualified officer (JQO) subject matter expert and, at a minimum, communicate the policies and procedures to achieve JQO, annual part-time S-JDA certification requirements, and the multiple complex paths to achieve full joint tour credit. Provide indoctrination and annual training on the joint qualification process and requirements to all officers assigned.

(c) Track unit assignment date and annual participation for officers assigned to JDAL billets. Submit annual participation reports to CO/OIC/executive officer/assistant officer in charge and indicate any officers that are in jeopardy of not meeting participation requirements.

(d) Identify and liaise with the supported command's Part Time Reserve Component Certifier regarding each member's annual participation certification and required documentation.

(e) Be the unit's point of contact to COMNAVRESFORCOM (N12) for joint policy related questions/concerns.

(5) Reserve officers assigned to JDAL billets shall:

(a) Understand JDA policies, procedures, and JMIS which governs JDAL assignments and annual participation requirements.

(b) Submit required documents that outline participation (IDT period musters, AT/ADT/IDTT orders, FITREPs) to certifier (via CLR) no later than anniversary assignment date, annually.

(c) Log into JMIS (common access card enabled) at least annually to view/assess joint credit, education and experience captures at:
<https://www.dmdc.osd.mil/appj/jmis/consent?continueToUrl=/appj/jmis/index.jsp>.

24. **Command Master Chief (CMC)/Command Senior Chief (CSC) Billet Assignments**

a. Personnel who are qualified and desire to fill CMC/CSC designated billets shall put in a package for consideration for the annual fiscal year CMC/CSC conversion board held in Millington. A NAVADMIN is normally promulgated annually in June. Upon selection for conversion, candidates must then complete the Navy Leadership and Ethics Command CMC/Chief of the Boat course (CANTRAC A-570-4500) and earn the 8CMC/8CSC NEC. Specific procedures for the CMC/CSC conversion board are outlined in reference (e).

b. Personnel who have earned the 8CMC/8CSC NEC will be assigned to designated 8CMC/8CSC NEC billets to the maximum extent practicable by the following business rules:

(1) Per reference (e), the Navy Reserve Force Master Chief will work closely with the COMNAVRESFORCOM CMC, ISIC CMC and COMNAVRESFORCOM (N12) senior enlisted leader assignments coordinator for the management/assignment of 8CMC/8CSC qualified personnel.

(2) COMNAVRESFORCOM (N12) will maintain responsibility for the assignment and order writing for 8CMC/8CSC qualified personnel.

(3) 8CMC/8CSC qualified personnel are required to apply for eligible billets the cycle after PRD expiration. Failure to participate in the assignment process, receive a requested billet assignment 60 days after expiration of one's Projected Rotation Date (PRD), or if IAP status for at least 60 days will result in directed assignment. If member declines to execute valid orders they will be transferred to the VTU per RESPERSMAN 1300-010.

(4) 8CMC/8CSC NEC billets tour lengths will normally be 3-years to provide maximum leadership opportunities for the inventory of qualified leaders.

(5) Nominative Flag/General Officer positions will be advertised and managed per reference (e). The five nominative billets listed below will be managed by the Navy Reserve Force Master Chief in close connection with COMNAVRESFORCOM (N12).

- a) NR NAVFAC HQ (BIN 3033065)
- b) NR 4th Marine Division (BIN 0869045)
- c) NR Joint Staff South (BIN 1404142)
- d) NR Civil Litigation (BIN 3047307)
- e) NR DLA-HQ STAFF FT BELVIOR (BIN 1397694)

c. Per reference (r), 8CMC/8CSC NEC personnel who are detached for cause may result in administrative separation or transfer to the VTU after due process. In cases which involve misconduct, the assigned unit should consult directly with the COMNAVRESFORCOM CMC and the respective Operational Chain of Command Force Master Chief (i.e. NECC, NAVFAC, or MARFORRES) prior to requesting an administrative reassignment.

25. **Strategic Sealift Officer (SSO) SELRES Assignments**. During each JOAPPLY cycle, eligible SELRES SSOs shall apply to available SSO billets first, before applying to non-SSO billets that allow for RFAS substitution. Applications will be voided for SSOs, who do not apply for the maximum available SSO billets, and may be subject to directed assignments per RESPERSMAN 1300-070.

26. **Public Affairs Assignments.** For the Public Affairs Community, which is a specialized community comprised of Public Affairs Officers (PAO, 1655) and Mass Communication Specialists, the following assignment considerations apply:

a. For JO assignments, the Chief of Information (CHINFO) OSO shall submit program manager endorsements for PAO applicants in JOAPPLY. For billets that are not funded by CHINFO, CHINFO OSO's endorsement serves as a secondary, not primary, endorsement.

b. For enlisted assignments, the CHINFO OSO shall collaborate with COMNAVRESFORCOM (N12) with regards to Mass Communication Specialist assignments in CMS-ID.

c. COMNAVRESFORCOM (N12) will provide CHINFO OSO with a list of PAOs and Mass Communication Specialists who are direct assignment eligible per RESPERSMAN 1300-070. CHINFO OSO will make assignment recommendations, as applicable.

27. **Navy Criminal Investigation Service (NCIS) Program Assignments.** NCIS headquarters advertises for and solicits Sailor applications for vetting and encourages vetted Sailors to apply for advertised NCIS billets in CMS-ID. NCIS HQ will provide COMNAVRESFORCOM (N12) with a list of approved candidates for available billets during the Command Rank Phase of the quarterly enlisted assignment cycle. COMNAVRESFORCOM (N12) shall not make any NCIS program assignments that have not been properly vetted through NCIS HQ.

28. **Civil Engineering Corps (CEC) Assignments.** All CEC (5105 and 6535) JOs shall have 3 year PRDs to JOAPPLY awarded billets, regardless of the assignment locality.

29. **Navy Emergency Preparedness Liaison Officer (NEPLO) Program Assignments.** Reference (b) provides annual guidance for senior officer NEPLO assignments. Enlisted Sailors filling NEPLO program billets will receive 3 year IDT orders and may be authorized to drill at alternative drill sites to best provide Defense Support of Civilian Authorities (DSCA) for their assigned Region/State of responsibility.