

RESPERSMAN 1900-010

PERSONNEL LOSS TRANSACTIONS

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN	262-2262
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References	(a) Title 10 U.S.C. (b) COMNAVRESFORINST 5222.1 (b) SECNAVINST 5210.8D (c) ASN Memo of 29 Jan 15 (d) SECNAVINST 1920.6C (e) OPNAVINST 1820.1B (f) BUPERSINST 1001.39F (g) MILPERSMAN 1070-330 (h) MILPERSMAN 1910 Series (i) MILPERSMAN 1920 Series (j) MILPERSMAN 1160-120 (k) MILPERSMAN 1133-061
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1. **Purpose.** To issue guidance and procedures, per references (a) through (k), for processing Selected Reserve (SELRES) and Voluntary Training Unit (VTU) losses and maintenance of key supporting documents to justify the applicable loss transactions.

2. **Definitions**

a. Discharge. Complete severance from all military status gained by the member's enlistment or inductions.

b. Loss or Separation. A general term that includes discharge, release from active duty, release from custody and control of the Naval Service, transfer to the Individual Ready Reserve-Active Status Pool (IRR-ASP), and similar changes in active or Reserve status.

c. Separation Authority. An official authorized by the Secretary of the Navy to take final action with respect to a specific type of separation.

d. Non-Regular (Reserve) Retirement. Transfer of inactive duty Reserve enlisted and officers to the Retired Reserve when the requirements specified in reference (a), section 12731, have been met.

3. **Responsibilities**

a. CNRFC (N11) shall:

(1) Develop standard operating procedures for processing losses, which will be posted in [ProcessQuik](#) application in accordance with reference (b) on the Navy Reserve HomePort.

(2) Provide oversight and training to subordinate commands for loss transactions.

(3) Adjudicate loss packages (e.g., IRR requests for Sailors with a drilling obligation) within 10 business days of receipt.

b. Echelon IV Commanders shall:

(1) Endorse loss packages within 10 business days of receipt and forward to CNRFC (N11) (e.g., IRR requests for Sailors with a drilling obligation).

(2) Provide oversight and training to subordinate commands for loss transactions.

c. Navy Reserve Activities (NRA) shall:

(1) Counsel Reserve Sailors on their affected benefits and incentives associated with transition from a Selected Reserve status. Additionally, these Sailors shall be made aware of their drilling requirement pending adjudication of their loss transaction.

(a) Continued Health Care Benefit Program (CHCBP). SELRES members and their families enrolled in TRICARE Reserve Select (TRS) may purchase CHCBP at full premium for up to 18 months upon termination of their TRS coverage (e.g., when member enters the IRR and no longer qualifies for TRS) and must be purchased within 60 days of the loss of TRICARE eligibility. To enroll, members may call Humana Military at 1-800-444-5445 or enroll online at <https://www.humanamilitary.com/beneficiary/plans-and-programs/chcbp>.

(2) Process loss transactions within 10 business days of receipt of a completed loss package. Administrative separation packages must be processed as outlined by the separation authority.

(3) Assign the appropriate MAS code in NSIPS in accordance with [RESPERSMAN 3060-010](#).

(4) Maintain key supporting documents for 10 years, in accordance with references (b) and (c), to validate loss transactions in accordance with the following matrix:

Loss Type	Key Supporting Documents	Location of KSDs
Administrative Separation (ADSEP), Enlisted	(1) NAVPERS 1070/613, Administrative Remarks (reflecting the discharge); (2) Separation Message, if applicable; (3) NAVPERS 1070/613, Administrative Remarks (Transfer from SELRES Status Counseling)	(1) Official Military Personnel File (OMPF) (2) Individual Retain File

Administrative Separation (ADSEP), Officer	(1) Letter of Transmittal; (2) Separation Order and Discharge from the United States Navy Reserve (3) NAVPERS 1070/613, Administrative Remarks (Transfer from SELRES Status Counseling)	OMPF
Casualty Loss (Death)	(1) Death Certificate; or (2) Official Medical Examiner's/Coroner's Report	OMPF
Definite Recall to Active Duty (MPN or RPN, including Canvasser Recruiter Recall)	(1) Recall Orders	Individual IDT Folder
Expiration of Obligated Service (EOS) Discharge	(1) NAVPERS 1070/615, Record of Discharge; (2) NAVPERS 1070/613, Administrative Remarks (Transfer from SELRES Status Counseling)	(1) Individual IDT Folder (2) OMPF
High Year Tenure Separation	(1) If discharged: NAVPERS 1070/613, Administrative Remarks (Discharge) (2) If transferred to VTU: VTU NAVRES 1326, Inactive Duty Training Transfer Orders (3) NAVPERS 1070/613, Administrative Remarks (Transfer from SELRES Status Counseling)	(1) Individual IDT Folder (2) OMPF
Indefinite Recall to Active Duty or Full Time Support (FTS) Recall	(1) Recall Orders (2) (a) For Officers going on Indefinite Recall to Active Component: NAVPERS 1000/4, Officer Appointment Acceptance and Oath of Office (not required for Full Time Support recall) (b) For Enlisted: DD Form 4, Enlistment/Reenlistment Document; or (c) NAVPERS 1070/601, Immediate Reenlistment Contract (if Sailor is on active duty orders at the time of recall)	(1) Individual IDT Folder (2) OMPF
Inter-service Transfer	(1) DD Form 368, Request for Conditional Release; (2) (a) For Officers: Separation Order and Discharge from the United States Navy Reserve	OMPF

	(b) For Enlisted: NAVPERS 1070/613, Administrative Remarks (Discharge)	
Non-Regular (Reserve) Retirement	(1) Notice of Eligibility (NOE) or Annual Retirement Point Record/Annual Statement of Service History (ARPR/ASOSH); (2) Non-regular Retirement Orders	OMPF
Officer Involuntary Separation	(1) Officer Screening Letter; (2) Separation Order and Discharge from the United States Navy Reserve; (3) NAVPERS 1070/613, Administrative Remarks (Transfer from SELRES Status Counseling)	OMPF
Officer Resignation	(1) Resignation Request Letter; (2) Voluntary Separation Order and Discharge from the United States Navy Reserve; (3) NAVPERS 1070/613, Administrative Remarks (Transfer from SELRES Status Counseling)	OMPF
Transfer to the Individual Ready Reserve (IRR), Involuntary	(1) NAVPERS 1070/613, Administrative Remarks (Transfer from SELRES Status Counseling) (2) IRR Transfer Orders	(1) Individual IDT Folder (2) OMPF
Transfer to the Individual Ready Reserve (IRR), Voluntary	(1) NAVRES 1300/4, Application for Transfer to the IRR; (2) NAVPERS 1070/613, Administrative Remarks (Transfer from SELRES Status Counseling); (3) IRR Transfer Orders	Individual IDT Folder
Transfer to the Standby Reserve	(1) Request for Transfer to the Standby Reserve (if applicable); (2) Change in Status Letter; (3) NAVPERS 1070/613, Administrative Remarks (Transfer from SELRES Status Counseling)	OMPF
Permanent Disability Retired List (PDRL) / Temporary Disability Retired List (TDRL)	(1) DD Form 214 (if applicable), or (2) Orders via Naval Message; (3) NAVPERS 1070/613, Administrative Remarks (Transfer from SELRES Status Counseling) (if applicable)	OMPF

d. Reserve Sailors shall:

(1) Submit voluntary requests for separation, resignation, transfer to the IRR (VTU/ASP), status change, or retirements no later than 90 days prior to the requested effective date.

4. Policy for Specific Types of Losses

a. Non-Regular (Reserve) Retirements. Transfers to the Retired Reserve shall be performed in accordance with references (c) and (d). In order to ensure proper advertisement of SELRES billets which will be vacated due to retirement, NRA must request PRD adjustment using Reserve Force Manpower Tools (RFMT) via Echelon IV Command to coincide with requested retirement date and assign the member a MAS code of "ARR" in NSIPS.

b. Voluntary Transfers to the IRR (VTU/ASP). Requests for transfer to the IRR shall be submitted in writing no earlier than 90 days prior to the requested transfer date using [NAVRES 1300/4, Application for Transfer to the Individual Ready Reserve](#), and accompanying [NAVPERS 1070/613, Administrative Remarks](#).

(1) Sailors who have incurred a drilling obligation as a result of accepting a bonus or drilling obligation of any type will forward a transfer request, using [NAVRES 1300/4, Application for Transfer to the Individual Ready Reserve](#) and accompanying [NAVPERS 1070/613, Administrative Remarks](#), to CNRFC (N11) in the [N1 Process Management Tool \(PMT\)](#) via the NRA and Echelon IV Commanders for adjudication.

c. Involuntary Transfers to the IRR (VTU/ASP). The reasons for involuntary transfers are outlined in [RESPERSMAN 1001-010](#), [RESPERSMAN 1300-070](#), [RESPERSMAN 1570-010](#) and [COMNAVRESFORNOTE 5400](#). NRAs shall counsel Sailors via [NAVPERS 1070/613, Administrative Remarks](#), regarding their affected benefits and incentives upon transferring from a SELRES status

(1) Directed Assignment VTU Transfers. [RESPERSMAN 1300-070](#). NRAs are responsible for completing the Training Reserve Unit Identification Code (TRUIC) change in accordance with [RESPERSMAN 1300-010](#).

(2) Enlisted Unsatisfactory Participation VTU Transfers. NRAs initiate transfer orders in RFMT in accordance with [RESPERSMAN 1001-010](#) and complete TRUIC change in accordance with [RESPERSMAN 1300-010](#).

(3) Non-Select for APPLY Board Billet. CNRFC (N12) will generate VTU orders in accordance with [COMNAVRESFORNOTE 5400](#) and will complete the TRUIC change accordingly.

(4) Involuntary transfers to the ASP. NRAs shall generate standard transfer orders and complete the NSIPS strength loss transaction.

(5) Additionally, the following NRA actions may be required.

- (a) Refer to [RESPERSMAN 1100-010](#) for bonus termination.
 - (b) Refer to [COMNAVRESFORINST 1780.1D](#) for Montgomery GI Bill-Selected Reserve (MGIB-SR) termination process.
 - (c) Email COMNAVRESFORCOM (N11) (cnrfc_rpat@navy.mil) within 3 business days of transferring New Accession Training (NAT) Sailors to the IRR-ASP.
 - (d) Email COMNAVRESFORCOM (N15) (cnrfc_retention@navy.mil) within 3 business days of transferring all PRISE-R Sailors to the IRR-ASP. Refer to reference (k) for reversion processing requirements prior to transferring to the IRR-ASP.
 - (e) Email COMNAVRESFORCOM (N12) (cnrfc_apply@navy.mil) within 3 business days of transferring any officer in an APPLY Board billet.
- d. Transfers to the Standby Reserve. Requests to transfer to the Standby Reserve must be forwarded to NAVPERSCOM (PERS-911) for officers and NAVPERSCOM (PERS-913) for enlisted Sailors for final adjudication.
- (1) Members who have incurred a drilling obligation as a result of accepting a bonus or drilling obligation of any type will forward their transfer request to CNRFC (N11) in [PMT](#) for endorsement prior to submitting to NAVPERSCOM (PERS-911/PERS-913).