

RESPERSMAN 1500-010

CORRESPONDENCE COURSES

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Reference	(a) DODI 1215.07 (b) DODI 1215.06 (c) 10 U.S. Code § 12732 (d) CHNAVPERS 00/072 of 21 Apr 14/CHNAVRES N095/14U14054 of 9 Jul 14
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1. **Purpose.** This article outlines the process for authorization and awarding of non-pay retirement point credit for completion of correspondence courses in accordance with references (a) through (d).

2. **Policy**

a. Reference (d), a Memorandum of Understanding (MOU) between Chief of Naval Personnel and Chief of Navy Reserve provides guidance and directs modification to processes concerning non-pay retirement points to Reserve Component personnel for the completion of correspondence courses. This MOU outlines roles and responsibilities for the execution of outlined correspondence course processes.

b. Sailors must receive approval from the appropriate authority per reference (d) and as specified in this instruction to receive non-pay retirement point credit for correspondence courses that are on an Assistant Secretary of the Navy approved list and provides such military value that it will enhance the individual reservist's professional development through;

(1) Broadening the reservists' qualifications for duties which they may be expected to be assigned upon mobilization, or

(2) Broadening the reservists' knowledge of qualifications of those whose work they may supervise, or

(3) Completion of general military training requirements.

c. Sailors must sign a NAVPERS 1070/613, Administrative Remarks, acknowledging their understanding that they may not earn retirement points for correspondence courses completed while in an Inactive Duty (i.e. Inactive Duty Training (IDT), Muster Duty (MD), or Funeral Honors Duty (FHD)) or active duty (i.e. Annual Training (AT), Active Duty for Training (ADT), Active Duty for Special Work (ADSW), or mobilization) status.

d. Non-pay retirement points for completion of correspondence courses shall be credited at the rate of one point per 4 hours of authorized instruction.

e. Upon completion of a correspondence course, Sailors must provide the Navy Reserve Activity (NRA) with a copy of their approved NAVPERS 1336/3, Special Request/Authorization, and the course completion certificate within 30 days.

f. Retirement point credit will be processed by the NRA, Commander, Navy Reserve Forces Command (CNRFC) (N14), or COMNAVPERSCOM (PERS-9) as delineated in paragraph 4 of this article.

g. CNRFC (N7) will maintain the list of ASN approved courses that will be available on the CNRFC (N7) SharePoint page: <https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/RRP/default.aspx>

3. Approval Authorities

a. Navy Operational Support Center (NOSC) Commanding Officer, or a designated representative, is the approval authority, via NAVPERS 1336/3, Special Request/Authorization, for Selected Reserve (SELRES) Sailors assigned to an Operational Support Unit (OSU) or an Administrative Processing Unit (APU), or the Individual Ready Reserve (IRR) Sailors of the Voluntary Training Units (VTU) and Voluntary Participation Units (VPU).

b. Navy Reserve Unit Commanding Officer (which includes squadrons), or a designated representative, is the approval authority, via NAVPERS 1336/3, Special Request/Authorization, for assigned SELRES.

c. COMNAVPERSCOM (PERS-9) is the approval authority for Sailors assigned to the IRR-Active Status Pool (ASP) and Standby Reserve-Active (USNR-S1) and will provide annual correspondence course authorization and awarding procedures to the non-drilling population via website accessible without a Common Access Card.

d. CNRFC (N14) is the approval authority for Strategic Sealift Officers assigned to the Strategic Sealift Readiness Group (RUIC: 2525N).

4. Processing Procedures

a. NRAs and squadrons will make NSIPS entries for all SELRES, OSU, APU, VTU, and VPU personnel under their cognizance. A correspondence course tutorial is available on the Commander, Navy Reserve Force (N1C2) SharePoint page: https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N1C2/SitePages/Home.aspx. Credit must be entered within 12 months of the completion date. After 12 months, the applicable approval authority must provide an approval endorsement with completion certificates to COMNAVPERSCOM (PERS-9) for course credit. Approval endorsement and completion certificates can be faxed to (901) 874-7044 or mailed to 5720 Integrity Drive, Millington, TN 38055. The following must be verified prior to entering credit into NSIPS:

(1) The Sailor received approval from the unit or NRA Commanding Officer, or designated representative, to enroll in and receive credit for the correspondence course via [NAVPERS 1336/3, Special Request/Authorization](#).

(2) The Sailor signed a [NAVPERS 1070/613, Administrative Remarks](#) acknowledging that they may not receive retirement point credit for correspondence courses completed in an Inactive Duty (i.e. IDT, MD or FHD) or active duty (i.e. AT, ADT, ADSW, or mobilization) status.

(3) The completed course is on the ASN approved list of correspondence courses.

b. Non-drilling Sailors of the ASP and USNR-S1 must submit completion certificates to COMNAVPERSCOM (PERS-9) for entry into the online point capture. Correspondence course procedures will be provided and published on the PERS-9 website (<http://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/default2.aspx>)

accessible without a Common Access Card. To confirm receipt or to answer questions, Sailors can call the NPC Customer Service Center at 1-866-827-5672.

c. Strategic Sealift Officers assigned to the Strategic Sealift Readiness Group must submit completion certificates to CNRFC (N14) via email at MMR_Program_Office@navy.mil.