

RESPERSMAN 1571-010

ANNUAL TRAINING AND ACTIVE DUTY TRAINING

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References	(a) BUPERSINST 1001.39F (b) COMNAVRESFORINST 4650.1 (c) COMNAVRESFORNOTE 1001 (d) COMNAVRESFORINST 1120.3
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1. **Definition.** Annual Training (AT) and Active Duty Training (ADT) are limited periods of Active Duty with an automatic reversion to Inactive Duty (ID) when the specified period is completed. AT orders are involuntary orders.

2. **AT Requirements.** Selected Reserve personnel must perform 12 to 14 days AT/ADT each fiscal year (FY) as scheduled by the Unit Commanding Officer (CO) and per COMNAVRESFORCOMNOTE 1001 (Fiscal Year (FY) Force Execution Guidance). Failure to perform AT or obtain a waiver will result in unsatisfactory participation for the fiscal year per reference (a). AT that overlaps two fiscal years may be considered as satisfying the requirement for either fiscal year; however, retirement point credit will be applied only to the anniversary year in which it was earned. Sailors assigned to the Individual Ready Reserve (IRR) (Voluntary Training Unit (VTU) or Active Status Pool (ASP)) are not authorized to perform AT.

3. **Exceptions.** Exceptions to the AT requirements are included in reference (a) and the following:

a. Performance of fewer than 14 days AT in a FY will satisfy the annual requirement under the following circumstances:

(1) If individual AT is performed at an activity that operates on a normal weekday schedule, completion of 12 days (first working day of the first week through the last working day of the second week) will satisfy the AT requirement.

(2) If a Sailor, through no fault of their own, is released from AT prior to completing the minimum 12-14 day

requirement, the AT requirement is satisfied. It is not beneficial to the Navy or the Sailor to require performance of one or two days of AT simply to satisfy the day-for-day requirement.

b. A SELRES Sailor affiliating after 1 June or later is not required to complete 12 or more days of active duty within the FY they affiliate. The NRA CO will ensure the applicable code is entered into NSIPS.

4. **Substitution**. Any period of 12 or more days of active duty (i.e. AT/ADT/Active Duty for Special Works (ADSW)/Mobilization/Active Component Service/Initial Active Duty for Training (IADT), Definite Recall, etc..) in a FY meets the active duty participation requirement. Regardless of Reserve affiliation date, a Sailor who completes 12 or more days of active duty in a FY has satisfied their active duty participation requirement.

5. Active Duty Participation Navy Standard Integrated Personnel System (NSIPS) Entry Requirements. Navy Reserve Activity Commanding Officers shall ensure the following NSIPS entries are completed for assigned Sailors each FY:

a. C - Active duty completed for FY (Any 12 or more days of active duty in a FY)

b. N - Active duty not required for FY (Sailor affiliating 1 June or later each year)

c. W - Active duty Waived for FY (An approved AT Waiver)

d. Blank - Sailor did not complete active duty participation requirements

e. S - Do not use this code

6. **AT Waivers**. The [NAVRES 1571/15, Annual Training Waiver Request](#) must be submitted in accordance with reference (c). Sailors with known undue personal hardships shall submit NAVRES 1571/15, Annual Training Waiver Request by 1 May. Emergent personal hardship situations that occur after 1 May will be processed per applicable directives. The expectation is for Sailors to self-report any issue requiring a waiver for adjudication or be actively pursuing an active duty period prior to 30 September. All waivers, regardless of submission date,

must be adjudicated by the NOSC CO or Wing Commander prior to 30 September.

a. Waiver approval guidance factors that shall be considered by approval authority:

(1) Undue personal hardship exists that precludes active duty;

(2) Not medically qualified or prohibited to perform active duty

(3) Training was cancelled/modified that precluded attainment of 12 or more days

b. Direct Commission Officers (DCO), Limited Duty Officers (LDO), and Chief Warrant Officers (CWO) assigned a DCO Manpower Availability Status (MAS) code per reference (d) will follow procedures for AT waivers outlined above. If approval of the waiver will result in exceeding the one year allotted for DCO Indoctrination Course (DCOIC) completion, a request for extension with NAVPERS 1070/613, Administrative Remarks must be submitted via DCO sponsor.

(1) DCOs enrolled in Training in Medical Specialties (TMS) programs do not require extensions as long as the procedures outlined in RESPERSMAN 1570-020 paragraph 8.b.(1)(k) are satisfied. DCOIC will be deferred as long as the officer remains enrolled in a TMS program.

(2) Completion of the extension request on NAVPERS 1070/613, Administrative Remarks must include DCOIC course date for which a new quota has been obtained and desired length of extension not to exceed six months.

c. Basic guidance follows:

(1) Approved waivers satisfy requirements for satisfactory participation and advancement eligibility.

(2) A waiver does not change the requirement to earn a minimum of 50 retirement points per anniversary year to achieve a year of qualifying service creditable toward a non-regular (Reserve) retirement (with pay). AT retirement points are not credited when AT is waived.

(3) Approved waivers will be retained by the parent NRA in individual inactive duty training folder and documented in Navy Standard Integrated Personnel System (NSIPS).

7. **ADT**. ADT is a period of Active Duty that is intended to support a specific training requirement and assist a command that has ADT funding available. Sailors may request ADT orders when they are requested by a command. The command requesting ADT orders for a Sailor to support the command will provide the funding for the orders. Periods of ADT satisfy the AT requirement per reference (b).

a. ADT for members of the VTU

(1) Sailors assigned to the IRR (including VTU, ASP and Strategic Sealift Readiness Group members) may perform ADT with pay, funds permitting, or without pay if ADT is desired and authorized.

(2) USNR-S1 VTU Sailors are limited to non-pay ADT orders only and may not receive pay or travel allowances.