

RESPERSMAN 1300-090

KEY EMPLOYEES

Responsible Office	COMNAVRESFOR (N1C2)	Phone:	DSN	262-2490
			COMM	(757) 322-2490
			FAX	(757) 444-7598

References	(a) DODD 1200.7 (b) DODI 1215.06 (c) DODI 1235.09 (d) RESPERSMAN 1100-050 (e) RESPERSMAN 6000-010 (f) RESPERSMAN 1570-010 (g) COMNAVRESFORINST 4650.1 (h) BUPERSINST 1430.16F
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1. **Purpose.** To issue guidance and procedures, per references (a) through (h), for administering Sailors identified as key federal employees (KFE) or key employees (KE).
2. **Assignment.** Sailors identified as KFE / KE are transferred to the Standby Reserve-Active (USNR-S1) status by Commander, Navy Personnel Command (PERS-9) for reasons outlined in reference (b).
3. **Participation and Compensation.** In accordance with references (a) through (c), Sailors identified as KFE / KE are permitted to participate voluntarily in the Navy Reserve for retirement point credit only. Sailors identified as KFE/KE that desire to participate must request assignment to a local Navy Operational Support Center (NAVOPSPTCEN) key employee unit via PERS-9 and COMNAVRESFORCOM (N1). Refer to reference (d) for assignment processing.
 - a. Although participation in training is voluntary, KFE/KE Sailors assigned to a Key Employee Unit are required to maintain individual readiness to include medical and dental readiness and physical fitness assessment readiness in accordance with reference (e).
 - b. Voluntary Active Duty for Training (ADT). In accordance with references (b) and (c), KFE / KE Sailors may voluntarily execute ADT orders. However, they may not receive pay, allowances or travel allowance. KFE/KE Sailors will receive retirement point credit only for each voluntary ADT performed. Reference (h) outlines the administrative procedures for processing ADT orders. Voluntary ADT will be coordinated and processed through the supporting NAVOPSPTCEN.
 - c. KFE/KE personnel are not authorized to perform Inactive Duty Training (IDT) or funeral honors duty (FHD); only ADT is authorized.

4. **Promotion/Advancement**

a. Enlisted Sailors assigned to USNR-S1 are not eligible for advancement unless they are drilling in a Key Employee Unit and are not subject to High Year Tenure.

b. Officers assigned to USNR-S1 continue to be eligible for promotion consideration through the O6 paygrade, per reference (b).

5. **Service Member's Group Life Insurance (SGLI)/Family SGLI**. Refer to reference (d) for guidance.