



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
 1915 FORRESTAL DRIVE
 NORFOLK VA 23551-4615

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 COMNAVRESFOR N1C2
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Changes to the Navy Reserve Personnel Manual included in Change 12 are effective the date written at the top of each article and the date on this change summary.


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 Deputy

Changes in articles titled and summarized below are incorporated in the electronic copy via Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Website:
<https://www.navyreserve.navy.mil>.

Table of Contents – Revised to reflect all current changes.

Article No. And Date Approved	<u>Article Title</u>
1000-010 CH-12	<p>Reserve Unit Assignment Document (RUAD) Management</p> <ul style="list-style-type: none"> • (SIMPLIFY) Replace Reserve Headquarters System (RHS) Reserve Unit Assignment Document (RUAD) with Career Management System-Interactive Detailing (CMS-ID) as the authoritative RUAD. CMS-ID RUAD is more accessible and user friendly compared to Navy Standard Integrated Personnel System (NSIPS). • (SIMPLIFY) Require billet action requests be submitted via Total Force Manpower Management System (TFMMS). This will result in a more accurate and efficient process for routing and approving reserve billet actions such as changes of Reserve Functional Area and Sex (RFAS) code or leadership code. This process will save man-hours, reduce errors, and provide additional visibility/control of billets for Operational Support Officers (OSO). • (ENABLE) Update RFAS codes to reflect the needs of the Fleet and support the health of the Force. New RFAS codes focus on fit rather than fill. Commander, Navy Information Forces Reserve (CNIFR), Commander, Navy Air Forces Reserve and Commander, Submarine Forces were solicited for feedback, and fully support. • (ENABLE) Create senior enlisted leader (SEL) leadership code, and require at least one leadership code for all reserve units (exception: Marine Forces Reserve units with <5 billets). The SEL leadership code and designated leadership in every unit will significantly support both the

	<p>Navy Operational Support Center (NAVOPSPTCEN) and the supported command.</p> <p>(Cognizance (COG): COMNAVRESFORCOM (N13))</p>
<p>1300-010 CH-12</p>	<p>Selected Reserve (SELRES) Assignments</p> <ul style="list-style-type: none"> • (SIMPLIFY) Standardize process for submitting assignment change requests that fall outside the normal capability of CMS-ID and Reserve Force Manpower Tools (RFMT). All requests shall be submitted by the responsible OSO via a Personnel Move Request (PMR), using the newly-established PMR tracker on the COMNAVRESFORCOM (N12) SharePoint site on myNRH. COMNAVRESFORCOM (N12) will then have a standard 30-day turnaround time to adjudicate all PMRs. This policy change supports the digitalization of the PMR form and process and improves customer service. • (ENABLE) Revise assignment priority list to prioritize operational/commissioned unit manning. Operational units' manning is tied directly to mobilization readiness. This policy change supports COMNAVRESFORCOM (N12's) goal of 95% fit/fill for all operational units, thus improving the lethality of the Navy Reserve Force. • (SIMPLIFY) Consolidate all drill-site location Training Unit Identification Code (TRUIC) changes into RFMT for both officers and enlisted Sailors. This policy change will reduce the TRUIC turnaround timeline by 75% and will minimize data migration issues for the resulting enlisted IDT order modifications. <p>(COG: COMNAVRESFORCOM (N12))</p>
<p>1300-030 CH-12</p>	<p>Voluntary Training Units (VTU)</p> <ul style="list-style-type: none"> • (SIMPLIFY) Remove Key Employee management policy from this VTU article, which aligns to higher-level policy contained in DoD Instructions 1200.7, 1215.06, 1215.13, and 1235.09. Key Employees must be organized separately from other SELRES/VTU populations. <p>(COG: COMNAVRESFORCOM (N12))</p>
<p>1300-040 CH-12</p>	<p>Operational Support Units (OSU)</p> <ul style="list-style-type: none"> • (ENABLE) Clarify leadership construct and manning for OSU. OSU OIC billets are retitled to OSU assistant OIC (AOIC) billets. This policy de-emphasizes OSU AOIC billets to ensure high-quality applicants are incentivized to apply first for other CO/OIC billets in APPLY. AOIC billets are advertised and filled in JOAPPLY (vice APPLY), which decreases delays in filling vacant AOIC billets and increases the eligible pool of applicants for these billets. • (SIMPLIFY) Define methodology for COMNAVRESFORCOM N1 to determine which NAVOPSPTCENs shall receive OSU AOIC and SEL billets. This policy establishes a fair and transparent process and incentivizes NAVOPSPTCENs that lose OSU AOIC/SEL billets to reduce their overall OSU size.

	<ul style="list-style-type: none"> • (SIMPLIFY) Support R2W NAVOPSPTCEN optimization efforts for reducing the size of OSUs. This policy establishes TRUIC unit change guidance to: ensure coordination between the NAVOPSPTCEN CO and affected Reserve unit COs, lessen impact to operational units, and establish a 125% manning capacity restriction to minimize unfair administrative requirements to any particular Reserve unit. <p>(COG: COMNAVRESFORCOM (N12))</p>
<p>1300-080 CH-12</p>	<p>Special Assignment Categories</p> <ul style="list-style-type: none"> • (ENABLE) Allow Sailors who execute definite recall or Canvasser Recruiter (CANREC) orders to return to a SELRES pay status upon return from orders, if in a pay status prior to starting recall/CANREC duty. This policy supports the continuum of service and AC-to-RC permeability initiatives. • (SIMPLIFY) Protect Sailors undergoing Line of Duty (LOD) and Physical Evaluation Board (PEB) from being eligible for assignments, to include directed assignments. This policy affords such Sailors a continuum of care for their condition(s) and eliminates the stress of enduring a unit/billet/NRA transfer during the LOD/PEB process. • (ENABLE) Optimize the assignment of Field Medical Technician (L03A NEC) Corpsmen to L03A billets. MARFORRES will have the ability to prioritize L03A HMs to “Ready Battalions” to support planned mobilization requirements/tasking. Furthermore, E-5 and junior L03A HMs will be required to fill L03A billets in either MARFORRES or expeditionary/special warfare Navy units (e.g., SEAL Teams, NMCBs, EMFs, etc.). This policy increases the lethality of the Navy Reserve, by ensuring constant critical medical support to operational units. • (ENABLE) Establish assignment policy for Navy Special Warfare. Navy Special Warfare Operator (SO) and Navy Special Warfare Boat Operator (SB) rated Sailors will only be assigned to SO/SB billets, and Special Warfare Officers (1135 designator) will only be assigned to 1135 billets. Also, NSWG-11 will be allowed to screen and vet all applicants to its Unmanned Aircraft Systems (UAS) billets. This policy increases the lethality of the Navy Reserve, by helping to man critical Special Warfare operational unit billets. • (LEVERAGE) Approve CNIFR’s request to assist with assignment of Information Systems Technician (IT) rated Sailors. Additionally, this policy will support the leveraging of Reserve Sailors’ civilian skills by increasing the duration of Cyber Mission Force (CMF) billet assignments to 5 years. • (SIMPLIFY) Simplify article by removing repetitive policy contained in other RESPERSMAN articles. • (ENABLE) Empower the Career Transition Office (CTO) to have an active role in initial assignments for Sailors transitioning from AC to RC. This policy will ensure that Sailors have an initial billet assignment when affiliating, which will drastically reduce the IAP population and subsequent churn of Sailors being reassigned after affiliation. • (SIMPLIFY) Align Navy Reserve Joint Duty Assignment (JDA) policy

	<p>to JDA policy contained in DoDI 1300.19. This policy change prevents any conflicting JDA guidance/policy.</p> <ul style="list-style-type: none"> • (ENABLE) Clarify Command Master Chief (CMC)/Command Senior Chief (CSC) assignment policy, per Navy Reserve Force Master Chief guidance. This policy change requires CMC/CSC screened Sailors to fill CMC/CSC billets, with 3-year PRDs. Also, the Navy Reserve Force Master Chief and COMNAVRESFORCOM CMC will be consulted prior to any SELRES CMC/CSC assignments. The Navy Reserve Force Master Chief will manage CMC/CSC assignments to the 5 nominative Flag/General Officer CMC/CSC positions. This policy ensures proper oversight of the SELRES CMC/CSC program. • (ENABLE) Support Strategic Sealift Officer (SSO) community health improvement initiatives. This policy requires SSOs to apply for SSO billets first in JOAPPLY, which improves the “fit” for SSO billets and ensures an accurate SELRES SSO accession demand signal. • (ENABLE) Acknowledge the Public Affair Community as a specialized community and support Chief of Information (CHINFO) assistance with Public Affairs Officer (PAO) and Mass Communication Specialist (MC) assignments. This policy leverages the COMNAVRESFORCOM partnership with CHINFO to maximize “fit” for PAO and MC billets. • (LEVERAGE) Partner with Navy Criminal Investigation Service (NCIS) to maximize assignment “fit.” NCIS will be allowed to screen and vet all applicants to its billets, due to the unique law enforcement skills required in these assignments. • (ENABLE) Authorize Civil Engineering Corps (CEC) junior officer (JO) assignments to have 3-year Projected Rotation Dates. This policy affords better return on investment for JO assignments in operational units, allowing the officers to achieve their warfare qualifications and to better support scheduled unit mobilizations. • (ENABLE) Improve support of Navy Emergency Preparedness Liaison Officer (NEPLO) Program. This policy allows enlisted Sailors filing NEPLO program billets to receive 3-year IDT orders and drill at alternative drill sites to best provide Defense Support of Civilian Authorities (DSCA) functions. <p>(COG: COMNAVRESFORCOM (N12))</p>
<p>1300-090 CH-12</p>	<p>Key Employees</p> <ul style="list-style-type: none"> • (SIMPLIFY) New article, which should be read in its entirety. This policy aligns to high-level policy contained in DoD Instructions 1200.7, 1215.06, 1215.13, and 1235.09 for management of Key Employees (KE) and Key Federal Employees (KFE). KE/KFEs must be organized separately from other SELRES/VTU populations, so a Key Employee Units. <p>(COG: COMNAVRESFORCOM (N1C2))</p>



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Table of Contents – Revised to reflect all current changes.

Article No. And Date Approved	<u>Article Title</u>
1001-020 CH-11	Ready Reserve Annual Screening <ul style="list-style-type: none">• This is a new article and must be read in its entirety.• Removes the requirement to complete NAVPERS 1001/3, Ready Reserve Screening Questionnaire (RRSQ) in support of paperless process improvement efforts. <p>(Cognizance (COG): COMNAVRESFORCOM (N5))</p>
1160-010 CH-11	Reenlistments and Extensions for Sailors in a Drilling Status <ul style="list-style-type: none">• This is a new article and must be read in its entirety.• Implements guidance and standard procedures for reenlistment and extension requests to minimize future occurrences of common reenlistment/extension mistakes. <p>(COG: COMNAVRESFORCOM (N15))</p>
1300-010 CH-11	Selected Reserve Assignments <ul style="list-style-type: none">• Clarifies Career Management System-Interactive Detailing (CMS-ID) and Junior Officer (JO) APPLY eligibility criteria to match current IT system configuration post Reserve Headquarters' System (RHS) sundown.• Updates Projected Rotation Date (PRD) modification and Training Reserve Unit Identification Code (TRUIC) change policy.

	<ul style="list-style-type: none"> Removes Local Assignment Phase from assignment cycles to simplify assignments and remove any sub-processes yielding low return on investment. <p>(COG: COMNAVRESFORCOM (N12))</p>
1300-020 CH-11	<p>Management of Drilling Reservists Residing Overseas</p> <ul style="list-style-type: none"> Updated list of overseas units to include two units in Japan and all units in Guam to expand eligible drilling locations for Sailors residing overseas. Require overseas Drilling Reserve Sailors to update their foreign street addresses in NSIPS. <p>(COG: COMNAVRESFORCOM (N12))</p>
1300-060 CH-11	<p>Cross-Assignments</p> <ul style="list-style-type: none"> Simplifies existing cross-assignment policy. Updates policy to match new functionalities resident in Reserve Force Management Tools (RFMT) and CMS-ID. Removes redundant verbiage already included in other COMNAVRESFOR policies, such as the annual Force Execution Guidance. <p>(COG: COMNAVRESFORCOM (N12))</p>
1300-070 CH-11	<p>Directed Assignments</p> <ul style="list-style-type: none"> Complete revision of this article and should be read in its entirety. Simplifies the Directed Assignment phase, removing Voluntary Training Unit (VTU) transfers for non-participants in the assignment cycle. This policy change will significantly reduce the Reserve Component Command (RCC) and Navy Reserve Activity (NRA) workload for enforcing VTU transfers each quarterly cycle. Reduces the amount of time a Sailor can remain with an expired PRD or in-assignment processing (IAP) status to 60 days, which will reduce billet vacancy rates and decrease the IAP population across the Reserve Force. <p>(COG: COMNAVRESFORCOM (N12))</p>
1300-080 CH-11	<p>Special Assignment Categories</p> <ul style="list-style-type: none"> Clarifies existing special assignment policy. Amplifies NRA responsibility for holding career development boards for Sailors within 24 months of their high year tenure (HYT) date. Removed “in excess” assignments from COMNAVAIRFORES and COMNAVIFORES units due to assigned additional surface and additional aviation (ADSUR and ADAIR) billets being disestablished in FY-18. <p>(COG: COMNAVRESFORCOM (N12))</p>

<p>1570-010 CH-11</p>	<p>Inactive Duty Training Administration</p> <ul style="list-style-type: none"> • Updates guidance and procedures for mustering Sailors who perform inactive duty training (IDT) periods separately from the unit. • Delineates new requirements to adjudicate IDTs performed separate from Unit in Enhanced Drill Management (EDM). • Reduces number of days required to request an individual or reschedule from 5 to 3 to provide more flexibility in emergent situations. • Reduces the number of days that a unit CO may request removal of a UA, AA or admin U from 45 to 10 days, in order to more closely mirror the transfer to non-pay status for unsatisfactory participation. • Added guidance for Chaplain IDT reschedule requests that accommodate civilian divine worship responsibilities. • Removes the requirement to generate IDT verification reports and the Electronic Muster Use report. <p>(COG: COMNAVRESFORCOM (N11))</p>
<p>1570-020 CH-11</p>	<p>Other Inactive Duty Training and Inactive Duty</p> <ul style="list-style-type: none"> • Reduces number of days required to request an individual IDT from 5 to 3 to provide more flexibility in emergent situations. • Called out specific DoD FMR policy that IDTs are always subject to federal and if applicable, state income tax withholding, even when IDTs are conducted in tax-free areas of operation. IDTs are still prohibited in imminent danger areas. • Updates guidance and procedures for the performance and adjudication of Funeral Honors Duty (FHD). • Removed the authorization allowing Sailors to execute IDTs to perform FHD in an emergent situation. • Removed requirement to provide an email attestation that funeral honors have been executed. <p>(COG: COMNAVRESFORCOM (N11))</p>
<p>1570-040 CH-11</p>	<p>Unit Inactive Duty Training Record Maintenance</p> <ul style="list-style-type: none"> • Updates the maintenance requirements for NAVRES 1570/21, Unit Inactive Duty Training Participation Record and the Inactive Duty Training Verification report. • Removed IDT verification report requirements for unit IDTs conducted after January 2017 and individual IDTs conducted after April 2017. • Removed all document archival requirements for data stored electronically in NSIPS, EDM or other corporate personnel system. <p>(COG: COMNAVRESFORCOM (N11))</p>

<p>1570-050 CH-11</p>	<p>Inactive Duty Training Reports</p> <ul style="list-style-type: none"> • Updates guidance and procedures on generating Inactive Duty Training reports. • Removes any reference to Reserve Headquarters System (RHS), which has migrated to Navy Standard Integrated Personnel System. • Removes MICP requirements for ECH V commands. • Removes the requirement to generate IDT verification reports. <p>(COG: COMNAVRESFORCOM (N11))</p>
<p>7220-010 CH-11</p>	<p>Reserve Pay</p> <ul style="list-style-type: none"> • Updates the key supporting documents retention requirements for processing Funeral Honors Duty Allowance. • Removes any reference to Reserve Headquarters System (RHS), which has migrated to Navy Standard Integrated Personnel System. • Replaced REMEDY ticketing system with Information Technology Service Management (ITSM) ticketing system. • Removed IDT verification report archival requirements. <p>(COG: COMNAVRESFORCOM (N11))</p>



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Changes to the Navy Reserve Personnel Manual included in Change 10 are effective the date written at the top of each article and the date on this change summary.

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Table of Contents – Revised to reflect all current changes.

Article No. And Date Approved	<u>Article Title</u>
1000-010 CH-10	Reserve Unit Assignment Document Management <ul style="list-style-type: none"> • This article has been updated significantly and should be read in its entirety. (Cognizance (COG): COMNAVRESFORCOM (N13))
1001-010 CH-10	Satisfactory Participation in the Navy Reserve <ul style="list-style-type: none"> • Clarifies Unit Commanding Officer and Navy Reserve Activity responsibilities for Sailors that become unsatisfactory participants. (COG: COMNAVRESFORCOM (N11))
1300-050 CH-10	Administrative Processing Unit <ul style="list-style-type: none"> • Physical Risk Classification (PRC) codes updated to align with changes to MILPERSMAN 6110-020. (COG: COMNAVRESFORCOM (N12))
1300-080 Ch-10	Special Assignment Categories <ul style="list-style-type: none"> • Removed enlisted unsatisfactory participant as an example for Sailors that remain assigned to their unit when undergoing administrative separation processing to align with updated policy. (COG: COMNAVRESFORCOM (N12))

Article No. And Date Approved	<u>Article Title</u>
1570-010 CH-10	<p>Inactive Duty Training Administration</p> <ul style="list-style-type: none"> • Implements guidance and procedures for Unit eMustering in the Enhancement for Drill Management (EDM) system. • Provides EDM Location tool guidance. <p>(COG: COMNAVRESFORCOM (N11))</p>
1570-030 CH-10	<p>Individual Inactive Duty Training Record Maintenance</p> <ul style="list-style-type: none"> • Directs the creation and maintenance of individual pay records in Total Records Information Management (TRIM) in lieu of creating paper individual Inactive Duty Training folders to align with COMNAVRESFORINST 5210.1. <p>(COG: COMNAVRESFORCOM (N11))</p>
1570-050 CH-10	<p>Inactive Duty Training Reports Maintenance</p> <ul style="list-style-type: none"> • Provides TRIM guidance for reports maintenance. • Added Unit Muster Status Report guidance. • Clarifies reports retention policy. <p>(COG: COMNAVRESFORCOM (N11))</p>
1900-010 CH-10	<p>Personnel Loss Transactions</p> <ul style="list-style-type: none"> • Updated key supporting documentation matrix. • Outlines the process for involuntary transfers to the Individual Ready Reserve (Voluntary Training Unit/Active Status Pool). <p>(COG: COMNAVRESFORCOM (N11))</p>
7220-020 Ch-10	<p>Reserve Debt Management</p> <ul style="list-style-type: none"> • This is a new article and must be read in its entirety. • Implements guidance and procedures for debt prevention, monitoring, referral and notification. <p>(COG: COMNAVRESFORCOM (N11))</p>



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Article No. And Date Approved	<u>Article Title</u>
1001-010 CH-9	Satisfactory Participation in the Navy Reserve <ul style="list-style-type: none">• Implements transferring enlisted Sailors to the Voluntary Training Unit upon becoming an unsatisfactory participant.• Outlines additional requirements that may be required upon transferring a Sailor from Selected Reserve status as a result of becoming an unsatisfactory participant. <p>(Cognizance (COG): COMNAVRESFORCOM (N11))</p>
6000-010 CH-9	Reserve Medical <ul style="list-style-type: none">• This article has been updated significantly and should be read in its entirety. <p>(COG: COMNAVRESFORCOM (N9))</p>



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Article No. And Date Approved	<u>Article Title</u>
1001-010 CH-8	Satisfactory Participation in the Navy Reserve <ul style="list-style-type: none"> • Clarifies drill attendance requirement. • Provides guidance on Navy Standard Integrated Personnel System entry requirement for active duty participation. • Removes the requirement to transfer unsatisfactory participants to the APU. (Cognizant (COG): COMNAVRESFORCOM (N11))
1100-050 CH-8	Personnel Gain Transactions <ul style="list-style-type: none"> • This is a new article and must be read in its entirety. • Issues guidance and procedures for processing Selected Reserve (SELRES) and Voluntary Training Unit (VTU) gains and maintenance of key supporting documents (KSD) to justify the applicable gains transactions. (COG: COMNAVRESFORCOM (N11))
1200-010 CH-8	Reserve Direct Appointment Program <ul style="list-style-type: none"> • Provides amplifying guidance for Direct Commission Officers (DCOs). (COG: COMNAVRESFORCOM (N7))

<p>1300-010 CH-8</p>	<p>Selected Reserve (SELRES) Assignments</p> <ul style="list-style-type: none"> • This article must be read in its entirety as the content was updated significantly. • Provides information and guidance on billet assignments and the coordinated efforts by all Echelons of the Navy Reserve and Operational Support Officers. • Incorporates guidance from canceled RESPERSMAN 1301-010. • Incorporates guidance from canceled RESPERSMAN 1306-010. <p>(COG: COMNAVRESFORCOM (N12))</p>
<p>1300-030 CH-8</p>	<p>Voluntary Training Unit (VTU)</p> <ul style="list-style-type: none"> • Clarifies drill attendance and Funeral Honors Duty participation requirements for Sailors assigned to the VTU. • Provides Servicemembers' Group Life Insurance (SGLI)/Family SGLI guidance <p>(COG: COMNAVRESFORCOM (N12))</p>
<p>1300-050 CH-8</p>	<p>Administrative Processing Unit (APU)</p> <ul style="list-style-type: none"> • Clarifies the APU assignment process. • Removes unsatisfactory participants from the category of Sailors transferred to the APU. • Provides Servicemembers' Group Life Insurance (SGLI)/Family SGLI guidance for members assigned to the APU. <p>(COG: COMNAVRESFORCOM (N12))</p>
<p>1300-070 CH-8</p>	<p>Directed Assignments</p> <ul style="list-style-type: none"> • This is a new article and must be read in its entirety. • Provides guidance and procedures for the execution of directed assignments. <p>(COG: COMNAVRESFORCOM (N12))</p>
<p>1300-080 CH-8</p>	<p>Special Assignment Categories</p> <ul style="list-style-type: none"> • This is a new article and must be read in its entirety. • Provides guidance and procedures for situations not normally associated or considered with the regular assignment process. <p>(COG: COMNAVRESFORCOM (N12))</p>

1301-010 CH-8	Officer Selected Reserve Assignments <ul style="list-style-type: none"> This article has been canceled. Content incorporated into RESPERSMAN 1300-010. (COG: COMNAVRESFORCOM (N12))
1306-010 CH-8	Enlisted Selected Reserve Assignments <ul style="list-style-type: none"> This article has been canceled. Content incorporated into RESPERSMAN 1300-010. (COG: COMNAVRESFORCOM (N12))
1534-030 CH-8	Strategic Sealift Readiness Group Voluntary Participation <ul style="list-style-type: none"> Clarifies existing policy. Provides personal award submission guidance. (COG: COMNAVRESFORCOM (N14))
1534-040 CH-8	Strategic Sealift Officer Program Selected Reserve and Voluntary Training Unit Membership <ul style="list-style-type: none"> Clarifies existing policy. (COG: COMNAVRESFORCOM (N14))
1570-020 CH-8	Other Inactive Duty Training and Inactive Duty <ul style="list-style-type: none"> Incorporates EDM process and drill adjudication for incremental inactive duty training periods. Provides updated to Funeral Honors Duty responsibilities. Provides guidance for DCOs affiliated under the Training in Medical Specialty program. (COG: COMNAVRESFORCOM (N11))
1571-010 CH-8	Annual Training and Active Duty Training <ul style="list-style-type: none"> Clarifies active duty participation requirements. Provides guidance on Navy Standard Integrated Personnel System entry requirement for active duty participation. Amplifies annual training waiver requirements. (Cognizant (COG): COMNAVRESFORCOM (N31))
1900-010 CH-8	Personnel Loss Transactions <ul style="list-style-type: none"> Updates the keys supporting documents matrix for loss transactions. (Cognizant (COG): COMNAVRESFORCOM (N11))

6000-010 CH-8	Reserve Medical <ul style="list-style-type: none">• Removes the restriction for Sailors in a Temporary Not Physically Qualified/Temporary Not Dental Qualified from being unassignable. (Cognizant (COG): COMNAVRESFORCOM (N9))
7220-010 CH-8	Reserve Pay <ul style="list-style-type: none">• This article must be read in its entirety as the content was updated significantly.• Clarifies responsibilities.• Provides updates to Special and Incentive Pay (COG: COMNAVRESFORCOM (N11))



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1570-010 CH-7	Inactive Duty Training Administration <ul style="list-style-type: none"> • Provides the requirement for DD form 577 to be on file for members releasing drill pay. • Updated muster countersignature requirement for unit certifying official. • Provides procedures for Emergent Individual IDT processing. • Updated guidance for sailors on extended AA periods, and processing members to the Active Status Pool (ASP). • (Cognizance (COG): COMNAVRESFORCOM (N11))
1570-020 CH-7	Other Inactive Duty Training and Inactive Duty <ul style="list-style-type: none"> • Updated 2 hour requirement for a nonpaid IDT. • Updated Reserve Component Wartime Health Care Critical Skills Shortage (CSS) nomenclature. • (Cognizance (COG): COMNAVRESFORCOM (N11))

<p>1570-030 CH-7</p>	<p>Individual Inactive Duty Training (IDT) Record Maintenance</p> <ul style="list-style-type: none"> • Adds reference to new RESPERSMAN article, 1900-010 Personnel Loss Transactions. • Recommends NRA's use Total Records Information Management (TRIM) application for electronic records storage. <p>(COG: COMNAVRESFORCOM (N11))</p>
<p>1570-050 CH-7</p>	<p>Inactive Duty Training (IDT) Reports Maintenance</p> <ul style="list-style-type: none"> • Updates references and guidance for transferring members to the IRR-ASP for members who accrue more than 24 Authorized Absences. <p>(COG: COMNAVRESFORCOM (N11))</p>
<p>1900-010 CH-7</p>	<p>Personnel Loss Transactions</p> <ul style="list-style-type: none"> • This is a new article and should be read in its entirety. • Issues guidance and procedures for processing Selected Reserve (SELRES) and Voluntary Training Unit (VTU) losses and maintenance of key supporting documents (KSD) to justify the applicable loss transactions. <p>(COG: COMNAVRESFORCOM (N11))</p>



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Changes to the Navy Reserve Personnel Manual included in Change 6 are effective the date written at the top of each article and the date on this change summary.

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E. C. YOUNG
Deputy

Changes in articles titled and summarized below are incorporated in the electronic copy via Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Web site:
<https://www.navyreserve.navy.mil>.

Table of Contents - Revised to reflect all current changes.

Article No. And Date Approved	<u>Article Title</u>
1000-010 CH-6	Reserve Unit Assignment Document (RUAD) Codes <ul style="list-style-type: none">• This article must be read in its entirety as the content was updated significantly.• Title of this article has changed.• Reserve Functional Area and Sex (RFAS) codes have been updated.• Process implemented for RFAS Code change/creation requests.• Process implemented for billet suppressions. (Cognizance (COG): COMNAVRESFORCOM (N12))
1001-010 CH-6	Satisfactory Participation in the Navy Reserve <ul style="list-style-type: none">• Clarifies the satisfactory participation requirements. (COG: COMNAVRESFORCOM (N11))
1300-020 CH-6	Management of Drilling Reservists Residing Overseas <ul style="list-style-type: none">• This article must be read in its entirety as the content was updated significantly.

	<ul style="list-style-type: none"> • Clarifies the assignment process for Sailors residing overseas. • Provides a list of overseas Reserve units. <p>(COG: COMNAVRESFORCOM (N12))</p>
1300-060 CH-6	<p>Cross-Assignments</p> <ul style="list-style-type: none"> • Updated the Reporting Senior requirements for operational units <p>(COG: COMNAVRESFORCOM (N12))</p>
1500-010 CH-6	<p>Correspondence Courses</p> <ul style="list-style-type: none"> • Clarifies existing policy. <p>(COG: COMNAVRESFORCOM (N11/N7))</p>
1534-010 CH-6	<p>Strategic Sealift Officer Program</p> <ul style="list-style-type: none"> • Clarifies existing policy. <p>(COG: COMNAVRESFORCOM (N14))</p>
1534-020 CH-6	<p>Strategic Sealift Readiness Group Required Participation</p> <ul style="list-style-type: none"> • Implements the Strategic Sealift Officer Post Commissioning Indoctrination Course requirement. • Implements the security clearance requirements. <p>(COG: COMNAVRESFORCOM (N14))</p>
1534-050 CH-6	<p>Physical Readiness Standards Compliance Requirements for Members of the Strategic Sealift Readiness Group</p> <ul style="list-style-type: none"> • Clarifies the Physical Fitness Assessment requirement. <p>(COG: COMNAVRESFORCOM (N14))</p>
1570-010 CH-6	<p>Inactive Duty Training Administration</p> <ul style="list-style-type: none"> • Implements the Enhancement for Drill Management (EDM) requirements. • Corrects the IDT duration for SELRES completing non-pay additional drills.

	<ul style="list-style-type: none"> Removes the restriction for completing rescheduled drills when active duty orders over 180 days have been executed. <p>(COG: COMNAVRESFORCOM (N11))</p>
1570-020 CH-6	<p>Other Inactive Duty Training and Inactive Duty</p> <ul style="list-style-type: none"> Implements the Enhancement for Drill Management (EDM) requirements. Clarifies the Funeral Honors Duty Allowance processing procedures. <p>(COG: COMNAVRESFORCOM (N11))</p>
1570-030 CH-6	<p>Individual Inactive Duty Training (IDT) Record Maintenance</p> <ul style="list-style-type: none"> This article should be read in its entirety as the content was updated significantly. Title of this article has changed. Outlines the proper administration for individual IDT record maintenance. <p>(COG: COMNAVRESFORCOM (N11))</p>
1570-040 CH-6	<p>Unit Inactive Duty Training (IDT) Record Maintenance</p> <ul style="list-style-type: none"> New article that outlines unit inactive duty training record maintenance requirements. <p>(COG: COMNAVRESFORCOM (N11))</p>
1570-050 CH-6	<p>Inactive Duty Training (IDT) Reports Maintenance</p> <ul style="list-style-type: none"> New article that outlines inactive duty training reports maintenance requirements. <p>(COG: COMNAVRESFORCOM (N11))</p>



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4 Mar 15

Changes to the Navy Reserve Personnel Manual included in Change 5 are effective the date written at the top of each article and the date on this change summary.

Eric Coy Young
ERIC COY YOUNG
Deputy

Changes in articles titled and summarized below are incorporated in the electronic copy via Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Web site:

<https://www.navyreserve.navy.mil>.

Table of Contents - Revised to reflect all current changes.

Article No. And Change No.	<u>Article Title</u>
1300-050 CH-5	Administrative Processing Unit (APU) <ul style="list-style-type: none">Provides assignment direction for officers who fail to select for an APPLY Board assignment. (Cognizance (COG): COMNAVRESFORCOM (N12))
1500-010 CH-5	Correspondence Courses <ul style="list-style-type: none">New article that outlines policy and procedures for the authorization of non-pay retirement point credit for completion of correspondence courses. (COG: COMNAVRESFORCOM (N11))
1534-060 CH-5	Strategic Sealift Officer Program Warfare Insignia <ul style="list-style-type: none">New article that outlines policy eligibility criteria for the Strategic Sealift Officer Warfare Insignia. (COG: COMNAVRESFORCOM (N14))

<p>1570-010 CH-5</p>	<p>Inactive Duty Training Administration</p> <ul style="list-style-type: none"> • This article should be read in its entirety as the content was updated significantly. • Implements the procedures for the use of Enhancement for Drill Management functionality in the Navy Standard Integrated Personnel System. • Changes maximum duration of authorized absences to 24 periods and provides a specified timeframe. <p>(COG: COMNAVRESFORCOM (N11))</p>
<p>1570-020 CH-5</p>	<p>Other Inactive Duty Training and Inactive Duty</p> <ul style="list-style-type: none"> • Removed the requirement for Sailors authorized to telework to perform at least two inactive duty training periods per quarter at the Navy Reserve Activity. • Implements Funeral Honors Duty (FHD) Coordinator designation requirement. • Outlines FHD Coordinator responsibilities. • Implements Sailor's attestation requirement to receive Funeral Honor Duty Allowance. <p>(COG: COMNAVRESFORCOM (N11))</p>



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COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK VIRGINIA 23551-4615

5215
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Changes to the Navy Reserve Personnel Manual included in Change 4 are effective the date written at the top of each article and the date on this change summary.

B. P. CUTCHEN
Deputy

Changes in articles titled and summarized below are incorporated in the electronic copy via Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Web site:
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Table of Contents - Revised to reflect all current changes.

Article No. And Date Approved	<u>Article Title</u>
1300-030 CH-4	Voluntary Training Unit (VTU) <ul style="list-style-type: none">Establishes criteria for being assigned to a VTU outside the reasonable commuting distance from a member's residence. (Cognizance (COG): COMNAVRESFORCOM (N12))
1300-040 CH-4	Operational Support Unit (OSU) <ul style="list-style-type: none">Outlines OSU Commanding Officer/Officer-in-Charge and Senior Enlisted Leader responsibilities. (COG: COMNAVRESFORCOM (N12))
1300-050 CH-4	Administrative Processing Unit (APU) <ul style="list-style-type: none">Clarifies the category of personnel who are authorized to be assigned to the APU. (COG: COMNAVRESFORCOM (N11))

1300-060 CH-4	Cross-Assignment <ul style="list-style-type: none">• New article that outlines policy and procedures for cross-assigned Sailors. <p>(COG: COMNAVRESFORCOM (N12))</p>
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1915 FORRESTAL DRIVE
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5215
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9 Jul 14

Changes to the Navy Reserve Personnel Manual included in Change 3 are effective the date written at the top of each article and the date on this change summary.

B. P. CUTCHEN
Deputy

Changes in articles titled and summarized below are incorporated in the electronic copy via Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Web site:
<https://www.navyreserve.navy.mil>.

Table of Contents - Revised to reflect all current changes.

Article No. And Date Approved	<u>Article Title</u>
1040-010 CH-3	Reserve Unit Career Counselor Program <ul style="list-style-type: none">Remove the requirement for Unit Career Counselors to attend the Reserve Career Information Course within 180 days of designation. <p>(Cognizance (COG): COMNAVRESFORCOM (N15))</p>
1534-040 CH-3	Strategic Sealift Officer Program Selected Reserve and Voluntary Training Unit Membership <ul style="list-style-type: none">Implement the reaffiliation procedures for Reserve Sailors and Voluntary Training Unit officers to reaffiliate with the Strategic Sealift Readiness Group. <p>(COG: COMNAVRESFORCOM (N14))</p>
1570-020 CH-3	Other Inactive Duty Training and Inactive Duty <ul style="list-style-type: none">This Article should be read in its entirety as the content was updated significantly.Removed requirement to conduct Additional Inactive Duty for Training (IDT) periods aboard training activities only.

	<ul style="list-style-type: none"> • Removed the requirement that prevented Readiness Management Periods from being conducted with any other type of drill on the same day. • Clarified the responsibilities of the Flexible IDT drill option. • Clarified the responsibilities of the Incremental IDT Drill Option. • Change the option to perform Telecommuting IDT periods to a Telework option that requires approval and administration in accordance with COMNAVRESFORINST 1000.9. • Clarified the responsibilities of Funeral Honors Duty. <p>(COG: COMNAVRESFORCOM (N11))</p>
7220-010	<p>Reserve Pay</p> <ul style="list-style-type: none"> • Provide authorization for Reserve Sailors to have access to the Navy Standard Integrated Personnel System. <p>(COG: COMNAVRESFORCOM (N11))</p>



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1915 FORRESTAL DRIVE
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5215

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25 OCT 2013

Changes to the Navy Reserve Personnel Manual included in Change 2 are effective the date written at the top of each article and the date of this change summary.

B. P. CUTCHEN
Deputy

Changes in articles titled and summarized below are incorporated in the electronic copy via COMNAVRESFORCOM Web site:

<https://www.navyreserve.navy.mil>.

Table of Contents - Revised to reflect all current changes.

Article No. And Date Approved	<u>Article Title</u>
1300-010 CH-2	<p>SELECTED RESERVE ASSIGNMENTS - This Article needs to be read in its entirety as the content was updated significantly and seven references were added.</p> <ul style="list-style-type: none">• Para 1, included verbiage regarding Number of Drill Codes (NDC).• Para 2a and 2b, expanded information on individual's Training Reserve Unit Identification Code and requirements of the "normal" drilling location.• Para 6a through 6d, provided clarification on CMC/CSC billets assignment, mandatory attendance at CMC/COB course, 9580/9578 NEC assignment, and compliance for warfare qualification.• Para 7 (all subpara), clarified the affiliation/accession procedures with Recruiting Command and Career Transition Office.• Para 8, NRA mandatory procedures for gains and transfers.• Para 17c, cross-assigned personnel may only be removed from billet for a local fill during first 6 months vice 4 months.

<p>1300-010 CH-2</p>	<ul style="list-style-type: none"> • Para 17e, cross-assignments not authorized for officer command billets awarded via FY National Command/Senior (O6/O5) Non-Command Board unless otherwise directed. • Para 20 (all subpara), updated mobilized personnel assignment information. • Para 21 (all subpara), clarification provided for personnel with administrative action pending. • Para 22, voluntary transfers to IRR shall be submitted no earlier than 90 days from requested transfer date. • New Paragraph 24, safety Transfer information included. • New Paragraph 25, expedited Transfer information included. <p>(COG: COMNAVRESFORCOM (N12))</p>
<p>1534-050 CH-2</p>	<p>PHYSICAL READINESS STANDARDS COMPLIANCE REQUIREMENTS FOR MEMBERS OF THE STRATEGIC SEALIFT READINESS GROUP (SSRG) - This article was updated to note the change that only one PFA per calendar year is required for SSRG members.</p>



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COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK, VIRGINIA 23551-4615

5215
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Changes to the Navy Reserve Personnel Manual included in Change 1 are effective the date written at the top of each article and the date of this change summary.

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Deputy

Changes in articles titled and summarized below are incorporated in the electronic copy via COMNAVRESFORCOM Web site:
<https://www.navyreserve.navy.mil>.

Table of Contents - Revised to reflect all current changes.

Article No. And Date Approved	<u>Article Title</u>
1000-010 CH-1	SELECTED RESERVE FUNCTIONAL AREA AND SEX (RFAS) AND OTHER RESERVE UNIT ASSIGNMENT DOCUMENT (RUAD) CODES - Changes reflect the addition of three RFAS Codes "AV" (ET, FC, MN, OS, ST, EOD holding NEC 5337), "BD" (AT, CTN, ET, FC, IT), "CS" (ET, FC, IT, OS, QM, ST), and inclusion of two notes concerning RFAS substitutions and eligibility of personnel to obtain required NECs/NOBCs based on their rating. (COG: COMNAVRESFORCOM (N12))
1040-010 CH-1	RESERVE UNIT CAREER COUNSELOR PROGRAM - Changes reflect clarification of UCCs attendance to Reserve Career Information Course upon designation. (COG: COMNAVRESFORCOM (N15))
1100-010 CH-1	RESERVE INCENTIVE PROGRAMS - Changes provide clarification for enlisted and officer incentives and throughout entire Article links were updated. -Provided amplifying information on NEC/NOBC requirements. -Due to safeguarding of Personal Identifiable Information, a secure uploading location is

	<p>provided in order to forward incentive packages to COMNAVRESFORCOM.</p> <ul style="list-style-type: none"> -Provided amplifying guidance on drill adjudication (necessary to verify satisfactory participation). -Provided COMNAVRESFORCOM code for submission of requests for Nonavailability of personnel receiving incentives, clarified that members shall drill until final approval is made by COMNAVRESFORCOM, and updated link to sample document to request Nonavailability. -Requests for Authorized Absences upon release from active duty or mobilization can be requested for up to six months and approved by Unit Commanding Officer. <p>(COG: COMNAVRESFORCOM (N11), COMNAVRESFOR (N1C2))</p>
1100-020 CH-1	<p>RESERVE ENLISTED INCENTIVES - Updated the use of NAVPERS Form 1200/1 to determine effective date of obligation and link to Declination of Eligible Bonus documents.</p> <p>(COG: COMNAVRESFORCOM (N11))</p>
1100-030 CH-1	<p>RESERVE OFFICER INCENTIVES (NON HEALTHCARE PROFESSIONALS) - Due to safeguarding of Personal Identifiable Information, a secure uploading location is provided in order to forward documents to COMNAVRESFORCOM and throughout entire article "quota" was changed to "precert".</p> <ul style="list-style-type: none"> -Corrected eligibility requirements. -Added 90 day precert expiration information. -Added Critical Skills Retention Bonus which was recently approved by ASD. <p>(COG: COMNAVRESFORCOM (N11))</p>
1100-040 CH-1	<p>RESERVE OFFICER INCENTIVES FOR HEALTHCARE PROFESSIONALS - Due to safeguarding of Personal Identifiable Information, a secure uploading location is provided in order to forward documents to COMNAVRESFORCOM.</p> <ul style="list-style-type: none"> -Changed "quota" to "precert" throughout article. -Provided clarification on submission of precerts. -Clarified stipend payment amount at beginning and end of eligibility. <p>(COG: COMNAVRESFORCOM (N11), COMNAVRESFOR (N1C2))</p>
1221-010 CH-1	<p>RESERVE NAVY ENLISTED CLASSIFICATION (NEC) PROGRAM - Updated NEC Change Request Form to</p>

	<p>NAVPERS 1221/6 and removed verbiage to only request NECs that are required by billet or unit collateral assignment.</p> <p>(COG: COMNAVRESFORCOM (N11))</p>
1300-020 CH-1	<p>DRILLING RESERVISTS RESIDING OVERSEAS AND PERFORMANCE OF INACTIVE DUTY TRAINING (IDT) OVERSEAS - Change provides clarification that assignment can be made to other NRAs if in the best interest of the Navy.</p> <p>(COG: COMNAVRESFORCOM (N12))</p>
1300-040 CH-1	<p>OPERATIONAL SUPPORT UNIT - Changes reflect adding the reference COMNAVRESFORNOTE 1001 and availability of Inactive Duty Training Travel orders for cross-assigned out personnel to Supporting Command or Unit Mobilization Unit Identification Code (UMUIC).</p> <p>(COG: COMNAVRESFORCOM (N12))</p>
1534-010 CH-1	<p>STRATEGIC SEALIFT OFFICER PROGRAM (SSOP) - Deleted yearly community meeting and authorization to hand carry medical records. COMNAVRESFORCOM (N35) was included as an additional liaison for mobilization issues.</p> <p>(COG: COMNAVRESFORCOM (N14))</p>
1534-020 CH-1	<p>STRATEGIC SEALIFT READINESS GROUP (SSRG) REQUIRED PARTICIPATION - Included direct links to websites located in the Article.</p> <p>(COG: COMNAVRESFORCOM (N14))</p>
1534-030 CH-1	<p>STRATEGIC SEALIFT READINESS GROUP (SSRG) VOLUNTARY PARTICIPATION - Moved Navy Reserve Activity (NRA) Commanding Officer (CO) responsibility to forward Inactive Duty Participation Authorization (IPA) and information on tasks to be accomplished during IPA to Unit CO.</p> <p>(COG: COMNAVRESFORCOM (N14))</p>
1570-010 CH-1	<p>INACTIVE DUTY TRAINING ADMINISTRATION - Throughout entire Article, Full Time Support (FTS) verbiage was changed to Navy Reserve Activity (NRA).</p> <ul style="list-style-type: none"> -Changed "performance" requirements to "participation" requirements. -Retirement and mobilization were added for Advance IDT reasons. -Upon demobilization, members shall be offered four months of AA.

	-Routing to remove 'U", AA or Admin U beyond 45 day limit must be routed to COMNAVRESFORCOM (N11) via Echelon IV.
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(COG: COMNAVRESFORCOM N11))



DEPARTMENT OF THE NAVY

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5 Jun 12

Initial issue of our Navy Reserve Personnel Manual replaces the COMNAVRESFORINST 1001.5F and all changes via letter, memorandum, and N1 notifications. This manual is a completely revised replacement and can be used as our Reserve Force manpower ready reference manual.

RESPERS M-1001.5, Navy Reserve Personnel Manual (RESPERSMAN) is issued under Navy Regulations, 1990, Article 0105, for direction and guidance, and contains administrative procedures for Drilling Reservists and participating members of the Individual Ready Reserve within our Navy. Changes shall be effective upon the date specified on individual articles posted on Commander, Navy Reserve Force (COMNAVRESFOR) web site.

A handwritten signature in black ink, appearing to read "L.S. Little", is positioned above the printed name.

L.S. LITTLE

Deputy

Distribution:

Electronic copy via COMNAVRESFOR Web site

<https://www.navyreserve.navy.mil>

NAVY RESERVE PERSONNEL MANUAL



NAVY RESERVE PERSONNEL MANUAL TABLE OF CONTENTS			
Article	Primary Cognizance		
1000-1999 RESERVE MILITARY PERSONNEL			
1000 RESERVE MILITARY PERSONNEL			
	1000-010	Selected Reserve Functional Area and Sex (RFAS) and other Reserve Unit Assignment Document (RUAD) Codes	N12
	1001-010	Satisfactory Participation in the Navy Reserve	N11
	1001-020	Ready Reserve Annual Screening	N5
	1040-010	Reserve Unit Career Counselor (UCC) Program	N15
1100 RESERVE PROGRAMS			
	1100-010	Reserve Incentive Programs	N11
	1100-020	Reserve Enlisted Incentives	N11
	1100-030	Reserve Officer Incentives (Non Healthcare Professionals)	N11
	1100-040	Reserve Officer Incentives for Healthcare Professionals	N11
	1160-010	Reenlistments and Extensions for Sailors in a Drilling Status	N15
1200 RESERVE CLASSIFICATION PROGRAM			
	1221-010	Reserve Navy Enlisted Classification (NEC) Program	N11
1300 RESERVE ASSIGNMENTS			
	1300-010	Selected Reserve Assignments	N12
	1300-020	Drilling Reservists Residing Overseas and Performance of Inactive Duty Training (IDT) Overseas	N12
	1300-030	Voluntary Training Unit (VTU)	N12
	1300-040	Operational Support Unit (OSU)	N12
	1300-050	Administrative Processing Unit (APU)	N12
	1301-010	Officer Selected Reserve Assignments	N122
	1306-010	Enlisted Selected Reserve Assignments	N121
1500 INACTIVE DUTY TRAINING/ANNUAL TRAINING			
	1534-010	Strategic Sealift Officer Program (SSOP)	N14
	1534-020	Strategic Sealift Readiness Group (SSRG) Required Participation	N14
	1534-030	Strategic Sealift Readiness Group (SSRG) Voluntary Participation	N14
	1534-040	Strategic Sealift Officer Program (SSOP) Selected Reserve (SELRES) and Voluntary Training Unit (VTU) Membership	N14

NAVY RESERVE PERSONNEL MANUAL TABLE OF CONTENTS			
Article	Primary Cognizance		
	1534-050	Physical Readiness Standards Compliance Requirements for Members of the Strategic Sealift Readiness Group (SSRG)	N14
	1570-010	Inactive Duty Training (IDT) Administration	N11
	1570-020	Other Inactive Duty Training and Inactive Duty	N11
	1570-030	Inactive Duty Training (IDT) Record and Report Maintenance	N11
	1571-010	Annual Training (AT) and Active Duty Training (ADT)	N11
3000-3999 OPERATIONS AND READINESS			
	3060-010	Manpower Availability Status (MAS) Codes	N35
	3060-020	Individual Mobilization Status (IMS) Codes	N35
6000-6999 SELECTED RESERVE MEDICAL AND DENTAL			
	6000-010	Selected Reserve Medical	N9
7000-7999 FINANCIAL MANAGEMENT			
	7220-010	Reserve Pay	N11

ACRONYMS

<u>ACRONYM</u>	<u>DESCRIPTION</u>
AA	AUTHORIZED ABSENCE
AC	ACTIVE COMPONENT
ACIP	AVIATION CAREER INCENTIVE PAY
AD	ACTIVE DUTY
ADDU	ADDITIONAL DUTY
ADMIN U	ADMINISTRATIVE UNSATISFACTORY PARTICIPATION
ADSEP	ADMINISTRATIVE SEPARATION
ADSW	ACTIVE DUTY FOR SPECIAL WORK
ADT	ACTIVE DUTY FOR TRAINING
AFTP	ADDITIONAL FLYING AND FLIGHT TRAINING PERIOD
AOR	AREA OF RESPONSIBILITY
APU	ADMINISTRATIVE PROCESSING UNIT
AQD	ADDITIONAL QUALIFICATION DESIGNATION
ASDHA	ASSISTANT SECRETARY OF DEFENSE (HEALTH AFFAIRS)
ASED	AVIATION SERVICE ENTRY DATE
ASI	AVIATION SERVICE INDICATOR
ASP	ACTIVE STATUS POOL
AT	ANNUAL TRAINING
ATP	ADDITIONAL TRAINING PERIOD
BCA	BODY COMPOSITION ASSESSMENT
BOL	BUPERS ONLINE

BSN	BACHELOR OF SCIENCE IN NURSING
BUMED	NAVY BUREAU OF MEDICINE AND SURGERY
BUPERS	BUREAU OF NAVAL PERSONNEL
CACO	CASUALTY ASSISTANCE CALLS OFFICER
CANREC	CANVASSER RECRUITER
CC	CAREER COUNSELOR
CCC	COMMAND CAREER COUNSELOR
CDB	CAREER DEVELOPMENT BOARD
CDF	CAMPAIGN DRUG FREE
CDT	CAREER DEVELOPMENT TEAM
CEFIP	CAREER ENLISTED FLYER INCENTIVE PAY
CEI	CIVILIAN EMPLOYMENT INFORMATION
CFL	COMMAND FITNESS LEADER
CI	CAREER INFORMATION
CIMS	CAREER INFORMATION MANAGEMENT SYSTEM
CMC	COMMAND MASTER CHIEF
CME	CONTINUING MEDICAL EDUCATION
CMOF	CAREER MONTHS OF FLYING
CMS	CRITICAL MEDICAL SPECIALTY
CMS-ID	CAREER MANAGEMENT SYSTEM - INTERACTIVE DETAILING
CNIC	COMMANDER, NAVAL INSTALLATION COMMAND
CO	COMMANDING OFFICER
COC	CHAIN OF COMMAND

COMNAVCRUITCOM	COMMANDER, NAVY RECRUITING COMMAND
COMNAVRESFORCOM	COMMANDER, NAVY RESERVE FORCES COMMAND
COMSC	COMMANDER, MILITARY SEALIFT COMMAND
CONUS	CONTINENTAL UNITED STATES
CRF	CAREER RECRUITER FORCE
CSP	CAREER SEA PAY
CSS	CRITICAL SHORTAGE SPECIALTIES
CTO	CAREER TRANSITION OFFICE
CWO	CHIEF WARRANT OFFICER
DC	DENTAL CORPS
DCNO	DEPUTY CHIEF OF NAVAL OPERATIONS
DCO	DIRECT COMMISSION OFFICER
DFAS	DEFENSE FINANCE AND ACCOUNTING SERVICE
DFAS-CL	DEFENSE FINANCE AND ACCOUNTING SYSTEM - CLEVELAND
DG	DEFENSE GROUP
DHA	DEPLOYMENT HEALTH ASSESSEMENT
DIFDEN	DUTY IN A FLYING STATUS NOT INVOLVING FLYING
DIFOPS	DUTY IN FLYING STATUS INVOLVING OPERATIONAL OR TRAINING FLIGHTS
DJMS-RC	DEFENSE JOINT MILITARY PAY SYSTEM - RESERVE COMPONENT
EDM	ENHANCEMENT FOR DRILL MANAGEMENT
EFT	ELECTRONIC FUNDS TRANSFER
EOS	EXPIRATION OF OBLIGATED SERVICE

ESR	ELECTRONIC SERVICE RECORD
EVAL	EVALUATION
FHD	FUNERAL HONORS DUTY
FHDA	FUNERAL HONORS DUTY ALLOWANCE
FITREP	FITNESS REPORT
FLEX IDT	FLEXIBLE INACTIVE DUTY TRAINING
FLPB	FOREIGN LANGUAGE PROFICIENCY BONUS
FLTMP	FLEET TRAINING MANAGEMENT AND PLANNING SYSTEM
FSGLI	FAMILY SERVICEMEMBERS' GROUP LIFE INSURANCE
FTS	FULL TIME SUPPORT
FY	FISCAL YEAR
GMO	GENERAL MEDICAL OFFICER
GMT	GENERAL MILITARY TRAINING
HP	HORSEPOWER
HYT	HIGH YEAR TENURE
IAP	IN ASSIGNMENT PROCESSING
ID	INACTIVE DUTY
IDP	IMMINENT DANGER PAY
IDT	INACTIVE DUTY TRAINING
IDTT	INACTIVE DUTY TRAINING TRAVEL
IMAPMIS	INACTIVE MANPOWER AND PERSONNEL MANAGEMENT INFORMATION SYSTEM
IMS	INDIVIDUAL MOBILIZATION STATUS
IPA	INDIVIDUAL PARTICIPATION AUTHORITY

IPR	INDIVIDUAL PARTICIPATION RECORD
IRR	INDIVIDUAL READY RESERVE
ISIC	IMMEDIATE SUPERIOR IN COMMAND
JOAPPLY	JUNIOR OFFICER APPLY
LDO	LIMITED DUTY OFFICER
LES	LEAVE AND EARNINGS STATEMENT
LOD	LINE OF DUTY
LRP	LOAN REPAYMENT PROGRAM
MARAD	MARITIME ADMINISTRATION
MARFORES	MARINE FORCES RESERVE
MAS	MANPOWER AVAILABILITY STATUS
MC	MEDICAL CORPS
MDR	MEDICAL DEPARTMENT REPRESENTATIVE
MGIB-SR	MONTGOMERY GI BILL-SELECTED RESERVE
MMC	MERCHANT MARINER CREDENTIALS
MRR	MEDICAL RETENTION REVIEW
MRRS	MEDICAL READINESS REPORTING SYSTEM
MSC	MEDICAL SERVICE CORPS
MOB	MOBILIZATION
MOF	MONTHS OF FLYING
NAIP	NAVAL ACADEMY INFORMATION PROGRAM
NAT	NEW ACCESSION TRAINING
NATOPS	NAVAL AIR TRAINING AND OPERATING PROCEDURES STANDARDIZATION

NAVET	NAVY VETERAN
NAVAIRSYSCOM	NAVAL AIR SYSTEMS COMMAND
NAVOPSPTCEN	NAVY OPERATIONAL SUPPORT CENTER
NAVPER	NAVY PERSONNEL COMMAND
NC	NURSE CORPS
NEC	NAVY ENLISTED CLASSIFICATION
NECC	NAVY EXPEDITIONARY COMBAT COMMAND
NEPLO	NAVY EMERGENCY PREPAREDNESS LIAISON OFFICER
NETC	NAVY EDUCATION AND TRAINING COMMAND
NJROTC	NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS
NKO	NAVY KNOWLEDGE ONLINE
NMCB	NAVAL MOBILE CONSTRUCTION BATTALION
NMPS	NAVY MOBILIZATION PROCESSING SITE
NOBC	NAVY OFFICER BILLET CODE
NOBE	NOTICE OF BASIC ELIGIBILITY
NR IND	NAVY RESERVE INDICATOR
NRA	NAVY RESERVE ACTIVITY
NROTC	NAVY RESERVE OFFICER TRAINING CORPS
NROWS	NAVY RESERVE ORDER WRITING SYSTEM
NRRM	NAVY RESERVE READINESS MODULE
NRSE	NAVY RESERVE SUPPORT ELEMENT
NSCC	NAVY SEA CADET CORPS
NSIPS	NAVY STANDARD INTEGRATED PERSONNEL SYSTEM
NSTC	NAVAL SERVICE TRAINING COMMAND

OCNR	OFFICE OF THE CHIEF OF NAVY RESERVE
OCONUS	OUTSIDE THE CONTINENTAL UNITED STATES
OHSU	OPERATIONAL HEALTH SUPPORT UNIT
OIC	OFFICER IN CHARGE
OICEW	OFFICER IN CHARGE OF AN ENGINEERING WATCH
OICNW	OFFICER IN CHARGE OF A NAVIGATIONAL WATCH
OJT	ON THE JOB TRAINING
OMNR	OPERATION AND MAINTENANCE, NAVY RESERVE
OMPF	OFFICIAL MILITARY PERSONNEL FILE
OSO	OPERATIONAL SUPPORT OFFICER
OSU	OPERATIONAL SUPPORT UNIT
PCI	POST COMMISSIONING INDOCTRINATION
PCMO	PRIMARY CARE MEDICAL OFFICER
PDHA	PRE/POST-DEPLOYMENT HEALTH ASSESSMENT
PDHRA	POST-DEPLOYMENT HEALTH RE-ASSESSMENT
PEB	PHYSICAL EVALUATION BOARD
PEBD	PAY ENTRY BASE DATE
PFA	PHYSICAL FITNESS ASSESSMENT
PHA	PERIODIC HEALTH ASSESSMENT
PM	PROGRAM MANAGER
PRC	PHYSICAL RISK CLASSIFICATION
PRD	PROJECTED ROTATION DATE
PRISE-R	PRIOR SERVICE REENLISTMENT ELIGIBILITY-RESERVE

RAO	RESERVE AFFAIRS OFFICER
RC	RESERVE COMPONENT
RCC	RESERVE COMPONENT COMMAND
R-CDTC	RESERVE CAREER DEVELOPMENT TRAINING COURSE
RESFORON	RESERVE FORCE SQUADRON
RFAS	RESERVE FUNCTIONAL AREA AND SEX
RHS	RESERVE HEADQUARTERS SYSTEM
RMP	READINESS MANAGEMENT PERIOD
RMP	READY MOBILIZATION POOL
RPAT	RESERVE PAY ASSISTANCE TEAM
RPN	RESERVE PERSONNEL NAVY
RRF	READY RESERVE FORCE
RS	RESCHEDULED DRILL
RUAD	RESERVE UNIT ASSIGNMENT DOCUMENT
RUIC	RESERVE UNIT IDENTIFICATION CODE
SDAP	SPECIAL DUTY ASSIGNMENT PAY
SEL	SENIOR ENLISTED LEADER
SELRES	SELECTED RESERVE
SGLI	SERVICEMEMBERS' GROUP LIFE INSURANCE
SPAWAR	SPACE AND NAVAL WARFARE SYSTEMS COMMAND
SSO	STRATEGIC SEALIFT OFFICER
SSOP	STRATEGIC SEALIFT OFFICER PROGRAM
SSP	SUBSPECIALTY
SSRG	STRATEGIC SEALIFT READINESS GROUP

SSU	STRATEGIC SEALIFT UNIT
STCW	STANDARDS FOR THE TRAINING AND CERTIFICATION OF WATCHSTANDERS
TA	TRANSITION ASSISTANCE
TFMS	TOTAL FEDERAL MILITARY SERVICE
THREATCON	THREAT CONDITION
TMS	TRAINING IN MEDICAL SPECIALTY
TNDQ	TEMPORARILY NOT DENTALLY QUALIFIED
TNPQ	TEMPORARILY NOT PHYSICALLY QUALIFIED
TPU	TRANSIENT PERSONNEL UNIT
TRIPS	TRAVEL RISK PLANNING SYSTEM
TRUIC	TRAINING RESERVE UNIT IDENTIFICATION CODE
UCC	UNIT CAREER COUNSELOR
UCMJ	UNIFORM CODE OF MILITARY JUSTICE
UMUIC	UNIT MOBILIZATION UNIT IDENTIFICATION CODE
USCG	UNITED STATES COAST GUARD
VTU	VOLUNTARY TRAINING UNIT
XO	EXECUTIVE OFFICER

Reserve Status

**ACTIVE
DUTY**

ACTIVE STATUS

**INACTIVE
STATUS**

**RETIRED
STATUS**

R E S E R V E o n A C D U	READY RESERVE			S-1	S-2	Retired Reservists	
	SELECTED RESERVE Hold valid mobilization billets for pay; first to mobilize	INDIVIDUAL READY RESERVE					Standby Reserve Active
	FTS CANREC, OYR	VTU Voluntary Training Unit	VPU Variable Participation Unit 2-5 Days of ADT participation per year	ASP Active Status Pool			Key Federal Employee
		Drill Non-Pay					Hardships
Members in this status are subject to involuntary mobilization. Satisfactory years of service (50 pt minimum/yr) may be obtained via, ADT, ADSW, Correspondence Courses, and FHD.					Can't earn pay, points or promote	Qualified for Non-regular Retirement or Regular Retirement FTS	

References: BUPERSINST 1001.39F
COMNAVRESFORINST 1001.6

RESPERSMAN 1000-010

RESERVE UNIT ASSIGNMENT DOCUMENT (RUAD) MANAGEMENT

Responsible Office	COMNAVRESFORCOM (N13)	Phone:	DSN COMM FAX	262-5768 (757) 322-5768 (757) 444-7598
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References	(a) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications (b) Activity Manpower Management Guide (AMM-G), Section 10, 12/2014
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1. **Reserve Unit Assignment Document (RUAD) Overview**

a. Career Management System – Interactive Detailing (CMS-ID) RUAD.

(1) The CMS-ID RUAD is the official manpower and assignment document for all field activities. COMNAVRESFORCOM (N1) and Reserve echelon 4/5 commands shall use the CMS-ID RUAD to monitor and verify manpower assignments.

(2) Commands may reference RUADs generated from other systems including Navy Standard Integrated Personnel System (NSIPS), Fleet Training Management and Planning System (FLTMPS), Navy Reserve Readiness Module (NRRM), and COMNAVRESFORCOM (N1) selected Reserve (SELRES) manning cube located on the COMNAVRESFORCOM (N1) SharePoint page. However, the CMS-ID RUAD is the authoritative document.

(3) Echelon 4 commands shall ensure CMS-ID RUADs are accessed by their echelon 5 and echelon 6 commands on a monthly basis.

b. RUAD billet information sources

(1) Total Force Manpower Management System (TFMMS) is the authoritative source for all Navy Manpower and includes both Active and Reserve billets. NSIPS receives all SELRES billet information from TFMMS.

(2) The only billet information codes changed by COMNAVRESFORCOM (N13) in TFMMS are: Reserve Functional Area and Sex (RFAS), leadership codes, advertisement status, and the Reserve unit to which billets are assigned.

c. Modifying billet requirements

(1) For RUAD fields not managed by COMNAVRESFORCOM (N13), the gaining command Operational Support Officer (OSO) will coordinate a Billet Change Request (BCR) via their Budget Submitting Office (BSO).

(2) For RUAD fields managed by COMNAVRESFORCOM (N13), the OSO will submit a Billet Action Request (BAR) to COMNAVRESFORCOM (N13) via TFMMS. To request OSO access to TFMMS, contact cnrfc_force_structure@navy.mil. Upon approval of TFMMS BAR transaction, the OSO will receive an email from COMNAVRESFORCOM (N13). The OSO shall immediately send a Personnel Move Request (PMR) to the appropriate COMNAVRESFORCOM (N12) sub-code (APPLY, JOAPPLY, enlisted assignments). A PMR is required for all non-vacant billets.

(3) If modifications require a unit establishment, unit disestablishment, relocation of an existing unit, or the relocation of 25 or more billets from one NRA to another, the OSO is required to complete an OSO checklist along with action request documents (Unit Action Request (UAR), BAR, and PMR). The OSO checklist and action request documents can be downloaded from the COMNAVRESFORCOM (N13) SharePoint page, and shall be e-mailed to COMNAVRESFORCOM (N13) general e-mail box (cnrfc_force_structure@navy.mil) for processing. In addition to the aforementioned action request documents, the OSO shall complete a BAR in TFMMS.

2. RFAS Codes

a. RFAS purpose

(1) COMNAVRESFORCOM (N12) assigns SELRES personnel to billets. Although an exact paygrade, designator/rating, and Additional Qualification Designation (AQD)/Subspecialty (SSP)/Navy Enlisted Classification (NEC) match is desired, it is not always possible.

(2) RFAS codes provide flexibility for assignment substitutions. The OSO determines the appropriate RFAS code which best supports the mission requirements. The selected RFAS code must include the billet requirement rating/designator and paygrade. For example, a BM2 billet requirement can be assigned RFAS 5ACE, but cannot be assigned 7ADE.

b. RFAS code elements

(1) The first element is one character and defines vertical (paygrade) billet substitution flexibility.

(2) The second element is two characters and defines horizontal (designator/rating/SSP/AQD) billet substitution flexibility.

(3) The third element is one character and defines gender flexibility:
M = Male and E = Either male or female.

c. Enlisted RFAS Codes

(1) Enlisted vertical paygrade substitution codes are listed in the following table with the associated paygrade substitution.

Code	Billet Criteria	Authorized Paygrade Substitution								
		E9	E8	E7	E6	E5	E4	E3	E2	E1
M	CMC billet	X								
9	E9	X	X							
S	CSC billet		X							
8	E8	X	X	X						
7	E7		X	X	X					
6	E6			X	X	X				
J	E5-E6				X	X				
5	E5				X	X	X			
4	E4 through E1					X	X	X	X	X
3	E3 through E1						X	X	X	X
N	E7 through E1 requiring NEC			E7 through E1 meeting horizontal AB or BB RFAS						

(2) Enlisted horizontal skill substitution codes are listed in the following table with the associated skill substitution.

Code	Authorized Rating Substitution
AA	Must match billet rating
AB	Any source rating of the required NEC per NAVPERS 18068F, Chapter IV. Must sign a NAVPERS 1070/613 and earn NEC within 3 years. Reserve indicator (NR IND) must show NEC attainable.
AC	BM, OS, QM
AD	EM, GSE
AE	EN, GSM, MM, MMA, MMW
AF	DC, HT, MR
AG	AD, AE, AF, AM, AME, AN, AO, AT, AZ, PR, AV
AI	AB, ABE, ABF, ABH, AG, AC
AH	AB, ABE, ABH, ABF, AS
AJ	ET, ETR, ETV, FC, FT, STG, STS
AM	ET, ETV, ETR, IT, ITS,
AN	Any rating originating from Airman Apprenticeship except AC, AG, AB, ABE, ABF, ABH, AWF, AWO, AWR, AWS (e.g. AE, AO, AZ, PR, AT, etc.)
AP	Any rating originating from Constructionman Apprenticeship (e.g. BU, CE, CM, CU, EA, etc.)
AR	MC, LN, PS, YN, YNS, RP
AS	CS, CSS, LS, LSS, SH
AT	EOD, SB, SO, ND

Code	Authorized Rating Substitution
AU	GM, MN
AV	ET, ETR, ETV, FC, MN, OS, STG, STS, EOD holding NEC 5337
AZ	Any AW rating
BB	Any source rating of the required NEC <u>and</u> holding the NEC or component NEC per NAVPERS 18068F, Chapter IV
BD	ET, ETR, ETV, FC, FT, IT, ITS
CC	Any rate, must hold NEC or component NEC per NAVPERS 18068F
CD	AG, CTI, CTN, CTR, CTT, IT, ITS, IS
CN	CTI, CTN, CTR, CTT
CS	ET, ETR, ETV, FC, FT, IT, ITS, MT, OS, QM, STG, STS
FN	Any rating originating from Fireman Apprenticeship (e.g. DC, EM, EN, HT, MM, etc.)
GS	MA or any rate holding 9545 NEC
SF	ET, ETV, ETR, FC, GM, IC, STG, STS, BM, QM, OS, MN, DC, EM, EN, GSE, GSM, HT, MM, MMA, MMW, MR
SN	Any rating originating from Seaman Apprenticeship (e.g. BM, QM, FC, LS, MC, etc.)

d. Officer RFAS Codes

(1) Officer vertical paygrade substitution codes are listed below with the associated paygrade substitution.

Code	Billet Criteria	Authorized Paygrade Substitution									
		O6	O5	O4	O3	O2	O1	W5	W4	W3	W2
S	O6 through W2	Exact Paygrade Match Only									
M	O6 through O3 (only medical designators)	X	X	X	X						
I	O4 through O1			X	X	X	X				
K	O3 through O1				X	X	X				
X	O4 through W2			X	X	X	X	X	X	X	X
W	W5 through W2							X	X	X	X

(2) Officer horizontal skill substitution codes are listed below with the associated designator substitution.

Code	Authorized Designator Substitution
AA	Must match designator and any coded SSP or AQD
AB	Must match designator. If AQD and/or SSP coded, member must sign NAVPERS 1070/613 and earn AQD and/or SSP within three years.
AC	Must match designator
AJ	1XXX
AK	1XXX and coded SSP or AQD
AL	1XXX, 6XXX, 7XXX

Code	Authorized Designator Substitution
AM	1XXX, 6XXX, 7XXX, and coded SSP or AQD
AQ	11XX, 13XX
AR	11XX, 13XX, and coded SSP or AQD
ED	110X, 111X, 112X, 62XX, 72XX
EF	110X, 111X, 112X, 62XX, 72XX, and any coded SSP or AQD
FE	131X, 132X
FF	131X, 132X, and coded SSP or AQD
FK	130X, 131X, 132X
FL	130X, 131X, 132X and coded SSP or AQD
GU	110X, 111X, 112X, 144X, 613X, 614X, 618X, 623X, 626X, 713X, 714X, 716X, 717X, 718X, 723X, 724X, 726X, 727X; engineering or technical degree required. If AQD and/or SSP coded, member must sign NAVPERS 1070/613 and earn AQD and/or SSP within 3 years.
HB	13XX, 151X, 152X; with requisite Engineering System Development (for 151X billet) or Aviation Maintenance (for 152X billet) background/experience
JS	200X, 210X, 220X, 230X, 270X, 290X
JQ	200X, 210X, 220X, 230X, 270X, 290X and must match any coded SSP or AQD
KP	310X, 651X, 751X
KQ	310X, 651X, 751X, and coded SSP or AQD
LB	510X, 653X, 753X
LC	510X, 653X, 753X, and coded SSP or AQD
LW	6XXX, 7XXX within skill categories (2 nd and 3 rd digit of designator match, i.e. 611X can fill 711X billet or vice versa; 633X and 734X are considered equivalent skill categories)
LX	6XXX, 7XXX within skill categories (2 nd and 3 rd digit of designator match, i.e. 611X can fill 711X billet or vice versa; 633X and 734X are considered equivalent skill categories) and coded SSP or AQD
MO	111X, 166X
MP	111X, 166X, and coded SSP or AQD
OM	181X, 781X
OQ	181X, 781X, and coded SSP or AQD
ON	183X, 683X, 783X
OT	183X, 683X, 783X, and coded SSP or AQD
OP	182X, 682X, 782X
OU	182X, 682X, 782X, and coded SSP or AQD
OR	18XX, 682X, 683X, 781X, 782X, 783X or any designator holding a VSX AQD
OS	Any designator. Must hold a VSX AQD (Space Cadre).
SO	113X, 114X
SP	113X, 114X, and coded SSP or AQD
SU	1XXX, Staff Corps (NEPLO Only)
SV	1XXX, Staff Corps (NEPLO Only). Must hold JN1 AQD.

e. RFAS Change/Creation Requests

(1) RFAS change/creation requests must include a strong justification through completion of an RFAS Code Point Paper by the supported command OSO to COMNAVRESFORCOM (N13).

(2) RFAS codes are intended to support the mission of the supported command. They are not intended to be used for the convenience of assigning specific members to billets.

f. RFAS Considerations

(1) Duration - RFAS substitutions are designed to provide assignment opportunities in support of command missions and mobilization requirements.

(2) Assignment/NEC alignment - RFAS substitutions may increase the likelihood of assigning qualified Sailors to billets. However, they may inadvertently lead to the assignment of personnel with ratings which may not be able to obtain billet NEC requirements. For example, a YN is ineligible to obtain NEC L03A. In this instance, the NEC requirement will be waived.

(3) Distribution – RFAS substitutions may impact community billet vacancies as members may be assigned to billets outside of their rate/designator that do not represent exact match assignments.

(4) OSOs and Reserve Unit leadership shall review all RFAS codes annually to ensure they remain valid. While annual review is required, quarterly review is recommended based on billet advertisement cycles.

g. RFAS Waiver requests. Requests to assign members to billets that do not support exact designator/rating match or an acceptable RFAS substitution code will be reviewed by COMNAVRESFORCOM (N12) on a case by case basis. The affected OSO, Program Manager, or Navy Reserve activity (NRA) commanding officer should contact COMNAVRESFORCOM (N12) for any such request.

3. Officer rank legend is the last character of the officer billet designator code which identifies the officer grade required/authorized for a billet.

G = CAPT
H = CDR
I = LCDR
J = LT
K = LTJG
L = ENS
M = CWO4

N = CWO3
O = CWO2
R = CWO5

4. **Billet Leadership Code**. In coordination with the OSO, COMNAVRESFORCOM (N13) will assign one or more of the following leadership codes to the appropriate billet(s) via BAR. All Navy Reserve units, with the exception of Marine Forces Reserve support units with five or fewer billets assigned, will have at least one billet with a leadership code assigned. Each unit will have only one commanding officer or officer in charge designated billet, and/or one senior enlisted leader designated billet.

Leadership Position	Operational Unit Code	Augment Unit Code
Commanding Officer	C	K
Officer In Charge	O	N
Executive Officer	X	X
Post Command	P	P
BUMED Senior Executive	E	E
Senior Enlisted Leader (E7-E9)	S	S

5. **Billet Advertisement Code**

a. The purpose of the billet advertisement code is to control whether or not a billet is advertised in its respective advertisement system (CMS-ID (enlisted), Reserve Force Manpower Tool (RFMT) (APPLY/Junior Officer (JO) APPLY)). One reason to change the billet advertisement code is to prevent assignment of a member to a billet that is expected to be unfunded, modified, or relocated.

b. The process to change this code requires action by the OSO.

(1) The OSO submits a BAR to COMNAVRESFORCOM (N13) to temporarily suppress billets from advertising for no longer than six months.

(2) After six months, absent OSO communication, COMNAVRESFORCOM (N13) will unsuppress the billet(s) for advertisement in the upcoming assignment cycles.

c. Billet advertisement code values and definitions are:

(1) A: Billet advertising in APPLY, JOAPPLY or CMS-ID.

(2) Z: Billet suppressed from advertisement in APPLY, JOAPPLY or CMS-ID.

d. Reserve Unit PRI code values and definitions are:

(1) PRI 1: All unit billets are advertising in APPLY, JOAPPLY, or CMS-ID.

(2) PRI 1A: Officer Billets suppressed from advertisement in APPLY, JOAPPLY or CMS-ID, while enlisted billets advertise unless individually suppressed.

(3) PRI II: All unit billets are suppressed from advertisement in APPLY, JOAPPLY, or CMS-ID regardless of individual billet advertisement code.

6. **Structuring of future fiscal year billets.** COMNAVRESFORCOM (N13) is the only entity that has the ability to structure SELRES billets. COMNAVRESFORCOM (N13) makes a list available of all unstructured billets on the COMNAVRESFORCOM (N1) Navy Reserve Homeport page within the COMNAVRESFORCOM (N1) SELRES Manning Cube. For billets scheduled to be effective in a future fiscal year, OSOs shall submit a BAR to COMNAVRESFORCOM (N13) via TFMMS no later than seven months prior to the billet's begin date, or per the timeline promulgated by the annual COMNAVRESFORNOTE 5400 for APPLY billets. This will ensure billets are structured and advertised in the first available advertisement cycle based on the billet begin date.

RESPERSMAN 1001-010

SATISFACTORY PARTICIPATION IN THE NAVY RESERVE

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN	262-2651
			COMM	(757)322-2651
			FAX	(757)444-7598

References	(a) DODI 1215.13 (b) BUPERSINST 1001.39F (c) MILPERSMAN 1910-158 (d) MILPERSMAN 1910-402
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1. **Definition.** References (a) through (c) establish the requirements for Satisfactory Participation for Navy Reservists and provide policy and procedures for issuing unsatisfactory/unexcused drills. References (b) through (d) outline remedial action required by the Navy Reserve Activity (NRA) in coordination with the Unit Commanding Officer (CO) when a Sailor becomes an unsatisfactory participant.
2. **Policy.** All drilling Navy Reservists, including Selected Reserve (SELRES) members and Individual Ready Reserve (IRR) members in a Voluntary Training Unit (VTU), are required to:
 - a. Have 40 of 48 scheduled regular Inactive Duty Training (IDT) periods favorably adjudicated per fiscal year.
 - b. For SELRES, perform a minimum of 12-14 days Annual Training (AT), or equivalent active duty as outlined in [RESPERSMAN 1571-010](#), within each fiscal year.
 - (1) Sailors seeking a waiver must submit a [NAVRES 1571/15, Annual Training Waiver Request](#) per [RESPERSMAN 1571-010](#).
 - (2) Active duty participation must be documented in Navy Standard Integrated Personnel System to include AT waivers in accordance with [RESPERSMAN 1571-010](#).
 - c. Report for scheduled physical examination(s) and provide medical information and documentation as requested to determine physical qualification for retention in the Navy Reserve.
 - d. Maintain an active recall and ensure receipt/response to all official correspondence.

e. Communicate to NRA CO via Unit CO all of the following: current address and work/home telephone numbers, changes in physical status, dependency changes, current employment status, and any factor(s) that could jeopardize their mobilization potential.

f. Members must comply with involuntary recall to Active Duty.

g. All drilling Navy Reservists are required to have a signed [NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences](#) in their individual IDT folder.

3. **Procedures**

a. Requirements for excused missed IDT periods. It is the member's responsibility to contact the Unit CO or the NRA. Request for excused absence must be made prior to the end of the missed scheduled IDT period/IDT weekend. Every effort should be made by the Sailor to reschedule IDT periods in Enhancement for Drill Management (EDM) prior to adjudication of authorized absences.

b. IDT periods are considered unexcused when:

(1) No request for an excuse to miss the IDT period was made prior to the end of the missed scheduled IDT period/IDT weekend.

(2) Insufficient reasons in request for excusal of the missed IDT period(s) as determined by the Unit CO.

c. Declaring an IDT period unsatisfactory does not affect the individual's pay for the IDT period.

(1) When the member is present for an IDT period but fails to meet the minimum standards required to maintain the proficiency of the unit and the skill of the individual, or when disciplinary action has been taken under the Uniform Code of Military Justice (UCMJ), the Unit CO or NRA CO, in coordination with the Unit CO, may declare the IDT period "unsatisfactory" for administrative purposes only.

(2) Only scheduled IDT periods can be declared unsatisfactory.

(3) A member cannot be assessed an unsatisfactory IDT period for failure of another member to meet proficiency or skill requirements.

(4) Before assessing an unsatisfactory IDT period, the member must be given guidance as to the proficiency or skill requirement at issue, and must be given drill time to accomplish the requirement.

(5) Document the unsatisfactory IDT period per [RESPERSMAN 1570-010](#).

d. Nine unexcused (U) and/or unsatisfactory (Admin U) IDT periods in any 12-month period or failure to comply with any of the requirements outlined in paragraph 2 of this Article are considered Unsatisfactory Participation. Each unexcused or unsatisfactory IDT period shall be documented in the individual IDT folder on the [NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences](#). Unexcused periods cannot be made up.

e. Failure to maintain Satisfactory Participation will result in Unit CO recommending the following actions by the NRA:

(1) Refer to COMNAVRESFORCOM (N3) for AT non-participation processing guideline.

(2) Enlisted members:

(a) Determine if the Sailor has potential for future mobilization. If so, place member on 6 months probation per reference (b) and assign appropriate MAS code per [RESPERSMAN 3060-010](#). A NAVPERS 1070/613, Administrative Remarks detailing the member's probationary status must be entered into NSIPS by the NRA per reference (b).

(b) Initiate transferring the Sailor to the VTU within 5 business days, assign appropriate MAS code per [RESPERSMAN 3060-010](#) and begin administrative separation (ADSEP) processing per references (b) through (d). NRAs shall notify enlisted Unsatisfactory Participants of their impending ADSEP within 10 business days from the date the member's participation becomes unsatisfactory (e.g., the date the ninth U or Admin U was assigned, medical non-compliance, etc.). NRAs shall carefully monitor and track the ADSEP process to ensure timely processing and minimize any delays. Echelon 4 Commands shall provide oversight to subordinate commands to ensure ADSEP processing is conducted properly and expeditiously per references (b) through (d).

(3) Transfer officers to the Active Status Pool (ASP)-IRR within 10 business days from the date the ninth U or Admin U was assigned.

(4) Counsel Sailors via [NAVPERS 1070/613, Administrative Remarks](#), regarding their affected benefits and incentives upon transferring them from a SELRES status.

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

(a) Refer to [RESPERSMAN 1100-010](#) for bonus termination process.

(b) Refer to [COMNAVRESFORINST 1780.1D](#) for Montgomery GI Bill-Selected Reserve (MGIB-SR) suspension/termination process.

(c) Email COMNAVRESFORCOM (N11) (cnrfc_rpat@navy.mil) within 3 business days of discharging New Accession Training (NAT) Sailors.

(d) Email COMNAVRESFORCOM (N15) (cnrfc_retention@navy.mil) within 3 business days of discharging Prior Service Reenlistment Eligibility-Reserve (PRISE-R) Sailors that have not made their rate permanent. Refer to [MILPERSMAN 1133-061](#) for reversion processing requirements prior to transferring.

(e) Email COMNAVRESFORCOM (N12) (cnrfc_apply@navy.mil) within 3 business days of transferring any officer in an APPLY Board billet.

f. A Sailor's failure to receive or to respond to official mail and failure to keep the Unit CO or the NRA advised of the current home address will not prevent administrative processing.

RESPERSMAN 1001-020

READY RESERVE ANNUAL SCREENING

Responsible Office	COMNAVRESFORCOM (N5)	Phone:	DSN	262-2651
			COMM	(757) 322-2651
			FAX	(757) 444-7598

References	(a) 10 U.S.C. 10149 (b) DoD Instruction 1200.7 (c) BUPERSINST 1001.39F (d) MILPERSMAN 1070-270 (e) OPNAVINST 1740.4 series (f) OPNAVINST 6110.1 series (g) SECNAVINST 6120.3 series (h) OPNAVINST 3120.32 series (i) NAVADMIN 234/04
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- Purpose.** This article removes the requirement to complete NAVPERS 1001/3, Ready Reserve Screening Questionnaire (RRSQ), as many policies and processes screen members of the Individual Ready Reserve (IRR) for readiness requirements. Additionally, this article reduces the administrative burden on the Reserve Force while still ensuring that the continuous screening requirements of references (a) and (b) are met to minimize attrition during recall and mobilization.
- Application.** This article supersedes the guidance and requirements of reference (c) as it pertains to Selected Reservist (SELRES) and Voluntary Training Unit (VTU) personnel only. IRR Active Status Pool (ASP) annual screening requirements are still governed by reference (c). Commander, Navy Personnel Command (NAVPERSCOM) Reserve Personnel Management (PERS-9) will make appropriate changes to reference (c) during their next scheduled revision. Additionally, a system update modified the Civilian Employer Information (CEI) tab in Navy Standard Integrated Personnel System (NSIPS) which automates the capture of information screened in paragraphs 4e through 4g.
- Policy.** The RRSQ is hereby cancelled. All members of the IRR will be screened at least annually per reference (b). The purpose of the screening is to ensure that IRR members:
 - Meet Navy wartime standards of mental, moral, professional, and physical fitness.
 - Possess military qualifications required of their various ranks, ratings, and specialties.
 - Are immediately available for recall or mobilization.
- Annual Screening Requirements and Procedures.** Ongoing procedures to screen SELRES and VTU members include the following processes:

a. NAVPERS 1070/602, Record of Emergency Data. Drilling Ready Reserve members are required to maintain current Record of Emergency Data in accordance with reference (d). This required periodic update of Emergency Contact Information satisfies the IRR annual screening requirement.

b. Family Care Plan. In accordance with reference (e), Service members have a responsibility to ensure minor children and adult family members that are dependents are cared for during reserve mobilizations and during other times the Service member is unavailable. The primary responsibility for initiating, developing, and maintaining a workable family care plan rests with the individual Service member. Navy Reserve unit (NRU) and NRA leadership need to understand the criteria outlined in reference (e), requiring a family care plan, and direct Sailors to document, if applicable. The documentation and implementation of a family care plan meets the annual IRR screening requirement for dependent care issues.

c. Physical Readiness Standards. Per reference (f), the Physical Readiness Program ensures all Navy personnel maintain a level of physical fitness required to support overall mission readiness. Drilling Ready Reservists unable to meet Physical Readiness Program standards are managed by the NRA's Command Fitness Leader, Medical Department Representative and Primary Care Manager. Members will be assigned a Manpower Availability Status (MAS) Code in accordance with [RESPERSMAN 3060-010](#) and tracked by the NRA to a determination (full duty, administrative separation, etc.), as required. This program meets the annual IRR physical screening requirement.

d. Medical Readiness Standards. Per reference (g), the Periodic Health Assessment (PHA) program establishes policy, assigns responsibilities, and prescribes procedures for implementing all aspects of the PHA program for Navy personnel. The PHA program coupled with the guidance in [RESPERSMAN 6000-010](#), meets the Drilling Ready Reserve member annual medical/physical screening requirement.

e. Religious Ministry Program Involvement. In accordance with reference (b), Drilling Ready Reserve members who are preparing for the ministry in an accredited theology or divinity school shall be transferred to the Standby Reserve (active status list) for the duration of their ministerial studies and duties at accredited theology or divinity schools. Drilling Ready Reserve members participating in a military Chaplain Candidate or Theology Student Program may continue their Ready Reserve affiliation.

(1) Action. Once a Drilling Ready Reserve member self-identifies religious ministry enrollment via the CEI tab in NSIPS, the NRA CO shall ensure the individual is interviewed by Navy Chaplain to ascertain if the member is attending a recognized theological or divinity school and is preparing to become an ordained minister, cleric, or equivalent. If both conditions are met, the NRU CO shall submit a letter to NAVPERSCOM (PERS-9) via echelon 4 and 5 commands providing details. NAVPERSCOM (PERS-9) may direct the member's removal from the unit and a transfer to the Standby Reserve-Active (USNR-S1). If, however, the member is merely pursuing religious studies for educational purposes and does not intend to become a minister for a particular faith group, then document via a NAVPERS 1070/613, Administrative Remarks.

f. Healthcare Professions Programs. In accordance with reference (b), Drilling Ready Reserve members may not be transferred from the Ready Reserve solely because they are students, interns, residents, or fellows in the healthcare professions. Examples of healthcare professionals include medical doctors, dentists, physician assistants, nurse practitioners, certified nurse anesthetists, and nurse midwives. Additional healthcare professions may be included under this paragraph on a case by case basis as determined by the Navy Bureau of Medicine and Surgery (BUMED) and Commander, Navy Reserve Forces Command ([COMNAVRESFORCOM \(N35\)](#)).

(1) Action. Once a Drilling Ready Reserve member self-identifies as a student, intern, resident, or fellow in the healthcare professions via the CEI tab in NSIPS, the NRA CO shall counsel the member on the following possible outcomes:

(a) If enrolled in a Department of Defense (DoD) funded healthcare program, the Drilling Ready Reserve member may remain in the SELRES but will be restricted during mobilization to a student, intern, resident, or fellow assignment; or be deferred. BUMED directly manages these members to include assignment of any mobilization limiting administrative MAS codes.

(b) If NOT enrolled in a DoD funded healthcare program, the Drilling Ready Reserve member will either be transferred to the VTU, transferred to IRR-ASP (if requested), or retained in the SELRES only if member agrees to remain mobilization eligible in their current rating/Navy Enlisted Classification (NEC) or designator/Additional Qualification Designator (AQD). This agreement shall be documented via a NAVPERS 1070/613, Administrative Remarks. All transfers will be in accordance with [RESPERSMAN 1900-010](#).

(c) Additional actions for high-demand, low-inventory healthcare professional SELRES (2105/2205/2305/2905 designators) are as follows. The NRU CO, via the NRA CO, shall notify the BUMED Community Manager within 7 calendar days of notification of the member's specific non-DoD funded subspecialty program and course of action from paragraph (b) above. In the event of VTU transfer, the BUMED Community Manager may request SELRES retention (with member concurrence) to [COMNAVRESFORCOM \(N12\)](#). Any obligated service, specialty/subspecialty needs of the Navy, and member's availability for mobilization need to be considered before VTU movement within the Ready Reserve.

g. Key Federal or Civilian Employee Status. At mobilization, Ready Reserve members will only be exempted or deferred from mobilization due to civilian employment as specifically directed by DoD. Accordingly, all Drilling Ready Reserve members will be screened annually to ensure their availability for mobilization.

(1) Non-Federal employees who work in the fields of public health and safety as well as defense support industries may be considered key employees if they possess unique skills which cannot be filled in a reasonable time after mobilization. Examples include a physician who is the only health care provider for a remote community which is not served by another health care agency or a lead engineer who provides essential technical expertise relating to the development or maintenance of certain national security assets.

(2) Federal employees whose functions are essential to the continuity of the Federal government may be considered key employees if they occupy positions that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of their agency to function effectively. Federal Agency Heads are responsible for reporting key employees per reference (b). Examples include members of Congress, certain Federal law enforcement officials, and civilian appointees such as cabinet officials and military department leaders.

(3) Action. Reference (b) provides guidelines for determining if certain Drilling Ready Reserve members employed by Federal or non-Federal employers may be designated as key employees. Those so designated by DoD will be removed from the Ready Reserve either by being transferred to the Standby Reserve or the Retired Reserve, or discharged, as appropriate. The NRA CO shall ensure Drilling Ready Reserve members who identify as key Federal or non-Federal employees via the CEI tab in NSIPS, notify NAVPERSCOM (PERS-9) for removal from the Ready Reserve, per references (b) and (c).

h. Criminal Offenses. In accordance with reference (h), Drilling Ready Reserve members are required to self-report to their immediate commander of the fact that they were arrested or charged of an alleged criminal offense. Persons are only required to disclose the date of arrest/criminal charges, the arresting/charging authority, and the offense for which they were arrested/charged. If the alleged transgression occurred not in a duty status, member shall self-report no later than the next day in a duty status. Failure to comply may result in a violation of the Uniform Code of Military Justice (UCMJ).

(1) Action. The NRA CO shall ensure self-report requirements are appropriately promulgated throughout the year to all attached Drilling Ready Reserve members (a Plan of the Month note can suffice). In the event of a self-reported criminal offense, the NRA CO shall review references (h) and (i) and consult with the echelon 4 staff judge advocate before taking action.

(2) Member self-reporting, combined with the periodic security clearance reviews and proper promulgation of self-reporting requirements, meet the annual screening requirements.

5. Summary. An annual screening inquiry or process is not a substitute for intrusive leadership. If issues arise directly impacting a Drilling Ready Reserve member's ability to mobilize, they must be investigated. If it is determined that the member's mobilization is restricted, the NRA CO must submit a letter to the supporting NRA providing details. If unresolved at the NRA level, the NRA CO must endorse and forward the letter to NAVPERSCOM (PERS-9) via the echelon 4 command requesting to change the member's status, or process the member for separation, as appropriate.

RESPERSMAN 1040-010

RESERVE UNIT CAREER COUNSELOR PROGRAM

Responsible Office	COMNAVRESFORCOM (N15)	Phone:	DSN	262-5774
			COM	(757) 322-5774
			FAX	(757) 444-7598

References	(a) NAVPERS 15878K, Bureau of Naval Personnel Career Counselor Handbook (b) OPNAVINST 1040.11D
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1. **Purpose**

a. The Reserve Unit Career Counselor (UCC) assists Navy Counselors (less Career Recruiter Force), Navy Reserve Activity (NRA) Command Career Counselors (CCCs), and Unit leadership in organizing/implementing an aggressive enlisted career development and retention program. The UCC is the unit principal advisor on policies and regulations related to Navy career planning matters and is the focal member of a proactive command-wide Career Development Team (CDT). Building an entire program around a single individual (or relatively few individuals) has serious drawbacks when, due to the absence of the key person (permanently or temporarily), the program is disabled. By organizing a command-wide CDT, the UCC assumes a totally different role, that of CDT leader.

b. Reserve Units are required to meet the directed counselor to personnel ratio (currently 1 counselor per 30 enlisted), as established in reference (a).

2. **Responsibilities**. In addition to the duties outlined in references (a) and (b), the following responsibilities apply:

a. NRA Commanding Officers (COs) shall:

(1) Execute the Navy Enlisted Retention and Career Development Program per references (a) and (b) for staff and Reserve Unit Sailors assigned to the NRA.

b. Unit COs and Officers in Charge shall:

(1) Coordinate with their Operational Support Officer (OSO) to ensure their assigned billets are structured to meet the requirements of reference (a). Units that cannot meet this requirement due to current billet limitations may submit

requests through their OSO to have their currently assigned billets modified by adding a Navy Enlisted Classification (NEC) 9592 Reserve Career Information Program Advisor requirement or to request additional billets that already require the NEC.

(2) Use the UCC as the primary source of Career Information; ensure the UCC is apprised of the latest Career Counselor functions by enabling UCC attendance at monthly CDT meetings facilitated by the NRA or Immediate Superior in Command CCC.

(3) Ensure the Senior Enlisted Leader (SEL) chairs, monitors, and participates in the Unit's Career Development Board (CDB) program.

(4) Review CDB minutes after they are loaded in Career Information Management System (CIMS).

(5) Ensure all new affiliates attend the Reserve Affiliation Success Workshop and update CIMS accordingly.

c. Unit SELs shall:

(1) Directly supervise and support UCCs in the performance of their duties.

(2) Support career development program management, emphasizing chain of command involvement.

(3) Coordinate quarterly training for the Chief Petty Officers' Mess on career development programs.

d. UCCs shall:

(1) Evaluate enlisted career development programs within their own unit.

(2) Provide primary technical assistance and maintain awareness of revisions and innovations in career development programs through access to Navy directives, reference materials, experience, and training.

(3) Counsel Sailors and their family members on the career opportunities available in the Reserve Component.

3. Service Requirements

a. Sailors assigned as UCC must be E5 or above.

b. UCC assignments must be for a minimum of 24 months.

c. UCCs must attend the Reserve CDT Course (R-CDTC) within 90 days of designation. R-CDTC can be facilitated locally by the NRA CCC. R-CDTC course guides are available on the Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Force Retention (N15) website: Navy Reserve Homeport https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/cnrfc_N15/SitePages/Home.aspx.

d. UCCs must attend the Reserve Career Information Course (R-501-0005).

e. Career Counselor feedback reports must be submitted via the chain of command for every attendee of the 2-week Career Counselor Course within 6 months of completion of the course.

RESPERSMAN 1100-010

RESERVE INCENTIVE PROGRAMS

Responsible Office	COMNAVRESFORCOM	Phone:	DSN	262-2002
	(N11)		COM	(757) 322-2002
	COMNAVRESFOR (N1C2)		FAX	(757) 444-7598

References	(a) DoDINST 1205.21 (b) OPNAVINST 5300.10A (c) COMNAVCRUITCOMINST 1130.8J (d) BUPERSINST 1001.39F
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1. **General.** Selected Reserve Bonus eligible rates, paygrades, designators, specialties, and payment amounts are promulgated periodically via NAVADMIN messages.

a. All members determined to be eligible for an incentive are required to read and sign the applicable incentive program written agreement. Current versions of the enlisted written agreements can be found on the Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Enlisted Incentives (N112) website at Navy Reserve Homeport, <https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFN112/SitePages/Home.aspx>. Officer written agreements are provided by the COMNAVRESFORCOM Officer Incentives (N112A) Division after precert assignment.

b. Prior service enlisted personnel cannot have more than 16 years of Total Federal Military Service (TFMS) to be eligible for a bonus. This time period is calculated from the member's Pay Entry Base Date (PEBD) to the bonus eligible contract date. Enlisted members eligible for Selective Reenlistment Bonus (SRB) cannot have more than 20 years of TFMS AND their service obligation shall not exceed retirement eligibility date.

c. Officers may only receive one of each recruiting incentive type (accession or affiliation) in a reserve career, and must meet the eligibility criteria for each program for which they are applying at the time of application. Multiple retention bonuses may be authorized. Enlisted members may only receive one 6-year enlistment bonus (New Accession Training Program) and a maximum of one 6-year or two 3-year bonuses each for prior service enlistment/affiliation. Second 3-year bonus only available within 90 days of completing the first 3-year bonus obligation.

d. Enlisted and officer incentive program requirements can be found in [RESPERSMAN 1100-020](#), [RESPERSMAN 1100-030](#) and [RESPERSMAN 1100-040](#), and applicable governing directives.

e. Documents referenced in this article and articles in paragraph 1d. can be downloaded from the COMNAVRESFORCOM Enlisted and Officer Incentive websites at Navy Reserve Homeports: Enlisted - https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N112/SitePages/Home.aspx. Officer - https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N112A/SitePages/Home.aspx.

2. **Responsibilities**

a. COMNAVRESFOR (N1C2) shall:

(1) Solicit Reserve community manager recommendations for specific critical rates/ratings, Navy Enlisted Classification (NEC) codes, ranks and/or designators/specialties that may be eligible to receive recruitment and/or reenlistment incentives based on current and projected Navy Reserve requirements and provide input for periodic incentive eligibility policy NAVADMINs.

(2) Contribute to establishing policy for the Navy Reserve incentive programs per current legislation and Department of Defense (DoD) policies, in collaboration with Commander, Navy Recruiting Command (COMNAVCRUITCOM), Navy Personnel Command (NAVPERS), and Office of the Chief of Navy Reserve (OCNR).

(3) Monitor participation, attrition, and recoupment per current directives and budget constraints.

(4) Provide Navy-wide training and guidance regarding policy which governs establishment, suspension, and termination eligibility for incentive programs.

b. COMNAVRESFORCOM (N11) shall:

(1) Administer the execution of the enlisted and officer incentive programs for the Navy Reserve Force.

(2) Develop and promulgate standard operating procedures for the submission of incentive applications for Navy Reserve

Activities (NRAs) and provide Navy-wide training and guidance in this regard.

(3) Issue individual officer incentive precerts based on verification of member's application documentation received from COMNAVCRUITCOM officer recruiters or Career Transition Office (CTO) transition assistants. Complete and forward the specific incentive written agreements to COMNAVCRUITCOM recruiters or to CTO transition assistants for member's signature.

(4) Adjudicate all incentive applications and establish, disapprove, suspend, and terminate eligibility for each incentive program applicant, as required.

c. Echelon IV Commanders shall:

(1) Monitor the administration and execution of the incentive programs for their respective region/wing.

(2) Require subordinate Commanding Officers (COs)/Officers in Charge (OICs) of NRAs to designate a Command Incentive Program Coordinator in writing.

d. NRA COs/Officers in Charge (OIC) shall:

(1) Monitor the administration and execution of the incentive programs for their command.

(2) Designate a Command Incentive Program Coordinator in writing. The coordinator shall be an active duty member, E6 or above, with a minimum of 12 months remaining at present duty station when designated. An E5 may be designated in circumstances where an E6 or above is not assigned to the command.

e. NRA Incentive Program Coordinators shall:

(1) Be responsible for the administration and execution of incentive programs for their command, specifically:

(a) Determine and/or validate member's eligibility for incentive programs.

(b) Ensure applicable personal data are entered into Navy Standard Integrated Personnel System (NSIPS) regarding the member's affiliation, enlistment or reenlistment. Bonus NECs

and Navy Officer Billet Codes (NOBCs) must be listed in the primary or secondary position in NSIPS for enlisted and officers respectively prior to submitting bonus package.

Note: See [RESPERSMAN 1221-010](#) for NEC request instructions.

(c) Forward all bonus applications to COMNAVRESFORCOM (N11) within five working days of the member's first drill weekend for newly reported members, or date of reenlistment for enlisted personnel who are already members of the Selected Reserve. Submit Enlisted Bonus applications electronically using the Reserve Bonus Application Module (RBAM), accessible from the COMNAVRESFORCOM Enlisted Incentives Website (linked in paragraph 1e). Submit Officer Bonus applications electronically, using the upload link provided on the COMNAVRESFORCOM Officer Incentives Website (linked in paragraph 1e). Include a copy of the specific incentive written agreement with application.

(d) Monitor drill participation of members currently enrolled in or requesting enrollment in incentive programs and be fully aware of continued eligibility requirements. This includes coordination within the NRA to ensure all drills are adjudicated properly. COMNAVRESFORCOM cannot pay incentives when a member's drill history contains unadjudicated drills.

(e) If member declines to accept a bonus for which they are eligible, have member sign a Declination NAVPERS 1070/613, Administrative Remarks to document; which can be downloaded from the COMNAVRESFORCOM Navy Reserve Homeport websites as indicated in paragraph 1e.

(f) Submit suspension and termination letters as required.

3. Limitation on Number of Years an Enlisted Bonus May be Paid

a. The maximum cumulative number of years for which any single bonus may be paid is six years. A member may elect to receive one 6-year bonus or two consecutive 3-year bonuses. This does not apply to members enlisting in the New Accession Training (NAT) or Prior Service Reenlistment-Reserve (PRISE-R) programs, which require a 6-year obligation for receipt of a bonus per reference (c).

b. If member elects an initial 3-year bonus, this does not guarantee entitlement to a second 3-year bonus. Member's rate/rating or specialty that established eligibility for the initial 3-year bonus must be listed as eligible on the NAVADMIN in effect on the date of the second 3-year contract. Members, if eligible, are encouraged to select the 6-year option to maximize bonus value.

4. **Voluntary Administrative Reduction-in-Rate**

a. Cannot be used to gain eligibility for a reenlistment bonus.

b. May be used to gain eligibility for an affiliation (prior service) enlistment bonus.

(1) Member must be processed through recruiting or the Career Transition Office (CTO) to affiliate or enlist in the Navy Reserve and at that time there are no recruiting reservations available for the member's present rate.

(2) Must be to a permanent vice temporary paygrade.

(3) Members who accept this voluntary reduction-in-rate cannot request to have their previous rate reinstated once affiliated.

c. Involuntary reduction-in-rate (i.e., as a result of NJP or Court Martial) cannot be used to gain eligibility for any bonus.

5. **Authorized Period of Nonavailability for Personnel Receiving Incentives.**

COMNAVRESFORCOM (N11) may authorize a one-time period of nonavailability of up to one year for a valid reason (i.e., temporary work conflict, documented personal hardship, missionary obligation), following a period of satisfactory Selected Reserve participation. If approved by COMNAVRESFORCOM (N11), members will be transferred to the Individual Ready Reserve (IRR)/Active Status Pool (ASP), suspended from the incentive program, and shall not receive any payments during the period of suspension. Members must continue drilling until request is adjudicated by COMNAVRESFORCOM (N11). Submit Incentive Program Suspension Letters electronically to COMNAVRESFORCOM (N11) Reserve Pay Assistance Team (RPAT) at cnrfc_rpat@navy.mil for those members requesting to voluntarily transfer to the IRR (ASP) for an approved period of

nonavailability. Sample letter can be downloaded from the COMNAVRESFORCOM Navy Reserve Homeport as indicated in paragraph 1e.

6. Reestablishing Eligibility after a Period of Authorized Nonavailability

a. A member must return to a Selected Reserve status via recruiting prior to the expiration of the authorized period of nonavailability. If a member does not return prior to the expiration date, eligibility for the incentive will be terminated and recoupment action initiated, as indicated in paragraph 7.

b. Member must forward reaffiliation documentation to COMNAVRESFORCOM (N11) RPAT at cnrfc_rpat@navy.mil to reestablish bonus eligibility.

c. Members who return to a Selected Reserve status prior to the expiration of the authorized period of nonavailability must extend their enlistment/commitment to equal, or exceed, the duration of the period of authorized nonavailability. Members, including those who received a lump sum payment of their bonus, who fail or refuse to extend their enlistment/commitment to cover period of contractual obligated service, will lose eligibility for the incentive. The bonus will be terminated and recoupment action initiated, as appropriate.

d. For members receiving annual bonus payments, entitlement for continued payment will resume on the adjusted anniversary date of satisfactory creditable service in the Selected Reserve. The date shall be adjusted for that period of nonavailability.

7. Termination and Recoupment. Failure to complete the terms of the incentive obligation will result in termination of bonus entitlement. Members whose bonus eligibility is terminated will not receive any further incentive payments for that bonus and will be subject to recoupment of the bonus received, as applicable. NRAs submit Incentive Program Termination Letters electronically for enlisted via RBAM and for officers using the upload link on the COMNAVRESFORCOM Officer Incentives Website (linked in paragraph 1e). Sample letter can be downloaded from the COMNAVRESFORCOM Navy Reserve Homeport as indicated in paragraph 1e.

a. The following are conditions affecting participation under which entitlement will be terminated, but for which the member will NOT be subject to recoupment:

(1) Member accepts an immediate appointment (not more than 30 days) as an officer in the Selected Reserve and has served more than one year of the incentive contract term.

(2) Member is involuntarily separated/transferred from a Selected Reserve IDT status as a result of unit deactivation, directed relocation, reorganization, or DoD directed reduction in the drilling Reserve Force.

(3) Member suffers death, injury, illness or other impairment that is not the result of his or her own willful misconduct.

(4) Member voluntarily enlists or voluntarily accepts orders to active duty in the Reserve Force and member has completed at least 18 months of an approved 3-year incentive contractual obligation, or 36 months of an approved 6-year incentive contractual obligation.

b. The following are conditions affecting participation for which entitlement will be terminated, and where the member will be subject to recoupment of an amount of the total bonus received as applicable.

(1) Member does not perform satisfactorily in the Selected Reserve. Enlisted personnel placed on probation per reference (d) shall have their bonus terminated.

(2) Member voluntarily stops serving in the rating or specialty in which bonus eligibility was established, unless authorized continued bonus entitlement by COMNAVRESFOR (N1C2).

(3) Member was recruited via the RESCORE-R or PRISE-R program and fails to complete the requirements to make their rate permanent within the program prescribed time limit.

(4) Member refuses or fails to extend their term of service to compensate for a period of authorized nonavailability.

(5) Member suffers injury, illness, or other impairment, which is the result of his or her own willful misconduct.

(6) Member fails to return to NRA to complete check-in process to Selected Reserve status immediately after release from a period of voluntary or involuntary order to Active Duty for Special Work (ADSW) or mobilization. A Reserve Unit Commanding Officer approval of a request for assignment of up to six months of Authorized Absences (AAs) upon demobilization, per [RESPERSMAN 1570-010](#), does not impact incentive entitlement.

(7) Member enrolls in an authorized officer commissioning program not associated with the critical specialty for which the officer is receiving a stipend.

(8) Member voluntarily enlists or voluntarily accepts orders to Active Duty (AD) in the Reserve Force, and member has NOT completed at least 18 months of an approved 3-year incentive contractual obligation, or 36 months of an approved 6-year incentive contractual obligation.

(9) Member separates from the Selected Reserve for any reason (including enlistment or voluntary order to active duty in the active forces, and reaching Navy Reserve high year tenure (HYT) limits), other than by death, injury, illness or other impairment not the result of his or her own willful misconduct.

NOTE: Termination letters are required for all of the above reasons. If no letter is received, COMNAVRESFORCOM (N11) will automatically terminate the bonus in case of members who have been discharged, transferred to the IRR (VTU/ASP), or transferred to AD for greater than 12 months without reinstating their eligibility per their respective incentive written agreement. Automatic terminations will also initiate recoupment actions.

8. Voluntary or Involuntary Orders to AD

a. Voluntary orders to ADSW; and voluntary or involuntary orders to AD for Presidential Reserve Call-up or Full/Partial Mobilization in Support of Contingency Operations.

(1) Members currently serving under an approved incentive contractual obligation in a Selected Reserve status who voluntarily accept orders to ADSW; or voluntarily or involuntarily execute AD orders for Presidential Reserve Call-up or Full/Partial Mobilization in Support of Contingency Operations, shall maintain bonus entitlement for the duration of the orders or mobilization period. Time served on these orders

counts toward fulfillment of the member's Selected Reserve obligation.

(2) The member must return to a Selected Reserve status immediately upon completion of the AD orders and continue to serve any remaining required incentive obligation period.

(3) Failure to return to a Selected Reserve status shall result in bonus eligibility termination and processing of bonus recoupment. The member shall be required to refund to the U.S. government an amount of the bonus received due to not completing the required drilling Reserve obligation as applicable. Bonus termination date will be the date of expiration of the mobilization orders.

b. Enlistment or voluntary orders to AD in the Reserve Force. Members currently serving under an approved incentive contractual obligation in a Selected Reserve status who voluntarily enlist or voluntarily accept orders to AD shall be terminated from incentive eligibility effective on the date of transfer from the Selected Reserve.

9. Reenlistment While on AD

a. Members who reenlist while serving on a period of mobilization, and who meet the eligibility criteria for a reenlistment bonus per [RESPERSMAN 1100-020](#) may apply for bonus eligibility while they are mobilized.

(1) Member's AD command (mobilized unit) will complete the NAVPERS 1070/601, Immediate Reenlistment Contract per standard reenlistment procedures. They will also have member sign the Navy Reserve Reenlistment Incentive Written Agreement.

(2) The AD command should coordinate with the member's supporting NRA if unable to obtain a copy of the Reenlistment Incentive Written Agreement. Once completed, copies of these documents will be submitted to the NRA for normal bonus processing, via scan and e-mail.

(3) Due to AD and Reserve Component (RC) Navy Standard Integrated Personnel System (NSIPS) data system access restrictions, the NRA will submit a service request to update member's reenlistment data in RC NSIPS via the NSIPS Help Desk upon receipt of the documents. After the updates are completed and the service request is closed, the NRA Incentive Program

Coordinator will electronically submit a copy of the incentive written agreement and reenlistment contract to COMNAVRESFORCOM (N112) to establish bonus eligibility and authorize bonus payment per paragraph 2.e.(1)(c).

NOTE: If a member reenlists in a designated tax-free location, then the bonus is also tax-free. When bonus is paid, the member will receive two separate deposits, one with taxes taken out and another within 30 days returning the taxes to the member.

(4) The member must return to a Selected Reserve status immediately upon completion of the mobilization orders and continue to serve any remaining required incentive obligation period. A Reserve Unit Commanding Officer approval of a request for assignment of up to six months of Authorized Absences (AAs) upon demobilization, per [RESPERSMAN 1570-010](#), does not impact incentive entitlement.

(5) Failure to return to Selected Reserve status shall result in bonus eligibility termination and processing of bonus recoupment. The member shall be required to refund to the U.S. government an amount of the bonus received due to not completing the required drilling Reserve obligation as applicable. Bonus termination date will be the date of expiration of the mobilization orders.

RESPERSMAN 1100-020

RESERVE ENLISTED INCENTIVES

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN	262-2002
			COM	(757) 322-2002
			FAX	(757) 444-7598

References	(a) MILPERSMAN (b) BUPERSINST 1001.39F (c) DoDINST 1205.21 (d) DoD Financial Management Regulation, Volume 7A, Chapter 56 (e) COMNAVCRUITCOMINST 1130.8J
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1. **Enlisted Incentive Programs**. Include accession, affiliation, and reenlistment bonuses. Governing incentive program requirements are outlined in [RESPERSMAN 1100-010](#).

2. **New Accession Training (NAT) Bonus**. Applicable to members with no prior military service. See reference (a), Article 1133-090 for details on the NAT program.

a. **Eligibility requirements**

(1) Must be recruited into an eligible rating and/or Navy Enlisted Classification (NEC) code listed in the NAVADMIN message in effect on the date of enlistment: the date a member signs their DD Form 4 and/or enters the Delayed Entry Program (DEP), as applicable.

NOTE: If a member in DEP, who is Entry Level Separation (ELS) eligible, is subsequently reclassified due to not meeting rating or NEC entry standards at a Military Entrance Processing Center (MEPS) or at Recruit Training Command (RTC), the NAVADMIN in effect on the date of reclassification shall be used to determine the eligible rating and/or NEC bonus.

(2) Must successfully complete Initial Active Duty Training (IADT) consisting of basic training, applicable "A" school, and if required, "C" school and affiliate with the Selected Reserve in an IDT status immediately following separation from active duty.

b. **Obligation**

(1) Incur a six year Selected Reserve obligation. The effective start date of this obligation will be the member's Pay Entry Base Date (PEBD).

NOTE: Time served on IADT is credited towards completion of the six year obligation.

(2) Serve satisfactorily in the Selected Reserve as defined in reference (b) for the entire six year obligation.

(3) Serve in the same rating and/or NEC for which the bonus was approved.

3. **Affiliation (Prior Service) Enlistment Bonus**. Applicable to members with prior Active and/or Reserve service who affiliate or enlist in the Selected Reserve in eligible ratings.

a. **Eligibility requirements**

(1) Must be a Navy Veteran (NAVET) affiliating or enlisting in the Selected Reserve for a period of three or six years in the same permanent rating or specialty in which they successfully served while on active duty and which is approved for bonus entitlement, or

(2) Be a NAVET or Other Service Service Veteran (OSVET) approved for affiliation/enlistment via the RESCORE-R/PRISE-R or per reference (e), in the Direct Procurement Enlistment Program (DPEP), or approved for direct conversion/accession in a rating which is approved for bonus entitlement.

(3) Must have received an honorable discharge at the conclusion of their obligated active duty service.

(4) Must not have previously received a bonus for affiliation or enlistment, reenlistment, or extension of an enlistment in a Reserve component.

(5) Must not have been a member of the Navy Selected Reserve in the previous 12 months prior to current affiliation or enlistment.

b. **Obligation**

(1) Incur a three or six year obligation in the Selected Reserve. All PRISE-R candidates must obligate six years to

receive a bonus if eligible per reference (a), Article 1133-061. The effective date of this obligation will be the date the member affiliates or enlists as reflected on the NAVRES 1326/4, DD Form 4, or NAVPERS 1200/1.

(2) Serve satisfactorily in the Selected Reserve for the entire period of their three or six year obligation.

(3) Continue to serve in the Selected Reserve and in the same rating or specialty for which the bonus was approved.

(4) Extensions of enlistments are governed by reference (a), Article 1160-040, and are not authorized to obligate service for receipt of an affiliation (prior service) enlistment bonus.

4. **Reenlistment Bonus**. Applicable to members who are current Selected Reserve members who reenlist.

a. **Eligibility requirements**

(1) Must reenlist for a period of three or six years in the Selected Reserve in a permanent rating or specialty that is approved for bonus entitlement. Per reference (a), Article 1160-030, members may reenlist when they are within 12 months of their current EOS.

(2) Must not previously have been paid a bonus for reenlistment or extension of an enlistment in a Reserve Component unless they are reenlisting to qualify for a second three year reenlistment bonus immediately following the first three year reenlistment for which a bonus was paid.

b. **Obligation**

(1) Serve satisfactorily in the Selected Reserve for the entire period of the three or six year obligation.

(2) Serve in the same rate or specialty for which a reenlistment bonus was approved for the entire period of the three or six year obligation.

5. **Declination of Eligible Bonus**. Eligible members who decline a bonus for which they are eligible must sign a declination page 13. Sample Page 13 can be downloaded from the COMNAVRESFORCOM

Navy Reserve Homeport as indicated in paragraph 1e. of [RESPERSMAN 1100-010](#).

6. **Termination and Recoupment.** See [RESPERSMAN 1100-010](#) for termination and recoupment guidance.

RESPERSMAN 1100-030

RESERVE OFFICER INCENTIVES (NON HEALTHCARE PROFESSIONALS)

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN	262-2002
			COMM	(757) 322-2002
			FAX	(757) 444-7598

References	(a) DoD Financial Management Regulation, Volume 7A, Chapters 5 and 56 (b) DoDINST 1205.21
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1. **Officer Incentive Programs**. Provides incentives to personnel in designated critical skills where shortages exist, including affiliation, accession, and retention bonuses. Governing incentive program requirements are outlined in references (a) and (b), [RESPERSMAN 1100-010](#) and appropriate NAVADMIN messages.

2. **Navy Veteran (NAVET) Affiliation Bonus**. An incentive intended to assist in the recruitment of prior service officers in designated specialties. Direct Commission Officers (DCOs) are not eligible for this bonus. A member who qualifies and elects any of the Healthcare Professions incentives outlined in [RESPERSMAN 1100-040](#), cannot also receive an affiliation bonus.

a. **Eligibility requirements**. Applicant shall:

(1) Have no current military contractual obligations for receipt of any other incentive or educational assistance per reference (a).

(2) Be a commissioned officer affiliating with the Selected Reserve for the first time, having served on active duty and released under honorable conditions OR have previously served in the Selected Reserve and meet the conditions of paragraph 2.a(5).

(3) Be affiliating in a designated critical officer skill and paygrade listed on NAVADMIN in effect on date of affiliation.

(4) Not reach their mandatory removal date or retirement eligibility date in the Ready Reserve during any service obligation period incurred under this agreement per reference (b).

(5) Not have previously served in the Selected Reserve of the Navy Reserve within the 12 months preceding their current affiliation.

(6) Not have previously received this incentive.

b. **Precert Request.** Recruiting Command and Career Transition Office (CTO) personnel shall submit precert requests to the COMNAVRESFORCOM Officer Incentives Division (N112A) prior to member's gain to an IDT status. COMNAVRESFORCOM Officer Incentives Division will return a Written Agreement with a precert number if member meets basic eligibility requirements.

c. **Application.** NRA Incentive Program Coordinator shall submit an initial application for eligibility establishment to COMNAVRESFORCOM (N112A) when a member affiliates. The application will include a copy of the appropriate Incentive Written Agreement.

d. **Obligation**

(1) Incur a Selected Reserve obligation of three years. The effective date of this obligation shall be the date of affiliation with the drilling Reserve.

(2) Must serve in the same military department and in the same critical skill for which the incentive is approved.

NOTE: Selected Reserve officers approved for redesignation into another critical skill may maintain bonus eligibility.

e. **Recoupment.** Failure to satisfactorily complete the required obligated period will result in bonus eligibility termination and a pro-rated recoupment of monies received, based on the period of obligated service not completed.

3. **Direct Commission Officer (DCO) Accession Bonus.** This incentive is for members commissioned for the first time in the armed forces as a DCO in specific designators only. A member who qualifies and elects any of the Healthcare Professions incentives outlined in [RESPERSMAN 1100-040](#), cannot also receive an accession bonus. See current NAVADMIN for eligibility criteria and requirements.

a. **Eligibility criteria**

(1) Must be qualified and applying for an appointment as a commissioned officer with a specific designator and paygrade listed on current NAVADMIN.

(2) Must meet all criteria set forth in NAVADMIN in effect on date of accession.

(3) Must not have previously received this incentive.

b. **Precert Request.** Recruiting Command and CTO personnel shall submit precert requests to the COMNAVRESFORCOM Officer Incentives Division (N112A) prior to member's gain to Selected Reserve status. COMNAVRESFORCOM Officer Incentives Division will return a Written Agreement with a precert number if member meets basic eligibility requirements. Precerts remain valid for 90 days after issue. Recruiting Command and CTO personnel may request an extension of the 90 day window or return unused precerts to COMNAVRESFORCOM (N112A). Unused precerts are non-transferrable to another applicant.

c. **Application.** NRA Incentive Program Coordinator shall submit an initial application for eligibility establishment to COMNAVRESFORCOM (N112A) when a member affiliates per [RESPERSMAN 1100-010](#) paragraph 2e(1)(c). The application will include a copy of the appropriate Incentive Written Agreement.

d. **Obligation**

(1) Must affiliate in the Selected Reserve for a minimum of three years and serve satisfactorily for each year of this obligation. The effective date of this obligation shall be the date of affiliation with the Selected Reserve.

(2) Must serve in the same military department and in the same critical skill for which the incentive is approved.

NOTE: Selected Reserve Officers approved for redesignation into another critical skill may maintain bonus eligibility.

e. **Recoupment.** Failure to satisfactorily complete the required obligated period will result in bonus eligibility termination and a pro-rated recoupment of monies received, based on the period of obligated service not completed.

4. **Critical Skill Retention Bonus.** This incentive may be offered to commissioned Selected Reserve officers in specific

critical skills and paygrades. These critical skills, paygrades, and any additional eligibility criteria will be published via NAVADMIN periodically.

a. Eligibility criteria

(1) Must be currently serving an appointment as a commissioned officer in the Selected Reserve of the Navy Reserve with a specific designator and/or subspecialty and paygrade listed on current NAVADMIN.

(2) Must meet all criteria set forth in the current NAVADMIN in effect on date of application.

b. Precert Request. NRA Incentive Coordinators shall submit precert requests to the COMNAVRESFORCOM Officer Incentives Division. COMNAVRESFORCOM Officer Incentives Division will return a Written Agreement with a precert number if member meets basic eligibility requirements. Precert request form can be downloaded from the COMNAVRESFORCOM Officer Incentive website at:

<https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFN112A/Pages/N112A.aspx>.

c. Application. NRA Incentive Program Coordinator shall submit an initial application for eligibility establishment to COMNAVRESFORCOM (N112A) per [RESPERSMAN 1100-010](#) paragraph 2.e(1)(c) when a member affiliates. The application will include a copy of the appropriate Incentive Written Agreement.

d. Obligation

(1) Must participate in the Selected Reserve for a minimum of three years and serve satisfactorily for each year of this obligation. The effective date of this obligation shall be the date of approval of this incentive.

(2) Must serve in the same military department and in the same critical skill for which the incentive is approved.

e. Recoupment. Failure to satisfactorily complete the required obligated period will result in bonus eligibility termination and recoupment of all monies received for the year in which payment was received and the service obligation was not satisfactorily completed. The member will not be eligible for any further incentive payments of this type once their eligibility has been terminated.

RESPERSMAN 1100-040

RESERVE OFFICER INCENTIVES FOR HEALTHCARE PROFESSIONALS

Responsible Office	COMNAVRESFORCOM	Phone:	DSN	262-2002
	(N11)		COM	(757) 322-2002
	COMNAVRESFOR (N1C2)		FAX	(757) 444-7598

References	(a) DoD Financial Management Regulation, Volume 7A, Chapters 2, 5, 56, 60 and 62 (b) DoDINST 1205.21 (c) 10 U.S.C. Section 16302
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1. Officer Incentive Programs for Healthcare Professions.

Healthcare Profession specialties which the Assistant Secretary of Defense (Health Affairs) has determined to be critically short are referred to as Critical Skill Shortage (CSS) Specialties. Members in designators, paygrades, subspecialties (SSP) and with additional qualification designations (AQD), if applicable, listed as CSS in current NAVADMIN may qualify for the stipend, Loan Repayment Program (LRP), or Special Pay described in this article. Members who receive any of these incentives cannot also receive an accession or affiliation bonus. Governing incentive program requirements are outlined in references (a) and (b), [RESPERSMAN 1100-010](#) and applicable NAVADMINS.

2. Healthcare Professions Stipend Program. Available to Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC) and Nurse Corps (NC) officers in a medical residency program or in a post baccalaureate education program in the applicable Nursing or MSC allied health profession.

a. Eligibility Criteria. Applicants shall:

(1) Be a commissioned MC, DC, MSC or NC officer in the Navy Reserve, or be eligible for appointment. Shall not be eligible for stipend payments before having been commissioned and placed in Selected Reserve status.

(2) Be a graduate of an accredited medical, dental, or Bachelor of Science in nursing or other appropriate professional school.

(3) Possess a current valid and unrestricted license to practice medicine, dentistry or nursing, and such additional

health professional privileges as are required to pursue professional training in the critical specialty for which the stipend is being offered.

(4) Be fully credentialed by current Navy standards, as determined by the Navy Medicine Support Command - Centralized Credentials and Privileging Directorate (CCPD).

(5) Be enrolled or accepted for full time enrollment in a residency or accredited specialty program that will lead to qualification in a CSS listed on current NAVADMIN.

(6) Elect to receive stipend for the entire residency period, or entire remaining residency period if already enrolled. Partial receipt for less than the full residency period is not authorized.

(7) Not be under a contractual agreement for any other regular Navy or Navy Reserve incentive program except for the Loan Repayment Program (LRP) per reference (a).

(8) Not have previously received this incentive.

(9) Serve satisfactorily in the Selected Reserve during each year in which stipend is received.

b. **Precert Request.** Recruiting Command and Career Transition Office (CTO) personnel shall submit precert requests to the COMNAVRESFORCOM Officer Incentives Shop (N112A) prior to member's gain to an IDT status. COMNAVRESFORCOM Officer Incentives Division will return a Written Agreement with a precert number if member meets basic eligibility requirements.

c. **Application.** NRA Incentive Program Coordinator shall submit an initial application for eligibility establishment to COMNAVRESFORCOM (N112A) when a member affiliates per [RESPERSMAN 1100-010](#) paragraph 2.e(1)(c). The application will include:

(1) An official letter from the educational institution that adequately identifies the applicant by name and social security number. The letter must certify member's full time enrollment status (full time enrollment is defined as year round attendance with applicable course load), the program in which the applicant is enrolled, official start date, and estimated date of completion (graduation).

(2) A copy of the stipend program Written Agreement with the previously issued precert number.

d. **Entitlement.** Approved participants shall be entitled to a monthly stipend paid at the same rate paid to persons participating in the Armed Forces Health Professions Scholarship program for each month of their training program. This rate is established on 1 July of each year as determined by the Secretary of Defense. Payment to Direct Commissioned Officer (DCO) applicants who meet all eligibility requirements is authorized after acceptance of commission and assignment to a Selected Reserve Unit. The stipend is pro-rated for portions of a month at the beginning and end of the course of specialized advanced training per reference (a).

e. **Obligation**

(1) Immediately upon completion of the training program, participants are obligated to serve satisfactorily in the Selected Reserve for a period of one year for each six months (or portion thereof) per reference (a) for which this stipend was paid to them. Time spent in the Selected Reserve prior to completing the training program does not count toward fulfillment of this obligation.

NOTE: Officers who signed a Written Agreement for receipt of stipend and affiliated with the Selected Reserve prior to the effective date of this directive are subject to the terms and conditions of that agreement.

(2) Members who elect to participate in both the stipend and LRP programs must satisfy their LRP Selected Reserve service obligation prior to their stipend program Selected Reserve service obligation.

Example: LT Jones completed a 3-year residency for a CSS in June 2011 and got assigned to an OHSU. At that time, LT Jones had one year of LRP eligibility remaining. The period of time from June 2011 to June 2012 was used for the last year of LRP eligibility. LT Jones' Selected Reserve service obligation for receipt of stipend begins in June 2012. Based on receipt of stipend for three years, LT Jones must serve satisfactorily in the Selected Reserve until June 2018.

(3) Drilling obligation for the Training Medical Specialty (TMS) program is fulfilled concurrently with Selected Reserve service obligation incurred for receipt of stipend.

f. **Termination.** If a member:

(1) Is disenrolled from their approved specialty training program, interrupts their training program for any reason or fails to complete the entire training program in the specified time period.

(2) Changes their training program without prior authorization from COMNAVRESFOR (N1C2).

g. **Recoupment.** Failure to satisfactorily complete the full program for which stipend was approved, or failure to satisfactorily complete the Selected Reserve service obligation incurred by receipt of stipend payments, will result in stipend program eligibility termination and the processing of recoupment in accordance with reference (a).

3. **Healthcare Professions LRP.** An incentive program intended to assist in the recruitment of MC, DC, MSC and NC officers holding specific health care specialties.

a. **Eligibility requirements.** Applicant shall:

(1) Be a commissioned MC, DC, MSC or NC officer in the Navy Reserve, or be eligible and applying for appointment.

(2) Be a graduate of an accredited medical, dental, or Bachelor of Science in nursing or other appropriate professional school.

(3) Possess a current valid and unrestricted license to practice medicine, dentistry or nursing, and such additional medical privileges as are required to practice as a health professional in the CSS for which loan repayment participation is authorized; or have completed at least two years of residency in a CSS listed on current NAVADMIN.

(4) Be fully credentialed by current Navy standards, as determined by the Navy Medicine Support Command - Centralized Credentials and Privileging Directorate (CCPD).

(5) Not be under a contractual agreement for any other regular Navy or Navy Reserve incentive program except for the Healthcare Professions Stipend Program.

(6) Not have previously received this incentive.

(7) Not have previously served with the Selected Reserve within the 12 months preceding their current affiliation.

(8) Elect both LRP and stipend if in residency or other accredited specialty program per reference (c).

b. **Precert Request.** Recruiting Command and CTO personnel shall submit precert requests to the COMNAVRESFORCOM Officer Incentives Division (N112A) prior to member's gain to an IDT status. COMNAVRESFORCOM Officer Incentives Division will return a Written Agreement with a Precert number if member meets basic eligibility requirements.

c. **Application.** NRA Incentive Program Coordinator shall submit an initial application for eligibility establishment to COMNAVRESFORCOM (N112A) when member affiliates. The application must include a copy of the LRP Written Agreement.

d. **Annual Loan Certification.** Member shall:

(1) Complete a DoD LRP Annual Repayment Application (DD Form 2475) each year and for each loan to be paid, showing the current outstanding balance and that the loan is not in default.

(2) Begin this process 60 days prior to the anniversary date of eligibility.

(3) Submit completed DD Form 2475 electronically. In order to protect personally identifiable information (PII), members must utilize the link on the COMNAVRESFORCOM Officer Incentives (N112A) website at https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N112A/Pages/N112A.aspx for payment processing. Members must use their Common Access Card to access this link and choose their email PKI certificate when prompted.

e. **Entitlement**

(1) Payments made against loans described above will be authorized per the NAVADMIN in effect at the time of initial incentive application. Loans in default, less than one year old

or already paid by the member or other agency will not qualify for repayment under this program. Disbursement will not exceed indebtedness. All payments are considered taxable income.

(2) Payments will be made directly to the financial institution or agency/office servicing the loan.

(3) For payments to be made, program participants must remain in the specialty for which participation was approved and must maintain current credentialing as determined by the Navy Medicine Support Command - Centralized Credentials and Privileging Directorate (CCPD).

f. Obligation

(1) Serve satisfactorily in the Selected Reserve for each year in which loan repayment is made. LRP payments are made at the end of each year of service, based on satisfactory participation in the preceding 12 months.

(2) Members who elect to participate in both stipend and LRP programs must satisfy their LRP Selected Reserve obligation prior to their stipend program Selected Reserve obligation.

g. Recoupment. Recoupment does not apply to LRP payments which are based on prior satisfactory service.

4. Special Pay. An incentive program intended to assist in the recruitment of MC, DC, MSC and NC officers in designated Critical Shortage Specialties (CSS). This incentive cannot be combined with stipend, LRP, affiliation or accession incentives.

a. Eligibility requirements. Applicant shall:

(1) Be a graduate of an accredited school of medicine, dentistry, nursing, or physician assistant program.

(2) Be a commissioned MC, DC, MSC or NC officer affiliating in the Selected Reserve; or be qualified and applying for appointment.

(3) Possess a current valid and unrestricted medical, dental, nursing or physician assistant license and any associated credentials as determined by the Navy Medicine Support Command - Centralized Credentials and Privileging

Directorate (CCPD) required to perform the duties of the critical skill specialty for which Special Pay is authorized.

(4) Be fully qualified in a CSS listed on current NAVADMIN on date of affiliation.

(5) Not have previously received this incentive.

(6) Have no current contractual obligations for receipt of any other incentive or educational assistance per reference (a), or any other contractual agreement to serve in the Selected Reserve.

(7) Not have previously served with the Selected Reserve of the Ready Reserve within the 12 months preceding their current affiliation.

b. **Precert Request.** Recruiting Command and CTO personnel shall submit precert requests to the COMNAVRESFORCOM Officer Incentives Division (N112A) prior to member's gain to an IDT status. COMNAVRESFORCOM Officer Incentives Division will return a Written Agreement with a Precert number if member meets basic eligibility requirements.

c. **Application.** NRA Incentive Program Coordinator shall submit an application for eligibility establishment to COMNAVRESFORCOM (N11) when member affiliates. The application must include a copy of the appropriate Written Agreement.

d. **Obligation**

(1) Member must elect a two or three year Selected Reserve service obligation upon signing the Written Agreement. Once eligibility is established, the elected obligation period cannot be changed.

(2) Serve satisfactorily in the Selected Reserve for each year (12 month period) after which a special pay incentive payment is made, for the number of years specified in the written agreement. Payments are made at the beginning of each year of service, on the anniversary of member's affiliation date.

Note: To verify anniversary payment dates, members may contact COMNAVRESFORCOM (N112A) Officer Bonus Division at

cnrfc_officerbonus_shop@navy.mil up to 30 days prior to expected payment.

e. **Recoupment.** Failure to satisfactorily complete the required Selected Reserve service obligation will result in bonus eligibility termination and recoupment of all monies received for the year in which payment was received and the service obligation was not satisfactorily completed. The member will not be eligible for any further incentive payments of this type once their eligibility has been terminated.

RESPERSMAN 1100-050

PERSONNEL GAIN TRANSACTIONS

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN	262-2262
			COM	(757) 322-2262
			FAX	(757) 444-7598

References	(a) COMNAVRESFORINST 5222.1 (b) SECNAVINST 5210.8D (c) ASN Memo of 29 Jan 15 (d) BUPERSINST 1001.39F (e) COMNAVRESFORNOTE 5400 (f) MILPERSMAN 1131-040 (g) MILPERSMAN 1133-061 (h) MILPERSMAN 1133-090
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1. **Purpose.** To issue guidance and procedures, per references (a) through (h), for processing Selected Reserve (SELRES) and Voluntary Training Unit (VTU) gains and maintenance of key supporting documents (KSDs) to justify the applicable gain transactions.

2. **Definitions**

a. Accession. A reserve accession occurs when a member joins the Navy Reserve. Commander, Navy Recruiting Command is responsible for both enlisted and officer accessions per Chief of Naval Operations approved annual accession plans. Reserve accessions for Sailors transitioning from active component are processed through the Career Transition Office (CTO). Other Service veterans and members of the New Accession Training (NAT) program are accessed through a Navy recruiter. These two accession processes contribute to meeting the annual accession goals.

b. Affiliation. With assistance from a Navy recruiter or CTO, Sailors affiliate with the SELRES or VTU after being approved to receive an annual SELRES accession quota or approval to join the VTU.

c. Gain. A Reserve gain occurs when a Sailor's electronic record is brought to full strength in Navy Standard Integrated Personnel System (NSIPS), and the Duty Status Code (DSC) is 200 and Strength Code (SC) is 1.

3. Responsibilities

a. Commander, Navy Reserve Forces Command (CNRFC) (N11) shall:

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

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

(3) Provide oversight of the gain guidance process at the Space and Naval Warfare Systems Command (SPAWAR) Atlantic Reserve Pay (RESPAY) Help Desk.

b. Echelon IV Commanders shall:

(1) Provide oversight and training to subordinate commands for personnel gain transactions.

(2) Ensure subordinate NRAs maintain appropriate KSDs for all personnel gain transactions.

c. Navy Reserve Activities (NRA) shall:

(1) Accept all recruiting packages regardless of billet availability. Navy recruiters are required to submit a gain package for each affiliation to the NRA within 3 working days of the effective date of affiliation.

(2) Follow standard gain guidance for NAT and Direct Commission Officer (DCO) gains. Standard NAT and DCO gain guidance is:

(a) NAT Gain Guidance

Gain Reason: RAF
MOD: 5
MDC: 1
DIERF/DIEMS: same date = effective/signature
date of the original DD Form 4, Enlistment/Reenlistment Document

(b) DCO Gain Guidance

1. If DCO has no prior reserve service, then
Gain Reason: OAP

DIERF/DIEMS: same date = date Officer
NAVPERS 1000/4, Appointment Acceptance and Oath of Office was
signed

2. If DCO has prior Reserve service, then
Gain Reason: RAF

(3) For all other gain types, request gain guidance from the SPAWAR RESPAY Help Desk by submitting a gain guidance worksheet via [REMEDY](#) within 1 business day of receipt of the complete gain package from Navy Recruiting, as outlined in ProcessQuik. Process gain transactions in NSIPS within 3 business days of receipt of gain guidance from the SPAWAR RESPAY Help Desk.

(4) Assign the appropriate Manpower Availability Status (MAS) code in NSIPS in accordance with [RESPERSMAN 3060-010](#).

(5) Communicate with Reserve Sailors, who are pending gain or have recently been gained, to coordinate indoctrination and their initial report for inactive duty training (IDT) duty.

(6) Request initial IDT orders in Reserve Functional Manpower Tool (RFMT) after the NSIPS gain has successfully processed (i.e., DSC=200 and SC=1). NAT Sailors will be assigned to billets directly by CNRFC (N12). For those Sailors who have a "TBH" MAS code, the NRA shall request in assignment processing (IAP) orders with a projected rotation date to match the estimated end of training. Sailors with IAP orders should refer to [RESPERSMAN 1300-010](#) for further billet assignment guidance.

(7) Establish member's pay account (electronic funds transfer, W-2, Wage and Tax Statement, DD Form 2058, State of Legal Residence, NAVPERS 1070/602, Dependency Application/Record of Emergency Data, NAVPERS 1740/6, Department of the Navy Family Care Certificate, etc.).

(8) Schedule member's drills for remainder of fiscal year in NSIPS.

(9) Establish Sailor's Defense Enrollment Eligibility Reporting System/Real-Time Automated Personnel Identification System (DEERS/RAPIDS) account to include issuance of Common Access Card (CAC) upon completion of NSIPS gain.

(10) Maintain any official documents used to perform the gain transaction (that are not stored in the member's OMPF) in

the Individual IDT Folder in Total Records Information Management (TRIM) Application for 10 years.

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

Gain Type	Key Supporting Documents	Location of KSDs
Direct Commission Officer (DCO)	(1) NAVPERS 1000/4, Officer Appointment Acceptance and Oath of Office; (2) NAVPERS 1200/1, Ready Reserve Transfer Request Service Agreement	Official Military Personnel File (OMPF)
Navy Veteran (NAVET), Enlisted	(1) DD Form 214, Certificate of Release or Discharge from Active Duty; or (2) NAVPERS 1070/601, Immediate Reenlistment Agreement, or DD Form 4, Enlistment/Reenlistment Document	OMPF
Other Service Veteran (OSVET), Enlisted	DD Form 4, Enlistment/Reenlistment Document	OMPF
Navy Veteran (NAVET) or Other Service Veteran (OSVET), Officer	(1) If applicable, DD Form 214, Certificate of Release or Discharge from Active Duty; (2) NAVPERS 1200/1, Ready Reserve Transfer Request Service Agreement	OMPF
New Accession Training (NAT)	(1) DD Form 4, Enlistment/Reenlistment Document; (2) DD Form 214, Certificate of Release or Discharge from Active Duty	OMPF
Prior Service Reenlistment	(1) NAVPERS 1070/601, Immediate Reenlistment	OMPF

Eligibility-Reserve (PRISE-R)	Agreement, or DD Form 4, Enlistment/Reenlistment Document; (2) NAVPERS 1070/613, Administrative Remarks	
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d. Navy Reserve Sailors shall report for duty as ordered.

e. SPAWAR RESPAY Help Desk provides gain guidance to NRAs and CTO, as requested via [REMEDY](#).

f. For NAVETs, CTO shall perform the NSIPS gains. CTO will request initial IDT orders via RFMT after the gain has successfully processed in NSIPS. However, the NRA is still responsible for maintaining the key supporting documents for 10 years, per references (b) and (c).

4. Special Circumstances

a. Individual Ready Reserve (IRR)-Active Status Pool (ASP) to VTU Transfers. Sailors desiring transfer from IRR-ASP status to a VTU should contact their local recruiter, who may assist in the preparation of a NAVPERS 1200/1, Ready Reserve Transfer Request Service Agreement and current medical screening. Recruiters will forward these documents to Commander, Navy Personnel Command, PERS-911 for officers or PERS-913 for enlisted Sailors for adjudication. PERS-911/913 will notify the recruiter if transfer to the VTU is approved. The NRA will then request VTU IDT orders via RFMT from CNRFC (N12) and process the gain per paragraph 3.c.

b. Sailors in the Standby Reserve-Active (USNR-S1) and Standby Reserve-Inactive (USNR-S2) must request approval from PERS-911 for officers or PERS-913 for enlisted Sailors to be reinstated to the Ready Reserve, IRR-ASP, prior to affiliation in the SELRES or VTU.

c. Re-affiliation/Reenlistment of Unsatisfactory Participants or officers with adverse information in their official records:

(1) Per reference (d), enlisted personnel discharged from the drilling Reserve of any military service with a General (Under Honorable Conditions) characterization of service and/or RE-4 reenlistment indicator, "Not Recommended for Re-affiliation/Reenlistment," require approval from PERS-913 prior to re-affiliation or reenlistment. Approval from PERS-913 will

require positive endorsement from the NRA CO to which the Sailor will be assigned. The NRA CO should conduct a personal interview to determine if the individual is likely to be a positive asset to the Navy Reserve. Recruiters shall include a re-affiliation waiver, signed by the NRA CO, as part of the recruiting package.

(2) Officers transferred from the drilling Navy Reserve for unsatisfactory participation and/or adverse information in their OMPF require approval from PERS-911 for re-affiliation. Positive endorsement from the NRA CO to which the member will be assigned is also required.

d. O-4 and junior Sailors shall update their address in NSIPS, if relocating, and coordinate transfer to a closer NRA in JOAPPLY or CMS-ID prior to relocation. If not coordinated through JOAPPLY or CMS-ID, NRAs shall accept authorized O-4 and junior personnel relocating from other NRAs, if the gaining NRA is within a reasonable commuting distance (as defined in [RESPERSMAN 1300-010](#)) from the member's current address in NSIPS. The gaining NRA shall coordinate the transfer with the losing NRA and perform the check-in in NSIPS. Additionally, the gaining NRA shall assist the Sailor with applying for an appropriate billet via CMS-ID for enlisted Sailors or JOAPPLY for officers.

RESPERSMAN 1160-010

REENLISTMENTS AND EXTENSIONS FOR SAILORS IN A DRILLING STATUS

Responsible Office	COMNAVRESFORCOM (N15)	Phone:	DSN	262-2651
			COMM	(757) 322-2651
			FAX	(757) 444-7598

References	(a) BUPERSINST 1001.39F (b) MILPERSMAN 1160-030 (c) MILPERSMAN 1160-040 (d) MILPERSMAN 1160-120 (e) RESPERSMAN 1001-010 (f) RESPERSMAN 1100-010 (g) RESPERSMAN 1100-020
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1. **Purpose**. This article along with references (a) through (g) provides policy and guidance for reenlistments and extensions for enlisted drilling reservists assigned to the SELRES and VTUs.

2. **Eligibility Requirements**

a. Sailors requesting reenlistment or extension must meet the basic eligibility requirements outlined in reference (b) in addition to the following requirements:

(1) Must currently be under a Navy Reserve contract.

(2) Sailors at or beyond High Year Tenure (HYT) as outlined in reference (d) must have an approved waiver to reenlist or extend current contract.

b. Sailors that meet all eligibility requirements are authorized to reenlist at any time per reference (b).

3. **Obligations**

a. Sailors may reenlist for periods as outlined in reference (b) but cannot reenlist to have a new End of Obligated Service (EOS) beyond their paygrade HYT date.

b. Sailors currently under contract who are in receipt of an enlistment or reenlistment bonus must complete bonus obligation requirements in order to reenlist for an additional bonus if applicable.

4. **Reenlistment and Extension Requests**. Sailors will route their request to their NRA, via their assigned unit CO at least 90 days prior to EOS to allow for adjudication. The process and required documentation is as follows:

a. Reenlistment and extension packages will be routed through unit leadership to NRA, and will include the following:

- (1) [NAVRES 1160/1, Drilling Reservists Reenlistment and Extension Worksheet](#).
- (2) Copy of last three evaluations.
- (3) Copy of last 3 years of physical fitness assessment (PFA) data.
- (4) Additional documents as required by NRA and/or unit.

b. Sailors requesting to reenlist beyond HYT must submit a waiver in accordance with reference (d). Waiver request shall be routed to the NRA via the unit CO 12 months prior to their established HYT date.

5. **Incentives**. Eligibility criteria for a SELRES Selective Reenlistment Bonus and guidance on completing the application for a bonus may be found on the [COMNAVRESFORCOM \(N112\)](#) SharePoint site.

6. **Mobilization Assignments**. Sailors are authorized to reenlist/extend prior to mobilization not to exceed the HYT date for their current pay grade. Reenlistments/extension that exceeds the Sailor's HYT date requires an approved waiver prior to execution of reenlistment/extension in accordance with reference (d).

7. **Program Management**. The following outlines roles and responsibilities for all echelons involved in the reenlistment process:

a. COMNAVRESFORCOM (N1) will:

- (1) Monitor Sailors in receipt of a bonus as outlined in reference (g).
- (2) Provide guidance to echelon 4 commanders for all cases not covered under this instruction or its references.

b. Echelon 4 commanders will:

- (1) Maintain regional tracker for all Reserve Sailors with their EOS and HYT.
- (2) Track timeliness of bonus submission for Sailors in their region.
- (3) Ensure NRA manpower and Command Career Counselors (CCC) have received appropriate training on how reenlistments and extensions must be processed.

c. NRA COs will:

(1) Ensure all reenlistment requests are processed in a timely manner.

(2) Provide support to units and Sailor with resources to complete required reenlistment or extension request.

(3) Maintain a monthly tracker for all personnel who are within 12 months of their EOS and/or HYT.

(4) If applicable, submit bonus request as outlined in reference (f).

d. Unit COs will:

(1) Process requests within one drill weekend of receipt.

(2) Forward requests regardless of recommendation to the NRA with required documentation.

e. Sailors will:

(1) Inform chain of command of reenlistment/extension intentions.

(2) Work with unit career counselor and/or CCC to complete required documentation with adequate time to adjudicate request.

RESPERSMAN 1200-010

Direct Commission Officer Indoctrination Course

Responsible Office	COMNAVRESFORCOM (N7)	Phone:	DSN	262-6586
			COMM	(757) 322-6586
			FAX	(800) 473-7729
				(757) 444-1061

References	(a) OPNAVINST 1120.3A (b) OPNAVINST 1420.1B (c) COMNAVRESFORINST 1120.3
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1. **Definition.** The Navy Reserve Direct Appointment Program was established to access qualified civilian and enlisted Reserve applicants directly into Navy Reserve Officer programs per reference (a). The general professional standards are identical to those applied to active duty accessions.

2. **Direct Commission Officer Indoctrination Course (DCOIC).**

DCOIC provides Direct Commission Officers (DCOs) the military indoctrination training necessary to prepare them to function in their role as newly commissioned Naval Officers. It provides an introduction to fundamental aspects of leadership while providing a working knowledge of Navy policy and procedures.

a. Per references (a) through (c) DCOs, Limited Duty Officers (LDO) and Chief Warrant Officers (CWO) shall attend DCOIC within 1 year of commissioning. This should be accomplished as soon as possible, normally within 3 months of commissioning. The "DCO" MAS code will be assigned by CNRFC (N7) upon commissioning. Upon check in, the cognizant Navy Reserve Activity (NRA) shall assign any other applicable Manpower Availability Status (MAS) codes in Navy Standard Integrated Personnel System (NSIPS). Due to NSIPS limitations, only one training MAS code can be assigned at one time, so those DCOs with additional training requirements that warrant a separate training MAS code will need to work closely with the NRA for monitoring and adding the additional MAS code when DCO is removed. The DCO MAS code will be removed by CNRFC (N7) upon graduation from DCOIC.

b. The NRA, in coordination with Navy Reserve Units (NRU), shall obtain quotas for DCOIC and assist the DCO to initiate the first set of orders to DCOIC. DCOs shall use their first Annual Training (AT) to attend DCOIC. NRAs shall ensure DCO/LDO/CWO

complete DCOIC within the one year of commissioning. NRAs shall regularly, at least every 30 days, review status of assigned DCOs via their Reserve Component Commander (N7) for accuracy.

(1) In addition NRAs and NRUs shall ensure DCOs meet standards to attend DCOIC. This includes, but is not limited to, being within Body Composition Assessment standards and medically qualified to participate in high risk training.

Program Management. CNRFC (N7) is the DCOIC Program Manager and will provide monthly updates of new DCO/LDO/CWO to Echelon IV commands. Monthly reports from Echelon IV commands to CNRFC (N7) are required.

RESPERSMAN 1221-010

RESERVE NAVY ENLISTED CLASSIFICATION (NEC) PROGRAM

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN	262-2643
			COM	(757) 322-2643
			FAX	(757) 444-7598

References	(a) MILPERSMAN Articles (b) NAVPERS 18068F, Volume II, Navy Enlisted Classifications
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1. **General**. The purpose of the Reserve Navy Enlisted Classification (NEC) program is to achieve the most effective use of available enlisted personnel manpower. Per reference (a), Articles 1221-010 and 1221-030 provide basic information concerning the NEC program.

2. **Responsibilities**

a. COMNAVRESFORCOM (N11) shall:

(1) Provide Reserve NEC program guidance per references (a) and (b).

b. Echelon IV Commanders shall:

(1) Assign a qualified classifier with an NEC of PS-2612 and designate the individual in writing in the command's collateral duty notice.

(a) The classifier shall:

1. Implement and inspect the enlisted classification program for all assigned personnel, active and inactive in their command including operational support units.

2. Provide technical guidance to their respective Navy Reserve Activity (NRA) classifiers/classification coordinators.

3. Review electronic service records and submit and monitor NEC requests for staff personnel and operational support units.

c. NRAs shall: Assign as a collateral duty or designate a staff member to be the classification coordinator.

(1) The classification coordinator shall:

(a) Implement an enlisted classification program for assigned units including operational support units.

(b) Maintain close liaison with and inform parent Echelon IV classifiers concerning all classification matters under their purview.

(c) Monitor progress of individuals possessing conversion NECs.

(d) NEC issues:

1. Ensure conversion NECs are requested for personnel who have enlisted/affiliated under any temporary rating program.

2. Request NECs from Navy Personnel Command (NAVPERSCOM) (PERS-4013) using NEC Change Request (NAVPERS 1221/6). The NRA Commanding Officer (CO) may authorize the classifier/classification coordinator to sign this form "By direction."

3. Review electronic service records upon affiliation to verify the NECs a member has obtained while on Active Duty (AD). NECs earned while on AD, shall be requested upon billet assignment. Requests for NECs are required to have appropriate justification.

4. Ensure NEC sequence codes have been considered when assigning NECs. Reference (b) lists all sequence codes.

5. Ensure the individual is in the proper source rate/rating for the requested NEC.

6. Maintain copies of NEC requests and approvals and keep track of status.

7. Liaise with NRA training department concerning Selected Reservists who are in or have completed any

school, On the Job Training (OJT) projects, or correspondence courses that authorize/award an NEC upon completion.

8. Assign Defense Group (DG) NECs to all nondesignated (SN/AN/FN) personnel per reference (b).

9. Remove DG NECs and add appropriate rating NECs per reference (b) for nondesignated members who are authorized/awarded striker identification or advanced to a designated rate.

10. Monitor progress of Selected Reservists who enlisted under special programs. Establish tickler files to track record of counseling, rating requirement progress, and advancement requirement progress. Coordinate with Command Career Counselor as needed.

RESPERSMAN 1300-010

SELECTED RESERVE (SELRES) ASSIGNMENTS

Responsible Office	COMNAVRESFORCOM (N12)	Phone:	DSN COMM FAX	262-2261 (757) 322-2261 (757) 444-7598
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References	<ul style="list-style-type: none"> (a) DoD Instruction 1215.13 (b) COMNAVRESFORINST 4000.1E (c) Joint Travel Regulations (d) OPNAVINST 1306.2H (e) BUPERSINST 1001.39F (f) COMNAVCRUITCOMINST 1130.8J (g) OPNAVINST 1000.16L (h) MILPERSMAN 1160-120 (i) COMNAVRESFORNOTE 5400 series (j) BUPERSINST 1610.10D (k) COMNAVRESFORINST 3060.7B (l) MILPERSMAN 1910-158 (m) SECNAVINST 1920.6C
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1. **Purpose.** To issue information and amplifying guidance, per references (a) through (m), for the fulfillment of COMNAVRESFORCOM (N1) responsibility as the assignment authority for all SELRES billet assignments. The centralized assignment process is a coordinated effort by all echelons of the Navy Reserve and Navy supported commands via their Operational Support Officers (OSO).

2. **Definitions**

a. Reasonable Commuting Distance (RCD): Within 100 miles from the Permanent Drill Site (PDS). Distance calculation is based off Sailor's Navy Standard Integrated Personnel System (NSIPS) home address.

b. Reserve units. Established for administrative support of SELRES personnel.

(1) Training Reserve Unit Identification Code (TRUIC): The Reserve unit in which a Sailor drills and is locally and administratively assigned in an inactive duty training (IDT) status.

(2) Unit Mobilization Unit Identification Code (UMUIC): The Reserve unit to which a SELRES billet is structured and with which the Sailor would involuntarily mobilize.

c. SELRES Billets: Funded and structured billets to which SELRES personnel may be assigned in an IDT status for specific gaining command support and/or mobilization requirements. Procedures for establishing, disestablishing or modifying units/billets can be found on the [COMNAVRESFORCOM \(N13\)](#) Web site.

d. Local Assignment. SELRES assigned to the Reserve unit to which the Sailor's billet is structured; TRUIC equals UMUIC.

e. Cross Assignment. SELRES assigned to a Reserve unit that is different than the unit to which the Sailor's billet is structured; TRUIC does not equal UMUIC.

f. Exact Match Assignment. Sailor's rating, paygrade and Navy enlisted classification (NEC) (Designator, paygrade, and subspecialty (SSP)/AQD for officers) matches the billet requirements exactly.

g. Reserve Functional and Sex (RFAS) Assignment. Sailor's rating, paygrade, or NEC (designator, paygrade, or SSP/AQD for Officer) does not match the billet requirements but the Sailor meets the RFAS code substitution limits. Refer to [RESPERSMAN 1000-010](#).

h. Permanent Drill Site (PDS). The NRA designated as the individual's "normal" drill site. The PDS is referenced as the "administrative" drill site in reference (b). Per reference (c), it is the Sailor's responsibility to fund travel between their home and PDS.

i. Alternate PDS. Per reference (b), if a supported command determines a valid requirement exists for their Reserve unit to drill at a location other than the PDS, the supported command must provide a justification to the NRA. Refer to reference (b) for berthing requirements.

j. Personnel Move Request (PMR). Provides additional assignment flexibility in support of individual or unit requests that cannot be accommodated through the use of Junior Officer (JO) APPLY/Career Management System-Interactive Detailing (CMS-ID). PMRs shall [be submitted via the PMR Tracker on](#) the COMNAVRESFORCOM (N12) SharePoint site.

(1) The supported command OSO shall submit PMRs to COMNAVRESFORCOM (N12) via the PMR Tracker. PMRs will not be accepted from anyone other than the OSO.

(2) PMRs will be adjudicated within 30 calendar days of receipt by COMNAVRESFORCOM (N12).

k. Reserve Assignment Coordinator (RAC). Personnel authorized to make billet selections in CMS-ID.

3. **Eligibility**

a. In order to submit applications for billets either in Reserve Force Manpower Tools (RFMT)/CMS-ID, junior officers and enlisted personnel must be in a pay status, eligible to participate and:

(1) Within 6 months of expiration of Projected Rotation Date (PRD).

(2) In a billet with an expired PRD.

(3) In-Assignment-Processing (IAP) status.

(4) Cross-assigned and interested in applying for a local advertised billet.

Note: TRUIC change requests will be disapproved for Sailors assigned local with RCD waiver;

b. Sailors must be assignable based on their Manpower Availability Status (MAS) or Individual Mobilization Status (IMS) Codes. The list of unassignable MAS/IMS codes can be found on the [COMNAVRESFORCOM \(N12\)](#) SharePoint site or the Reserve Force Manpower Tool (RFMT) homepage.

c. JOs (junior officers (O4 and below)) in non-pay status (IRR-VTU/Active Status Pool (ASP)) are not eligible to apply for a billet assignment. Sailors assigned to the IRR-VTU/ASP must contact their local recruiter to affiliate with the SELRES.

d. Per reference (i), the National Command and Senior Officer Non-Command Billet Screening and Assignment Board (APPLY) is the primary assignment source for Senior Officers (O5/O6) and those applying for command billets.

e. Conflicts of Interest. Sailors may not be assigned to a Reserve billet in which there could be a financial or civilian employment conflict of interest as defined by reference (a). For example, civilian employees of the government may not be assigned to a mobilization billet in the office where they are employed as a civilian. Additionally, any family or marital relationship with other individuals assigned to the unit must not create a conflict of interest. IDT drills cannot be construed as a continuation of the individual's civilian job. Per reference (e), questions pertaining to conflicts of interest should be addressed with OSOs/NRAs, and Sailors should seek the advice of a designated ethics counselor.

f. Security Clearance Requirements

(1) Sailors with known security clearance issues should be assigned an “security clearance issue (AFP)” MAS code. All others may apply for and be assigned to billets that they do not currently hold the required level of security clearance based solely on billet Functional Area Code (FAC). Upon notification of assignment, the Sailor must immediately begin the process to obtain the required security clearance. Failure to obtain the required security clearance, either by not submitting request within 90 days or being denied the clearance, may result in forfeiture of billet and reassignment by COMNAVRESFORCOM (N12).

(2) Some billets require the completion of a counterintelligence-scope polygraph (CSP) examination periodically. The OSO will indicate in JOAPPLY/APPLY/CMS-ID that this is a requirement. If, after selection, a Sailor refuses to take the CSP, it is considered refusal of orders per paragraph 5i. If a Sailor attempts but fails to successfully complete the CSP, the supported command OSO may coordinate reassignment to another billet with approval by COMNAVRESFORCOM (N12).

(3) Security Clearance Issues/Lapses. When a Sailor no longer meets the billet's security clearance requirements, the Sailor's supported command OSO shall request via PMR to have the Sailor placed IAP at current TRUIC, with COMNAVRESFORCOM (N12) approval.

4. **Application Schedule**. The JO and enlisted assignments follow a quarterly (3 month) schedule. There are 4 phases in each quarter:

a. Main Application Phase. This phase provides Sailors an opportunity to submit up to 7 applications for billets available to them based upon exact match or RFAS substitution criteria. Applications may be modified until the application cycle closes. Cross-assigned Sailors may apply for advertised local billets during this phase.

b. Command Rank Phase. This phase allows unit leadership, OSOs, and Program Managers an opportunity to review applicants, provide ranking, and recommendations for consideration by COMNAVRESFORCOM (N12).

c. Main Selection Phase. During this phase, COMNAVRESFORCOM (N12) selects the most qualified individual per current assignment selection policies and priorities outlined in paragraph 5 of this article.

d. Directed Assignment Phase. During this phase, COMNAVRESFORCOM (N12) will direct assign eligible Sailors as specified in [RESPERSMAN 1300-070](#).

5. **Guidelines**

a. The most qualified applicants will be assigned using the following assignment priority:

(1) Local assignment, operational/commissioned unit.

(2) Local assignment, augment unit.

(3) Cross-assignment, operational/commissioned unit.

(4) Cross-assignment, augment unit.

b. Exact matches will be made before RFAS substitutions, when possible.

c. Cross-Assigned and IAP Sailors will be assigned to the nearest TRUIC best suited to provide mobilization readiness training for their rating, when possible. Aviation rated Sailors refer to the [RESPERSMAN 1300-080](#) for specific TRUIC assignment guidance.

d. RCD Waiver. Sailors may elect to be assigned to an NRA outside of their RCD. They are then considered "local" and may perform IDT outside the RCD. Sailors must sign the appropriate [NAVPERS 1070/613, Administrative Remarks](#) entry to remain in their locally assigned billet and are accepting the responsibility for all cost associated with travel from their home of record to the IDT location. Any JOs approved for a RCD waiver who later elects to do

a TRUIC change (not tied to an actual change in home of record) and become cross-assigned will have their PRD truncated so that they are required to apply for a new billet.

e. RFAS Assignment Waivers. Refer to [RESPERSMAN 1000-010](#).

f. PRDs. PRDs serve as the catalyst for rotational distribution and RFMT JOAPPLY/CMS-ID participation eligibility. Tour lengths are as follows:

(1) Locally assigned. 3 years.

(2) Cross-assigned. 2 years.

(3) Commands and designator/ratings/NECs approved for extended PRDs outside these tour lengths are in [RESPERSMAN 1300-080](#).

(4) PRD modifications. Sailors within 6 months of PRD are not eligible for a PRD modification, however, they may reapply for their current billet in CMS-ID/JOAPPLY. Sailors may request a modification when they are within 7 to 9 months of their PRD. PRD modifications that do not meet the previously stated requirements will be disapproved except in the following circumstances:

(a) Unit requested PRD adjustment. For example, Sailor no longer meets billet requirements due to Sailor status/billet change (i.e. advancement, rate/designator conversion).

(b) Sailor requested PRD adjustment. For example, Sailor is interested in applying for a nominative billet that doesn't align with current PRD (generally assigned to billet for no less than 1 year).

(c) Sailor requested PRD adjustment due to mobilization. Refer to [RESPERSMAN 1300-080](#).

g. Effective Date of Assignment. Pay for IDT performed before the effective date of the IDT orders is not authorized. The effective date of assignment will be annotated on the IDT orders. Refer to [RESPERSMAN 1570-010](#) for advance IDT guidance.

h. Cross-Assigned Unit Model. Billets structured to a headquarters unit (i.e. Naval Mobile Construction Battalion (NMCB), Marine Forces Reserve (MARFORRES) Units, Operational Health Support Units (OHSU)) are visible in RFMT JOAPPLY/CMS-ID; however, the detachments are not. When using JOAPPLY/CMS-ID, annotate in the notes section the local Navy Operational Support Center/NRA detachment to which assignment is desired. Once assigned, the Sailor will reflect as a cross-assignment on the detachment Reserve Unit Assignment Document (RUAD).

i. Refusal of Orders. Sailors are required to comply with official orders issued by COMNAVRESFORCOM (N1). Sailors, who refuse or "decline" to execute valid orders, will be transferred to the VTU and will sign a [NAVPERS 1070/613, Administrative Remarks](#) acknowledging their understanding of affected benefits and incentives upon transferring from a

SELRES status. For E1 through E6, annotate on evaluation report with a “Not Recommended for Retention-affiliation/Re-affiliation/Reenlistment.” For E7 and above, document refusal to execute orders in detaching chief evaluation/fitness report. Officers receiving a billet through the APPLY Board shall refer to reference (i) for additional guidance.

j. RUAD Management/Advancements. Supported command OSOs may request via PMR to re-assign Sailors within their unit to different billets in order to improve ‘fit/fill.’ PRDs shall remain unchanged.

k. IDT Orders. Will be generated/maintained in RFMT and approved by COMNAVRESFORCOM (N1).

(1) All SELRES will have an approved set of IDT orders.

(2) RFMT/CMS-ID will be the primary method for billet assignment.

(3) NRAs shall request IDT orders via RFMT for E5 through E9 and junior officer new affiliates. All Officer affiliations processed through a recruiter will need to have an approved Ready Reserve Agreement (NAVPERS 1200/1) and the information shall be entered by the NRA into RMFT to create the initial set of IDT orders. The Career Transition Office (CTO) may request initial IDT orders on the NRA’s behalf. Refer to RESPERSMAN 1300-080 for additional instructions.

(4) After initial orders are approved, RFMT will be utilized by the NRA for TRUIC changes for officers and enlisted Sailors. NRA will conduct the appropriate check-in and check-out transactions in NSIPS. The responsible NRA shall also conduct the gain and loss in RFMT.

(5) Individual Sailors may view/print their IDT orders in RFMT Sailor profile. RFMT command access provides IDT orders visibility of assigned personnel.

6. **Responsibilities**. The following matrix is a combination of functionality and responsibility. Roles that have primary responsibility for assignment actions are indicated by an “X*.”

a. There is no Officer Reserve Assignment Coordinator functionality or responsibility in RFMT.

b. Enlisted SELRES utilize CMS-ID as the primary system for billet assignments.

c. Junior Officers utilize RFMT as the primary system for billet assignment.

d. Officer and Enlisted Sailors shall request assignments to billets they are qualified to fill. Requirements are coded in the billet structure and failure to meet these requirements may result in forfeiture of billet assignment. Failure to maintain required community specific qualifications (e.g. professional licensure or credentials) may result in transfer to non-pay status.

ASSIGNMENT ACTION	CNRFC	OSO/ PRGM MGR	RAC	Ech 4	Ech 5	Ech 6	Sailor	CTO/ NRC	COMMENTS X* Denotes primary responsibility
ADVERTISE BILLETS IN CMS-ID/RFMT	X*								Billet Advertisement for JO and enlisted occur quarterly.
SUBMIT BILLET APPLICATION	X		X		X	X	X*		When eligible for orders the Reservist is primarily responsible for the submission of applications at least once a quarter for billets in CMS-ID/RFMT.
SUBMIT ASSIGNMENT RECOMMENDATIONS		X*				X			Bureau of Medicine and Surgery/Judge Advocate General/SC/SURGEMAIN/MARFORRES recommend assignments to COMNAVRESFORCOM (N12) quarterly. MAIN Phase only.
REVIEW BILLET APPLICATIONS/ MAKE BILLET ASSIGNMENTS	X*		X*						COMNAVRESFORCOM and external RACs adjudicate billet requests in CMS-ID.
CONDUCT DIRECTED ASSIGNMENTS	X*								Directed assignments.
ADJUDICATE PMR	X*								PMR's received during an assignment phase will not be adjudicated until the end of the assignment phase. All PMRs shall be adjudicated within 30 calendar days of receipt.
SUBMIT PMR		X*							
ADJUDICATE TRUIC CHANGE REQUESTS	X*		X*						
SUBMIT TRUIC CHANGE REQUEST	X				X		X*		All TRUIC change requests shall be submitted in RFMT.
SUBMIT PRD MODIFICATION REQUEST IN CMS-ID	X				X		X*		Submission of PRD modification requests are the responsibility of the Reserve Sailor and shall be sent via CMS-ID. PRD modifications can only be submitted during the main application phase.

ASSIGNMENT ACTION	CNRFC	OSO/ PRGM MGR	RAC	Ech 4	Ech 5	Ech 6	Sailor	CTO/ NRC	COMMENTS X* Denotes primary responsibility
SUBMIT PRD EXTENSION REQUESTS FOR JOs		X*							PRD extension request submitted by OSO via PMR when the Sailor is within 7-9 months of their PRD.
SUBMIT PRD EXTENSION FOR MOBILIZED SAILORS					X*	X			NRAs will request via PMR a PRD extension for Sailors who are being mobilized. NRAs will request JO PRD extensions via RFMT for those JOs being mobilized. Length of PRD extension shall be at least 6 months but may be up to 9 months after return from MOB.
PROCESS TRUIC CHANGE IN NSIPS					X*				TRUIC change shall be adjudicated on effective date as stated on the IDT orders. NRA has <u>5 working days</u> of the effective date to process.
PROCESS GAIN/LOSS IN RFMT AND NSIPS					X*				NRA's shall process gain/loss in RFMT and NSIPS <u>within 5 working days</u> .
SUBMIT BILLET RESERVATION / REQUEST	X							X*	Coordinate with Sailor and COMNAVRESFORCOM JO APPLY for billet request. Enlisted use CMS-ID and JOs e-mail: COMNAVRESFORCOM_JOAPPLY@navy.mil.
COORDINATE DIRECT COMMISSION OFFICER (DCO) TRANSITION	X								DCO transition is coordinated with (N7) and (N122).
UPDATE JOB DESCRIPTION IN CMS-ID/RFMT	X	X*	X			X*			COMNAVRESFORCOM can assist with updating job descriptions for Enlisted billets in CMS-ID when encumbered. OSOs and echelon 6 COs are primarily responsible for updating officer job descriptions in RFMT.
SUBMIT REQUEST FOR IDT ORDERS VIA RFMT			X	X	X*				All Officer and enlisted VTU transfers, Junior Officer PRD extensions for mobilization, and Officer recruiting orders
MONITOR WEEKLY PARTICIPATION REPORT		X		X	X*	X*			
REVIEW AND		X		X	X	X*			

COORDINATE RUAD MANAGEMENT									
ASSIGNMENT ACTION	CNRFC	OSO/ PRGM MGR	RAC	Ech 4	Ech 5	Ech 6	Sailor	CTO/ NRC	COMMENTS X* Denotes primary responsibility
MAKE COMMENTS ON APPLICATIONS AND RANK APPLICANTS		X*	X			X*			
UPDATE MAS/IMS CODES					X*				
ACKNOWLEDGE / VALIDATE RFMT / CMS-ID PROFILE ANNUALLY		X					X		To include CMS-ID profile update for enlisted Sailors.
APPROVE TRUIC CHANGE REQUESTS	X								
MAINTAIN RCD WAIVER					X*	X	X		

RESPERSMAN 1300-020

MANAGEMENT OF DRILLING RESERVISTS RESIDING OVERSEAS

Responsible Office	COMNAVRESFORCOM (N12)	Phone:	DSN	262-2261
			COMM	(757) 322-2261
			FAX	(757) 444-7598

References	(a) DoD Instruction 1315.18 (b) COMNAVRESFORINST 4650.1 (c) COMNAVRESFORINST 4000.1E (d) DoD Instruction 1215.06 (e) DODFMR, Volume 7A, Chapter 10
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1. **Purpose.** The Navy Reserve provides drilling opportunities to those Sailors living outside the Continental United States (OCONUS), as defined below. This article addresses the unique issues and policies regarding SELRES and VTU Sailors living OCONUS and for units with an OCONUS drill site. For purposes of this article, the term drilling reservists includes SELRES and VTU Sailors.

2. **Background**

a. Applicable Reserve Sailors.

(1) Drilling reservists who reside overseas. Overseas residences are defined by reference (a) and are upheld in reference (b). For purposes of this article, however, Alaska, Hawaii, Puerto Rico, and Guam are not considered OCONUS due to the presence of NRA at these locations.

(2) Overseas reserve units are reserve units that have a normal drill site at an overseas location. Only drilling reservists who reside overseas are eligible to apply for billets attached to these units. If no local billets are available, assignments will be made in accordance with paragraph 4 of this article.

(a) Continental United States (CONUS) reserve units are reserve units with drill sites in CONUS or Alaska, Hawaii, Puerto Rico, or Guam. SELRES residing overseas may be assigned to a CONUS unit on a limited basis as defined in this article.

3. **Overseas Reserve Units**

a. Navy Operational Support Center (NAVOPSPTCEN) Guam, NAVOPSPTCEN Jacksonville, and NAVOPSPTCEN Tampa are designated as the NAVOPSPTCENs supporting overseas reserve units. Sailors of these units are expected to drill overseas and not locally at the NAVOPSPTCENs. Through experience and established procedures and processes, these NAVOPSPTCENs are best suited to advocate for the overseas drilling reservist who serves in a unique administrative environment.

(1) NAVOPSPTCEN Guam is the supporting NAVOPSPTCEN for drilling reservists residing in the Pacific Command area of responsibility (AOR).

(2) NAVOPSPTCEN Jacksonville is the supporting NAVOPSPTCEN for drilling reservists residing in the European, Southern, Central, and Africa Command AORs.

(3) NAVOPSPTCEN Tampa is the supporting NAVOPSPTCEN for drilling reservists assigned to Special Operations Command.

b. List of units:

NAVOPSPTCEN	UNIT NAME	RUIC	IDT LOCATION
GUAM	NR COMNAVFORKOREA DET O	84229	BUSAN, KR
	NR COMNAVFORJAPAN DET A	55484	YOKOSUKA, JP
	NR COMSEVENTHFLT JAP DET A	84257	
	Any Unit at NAVOPSPTCEN Guam	Various	GUAM
JACKSONVILLE	NR EUROPEAN CMD JAC 0430	84187	RAF Molesworth, GB
	NR CNE-C6F DETACHMENT 130	86912	NAPLES, IT
	NR VTU 3004	3004G	NAPLES, IT
	NR USEUCOM DET 0130	88820	STUTTGART, DE
	NR VTU OUTCONUS EUROPE	88332	STUTTGART, DE
TAMPA	VARIOUS UNITS	--	--

(1) Unit COs/OICs and OSOs shall ensure billets are properly advertised with applicable overseas information, requirements, IDT location, and drill site specifics.

(2) If a supported command determines that a requirement exists for their reserve unit to drill and have berthing at a location other than the normal “administrative” drill site refer to reference (c) for required process.

c. COMNAVRESFORCOM (N12) will consider on a case by case basis exceptions to this policy at the request of OSO.

4. **Assignments for Drilling Reservists Residing Overseas**

a. Governing assignment policies:

(1) Reserve assignments are governed by [RESPERSMAN 1300-010](#), [RESPERSMAN 1300-060](#), and [RESPERSMAN 1300-080](#). These instructions apply to SELRES residing overseas unless specifically addressed in this article.

(2) VTU assignments and associated polices are addressed in [RESPERSMAN 1300-030](#).

(3) For senior officers residing overseas, refer to the current COMNAVRESFORNOTE 5400 and Navy Administrative message for command billet application and assignment procedures/policies via the APPLY process.

(4) For SELRES JOs and SELRES enlisted personnel living overseas, this RESPERSMAN article defines non-command billet application and assignment procedures.

b. Application process for overseas reserve units:

(1) If transitioning from/to an overseas residence, Sailor shall submit a PAR via their unit leadership/OSO to adjust their PRD to ensure eligibility to participate in the next application cycle.

(2) Sailors shall submit applications via CMS-ID or JOAPPLY as applicable.

(3) Overseas SELRES shall only submit applications for advertised billets in overseas reserve units.

(4) Overseas SELRES shall include the country in which they reside to facilitate proper assignment. With oversight from the responsible NRA, the overseas SELRES shall ensure their foreign address is properly updated in NSIPS. Specifically, they shall enter their actual street address in the "foreign" locality screen, in addition to updating their APO or FPO address in the APO or FPO locality screens, respectively.

(5) Application for these billets indicates that the SELRES accepts personal responsibility to travel for all cost incurred in getting to the unit's respective drill site.

c. Billet Assignment:

(1) Every effort will be made to co-locate with their supported command unit whenever possible.

(2) If assignment to a billet is not possible, SELRES will be placed in an IAP status to a unit with an IDT location closest to their overseas address.

(3) Officers assigned to APPLY awarded billets shall be assigned to drill sites in accordance with the annual COMNAVRESFORNOTE 5400.

5. **Inactive Duty Training (IDT) and Annual Training (AT) Obligation**

a. IDT obligation:

(1) Drilling reservists have the same drilling obligations and readiness requirements as a drilling reservist living in CONUS.

(2) Normal IDT shall be performed at the respective overseas unit drill site listed in paragraph 3.

(3) Drilling reservists living overseas who cannot travel to an overseas unit drill site (as listed in paragraph 3) to meet their minimum IDT obligation shall be transferred to the IRR-ASP.

(4) Funded Inactive Duty Training Travel (IDTT) orders are authorized to OCONUS locations for overseas residents within the constraints of reference (b).

(5) For the purposes of funding travel, the Overseas Unit Drill site, as listed in paragraph 3, shall serve as the “normal,” “assigned,” and “administrative” drill site per reference (d).

(6) There is not an entitlement for the overseas SELRES to travel to CONUS via IDTT. Any exceptions are at the discretion of the OSO.

(7) Per reference (d), no IDT is authorized in imminent danger areas. A list of imminent danger areas may be found in reference (e).

(8) Unit COs/OICs and supported command OSOs shall consider the following when approving Sailors’ request to drill at another location not considered their “normal” drill site.

(a) Conflict of interest. Conflicts of interest may arise between civilian employers and Sailors with regard to their Navy Reserve billet. Conflict of interest is specifically addressed in [RESPERSMAN 1300-010](#) and appropriate action must be taken to resolve any conflicts.

(b) National Sovereignty. Foreign nations may prohibit military activities in their country without express consent of the host government.

(c) Country Clearance. Drilling Reservists shall consult the Department of State travel advisories and the Department of Defense Foreign Clearance Guide and must comply with applicable clearance requirements.

b. AT obligation:

(1) Reservists residing OCONUS will not perform AT/Active Duty for Training (ADT) in the United States if travel costs are involved.

(2) OSOs may submit policy exceptions to COMNAVRESFORCOM (N3) on a case by-case basis when:

(a) Required for mobilization readiness training; or

(b) Military exercises require SELRES critical participants.

RESPERSMAN 1300-030

VOLUNTARY TRAINING UNITS

Responsible Office	COMNAVRESFORCOM (N12)	Phone:	DSN	262-2261
			COMM	(757) 322-2261
			FAX	(757) 444-7598

References	(a) RESPERSMAN 1001-010 (b) DoDI 1215.13 (c) RESPERSMAN 1570-020
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1. **Voluntary Training Units (VTUs)**. Unique to the Navy Reserve, VTUs are a subset of the Individual Ready Reserve and provide qualified Sailors the opportunity to drill in a non-pay status at their local Navy Reserve Activity (NRA) for retirement point credit.

a. The NRA commanding officer (CO) is the reporting senior for the VTU. The CO may delegate this authority in writing to an officer assigned to the VTU.

b. VTU Sailors must maintain satisfactory Inactive Duty Training (IDT) participation requirements per references (a) and (b).

(1) VTU Sailors who fail to perform regularly scheduled IDT periods are subject to the same policies as those Selected Reserve Sailors who miss paid IDT periods. Accumulation of more than the allocated unauthorized absences or authorized absences per references (a) and (c) will result in transfer to the Individual Ready Reserve-Active Status Pool (IRR-ASP) or administrative separation.

(2) VTU Sailors may perform funeral honors duty (FHD) in accordance with reference (c). It is not intended for Sailors assigned to the VTU to only perform FHD; regular IDT participation is also required. Sailors who are only interested in performing FHD may do so as members of the IRR-ASP.

c. VTU Sailors may request Active Duty Training or Active Duty for Special Work orders if/when funding is available and appropriate training opportunities exist.

d. NRA COs shall determine the best use of VTU Sailors to maximize real and meaningful work in support of the needs of the Navy. NRA COs shall task VTU Sailors to fulfill local support roles or to provide operational support to other active commands. The fulfillment of local support roles may include, but is not limited to, participating with organizations, such as: the Navy Reserve Officer Training Corps, Navy Junior Reserve Officers Training Corps, Naval Sea Cadet Corps, Naval Academy Information Program, Campaign Drug Free, and the Navy Reserve Support Element programs.

2. VTU Assignment Process

a. Sailors assigned to the IRR-ASP may be considered for assignment to a VTU. Sailors must meet medical retention standards and be screened for eligibility and approved by Navy Personnel Command (PERS-911/913). Refer to RESPERSMAN 1100-050 for ASP to VTU affiliation procedures.

b. COMNAVRESFORCOM (N12) normally assigns Sailors to a VTU attached to the NRA closest to their residence.

(1) If the NRA is greater than 50 miles away, then berthing will be provided by the NRA.

(2) If the NRA is greater than 100 miles away, then the Sailor must sign a [NAVPERS 1070/613, Administrative Remarks](#) acknowledging that they freely accept commuting this distance or the Sailor will be transferred to the IRR-ASP.

c. If the Sailor desires to be assigned to an alternate VTU (for professional or personal reasons), the Sailor must sign a [NAVPERS 1070/613, Administrative Remarks](#) acknowledging the following:

(1) If the alternate NRA is greater than 50 miles away and there is another NRA less than 50 miles away, the Sailor must acknowledge that berthing will not be provided.

(2) If the alternate NRA is greater than 100 miles away and there is another NRA less than 100 miles, the Sailor must acknowledge they freely accept commuting this distance.

3. Benefits and Incentives

a. NRA COs shall ensure:

(1) Sailors transferring from a Selected Reserve (SELRES) status receive counseling regarding their affected benefits and incentives.

(2) Sailors sign a [NAVPERS 1070/613, Administrative Remarks](#) acknowledging their understanding of affected benefits and incentives prior to transferring from SELRES status.

(3) Sailors assigned to the VTU are automatically covered under Servicemembers' Group Life Insurance (SGLI)/Family SGLI (FSGLI), as applicable. Because there is no IDT pay from which to deduct SGLI/FSGLI premiums, VTU Sailors must remit premium payments directly to Defense Finance and Accounting Services or decline coverage by completing SGLV 8286, Servicemembers' Group Life Insurance Election and Certificate.

(a) Failure to decline coverage or pay premiums will result in a debt to the United States Treasury for which the member is liable. Failure to pay this debt may negatively affect a member's credit and may result in further administrative action.

RESPERSMAN 1300-040

OPERATIONAL SUPPORT UNITS

Responsible Office	COMNAVRESFORCOM (N12)	Phone:	DSN	262-2261
			COMM	(757) 322-2261
			FAX	(757) 444-7598

References	(a) COMNAVRESFORNOTE 1001 (b) RESPERSMAN 1300-060 (c) BUPERSINST 1610.10D (d) COMNAVRESFORNOTE 5400
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1. **Operational Support Units (OSUs)**. OSUs shall be used to provide training as well as individual and mobilization readiness support for cross-assigned out (CAO) personnel, per reference (b), and those in an In Assignment Processing (IAP) status who are not able to receive required training from other local units.

a. OSUs have no mobilization billets. Therefore, Training Reserve Unit Identification Code (TRUIC) assignments to OSUs are typically made only when there are no other TRUIC assignment options.

2. **Reporting Senior**. Depending on the local Navy Operational Support Center (NAVOPSPTCEN) Selected Reserve population, an OSU may have an Assistant Officer-In-Charge (AOIC) billet designated. The Navy Reserve activity (NRA) commanding officer (CO) is the reporting senior for the OSU AOIC.

a. In accordance with reference (c), Lieutenant Commanders (O4) assigned to the AOIC billet will be the reporting senior for E9 and below personnel assigned. Lieutenants (O3) assigned to the AOIC billet will be the reporting senior for E4 and below personnel assigned. The NRA CO will be the reporting senior for all officers in the OSU, for all E5 and above personnel in the unit if the AOIC is an O3, and for all personnel for an OSU that does not have a designated AOIC billet.

b. AOIC billets will be assigned via JOAPPLY. All AOIC billet assignments will be considered local assignments for drilling purposes. AOIC billet applicants living out of a reasonable community distance (RCD) must sign an RCD waiver.

3. **Senior Enlisted Leader (SEL)**. Depending on the local NAVOPSPTCEN selected Reserve population, an OSU may have an SEL billet designated. OSU SEL billets will be assigned via Career Management System – Interactive Detailing (CMS-ID). If the OSU does not have an assigned SEL billet, the NRA CO, in coordination with the delegated AOIC, should designate the most qualified senior enlisted Sailor to be the SEL.

4. **Responsibilities**

a. COMNAVRESFORCOM (N1) shall:

(1) Implement a four-year weighted average algorithm to determine the minimum OSU population warranting OSU AOIC and/or SEL billet(s). The algorithm will give 40% weight to the current year (CY) OSU population, 30% weight to the CY-1 population, 20% weight to the CY-2 population and 10% weight to the CY-3 population. The resulting 4-year weighted average OSU population will be divided into three categories: (1) AOIC & SEL assigned if OSU population is greater than 70, (2) only SEL assigned if OSU population is between 60 and 70, and (3) no AOIC or SEL assigned if OSU population is less than 60. This algorithm and resulting billet distribution shall be reviewed at least every three years.

(2) Structure administrative billets to support OSU, AOIC, and SEL billet requirements.

(3) Assign eligible Sailors to OSU, AOIC, and SEL billets in JOAPPLY and CMS-ID.

b. NRA CO shall:

(1) Act as the Operational Support Officer for the OSU leadership and assigned IAP personnel.

(2) Provide direction, guidance, and support to the OSU leadership as necessary.

(3) Coordinate with other Reserve Unit COs and OSU, AOIC or SEL to transfer eligible cross-assigned and IAP Sailors from the OSU to Reserve Units containing billets with similar rate/Navy enlisted classification (NEC) /designator requirements to the rate/NEC/designator of the Sailor. The goal is to reduce the population of the OSU to the greatest extent possible.

(a) The mission of Reserve Units must be considered when increasing their cross-assigned out (CAO) and in-assignment processing (IAP) populations. CAO and IAP Sailor placement in operational/commissioned units [see reference (d) for a full list] shall be minimized, unless specifically requested by the Unit CO/OIC. For augment unit placement, a 125% capacity restriction shall be used to minimize unfair administrative requirements to any particular Reserve Unit. The Reserve Unit's population of CAO, IAP, and locally-assigned Sailors should not exceed 125% of the total number of authorized billets for that unit. The following equation illustrates this capacity restriction:

$$CAO + IAP + Local Sailors < (Unit's Billets \times 1.25)$$

(b) If Reserve Unit CO's are willing to accept more than 125% capacity, then the supported NAVOPSPTCEN may exceed the 125% Unit capacity by assigning more CAO/IAP Sailors, with a signed memo from the affected Unit CO, solidifying this agreement. This memo is valid until the Reserve Unit CO transfers or withdraws support in writing, whichever occurs first.

c. OSU, AOIC shall:

(1) Be responsible for the administration and training of all OSU Sailors.

(2) Closely manage the OSU, while building relationships and working directly with the NRA leadership and staff, OSU SEL, and other Reserve unit leadership to maximize professional training opportunities for OSU Sailors.

(3) Engage with the unit mobilization unit identification code (UMUIC) leadership of the OSU CAO Sailors to ensure expectations are being met per reference (b).

(4) Ensure OSU officers and enlisted Sailors are trained on Navy Reserve systems (e.g. Career Management System-Interactive Detailing, Junior Officer APPLY, APPLY, Navy Reserve Order Writing System, Defense Travel System, Navy Reserve Manpower Management System), and assist OSU Sailors in researching and applying for billets.

(5) Assist the NRA CO in reducing or limiting the population of the OSU (refer to paragraph 4.b.3 above). For example, if an IAP Sailor is eligible for a vacant billet within the NRA, encourage the Sailor to apply for the vacant billet, and immediately coordinate a TRUIC change into the associated unit. Seek units within one's NRA that would best suit the skills of assigned CAO Sailors, and coordinate TRUIC changes into those units.

(6) Assist IAP Sailors in researching and securing AT/ADT opportunities.

(7) Mentor junior officers and enlisted Sailors on reserve career management.

5. **IDTT**. IDTT orders and funding are available to allow CAO personnel to travel to their supported commands and/or UMUIC when appropriate, per reference (a). For further information on the process, refer to reference (b).

RESPERSMAN 1300-050

ADMINISTRATIVE PROCESSING UNIT

Responsible Office	COMNAVRESFORCOM (N12)	Phone:	DSN	262-2261
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Reference	(a) MILPERSMAN 1611-020
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1. **Administrative Processing Unit (APU)**. The APU is appropriate for the temporary assignment of Sailors who are undergoing administrative or medical separation proceedings.

a. Sailors in the following categories will be transferred to the APU:

(1) Sailors identified by Navy Personnel Command as Physical Risk Classification “Not Physically Qualified – Retention Not Recommended (NPQ-RNR)” as a result of a Medical Retention Review or Line of Duty who have a case submitted to the Physical Evaluation Board (PEB). Sailors will be retained in their unit until the case has been submitted to the PEB.

(2) Officers who have been ordered to show cause by Commander, Navy Personnel Command (PERS-8).

(3) Reserve Unit Commanding Officers (COs)/Officers-in-Charge who have been administratively reassigned “for cause” in accordance with reference (a).

b. Sailors in the following categories will NOT be transferred to the APU:

(1) Sailors assigned to the Voluntary Training Unit (VTU).

(2) Sailors undergoing administrative action that could result in separation (e.g., positive urinalysis, multiple Physical Fitness Assessment failures, unsatisfactory performance, Non-Judicial Punishment, unsatisfactory participation or court-martial) will normally remain in their assigned unit pending resolution of their case and assign appropriate MAS code in NSIPS by the NRA per [RESPERSMAN 3060-010](#).

(3) Sailors undergoing a Medical Retention Review shall remain in their assigned unit in either a drilling or non-drilling status per [RESPERSMAN 6000-010](#), and shall not normally be transferred to another unit.

c. The Navy Reserve Activity (NRA) CO is the reporting senior for Sailors of the APU.

d. The NRA CO will ensure all Sailors assigned to the APU sign a [NAVPERS 1070/613, Administrative Remarks](#) acknowledging assignment to the APU.

e. APUs do not have mobilization billets. Personnel will be assigned to these units in an In Assignment Processing status. The NRA shall assign applicable Manpower Availability Status codes per [RESPERSMAN 3060-010](#).

f. Sailors assigned to the APU are authorized to drill until final disposition of their case with the exception of personnel identified as PRC “NPQ-RNR.” NRAs are required to adjudicate inactive duty training periods for PRC “NPQ-RNR” Sailors as Authorized Absences monthly.

(1) Sailors identified as PRC “NPQ-RNR” may continue their Servicemembers’ Group Life Insurance (SGLI) and Family Servicemembers’ Group Life Insurance (FSGLI) while assigned to the APU with the understanding that they will be required to remit premiums directly to Defense Finance and Accounting Services.

(2) An SGLV 8286, Servicemembers’ Group Life Insurance Election and Certificate or SGLV 8286A, Spouse Coverage Election and Certificate must be completed every time a Sailor elects lesser coverage, declines coverage or changes the designation of a beneficiary.

g. Enlisted Sailors assigned to the APU who reach their High Year Tenure (HYT) limit shall be transferred to the VTU pending disposition of their case. NRA CO shall ensure HYT Sailors sign a [NAVPERS 1070/613, Administrative Remarks](#) acknowledging loss of benefits and incentives upon leaving Selected Reserve status.

h. O5 and O6 Officers assigned to the APU who fail to select for an APPLY Board billet will be transferred to the VTU pending disposition of their case. NRA CO shall ensure officers sign a [NAVPERS 1070/613, Administrative Remarks](#) acknowledging loss of benefits and incentives upon leaving Selected Reserve status.

i. The NRA CO shall monitor the status of pending adjudications and ensure proper assignment requests/applications are submitted in a timely manner. Sailors assigned to the APU who are cleared to return to a billet/unit shall be reassigned through the billet assignment processes outlined in [RESPERSMAN 1300-010](#). NRA CO may request new TRUIC assignment via Reserve Force Manpower Tools (RFMT) prior to billet selection .

RESPERSMAN 1300-060

CROSS-ASSIGNMENTS

Responsible Office	COMNAVRESFORCOM (N12)	Phone:	DSN	262-2261
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			FAX	(757) 444-7598

References	(a) DoD Instruction 1215.13 (b) BUPERSINST 1610.10D (c) COMNAVRESFORNOTE 1001
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1. **Policy.** The goal of COMNAVRESFORCOM (N12) is to maximize local billet fills. A local billet is defined as one within a reasonable commuting distance, 100 miles per reference (a). When a local billet is not available, Sailors will be assigned to billets at other NRAs to meet mobilization requirements across the Navy Reserve Force. This is referred to as a cross-assignment.

2. **Cross-Assignments.** Cross-Assignments are used to fill billets with Sailors residing in non-fleet concentration areas and reduce the number of personnel in an IAP status.

3. **Cross-Assigned Sailors.** A Cross-Assigned (CA) Sailor is Cross-Assigned Out (CAO) from the local TRUIC unit and Cross-Assigned In (CAI) to the UMUIC unit where the mobilization billet resides. Therefore, CA Sailors have two chains of command – the administrative (via the TRUIC) and the operational (via the UMUIC). Effective management of CA Sailors requires constant and proactive communications.

4. **Cross-Assignment Guidelines.** COMNAVRESFORCOM (N12) considers the following when determining the appropriate TRUIC to which a CA Sailor should be assigned:

a. Cross-Assignments will be made between similar units and/or within Reserve programs to the greatest extent possible (i.e. Special Warfare Forces, Naval Construction Forces, Bureau of Medicine). Sailors will be Cross-Assigned using the following assignment priority:

(1) CA Sailors will be assigned to a local unit that is best suited to provide mobilization readiness training for assigned billet; or

(2) CA Sailors will be assigned to the local Operational Support Unit (OSU) attached to the NRA closest to member’s home of record.

b. Cross-Assignments are not authorized for Senior Officers (O5/O6) and JO awarded billets through the annual Commander, Navy Reserve Force National Command and Senior Officer (O5/O6) APPLY unless otherwise directed by COMNAVRESFORCOM (N12).

c. Refer to [RESPERSMAN 1300-020](#) for assignment of drilling Reserve Sailors residing overseas.

5. **Cross-Assignment Vesting and Reassignment Policy.** A Cross Assigned Sailor becomes vested in their assigned billet 6 months after the IDT orders effective date.

a. Sailors in the following status are eligible to displace a non-vested Cross Assigned-In Sailor for a local assignment:

(1) Cross Assigned-Out

(2) IAP

b. Unit leadership will submit a PAR to the billet OSO for endorsement prior to sending to COMNAVRESFORCOM (N12). The OSO of the cross assigned Sailor removed shall recommend an exact or RFAS fit billet assignment with similar Reserve Program Code (RPC) within their AOR and; if no RFAS fit billet is available, COMNAVRESFORCOM (N12) will determine assignment for the Sailors who have been displaced.

6. **Local Assignment Opportunities for Cross-Assigned Personnel.** CA Sailors with tenure remaining in their current billet may submit applications via CMS-ID/JOAPPLY for local vacant billets. Reference [RESPERSMAN 1300-010](#) for specific guidance.

a. CA Sailors shall inform their chain of command of their intention to apply for local billet.

(1) JOs shall use the 'Local Assignment Request' functionality in JOAPPLY during the 'application phase' of the assignment cycle to submit applications for local vacant billets.

7. **Responsibilities**

a. COMNAVRESFORCOM (N12) shall:

(1) Establish, promulgate, and reinforce CA policies, training material and business rules, as required.

(2) Make cross-assignments that enhance mobilization readiness.

(3) Review and process PARs that request removal of CA Sailors prior to vesting period for local Sailors. Coordinate with affected UMUIC COs/OICs, and OSOs.

b. Navy Supported Commands/OSOs should:

(1) Communicate supported command mission and operational requirements with COMNAVRESFORCOM (N12) and UMUIC COs/OICs.

(2) Understand Cross-Assignment policies and the associated IDTT processes.

(3) Review and budget for IDTT funding requirements for CA Sailors based on Operational Support Plan (OSPLAN), as required.

(4) Facilitate communication between UMUIC and TRUIC CO as it pertains to the Cross Assigned Sailor.

c. Echelon 4 commands shall:

(1) Promulgate, train, enforce, and advise NRAs on all Cross-Assignment policies, practices, and business rules.

(2) Manage regional IDTT funding in accordance with COMNAVRESFORCOM (N3) directives and/or guidance.

(3) Serve as mediator for unresolved matters regarding Cross-Assignment policies, CA Sailors, and related assignments.

(4) Provide assistance in the sharing of contact data for CA Sailors and unit COs/OICs.

d. NRA COs shall:

(1) Promulgate, train, enforce, and advise units on all Cross-Assignment policies, practices, and business rules.

(2) Facilitate communication between UMUIC and TRUIC CO as it pertains to the Cross Assigned Sailor.

(3) Ensure units and Sailors are aware of Cross-Assignment roles and responsibilities and capitalize on all training opportunities to ensure Sailors are well informed and educated (i.e. INDOC, unit in the spotlight).

(4) Ensure TRUIC COs/OICs coordinate with UMUIC COs/OICs to include AT requirements for CA Sailors in their operational support plan.

(5) Ensure staff assists units and CA Sailors in identifying and submitting applications for local assignment opportunities using CMS-ID/JOAPPLY.

(6) Assist in the facilitation and support of all communications between CA Sailors, UMUIC, TRUIC, and echelon 4 leadership.

(7) Ensure staff does not fund approve AT applications (for CAO personnel) without prior-coordination with the UMUIC CO/OIC or designated representative.

e. UMUIC COs/OICs or designated representative(s) shall:

(1) Train, educate, and enforce policies and procedures that govern Cross-Assignments.

(2) Identify CAI Sailors and initiate contact no later than 30 days after the assignment to unit. Manage/maintain contact at least quarterly throughout their tenure. Communication expectations should be defined and discussed during first contact.

(3) Inform CAI Sailor being displaced prior to submission of PAR in support of reassignment that accommodates the assignment of a local Sailor in an IAP status.

(4) Serve as operational control (OPCON) for CAI Sailors and outline OPCON expectations. These expectations should include, but are not limited to, coordinating and assisting in the execution of quarterly/annual individual training plans (ITP) and AT/Active Duty for Training (ADT)/IDT/IDTT opportunities.

(5) Approve/disapprove AT/ADT orders applications in NROWS.

(6) Include IDTT input for CAI Sailors in budget planning, as required.

(7) Complete fitness reports/evaluations (FITREP/EVAL) in accordance with reference (b).

(8) Ensure billet/command comments and unit contact information in CMS-ID and JOAPPLY is updated at least annually.

f. TRUIC COs/OICs or designate representative(s) shall:

(1) Train, educate, and enforce policies and procedures that govern Cross-Assignments.

(2) Identify CAO Sailors and ensure they have been contacted by UMUIC within 30 days of their assignment. If initial contact has not been made within timeframe, assist CAO Sailors in obtaining UMUIC leadership information in order to establish and maintain communications at least quarterly throughout tenure.

(3) Serve as the administrative control (ADCON) for CAO Sailors and outline ADCON expectations, maintaining administrative, and mobilization readiness (i.e. PFA/PHA, medical/dental and advancement exams).

(4) Complete fitness reports/evaluations (FITREP/EVAL) in accordance with reference (b).

(5) Support CAO Sailors in the scheduling and performance of active duty and IDT with UMUIC and/or Supported Command.

g. NRA and Unit Career Counselors shall:

(1) Train, educate, and advise on policies, procedures, and systems that govern Cross-Assignments.

(2) Coordinate with NRA staff and CCC in providing direction, guidance, and support to unit leadership to assist in the management of their CA Sailors.

(3) Assist with facilitating communications between UMUIC/TRUIC leadership and CA Sailors.

(4) Assist CA Sailors in identifying local assignment opportunities; assist in researching and submitting applications for local assignments, using CMS-ID/JOAPPLY.

h. CA Sailor shall:

(1) Understand policies, procedures, and systems (CMS-ID/JOAPPLY) that govern Cross-Assignments.

(2) Communicate with UMUIC leadership within 30 days of assignment. Assistance in locating UMUIC information should be obtained from TRUIC/NRA leadership.

(3) Maintain at least quarterly communications with UMUIC leadership or more frequent as defined by UMUIC's communication expectations during initial contact.

(4) Comply with Supported Command requirements as defined/outlined by OSO and/or UMUIC CO/OIC (i.e. security clearances, computer access).

(5) Complete all Navy administrative and readiness requirements (i.e. PFA/PHA, medical/dental, advancement exam) with TRUIC.

(6) Coordinate IDT periods and AT/ADT/IDTT orders with TRUIC and UMUIC leadership.

(7) Search for local assignment opportunities, if desired. Ensure both UMUIC/TRUIC chains of command are aware of intentions to apply for local billets before submission. Submit applications for local assignments, using CMS-ID/JOAPPLY.

(8) Provide and submit EVAL/FITREP inputs to TRUIC/UMUIC chains of command.

8. **Program Coordination.** Proactive and continuous coordination and communications are not only expected, but required, in order to support unit mission requirements/readiness, ensure CA Sailors are properly supported and ensure that cross-assignment expectations are being met. Successful communications require coordinated, cross-functional teamwork in order to mitigate challenges associated with different geographic areas/regions, schedules, and operational tempo.

a. The Navy Reserve Readiness Module (NRRM) is a source for Reserve unit leadership to obtain contact information pertaining to their CAI Sailors and other Reserve unit COs/OICs. The NRRM homepage can be accessed through the “Applications” drop-down tab on the COMNAVRRESFORCOM Navy Reserve Homeport (NRH) site.

b. UMUIC CO to CA Sailors Coordination: UMUIC COs/OICs shall contact TRUIC CO for issues pertaining to Cross Assigned Sailors.

c. UMUIC/TRUIC Leadership Coordination: COs/OICs shall assist their CA Sailors in obtaining contact information (i.e. NRRM, RFMT, CMS-ID, NRH, NRA engagement).

(1) CA Sailors coordinate with TRUIC leadership to identify the UMUIC that is associated with their assigned billet.

(2) Coordinate with TRUIC NRA staff to identify the NRA to which the UMUIC is assigned. Contact appropriate NRA for UMUIC unit leadership information.

9. **Reporting Senior**

a. The TRUIC CO/OIC is responsible for submitting FITREPS/EVALS on all assigned local, IAP, and CAO Sailors. The UMUIC CO is highly encouraged to provide performance information/inputs to the TRUIC CO for consideration in FITREPs/EVALs for CAI Sailors. Performance Information Memorandums (PIM) and use of concurrent reports are also authorized and encouraged, as outlined in reference (b).

b. Commanding Officers of Commissioned (Operational) units are the Reporting Seniors for all assigned personnel to include cross-assigned Sailors.

10. **Annual Training**. UMUIC CO’s shall coordinate their AT periods for CA Sailors.

a. The UMUIC is the approval authority for CAI Sailors’ AT orders.

b. The TRUIC NRA is the AT fund approver for CAO Sailors and shall not circumvent unit approval of AT in NROWS without prior approval from the UMUIC CO or designated representative.

11. **Inactive Duty Training**. CA Sailors and affected chains of command are required to coordinate IDT periods as necessary to support the mission of the UMUIC and/or supported command.

12. **Inactive Duty Training Travel (IDTT)**. CA Sailors and affected chains of command are required to coordinate IDTT as necessary to support the mission of the UMUIC and/or Supported Command. Refer to the annual Force Execution Guidance, reference (c), for further IDTT guidance.

RESPERSMAN 1300-070

DIRECTED ASSIGNMENTS

Responsible Office	COMNAVRESFORCOM (N12)	Phone:	DSN COMM FAX	262-2261 (757) 322-2261 (757) 444-7598
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References	(a) RESPERSMAN 1300-010 (b) OPNAVINST 1000.16L (c) COMNAVRESFORINST 4000.1E (d) BUPERSINST 1001.39F (e) DODI 1215.13 (f) COMNAVRESFORNOTE 5400 (g) BUPERSINST 1610.10D (h) MILPERSMAN 1910-158
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1. **Purpose.** To issue guidance and procedure, per references (a) through (h), for the execution of directed assignments. The goal is maximizing Sailor participation in the assignment process to match Sailor's assignment preferences and the needs of the Navy Reserve.

a. JO and Enlisted Personnel:

(1) If assignable, shall participate in Junior Officer Assignment in Reserve Force Manpower Tools (RFMT) and Career Management System-Interactive Detailing (CMS-ID) quarterly as specified in [RESPERSMAN 1300-010](#).

(2) If transitioning from an unassignable to assignable status after the start of the Main Application Phase (first month of each quarter), Sailors shall participate in CMS-ID or Junior Officer Assignment in RFMT

b. Directed Assignments achieve the following objective:

(1) Qualification and training of junior personnel (E-4 and below).

(2) Maximize fill rates to valid, funded Navy Requirements.

(3) Promote participation in the assignment process in order to place qualified Sailors into billets.

2. **Definitions**

a. Expired Projected Rotation Date (PRD) Duration. The number of days a Sailor remains in a billet beyond their assigned PRD.

b. In-Assignment Processing (IAP) Duration. The number of days a Sailor is in an IAP status. A Sailor can become IAP as early as three months prior to their PRD if another Sailor is awarded the billet during a Main selection phase.

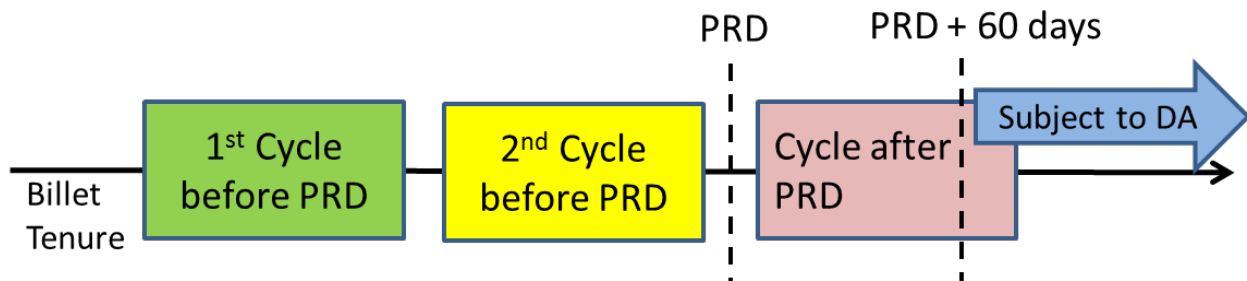
c. Minimum Participation. Over two quarterly assignment cycles, Sailor selects at least one billet and submits an application in CMS-ID or Junior Officer Assignment in RFMT.

3. Eligibility

a. Sailors must be assignment eligible per [RESPERSMAN 1300-010](#) paragraph 3.

b. All E-4 and below Sailors' initial billet assignment will be determined by COMNAVRESFORCOM (N12).

c. For E-5 and above Sailors, each Sailor is authorized to apply for eligible billets two cycles prior to the Sailor's PRD. Sailors are required to apply for eligible billets the cycle after PRD expiration. Failure to participate in the assignment process, to receive a requested billet assignment 60 days after expiration of one's Projected Rotation Date (PRD), or if In-Assignment Processing (IAP) status for at least 60 days will result in directed assignment. Below is a depiction of the assignment timeline.



4. Exceptions

a. COMNAVRESFORCOM (N12) may authorize personnel in the categories listed below to be excluded from directed assignment:

(1) All E1-E4 and O1-O2.

(2) Enlisted with a change-of-rate/Prior Service Reenlistment Eligibility-Reserve (PRISE-R) conversion pending.

(3) Sailors with unassignable MAS/IMS codes.

(4) Sailor with OCONUS Home of Record. Refer to [RESPERSMAN 1300-020](#) for more information/guidance.

5. **Execution**. The directed assignment phase is integrated into the CMS-ID/Junior Officer Assignment quarterly schedule which is posted on the RFMT and CMS-ID websites.

a. **Weekly Participation Report**. At the beginning of each quarter, the list of all assignment eligible Sailors will be posted to the [COMNAVRESFORCOM \(N12\)](#) SharePoint site. An updated report will be posted weekly during the Main Application Phase. This Report provides real-time participation status for Enlisted and Officers respectively.

b. **Directed assignments to Billets**

(1) Directed assignment slating occurs after the Main Assignment Phase selections.

(2) Orders issued for directed assignments will be effective 30 days from the end of the current quarterly cycle. PRDs will align with main phase application orders.

(a) Example: A Sailor directed to an assignment in March 2016 will have orders effective 1 May 2016 with a 31 March 2018/2019 PRD.

6. **Responsibilities**

a. COMNAVRESFORCOM (N1) shall:

(1) Update and post the participation report weekly during the Main Application Phase. Report will be posted on the [COMNAVRESFORCOM \(N12\)](#) homepage.

(2) Issue Inactive Duty Training (IDT) orders for directed assignments.

b. Echelon IV shall:

(1) Ensure Navy Reserve Activity (NRA) review of the participation report.

(2) Ensure all orders are executed within 5 working days of the order effective date. The effective date of the transfer in NSIPS shall be effective the date that is stated on the IDT orders.

c. NRA shall:

(1) Utilize the weekly participation report to identify Sailors who are not meeting minimum participation requirements.

(2) Engage with Navy Reserve Unit Leadership to maximize assignment eligible Sailors' participation in the application phase.

(3) Execute all orders within 5 working days of the effective date stated on the IDT orders in NSIPS. The effective date of the transfer in NSIPS shall be the effective date that is stated on the IDT orders.

d. Navy Reserve Unit shall:

(1) Monitor the weekly participation report in order to ensure Sailor meets the minimum participation requirements.

(2) Inform the NRA of any issues that prevented the Sailor from participating in the Main Application Phase.

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.

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.

RESPERSMAN 1500-010

CORRESPONDENCE COURSES

Responsible Office	COMNAVRESFORCOM (N11)	Phone: DSN	262-2651
		COMM	(757) 322-2651
		FAX	(757) 444-7598
	COMNAVRESFORCOM (N7)	DSN	262-6595
		COMM	(757) 322-6595
		FAX	(757) 444-1061

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.

RESPERSMAN 1534-010

STRATEGIC SEALIFT OFFICER PROGRAM

Responsible Office	COMNAVRESFORCOM (N14)	Phone: DSN	262-2613
		COMM	(800) 535-2580
		FAX	(757) 444-7598

References	(a) OPNAVINST 1534.1D (b) Merchant Marine Act, 1936, Title XIII (c) CNSTCINST 1533.2 ROD (d) BUPERSINST 1001.39F (e) COMNAVRESFOR NORFOLK VA 081849Z AUG 11 (f) BUPERSINST 1610.10D (g) OPNAVINST 6110.1J
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1. **Purpose.** To issue information and amplifying guidance under reference (a) for the training and administration of Navy Reserve officers in the Strategic Sealift Officer Program (SSOP).

2. **Background.** The SSOP is significantly different from other Navy Reserve programs. The program consists only of officers, all of whom are required to maintain U.S. Coast Guard (USCG) Unlimited Tonnage and Horsepower Oceans Merchant Mariner Credentials (MMC) as a licensed Deck or Engineering Officer, and allows these officers to actively participate through either the Individual Ready Reserve (IRR) in the Strategic Sealift Readiness Group (SSRG) or the Selected Reserve. Program policy, organization and responsibilities are provided in reference (a).

3. **Mission.** To manage, support and train Strategic Sealift Officers (SSO) in the Navy Reserve pursuant to reference (b).

4. **Organization.** The SSOP is organized pursuant to reference (a).

5. **Training and Administrative Procedures for the SSOP**

a. In addition to the procedures in reference (a), the following training and administrative guidelines apply based on the Reserve status of the program under which an individual is affiliated.

(1) Midshipman. The SSO, U.S. Navy Reserve (USNR) midshipman program is directed by Navy Education and Training Command (NETC). Program administration, eligibility, participation requirements and training are conducted per reference (c).

(2) IRR. Commander, Navy Reserve Forces Command (CNRFC) (N14) administers the SSRG. Both the SSRG and the SSO Program Office (CNRFC (N14)) are established to meet the unique training and administrative requirements of seagoing civilian employment. The SSO Program Office acts as a virtual Navy Operational Support Center (NOSC), serving as the exclusive manager for all SSRG officer training, administration, and compliance requirements.

(3) Selected Reserve. SSOs in a drilling status are administered per reference (d).

b. The training and administrative procedures for individuals in the SSOP are covered in the references and amplified by information on the CNRFC (N14) Navy Reserve Homeport, https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/default.aspx.

6. Program Support

a. SSO Program Office. The SSO Program Office, CNRFC (N14), is responsible for the training and administration of all SSOs. These responsibilities include, but are not limited to, directing and executing Active Duty for Training (ADT), adjudicating ADT waivers, managing ADT and tuition budgets for the SSRG, coordinating accessions into the Selected Reserve with Commander, Navy Recruiting Command (COMNAVCRUITCOM), soliciting and recommending officers for selection via the APPLY board, directing and monitoring individual participation, direct coordination with Navy Personnel Command (NAVPERSCOM) on record maintenance and retirement points, coordination with Naval Service Training Command (NSTC) (at the maritime academies), managing the mentoring program, liaising with the maritime industry and serving as the Navy's subject matter expert for merchant mariner licensure and civilian training requirements.

b. Administration of SSOs by CNRFC (N14) is indirect. Communications are completed remotely using the internet, phone, fax, e-mail and mail. This structure is tailored to accommodate the scheduling needs of sailing merchant mariners and the disparate geographic distribution of the membership. The SSO Program Manager (PM) maintains direct and frequent contact with supported command(s), Deputy Chief of Naval Operations (DCNO) (N42), Commander, Military Sealift Command (COMSC), and the National Shipping Authority/U.S. Maritime Administration (MARAD) on training and support requirements. The program office can be contacted as follows:

Commander,
Navy Reserve Forces Command (N14)
1915 Forrestal Drive
Norfolk, VA 23551-4615

Phone: (800) 535-2580
DSN: 262-2444
Fax: (757) 444-7597
E-mail: MMR_Program_Office@navy.mil

Additional information and resources are also available on the CNRFC (N14) Navy Reserve Homeport, https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/default.aspx. Consulting the Homeport on a quarterly basis for program updates is advised.

c. Health Records. Per reference (e), SSRG officers remain members of the IRR. However, their records are maintained by NOSCs with coordination from the SSO Program Office. Documents received by CNRFC (N14), which should be a part of an officer's health record, may be delivered to the local NOSC for insertion into the applicable record.

7. Action. The following actions are assigned to specified commands/officers.

a. SSO Program Office CNRFC (N14) shall:

(1) Serve as the SSO Program Manager (SSOPM), acting as Commanding Officer for SSRG in Reserve Unit Identification Code (RUIC) 2525M;

(2) Serve as the point of contact for SSO officers in the SSRG;

(3) Assign training to SSRG officers, as necessary, to meet the objectives of the program;

(4) Assign SSRG officers to contributory support ADT as requested by active duty commands;

(5) Coordinate, endorse and process SSRG requests for:

(a) Pay/non-pay/additional ADT per current policy

(b) Inactive Duty Training (IDT) orders

(c) Retirement point credit

(d) Uniform allowance claims

(e) ADT waivers;

(6) Obtain availability from active duty commands for SSRG officer training;

(7) Maintain an electronic tracking system which will monitor individual officer performance, per reference (f), and current SSO program status, and prepare required reports. Items monitored include, but are not limited to, USCG MMC expiration, Standards for the Training and Certification of Watch-standing (STCW) endorsement, rank, ADT performance, annual report submission, sailing status, and additional information as required;

(8) Provide documents to NAVPERSCOM (PERS-3) via BUPERS online e-submission or U.S. Mail, for inclusion in SSRG Officer Official Military Personnel File (OMPF);

(9) Nominate qualified SSRG officers for promotion selection board membership, Naval War College, National Defense University courses, and any other program requiring a command endorsement;

(10) Maintain the SSO Homeport which provides SSRG officers with information regarding their current program qualifications and requirements;

(11) Provide Selected Reserve affiliation or affiliation waiver recommendations for SSRG officers;

(12) Endorse all requests for SSO designation;

(13) Monitor the SSO, USNR midshipman program graduates' fulfillment of the commissioned service requirements and Training and Service Agreement (TSA);

(14) Monitor performance of program members. Report officers who fail to meet their military obligations to NAVPERSCOM (PERS-911). The SSOPM will be the final determination of an individual's SSOP compliance;

(15) Act as a liaison with COMSC (Flag Sponsor), Chief of Naval Operations (Program Sponsor), and MARAD/National Shipping Authority;

(16) Manage and administer Reserve Personnel Navy (RPN) and Operation and Maintenance, Navy Reserve (OMNR) budgets;

(17) Manage Selected Reserve affiliations and assignments by coordinating with CNRFC (N1) and COMNAVCRUITCOM;

(18) Act as a liaison with NAVPERSCOM (PERS-931) and CNRFC (N35) on mobilization issues affecting the SSO;

(19) Act as a liaison with NETC/NSTC on midshipman commissioning and training issues;

(20) Administer the SSO Mentoring Program; and

(21) Act as a liaison with Bureau of Naval Personnel (BUPERS) (BUPERS-318) concerning SSO community management issues.

b. CNRFC (N3) and (N7) shall: Obtain availability and provide specific ADT reporting instructions for shipboard units or schools as requested by CNRFC (N14). CNRFC (N7) will provide additional support for schools and training.

c. NAVOPSPTCEN COs shall:

(1) Provide appropriate medical and dental support for all SSRG officers, either voluntary or required participation, to include: Physical Health Assessment (PHA), Human Immunodeficiency Virus (HIV) testing, Physical Fitness Assessment (PFA) and Body Composition Assessment (BCA) measurements pursuant to reference (g). Forward associated documentation to the SSO Program Office, as requested;

(2) Provide support to the SSO Program Office in cases of SSRG disciplinary actions, as requested; and

(3) Provide support to the SSO Program Office in cases of SSRG medical issues, as requested.

RESPERSMAN 1534-020

STRATEGIC SEALIFT READINESS GROUP REQUIRED PARTICIPATION

Responsible Office	COMNAVRESFORCOM (N14)	Phone:	DSN	262-2613
			COMM	(800) 535-2580
			FAX	(757) 444-7598

References	(a) OPNAVINST 1534.1D (b) BUPERSINST 1001.39F (c) BUPERSINST 1610.10D (d) OPNAVINST 6110.1J (e) SECNAVINST 1920.6D (f) DODFMR, Vol 9 (g) OPNAVINST 1740.4D
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1. **Purpose.** To issue information and amplifying guidance under reference (a), for the compliance requirements for members of the Strategic Sealift Readiness Group (SSRG). Updated information and links can be found on Commander, Navy Reserve Forces Command (CNRFC) Strategic Sealift Officer (SSO) Program (N14) website Navy Reserve Homeport https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/default.aspx.

2. **SSRG Participation Requirements**

a. Active Duty Training (ADT). All SSRG members are required to complete 12 days of ADT each Fiscal Year (FY). Procedures for requesting and processing ADT, or obtaining an ADT waiver, are available on the CNRFC (N14) website Navy Reserve Homeport https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/default.aspx.

(1) ADT will be scheduled by all SSRG officers each FY between 1 October and 31 March. Waivers are processed per reference (a). ADT may be performed throughout the FY.

(2) Applications must be submitted in the Navy Reserve Order Writing System (NROWS) no later than (NLT) 30 calendar days prior to the start date if travel is required or NLT 15

calendar days prior if member resides within commuting distance of the gaining command's location.

(3) The SSO Program Office Non-Defense Entry Agent (NDEA) will make all travel arrangements via DTS, including flights and rental cars. Travel arrangements that are created by the SSRG officer will be removed and returned.

(4) SSRG officers are required to complete a travel voucher within 5 business days per reference (f). Failure to submit a travel voucher will preclude SSRG officers from receiving future paid orders.

b. Annual Reporting. SSRG officers will report their current contact information and Civilian Employment Information (CEI) annually to CNRFC (N14) via Navy Standard Integrated Personnel System (NSIPS). The SSO Program Office may require additional forms of reporting as directed.

c. Administrative Requirements. SSRG officers are required to answer all official correspondence, maintain their NSIPS electronic service record (ESR), and inform the SSO Program Office of all address, phone number, employment and e-mail changes. Verification of the Dependency Data section in NSIPS shall be completed no less than once every 180 days. SSRG officers are required to submit Family Care Plan documents per reference (g).

d. Physical Examination Requirements. Per references (a) and (c), SSRG officers are required to obtain Periodic Health Assessments (PHAs) annually and notify CNRFC (N14) when there is a change in physical condition that may interfere with fulfillment of their Reserve obligations. SSRG officers are also required to comply with Navy body composition assessment (BCA) and fitness standards. The procedures for obtaining required PHAs are available on the CNRFC (N14) website Navy Reserve Homeport https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/default.aspx.

e. Physical Fitness Assessment Requirements. Per reference (a), SSRG officers are required to maintain physical fitness

standards and complete Physical Fitness Assessments (PFA). PFA requirements are discussed in RESPERSMAN 1534-050.

f. Active U.S. Coast Guard (USCG) Merchant Mariner Credential (MMC). This can be as a Deck or Engineering Officer. The MMC must be endorsed for either Unlimited tonnage (deck) or Unlimited horsepower (engine), and be valid on all oceans. A Standards for Training and Certification of Watch-standing (STCW) endorsement as Officer in Charge of Navigational Watch (OICNW) or OIC of Engineering Watch (OICEW) or higher is required. The SSRG is an unlimited tonnage, oceans program and all members must be licensed to sail unlimited tonnage/horsepower (HP) vessels internationally.

(1) SSRG officers who, through their own misconduct or dereliction, fail to maintain the professional licenses necessary to perform military duties as an SSO are subject to administrative separation from the Navy Reserve per reference (e), enclosure (3), paragraph 1(b)(10), and/or transfer to inactive status pending resolution of their licensing requirements.

(2) Per reference (a) and (b), members may submit a waiver request to Commander, Military Sealift Command via the SSO Program Manager. Waivers will only be granted once in a SSO's career and do not provide sanctuary from annual training requirements.

g. SSO Post Commissioning Indoctrination (PCI) Course. SSOs must complete the SSO PCI course by the end of the FY following their commissioning date or date of re-designation to 1665. SSOs shall contact the PCI Course Administrator within one (1) month after commissioning or re-designation to 1665 to provide current contact information and request a PCI course quota. Contact information for the PCI Course Administrator can be obtained by emailing MMR_Program_Office@navy.mil. Only 1665 designated SSOs are permitted to attend the SSO PCI course.

h. Security

(1) The SSO Program Manager serves as the Security Manager for all SSRG officers. All SSRG officers are required

to maintain eligibility for a Secret security clearance. Secret security clearances must be renewed every 10 years. Clearance renewal is at the discretion of the Security Manager.

(2) All SSRG officers are required to have a Non-Disclosure Agreement (NDA) on file and reflected in the Joint Personnel Adjudication System (JPAS). NDAs can be requested from the SSO Program Office. All NDAs must be signed by the SSRG officer along with a witness and submitted to the SSO Program Office via mail to: Commander, Navy Reserve Forces Command (N14) 1915 Forrestal Drive Norfolk, VA 23551-4615.

RESPERSMAN 1534-030

STRATEGIC SEALIFT READINESS GROUP VOLUNTARY PARTICIPATION

Responsible Office	COMNAVRESFORCOM (N14)	Phone:	DSN	262-2613
			COM	(800) 535-2580
			FAX	(757) 444-7598

References	(a) OPNAVINST 1534.1D (b) BUPERSINST 1001.39F (c) OPNAVINST 6110.1J (d) BUPERSINST 1610.10D (e) SECNAVINST 1650.1H
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1. General

a. The Strategic Sealift Readiness Group (SSRG) program's mandatory participation requirements do not provide sufficient retirement points for an Officer to achieve a qualifying year for retirement purposes. As a result, SSRG Officers are provided additional training opportunities to acquire necessary points.

2. Voluntary Participation

a. Correspondence Courses. SSRG Officers are encouraged to complete approved correspondence courses in accordance with [RESPERSMAN 1500-010](#).

(1) Approved correspondence courses can be found on the CNRFC (N7) SharePoint page:
<https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/Pages/Reserve-Retirement-Points.aspx>

(2) SSRG Officers are pre-approved by the SSOP Office to complete rank and designator qualifying correspondence courses.

(3) To receive retirement point credit SSRG Officers must be in compliance with all SSOP requirements per reference (a). Points will only be awarded for courses that are on the approved list at the time of submission to the SSOP.

(4) To receive correspondence course retirement point credit SSRG Officers must submit a correspondence course cover letter along with a signed [NAVPERS 1070/613 Administrative Remarks](#) and the applicable course completion certificates.

Required documentation can be found on the [CNRFC \(N14\) Navy Reserve SharePoint](#).

b. Inactive Duty Training (IDT). SSRG Officers desiring to acquire additional training and obtain retirement points for a qualifying year, and whose sailing and/or work schedules permit, may participate in non-pay IDT. In order to qualify for non-pay IDT periods an Officer must be compliant with all other SSOP requirements. IDT is issued in a non-pay status, without reimbursement for travel, for duty performed with an approved Navy Reserve Activity (NRA) in the Officer's geographic location. CNRFC (N14) authorizes and issues IDT for the SSRG Officer to participate in scheduled IDT periods with a specific NRA.

c. Active Duty Training (ADT). SSRG Officers are eligible to perform ADT in addition to that required by reference (a). Additional ADT periods may be requested and performed in a pay or non-pay status. SSRG Officers requesting to perform a second paid ADT, funded by CNRFC (N14), in a fiscal year (FY) may request additional ADT after 31 March.

d. SSO Specific Retirement Points. The following outlines SSO specific retirement point values assessed for professional training attained in a civilian capacity. In all cases, courses completed while in a drilling status or on active duty orders are not permissible. Reference (b) provides more detail in the application and permissibility of SSO specific retirement points.

(1) For non Standards of Training, Certification, and Watchkeeping (STCW) professional training courses, one point per day is awarded for each day of training. No more than five points total may be credited in any anniversary year.

(2) For STCW professional training courses, one point per four hours is awarded. No more than 35 points total may be credited in any anniversary year.

(3) For military courses, one point per four hours is awarded. No more than 35 points total may be credited in any anniversary year. Completion certificates for military courses must have a Department of Defense Navy Identification Number (NIN) printed on them to be eligible for retirement points.

(4) U.S. Coast Guard (USCG) Merchant Mariner Credentials (MMC) renewal, upgrade, or initial issuance will be credited a maximum of 35 points per anniversary year. All MMC point requests must be accompanied by a valid STCW endorsement.

(a) STCW Courses, upgrades, renewals, or initial MMC completed prior to 10 July 1998 are not eligible for retirement points.

(5) Credit for Extended Sea Service. The SSOP Manager (SSOPM) may credit compliant SSRG Officers with 35 retirement points for service over 180 cumulative days at sea in an anniversary year, per reference (a):

(a) Must be documented by USCG discharge papers or letter of sea service. Time employed aboard vessels in reduced operating status count as sea days. Service must be while serving in a licensed Officer capacity.

(b) Awarding of points for extended sea time will not be issued unless the Officer is in compliance with all other SSOP requirements specified in this paragraph. The awarding of points for extended sea service commenced on 1 January 2006 and is not retroactive.

(6) Credit for Harbor Pilots. The SSOPM may credit harbor pilots with up to 20 retirement points per anniversary year for qualifying service of at least 100 days or 180 trips completed. Criteria are as follows:

(a) The harbor pilot must be compliant with all other SSOP requirements.

(b) The Officer must be a current member of a recognized pilot organization and an active member of the SSRG harbor pilot group as determined by the SSOPM.

(c) Pilotage for any of the time must be obtained onboard an unlimited tonnage vessel; and be determined by days onboard or trips completed while piloting a vessel, as documented by the Officer and verified by the SSOPM.

(d) Standby time will not count.

(e) Each request for pilotage retirement points must be accompanied by a letter from the pilot organization stating

that the individual is a member in good standing and provide a copy of the state issued license or certification as applicable.

(f) Final determination as to the amount of time to be recognized per each request for pilotage shall be made by the SSOPM and based upon the aforementioned criteria.

3. Inactive Duty Training (IDT)

a. Policy

(1) Officers must be satisfactory participants and fully compliant to be eligible to voluntarily participate.

(2) Officers must have completed a Periodic Health Assessment (PHA) and a Physical Fitness Assessment (PFA), per reference (c), within the last year in order to be eligible to voluntarily participate with Selected Reserve units.

(3) IDT drills shall not be conducted in designated imminent danger areas per reference (b).

(4) IDT period duration: No more than two IDT periods may be performed in one day. The minimum duration of a single non-pay drill by an Officer in a non-pay status is two hours. If two non-pay IDT periods are performed in the same day, the minimum drill time is four hours each. The maximum duration of an IDT period is 24 hours. Time allotted for meals cannot be credited towards the required length of IDT periods, but the meal period must be included as part of the drill period. For example, the morning IDT period commences at 0730 and expires at 1230. The afternoon IDT period commences at 1230 and expires at 1630. A 1-hour meal period was included during the morning IDT period. Hence, two 4-hour IDT periods were performed.

(5) IDT period credit: All Officers reporting for their IDT period at the scheduled time and place will be mustered for the purposes of drill accounting and establishing Uniform Code of Military Justice (UCMJ) authority. An Officer who is present for the prescribed IDT period will be authorized one retirement point credit for each satisfactory drill performed. If the Commanding Officer (CO) to whom the Officer reports for drill determines the Officer's performance during the IDT period is unsatisfactory, the Officer's IDT period may be declared administratively unsatisfactory per [RESPERSMAN 1001-010](#).

(6) IDT scheduling: Officers will contact the supporting NRA to schedule a PHA or PFA or the Navy Reserve Unit to schedule drill participation. IDT periods must be approved by the NRA or Navy Reserve Unit via an [IDT Input Feeder](#) sheet, available on the CNRFC (N14) SharePoint page, submitted to CNRFC (N14) no later than seven calendar days prior to the desired drill date. IDT requests may be submitted by the Officer, or on behalf of the Officer. Officers will receive an approved NAVRES 1570/22, Individual IDT Participation Record (IPR) from CNRFC (N14) to provide to the respective NRA or Navy Reserve Unit representative to be mustered. Officers are not authorized to perform IDT periods without an approved NAVRES 1570/22, Individual IDT Participation Record (IPR).

(7) IDT reschedule: Once drills are scheduled, they must be executed or rescheduled. IDT periods may not be rescheduled after the fact. If an Officer cannot make a scheduled drill due to unforeseen circumstances, they are required to request that drill to be rescheduled in writing prior to the date of drill period.

(8) Unsatisfactory drills: Drills that are determined to be unsatisfactory by the NRA or Navy Reserve Unit will result in counseling.

(9) Unexcused drills: Missed IDT periods will result in counseling.

(10) Signed NAVRES 1570/22, Individual IPR shall be forwarded to the CNRFC (N14) for adjudication within three days of drill completion. Failure to provide the CNRFC (N14) with a signed NAVRES 1571/22, Individual IPR will be considered as unexcused.

b. Responsibilities

(1) CNRFC (N14) shall:

(a) Act as the final approval authority for all IDT requests.

(b) Prepare and process NAVRES 1570/22, Individual IPR.

(c) Provide oversight and ensure compliance with [RESPERSMAN 1534-010](#), [RESPERSMAN 1534-020](#), [RESPERSMAN 1534-040](#) and [RESPERSMAN 1570-010](#).

(d) Counsel officers on unsatisfactory/unexcused drill participation.

(2) NRA CO shall:

(a) Adjudicate IDT feeder request with approval recommendations and tasks to be accomplished during IDT periods.

(b) Conduct PFAs per reference (a) for SSRG Officers who perform IDT periods.

(c) Conduct PHAs for SSRG Officers who perform IDT periods.

(d) Certify SSRG Officer drill attendance at IDT periods under an approved NAVRES 1570/22, Individual IPR. Forward completed NAVRES 1570/22, Individual IPR to CNRFC (N14).

(3) Navy Reserve Unit COs shall:

(a) Adjudicate IDT feeder request with approval recommendations and tasks to be accomplished during IDT periods.

(b) Certify SSRG Officer drill attendance at IDT periods under an approved NAVRES 1570/22, Individual IPR. Forward completed NAVRES 1570/22, Individual IPR to CNRFC (N14).

(c) Submit Fitness Reports (FITREPs) as the Regular Reporting Senior for SSRG Officers assigned to their unit performing IDT orders for more than 90 days; with a minimum of 80 percent drill attendance per reference (b).

(4) SSRG Officers shall:

(a) Contact the NRA or Navy Reserve Unit and obtain approval to conduct PHA, PFA or drill participation using the [IDT Input Feeder sheet](#) available on the CNRFC (N14) SharePoint page.

(b) Coordinate with NRA or Navy Reserve Unit and CNRFC (N14) for any changes to approved IDT period.

(c) Submit signed NAVRES 1570/22, Individual IPR to CNRFC (N14) within three days of drill completion.

4. **SSRG Fitness Reports (FITREPs)**. SSRG Officers do not have a regular Reporting Senior and do not receive a regular, annual FITREP. Regular FITREPs on SSRG Officers will be submitted under the following conditions:

a. **SSRG Officer IDT FITREPs**. SSRG Officers authorized by CNRFC (N14) to participate with a Navy Reserve unit under IDT periods, and who participate consecutively with that unit for a period of 90 days or more; and participating in at least 80 percent of the drills will receive a regular FITREP. For these reports, the CO of the Navy Reserve unit with which the SSRG Officer trained will be the "Regular Reporting Senior."

b. **SSRG ADT FITREPs**. Reference (d) requires submission of regular FITREPs on all SSRG Officers performing more than 90 consecutive days of ADT. A "Not Observed" FITREP, with a brief description of duties and accomplishments for SSRG Officers is required for ADT periods less than 90 days.

d. **SSRG Physical Readiness**. All SSRG Officer FITREPs must have an entry in Block 20 of the FITREP.

5. **Personal Awards** CNRFC (N14) acts as the Navy Department Awards Web Services (NDAWS) authority for SSRG Officers.

a. **Award Submission**. SSRG Officers shall submit approved award documentation to CNRFC (N14) for updates to their service record.

b. **Award Nomination**. SSRG Officer award nominations for Navy and Marine Corps Achievement Medals (NAM) and above will be submitted to Commander, Military Sealift Command, via a Strategic Sealift Unit CO. Award nominations for awards lower than NAM precedence will be routed through CNRFC (N14) for consideration. Nomination packages must include an endorsed OPNAV 1650/3, Personal Award Recommendation in accordance with reference (e).

RESPERSMAN 1534-040

STRATEGIC SEALIFT OFFICER PROGRAM SELECTED RESERVE AND VOLUNTARY TRAINING UNIT MEMBERSHIP

Responsible Office	COMNAVRESFORCOM (N14)	Phone:	DSN	262-2613
			COM	(800) 535-2580
			FAX	(757) 444-7598

References	(a) OPNAVINST 1534.1D (b) Merchant Marine Act, 1936, Title XIII (c) NSTC M-1533.2 (d) BUPERSINST 1001.39F (e) BUPERSINST 1610.10D (f) SECNAVINST 1920.6C
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1. **Purpose.** To issue information and amplifying guidance, per references (a) through (f), for the training and administration of Navy Reserve Officers in the Strategic Sealift Officer Program (SSOP).

2. **Selected Reserve (SELRES) and Voluntary Training Unit (VTU) Affiliation by a Strategic Sealift Readiness Group (SSRG) Officer**

a. **Eligibility.** SSRG Officers who can satisfy the SELRES participation requirements are eligible for affiliation provided they meet the following conditions:

(1) Designator is 1665.

(2) Satisfactorily participate in the SSOP.

(3) Possesses a valid and current U.S. Coast Guard Merchant Marine Credential (MMC) as noted in reference (a).

b. **Affiliation Procedures.** SSRG Officers who meet the eligibility criteria for affiliation as a SELRES should contact a Navy Officer Recruiter to identify an available quota. Strategic Sealift Officers (SSOs) are required to primarily fill open SSO designated billets, or billets with a SSO Reserve Functional Area and Sex code. Only after all open SSO billets are filled, will a SSO be allowed to fill other billets. Per reference (a), SSO SELRES are eligible to fill 1XXX and 1050 coded billets. The SSOP Manager (SSOPM) is the point of contact

for all SSO SELRES affiliation questions and approves affiliation packages from Commander, Navy Recruiting Command.

c. Accession Procedures. Direct Commission Officers (DCO) can access provided that they have at minimum an Unlimited Tonnage Chief Mate or 1st Assistant Engineer MMC with commensurate Standards of Training, Certification, and Watchkeeping (STCW) endorsement. They must also meet all other Reserve Component requirements, provided that Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N14) authorizes accessions. All DCOs must commission into the SSRG and can be considered for SELRES affiliation after completing the initial DCO Indoctrination course and SSO Post Commissioning Indoctrination course. The SSOPM must endorse all DCO accessions into the SSRG.

3. SSO SELRES and VTU Procedures

a. SSO specific retirement point requests for SELRES/VTU SSOs are forwarded to the SSOP for handling. Refer to [RESPERSMAN 1534-030](#) for more information.

b. All SSOs are required to maintain an active U.S. Coast Guard MMC as a Deck or Engineering Officer. The MMC must be endorsed for either Unlimited tonnage (deck) or Unlimited Horsepower (engine), and be valid on "all oceans". A STCW endorsement as Officer in Charge (OIC) of a Navigational Watch or OIC of an Engineering Watch or higher is required for all SSRG Officers.

(1) Members who, through their own misconduct or dereliction, fail to maintain those professional licenses necessary to perform military duties as a SSO, are subject to administrative separation from Naval service per reference (f), enclosure (3), paragraph 1(b)(10), and/or transfer to inactive status pending resolution of their licensing requirements.

(2) Per reference (a), members may submit a waiver request to Commander, Military Sealift Command via SSOPM. Waivers can only be granted once in a SSO's career and do not provide sanctuary from annual training requirements.

c. SSO SELRES and VTU members are not authorized SSRG Active Duty Training funding.

4. Re-Affiliation Procedures to SSRG from SELRES and VTU

a. Eligibility. SELRES and VTU members are eligible to re-affiliate with the SSRG provided they meet the following criteria:

(1) Designator is 1665.

(2) Must have maintained satisfactory participation in the SELRES/VTU per reference (d).

(3) Must meet all participation requirements outlined in reference (a).

(4) Possess a valid and current USCG MMC with valid and current STCW endorsements per reference (a).

(5) Must not be identified for mobilization.

b. Responsibilities

(1) CNRFC (N14) shall:

(a) Counsel SELRES/VTU member on SSRG requirements, eligibility, and procedures.

(b) Supply a prepared NAVPERS 1200/1, Ready Reserve Agreement and NAVPERS 1070/613, Administrative Remarks to the re-affiliating Officer.

(c) Route command-endorsed NAVPERS 1200/1, Ready Reserve Agreement to Commander, Navy Personnel Command (COMNAVPERSCOM) (PERS-911C) for adjudication.

(d) Send completed NAVPERS 1070/613, Administrative Remarks to COMNAVPERSCOM (PERS-3) for inclusion in re-affiliating Officer's Official Military Personnel File (OMPF).

(e) Generate Inactive Duty Training (IDT) orders in the Reserve Force Manpower Tool based on PERS-911C approved NAVPERS 1200/1, Ready Reserve Agreement

(f) Process gain transactions for re-affiliating Officers.

(2) CNRFC (N12) shall:

(a) Approve IDT orders for SELRES and VTU members re-affiliating with the SSRG Reserve Unit Identification Code (RUC) 2525M upon receipt of approved NAVPERS 1200/1, Ready Reserve Agreement from CNRFC (N14).

(3) Navy Reserve Activity (NRA) Commanding Officers shall:

(a) Perform a Navy Standard Integrated Personnel System (NSIPS) check-out transaction to RUC: 2525M upon receipt of transfer orders to SSRG.

(4) Eligible SELRES/VTU Officers shall:

(a) Contact the SSOPM to re-affiliate with the SSRG.

(b) Return the signed NAVPERS 1200/1, Ready Reserve Agreement to CNRFC (N14) for processing.

(c) Return the signed NAVPERS 1070/613, Administrative Remarks to CNRFC (N14) for inclusion into OMPF.

RESPERSMAN 1534-050

PHYSICAL READINESS STANDARDS COMPLIANCE REQUIREMENTS FOR MEMBERS
OF THE STRATEGIC SEALIFT READINESS GROUP

Responsible Office	COMNAVRESFORCOM (N14)	Phone:	DSN	262-2613
			COM	(800) 535-2580
			FAX	(757) 444-7597

References	(a) OPNAVINST 1534.1D (b) BUPERSINST 1001.39F (c) OPNAVINST 6110.1J (d) NAVADMIN 178/15
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1. **General.** Per references (a) and (b), all members of the Strategic Sealift Readiness Group (SSRG) must meet minimum Physical Readiness Standards. Strategic Sealift Officers (SSO) in the SSRG perform increasingly important short notice operational Active Duty Training (ADT), Active Duty for Special Work (ADSW), Mobilizations (MOB) and recall assignments both in the continental United States (CONUS) and outside the continental United States (OCONUS). To ensure the operational capabilities of the SSRG, members must maintain minimum prescribed levels of physical readiness necessary for world-wide deployment.

2. **Policy.** All SSRG members shall meet minimum physical readiness standards for continued Naval service. Eligibility for orders is contingent on satisfactory compliance.

a. SSRG members must maintain a current Periodic Health Assessment (PHA). PHAs are valid for 365 days from the date of completion.

b. Effective Fiscal Year 2013, SSRG members must complete one Physical Fitness Assessment (PFA) per calendar year; the PFA may be completed during either Cycle 1 (January-June) or Cycle 2 (July-December). Per references (c) and (d), a failure of any

PFA component constitutes a PFA failure. Failure to complete a PFA each calendar year constitutes a PFA failure.

(1) SSRG members are not required to complete a PFA in the calendar year they were commissioned. PFA completion is required for all SSRG members attending SSO Post Commissioning Indoctrination.

(2) Per reference (c), the PFA is administered by a qualified Command Fitness Leader (CFL) of a Navy Reserve Activity (NRA) or Active Component (AC) command. All SSRG members shall complete a NAVPERS 6110/3 Physical Activity Risk Factor Questionnaire (PARFQ) via Physical Readiness Information Management System (PRIMS) <https://www.bol.navy.mil> prior to participating in a PFA.

(3) Body Composition Assessment (BCA) must be completed by a certified CFL and forwarded by the CFL to Commander, Navy Reserve Forces Command (CNRFC) (N14). CNRFC (N14) is the CFL for the SSRG, Reserve Unit Identification Code (RUIC) 2525M.

c. SSRG members with a failing PFA in the most recent calendar year without a passing PFA in the current calendar will not be authorized access to SSRG ADT funding until the PFA is passed.

d. Waivers will be authorized for PFA requirements per reference (c). Waiver requirements and template can be found on Navy Reserve Homeport, <https://www.navyreserve.navy.mil> under CNRFC (N14) homepage. PFA waivers do not constitute a waiver of required participation delineated in [RESPERSMAN 1534-020](#).

(1) In the event a medical waiver is granted for all or part of the PRT, SSRG members must still complete the BCA component unless it is also medically waived.

3. **Responsibilities**

a. CNRFC (N14) shall:

(1) Provide oversight and ensure compliance with applicable directives.

b. NRA shall:

(1) Conduct PFAs for SSRG members per reference (c). The CFL is responsible for conducting a safe PFA and shall complete the PFA checklist in the Operating Guide. All events of the PRT shall be performed per the Operating Guide.

(2) Conduct PHAs for SSRG members.

(3) Forward results of PFA to CNRFC (N14).

c. SSRG members shall:

(1) Contact the NRA to coordinate the scheduling of a PHA.

(2) Contact the CFL to coordinate the scheduling of a PFA per reference (c).

(3) Coordinate with gaining unit and CNRFC (N14) for opportunities to perform PHA/PFA while on ADT.

RESPERSMAN 1534-060

STRATEGIC SEALIFT OFFICER PROGRAM WARFARE INSIGNIA

Responsible Office	COMNAVRESFORCOM (N14)	Phone:	DSN	262-2613
			COM	(800) 535-2580
			FAX	(757) 444-7598

References	(a) OPNAVINST 1534.1D (b) RESPERSMAN 1534-020 (c) RESPERSMAN 1534-040 (d) RESPERSMAN 1534-050 (e) BUPERSINST 1001.39F (f) NAVPERS 15665I
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1. **Purpose.** To issue information and amplifying guidance under reference (a) for the demonstrated recognition of professional expertise of personnel trained in strategic sealift operations who are authorized to wear the Strategic Sealift Officer (SSO) Warfare Insignia (WI). Only those officers who have completed the requirements outlined in references (a) through (e) will be eligible to wear the SSO WI.

2. **Eligibility**

a. The following officers in an active status per reference (e) are eligible to wear the SSO WI:

(1) SSOs who graduated before 10 June 2011 possessing active United States Coast Guard (USCG) Merchant Mariner Credentials (MMC); or

(2) SSOs who received a commission on or after 10 June 2011 and before 1 April 2013 who have completed the SSO Ensign Post Commissioning Indoctrination (PCI) Course and possess active USCG MMC; or

(3) SSOs who received a commission on or after 1 April 2013, completed the SSO WI Personnel Qualification Standards (PQS) and possess an active USCG MMC.

b. Officers who were previously designated as 1625, 1665, or 1675 are eligible to wear the SSO WI.

(1) Officers previously designated in an eligible designator may request authorization to wear the SSO WI by emailing Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N14) at MMR_Program_Office@navy.mil. The request must contain current recall information (e.g. full name, email, phone number and address), a current Officer Summary Record (OSR), USCG MMC or expired Merchant Mariner Document, and a source document (i.e. NAVPERS 1000/4, Officer Appointment Acceptance and Oath of Office, DD Form 214, Certificate of Release or Discharge from Active Duty, NAVPERS 1200/1, Ready Reserve Agreement) of previous designation. COMNAVRESFORCOM (N14) will provide a NAVPERS 1070/613, Administrative Remarks for officers approved to wear the SSO WI.

(2) NAVPERS 1070/613, Administrative Remarks, is not required for officers currently designated as SSO.

(3) Officers who have earned a retirement and transferred to the retired reserve status are authorized to wear the SSO WI.

3. Prescribed Wear

a. Wearing of the SSO WI is stipulated in reference (f).

(1) The former Merchant Marine Reserve (MMR) insignia is not an authorized Navy qualifications designation insignia and shall not be worn on a Navy uniform.

(2) Previously qualified MMR SSOs shall remove and replace the MMR insignia with the SSO WI on all Navy uniforms.

4. Ineligible Officers

a. Midshipmen

b. SSOs who have not earned a retirement and without an active USCG MMC in an inactive status per reference (e). Revocation of eligibility is detailed in reference (a). Members who fail to retain an active USCG MMC and are subsequently transferred to an inactive status will be notified of the revocation of authority to wear the SSO WI.

c. United States Merchant Service (USMS) personnel who do not meet one of the criterion in paragraph (2).

3. SSO WI PQS. The PQS is a requirement for all members of the SSO Program (SSOP) commissioning on or after 1 April 2013, but is recommended for all SSOs. SSO eligibility and qualification requirements are delineated in references (a) through (e).

a. The SSO WI PQS must be completed within five years of commissioning. SSOs that fail to complete the PQS within the prescribed time will be ineligible for subsequent Active Duty for Training (ADT) and will be reassigned to an inactive status or may be administratively separated per reference (a).

b. The SSO WI PQS consists of USCG documentation, fundamental, and service requirements. Officers should complete all fundamental requirements before starting the service requirements.

(1) USCG Documentation Requirements

(a) Hold a current unlimited tonnage/horsepower, oceans, third mate or third assistant engineer USCG MMC.

(b) Possess a current "Standards for the Training and Certification of Watch-standers" (STCW) endorsement from the USCG.

(2) Fundamental Requirements

(a) Complete SSO PCI course;

(b) Complete Military Sealift Command (MSC) 101 on Navy Knowledge Online (NKO): CNRFC-MS101-2;

(c) Complete Navy Reserve Fundamentals on NKO: NAVRESFOR-NRF-3.0; and

(d) Complete Primary Professional Military Education (CWOs and O1 to O4) Blocks 1-7 on NKO: PPME-JO-B1.v4 - PPME-JO-B7.v4.

(3) Service Requirements. There are two methods to fulfill this requirement.

(a) Method 1

1. Upgrade USCG MMC one grade to Second Mate or Second Assistant Engineer and

2. Complete 12 days of ADT.

a. SSO PCI course must be completed prior to executing ADT orders for this requirement.

b. ADT orders to the PCI course do not count towards 12 day requirement.

(b) Method 2

1. Complete 24 days of ADT with a minimum of 12 days at MSC.

a. SSO PCI course must be completed prior to executing ADT orders for this requirement.

b. ADT orders to the PCI course do not count towards 24 day requirement.

c. **Completion of PQS**

(1) Officers will submit the following to the SSOP Office for qualification consideration:

- (a) All Fundamentals NKO Certificates
- (b) All FITREPs;
- (c) Latest Periodic Health Assessment results;
- (d) Latest Physical Fitness Assessment results; and
- (e) USCG MMC and STCW.

(2) Strategic Sealift Officer Warfare (TP1) additional qualification designation (AQD) will be entered into the officer's OSR indicating qualification.

d. In accordance with reference (a) the SSOPM has the authority to change the SSO WI PQS as required. All questions regarding the SSO WI are to be directed to the SSOP Office via email at MMR_Program_Office@navy.mil.

RESPERSMAN 1570-010

INACTIVE DUTY TRAINING ADMINISTRATION

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN	444-2262
			COMM	(757) 322-2262
			FAX	(757) 444-7598

References	(a) DoD Instruction 1215.06 (b) DoD Instruction Financial Management Regulation Volume 7A (c) DoD Instruction Financial Management Regulation Volume 5
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1. **Definition.** IDT is authorized training performed by SELRES and VTU Sailors, and consists of regularly scheduled unit training periods, and additional IDT periods. The primary purpose of regular IDT is to provide individual, and/or unit readiness training.

a. **Enhancement for Drill Management (EDM).** EDM is an automated Navy Reserve drill management module in the NSIPS through which units conduct electronic musters, and individual Sailors request to reschedule drills, and request additional drills. All unit musters, rescheduled drills, additional drills, and funeral honors duty requests shall be processed in EDM.

(1) EDM IDT Location: IDTs performed off-site (i.e., Inactive Duty Training Travel (IDTT), Telework, Training Medical Specialty (TMS) Program) shall be scheduled in advance in EDM using the IDT Location drop-down on the EDM Individual IDT Request, and mustered accordingly. Unless otherwise directed, Sailors performing IDTT or Telework are not necessarily required to meet the administrative requirements of FLEX IDT participants, even though the “Flexible” drill drop-down may need to be selected as the “Type of Request” in EDM. Refer to [RESPERSMAN 1570-020](#) for additional guidance for these programs.

2. **Participation Requirements.** Reserve Sailors acknowledge their understanding of the Navy’s policy concerning IDT by signing a NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences form at time of affiliation with the Navy Reserve. If not completed at time of affiliation, the form must be signed, and witnessed within 30 days of affiliation, and shall be maintained in the individual IDT folder. This form outlines attendance, communication requirements, and procedures for missed IDT periods. Satisfactory participation requirements are outlined in [RESPERSMAN 1001-010](#).

3. **IDT Period Duration**

a. SELRES. The minimum duration of a paid IDT period is 4 hours.

b. SELRES, VTU and Strategic Sealift Readiness Group (SSRG). The minimum duration of a single non-pay drill is 2 hours. However, if two non-pay drills are performed in the same day, the minimum drill time is 4 hours each.

c. The maximum duration of a pay, or non-pay IDT period is 24 hours.

4. **IDT Period Limitations**

a. No type of IDT shall be conducted in designated imminent danger areas per reference (a).

b. No more than two IDT periods may be performed in 1 day.

(1) Funeral Honors Duty (FHD) is limited to one period per day per reference (a).

(2) Readiness Management Period (RMP) is limited to one period per day.

c. During the FY in which affiliated, new Sailors are limited to performing a pro-rated number of regular IDT periods based on the number of months remaining in the FY. For example: A Sailor who affiliated prior to the drill weekend in March (with 7 months remaining in the FY) is authorized to execute 28 regular IDT periods during that FY. IDT period credit is not authorized for affiliation processing.

d. Sailors who discontinue drilling prior to the end of the FY are only eligible to be scheduled, and paid, and/or receive points for the same pro-rated number of IDT periods for the time they are affiliated (i.e. 4 IDT periods each month the Sailor is in a drilling status).

e. Rescheduled drills must be performed during the same FY in which the original regular drills were scheduled.

f. Annual Training (AT)/Active Duty for Training (ADT)/Active Duty for Special Work (ADSW)/ Mobilization Conflict. Sailors can request to reschedule (RS) IDT periods that conflict with dates of AT/ADT/ADSW/Mobilization. Sailors may perform RS IDT either before or after the conflicting training periods, provided the RS training periods are completed within the same FY and are in support of the command to which they are assigned in an IDT status, or preparing for the upcoming period of mobilization. RS IDTs completed after the conflicting training period can only be executed after being officially released from active duty. RS IDT orders only cover the pay and entitlements associated with IDT periods, and do not include any travel entitlements. Sailors may not receive more than 365 (366 in a leap year retirement points in an anniversary year).

(1) Navy Reserve Activities (NRA) shall adjudicate all drills within the current FY for Sailors that have an AT/ADT/ADSW/Mobilization conflict as RS prior to Sailor's commencement of orders, or authorized absences (AA) shall be given monthly following IDT periods.

(a) In instances where a Sailor's active duty crosses the FY, the NRA shall enter the RS on the Sailor's behalf upon their return to drilling status.

(2) The unit commanding officer (CO) or designated representative shall ensure Sailors' RS IDT requests are submitted in EDM prior to commencing active duty.

(a) In instances where a Sailor's active duty crosses the FY and the next FY's drill schedule has not been established in EDM, the unit CO or designated representative shall provide the RS IDT request to the NRA in writing.

(3) Sailors are responsible for submitting rescheduled IDT requests in EDM before commencing active duty.

(a) In instances where active duty orders cross the FY and the FY drill schedule has not been established in EDM, the Sailor must submit an RS IDT request in writing to the NRA via their unit CO, which can be submitted via digitally signed email.

5. **Advance IDT.** Rescheduled IDT periods may be performed in advance of regularly scheduled unit IDT periods only if the Sailor is expected to remain in a drilling status through the end of the month for which the advance IDT periods were rescheduled.

a. Take into consideration the following when scheduling advance IDT: anniversary year, Expiration of Obligated Service (EOS), High Year Tenure (HYT), mandatory transfer, retirement, indefinite recall to active duty, assignment participation (i.e. APPLY, Junior Officer APPLY, and Career Management System-Interactive Detailing), and satisfactory participation. In addition, Chaplains' who have civilian divine worship responsibilities should be accommodated accordingly. Sailors who do not fulfill their FY drill requirement may face recoupment of drill pay/points for any periods not authorized. Refer to [RESPERSMAN 7220-020](#) for debt management notification requirements.

b. SELRES in an In Assignment Processing status are not authorized to drill more than 2 months in advance.

6. **Unit IDT Scheduling.** Reserve units will coordinate with the supporting NRA to establish the upcoming FY regular IDT weekends and all drills must be scheduled in EDM prior to the commencement of the FY. When scheduling regular IDT, operational support is paramount. However, completion of all Navy administrative requirements is mandatory.

a. Units that have an established training plan for the FY that require deviation from the NRA FY regular IDT weekend are required to route the training plan with IDT dates to the echelon 4 for approval. Upon receiving echelon 4 approval for the unit to deviate from the NRA FY regular IDT weekend, NRA are required to schedule the new dates in EDM, prior to the commencement of the FY.

(1) Refer to [RESPERSMAN 1570-020](#) for FLEX drill scheduling and administration.

b. Deviation from the NRA FY regular IDT weekend does not absolve the unit/Sailors from completing their administrative requirements to include, but not limited to urinalysis, Physical Fitness Assessment, Physical Health Assessment and General Military Training.

7. **Rescheduling Regular Unit IDT.** Reschedule unit IDT to meet Navy requirements only. Rescheduled IDT must be scheduled in EDM in advance, within a reasonable commuting distance, unless the Sailor signs a NAVPERS 1070/613, Administrative Remarks agreeing to drill outside their reasonable commuting distance. Unit CO or designated representative is authorized to direct performance of rescheduled IDT periods to:

a. Take advantage of emergent training opportunities, including IDTT evolutions.

b. Accommodate non-availability of training resulting from schedule changes, equipment breakdown, or when access to drill/training sites is impossible due to adverse weather conditions, civil disturbances, or increased threat condition (THREATCON) levels.

c. Ensure completion of medical or administrative requirements as determined by the NRA.

8. **IDT Pay and or Retirement Point Credit.** All Sailors reporting for their IDT period at the scheduled time and place will be mustered for the purposes of drill accounting and establishing Uniform Code of Military Justice (UCMJ) authority. A Sailor who is present for the prescribed IDT period will be authorized drill pay and retirement point credit per reference (b) if in a pay assignment, or retirement point credit only if in a non-pay assignment. Payment for each IDT period, if authorized, will be at the rate of one-thirtieth of the basic pay prescribed for the Sailor's grade and years of service.

9. **IDT Pay Authorization.** DD Form 577, Appointment/Termination Record-Authorized Signature, is required to be on file at the NRA for all NRA personnel responsible for authorizing and releasing drill pay (i.e. regular IDT, additional IDT), special pays associated with the performance of these drills and funeral honors duty Allowance prior to performing financial transactions. NRA pay clerks and supervisors shall be appointed as certifying officers. In accordance with reference (c), all certifying officers must complete Certifying Officer Legislation (COL) training prior to their appointment and complete refresher training annually. Evidence of having completed this training is required prior to performing duties as a certifying officer. DD Form 577 and initial and annual refresher COL training certificates are to be maintained electronically in the responsible NRA's N1 cabinet in TRIM for 10 years.

10. **Unit IDT Guidance**

a. Before the Unit IDT, the NRA shall ensure the NAVRES 1570/21, unit/partial unit Inactive Duty Training Participation Record (IPR) is available in EDM. All known absences of unit Sailors will be properly adjudicated in EDM. Additionally, the NRA shall provide the unit CO with IDT reports listed in [RESPERSMAN 1570-050](#).

b. At the beginning of the unit IDT period, the unit mustering official, which can be any Sailor assigned to the unit (or NRA staff members in emergent situations) shall conduct muster in EDM, selecting either present or absent for each Sailor. For all personnel marked absent, the unit mustering official shall add comments, recommending Authorized Absence (AA), Unexcused Absence (UA), or RS. Of important note, the NRA may execute muster and adjudication for those units that are not sufficiently manned to provide the muster, first unit approval and second unit approval for all members and maintain separation of duties.

c. By the end of the final IDT period, the first unit approver (designated representative identified in writing with signature by the unit CO) will electronically approve the IPR in EDM, thus validating the unit mustering official's remarks, and that each Sailor authorized IDT pay/points was present. Of important note, the first unit approver may be the same individual that completed unit muster, provided they have not mustered or adjudicated any of their own IDT periods and are designated in writing as a unit approver. The second unit approver will then certify all remarks for each Sailor authorized IDT pay/points are present. For all Sailors mustered as absent, the first unit approver shall select AA, UA, or RS as appropriate. Refer to paragraph 14 of this article for reclama procedures. For RS IDT, the unit certifying official shall provide future drill dates/periods, which will route the RS request electronically in EDM. The first unit approver and the second unit approver are not authorized to self-muster. Therefore, a second first unit approver, designated in writing, shall electronically "countersign" the NAVRES 1570/21, unit/partial unit IPR by approving the muster in EDM. The second unit certifying official may make corrections to the NAVRES 1570/21, unit/partial unit IPR, which will electronically re-route it in EDM back to the first unit approver for concurrence.

d. The following actions shall be completed within 3 working days after the unit IDT by the NRA:

(1) The First NRA Approver (as designated via DD Form 577, Appointment/Termination Record-Authorized Signature) shall verify and approve the unit/partial unit IPR in EDM. The first NRA approver may make corrections to the unit/partial unit IPR, which will electronically re-route the unit/partial unit IPR in EDM back to the second unit approver for concurrence.

(2) The NRA certifier (NRA CO or designated representative, as designated via DD Form 577, Appointment/Termination Record-Authorized Signature) shall verify and approve the NAVRES 1570/21, unit/partial unit IPR in EDM. The NRA certifier may make corrections to the NAVRES 1570/21, unit/partial unit IPR, which will electronically re-route it in EDM back to a second NRA certifier for concurrence. After the NRA certifier approves the NAVRES 1570/21, unit/partial unit IPR in EDM, the IDT periods are electronically released for payment. There is no longer a requirement to manually sign an IDT verification report for unit musters. However, in the event of an audit or inspection, the corresponding Unit Muster Status Report is available in EDM with digital signatures for each role. Refer to [RESPERSMAN 1570-050](#) for guidance on generating reports. Note that the unit muster status report reflects the first unit approver as the first unit certification, the second unit approver as the second unit certification, the first NRA approver as the first NRA certification, and the NRA certifier as the final NRA certification.

11. **Individual IPR Guidance.** EDM is also used when the Sailor is performing IDT separately from their unit. NAVRES 1570/22, Individual IPRs are requested in EDM for rescheduled, and additional drills. Funeral honors duty is scheduled and mustered in EDM by the NRA Funeral Honors Coordinator.

a. **Responsibilities**

(1) NRA shall access EDM daily to review IDT pending approval/certification from the second unit approver. Once the second unit approver has certified the IDT, the NRA will process the IDT within 3 working days.

(a) The first NRA approver (as designated via DD Form 577, Appointment/Termination Record-Authorized Signature) shall verify and approve the individual IPR in EDM. The first NRA approver may make corrections to the IPR.

(b) The NRA certifier (NRA CO or designated representative, as designated via DD Form 577, Appointment/Termination Record-Authorized Signature) shall verify, and approve the Individual IPR in EDM. The NRA certifier may make corrections to the individual IPR, which will electronically re-route it in EDM back to a second NRA certifier for concurrence. After the NRA certifier approves the individual IPR in EDM, the IDT periods are electronically released for payment. The corresponding Electronic Muster Status Report is available in EDM with digital signatures for each role. Refer to [RESPERSMAN 1570-050](#) for guidance on generating reports.

(2) Unit CO or designated representative shall adjudicate reschedule, and additional drill requests for assigned Sailors within 3 days in EDM. Once Sailors have been mustered in EDM, the unit will certify the IDT within 3 days of completion in EDM. The first unit approver (designated representative identified in writing with signature by the unit CO) will electronically approve the IPR in EDM, thus validating the mustering official's remarks, and that the Sailor authorized IDT pay/points was present. The second unit approver will then certify that the Sailor was present. In extenuating circumstances when the muster has already been performed, and recorded in EDM, the NRA may bypass the unit CO or designated representative(s) to ensure timely processing of pay.

(3) Sailors shall access EDM to create, and submit requests to reschedule existing, or schedule additional drills no less than 3 calendar days prior to the requested drill date. In emergent circumstances, Sailors may request to reschedule their current day drills in EDM. Sailors are not authorized to perform IDT until the drill is approved by NRA. Sailors are required to ensure they are properly mustered in EDM at the time of the IDT.

(4) Any Sailor E-6 and above or civilian employee GS5 or above will access EDM to muster the Sailor at the time of the IDT.

(5) If a Sailor is not mustered for a previously-approved reschedule period after 3 days beyond that period, then the unit or NRA may muster the Sailor as unexcused absence (UA).

12. **Emergent Individual IDT Processing Procedures**

a. Unit CO or designated representatives unable to approve rescheduled and additional IDT for their assigned personnel in EDM shall communicate their approval to the NRA via official e-mail.

b. NRAs shall enter the rescheduled/additional IDT requests on behalf of the Sailor in EDM per the unit CO, or designated representative's approval. NAVPERS 1570/22, individual IPR shall be downloaded/printed, and forwarded to the Sailor's unit CO or designated representative for mustering purposes. A copy of the approval e-mail must be kept in the individual IDT folder at the NRA.

c. Mustering officials shall validate the Sailor's attendance in EDM or by digitally/physically signing the NAVPERS 1570/22, individual IPR. If Sailor was not mustered in EDM, the mustering official shall return the signed NAVRES 1570/22, individual IPR to the unit certifying official upon completion of drill.

d. Unit certifying official shall certify the Sailor's attendance in EDM, or by digitally/physically signing the NAVPERS 1570/22, Individual IPR. If the Sailor was not certified in EDM, the certifying official shall return the signed NAVRES 1570/22, Individual IPR to the NRA within 3 days of completion.

e. NRA shall upload received NAVRES 1570/22, Individual IPRs into the Sailor's EDM record, via the "Import/View Imported Member IPR" function in the EDM Approver Dashboard, for pay processing within 3 days of receipt.

13. **Missed IDT Periods.** Individuals miss regular IDT periods for a variety of reasons. Reasons to excuse absences on the day they occur include: sickness, injury, or other circumstances beyond a Sailor's reasonable control. It is the Sailor's responsibility to contact the unit or assigned NRA when absent from IDT periods before the end of the IDT period(s). The unit shall contact Sailors prior to the end of the unit IDT if they fail to contact the unit. Unit COs will make one of the following determinations by close of an IDT weekend in all cases concerning missed IDT periods:

a. **Rescheduled (RS) IDT**

(1) Unit CO may RS the individual IDT when there is a valid Navy mission, or when valid training opportunities are available. The unit CO bears the responsibility of determining the validity of such work. IDT periods may not be rescheduled after the fact.

(2) Ensure the Sailor enters the reschedule request in EDM for approval. If the Sailor is unable, the unit certifying official is responsible for submitting reschedule request on behalf of the Sailor. If the RS is requested during a unit IDT period, the unit certifying official shall select the RS dates on the unit/partial unit IPR in EDM.

(3) RS IDT periods that are missed, must be adjudicated by the unit CO as AA or UA, depending on the circumstances of each case.

b. **Authorized Absence.** Assign AAs when valid training or mission support opportunities for RS do not exist and the unit CO determines that the absence is excused. This will reduce the Sailor's total number of authorized IDT periods for the FY. AAs do not count toward retirement credit. Sailors are still required to obtain 50 retirement points for a qualifying anniversary year towards a non-regular (Reserve) retirement. Assignment of AA may impact incentive entitlements and monthly debt for Servicemember's Group Life Insurance (SGLI)/Family SGLI premiums will continue to accrue. AAs may be assigned for the following reasons:

(1) **Demobilization.** Demobilized Sailors shall be offered a 4 month AA period. AA period post mobilization may be extended up to 6 months. Sailors who desire to use this option are required to submit a Special Request Authorization, NAVPERS 1336/3, via their chain of command to the unit CO for approval and are also required to sign an AA NAVPERS 1070/613, Administrative Remarks. Unit CO are required to make monthly contact with Sailors during the AA period to ensure there are no outstanding medical/dental or administrative requirements (such as physical/dental exam, or General Military Training (GMT)). Upon completion of monthly contact, unit COs shall notify the NRA CO with updates on Sailors' status. NRAs shall refer to [RESPERSMAN 6000-010](#) to ensure Physical Health Assessment dates are properly reset in the Medical Readiness Reporting System prior to start of the AA period for those who demobilize through a Navy Mobilization Processing Site.

(2) **Temporary work conflicts/personal hardships.** Sailors may be approved up to 24 IDT periods (consecutive or non-consecutive) of authorized absences on a rolling year basis to accommodate work conflicts/personal hardships.

(a) **Responsibilities**

1. NRA shall retain Sailors in their present unit, and billet in an AA status up to 24 IDT periods with approval from the unit CO. Upon approval, the NRA will ensure Sailors sign the AA NAVPERS 1070/613, Administrative Remarks prior to commencing an AA period. Sailors with conflicts beyond 24 IDT periods shall be immediately transferred to the Individual Ready Reserve (IRR) - Active Status Pool (ASP). Refer to [RESPERSMAN 1900-010](#) for further guidance for involuntary IRR-ASP transfers.

2. Unit CO shall consider the impact on unit readiness, and manning when reviewing requests for retention based on temporary work conflicts/personal hardships. If the

unit CO does not recommend retention, process Sailor for transfer to the IRR ASP as soon as possible, or process for discharge if warranted. Unit CO will ensure Sailors sign the AA NAVPERS 1070/613, Administrative Remarks prior to commencing an AA period.

3. Sailors are required to submit a NAVPERS 1336/3, Special Request Authorization, to request periods of authorized absences. Upon approval of the authorized absence period Sailors are required to sign an AA NAVPERS 1070/613, Administrative Remarks acknowledging understanding of their responsibilities while in an AA status.

(3) **Medical/Dental Non-Drillers**. Sailors in Temporary Not Physically Qualified, Temporary Not Dentally Qualified, or Medical Retention Review who are not authorized to perform IDT will have their drills adjudicated as AA monthly until a final determination on their case is made. Ensure proper Manpower Availability (MAS) status code is assigned in accordance with [RESPERSMAN 3060-010](#).

(4) **Active Duty**. Reserve Sailors on active duty orders (e.g., AT, ADT, mobilization, recall, ADSW, etc.) shall be assigned AAs during the period of active duty, unless drill periods were rescheduled in advance. If AAs are not annotated on the Unit IPR, the active duty orders will serve as the key supporting document to support AAs for Sailors on active duty. Refer to paragraph 4f of this article for additional guidance.

c. **Unexcused IDT (U)**. Unit/command COs shall determine if a missed IDT period is unexcused.

14. **Processing Missed/Unexcused/Unsatisfactory IDT Periods**. Process missed IDT periods as follows:

a. For regularly scheduled unit IDT, the unit certifying officials will document approvals of RS/AAs on the unit IPR in EDM. RS IDT must be submitted in EDM prior to the end of the regularly scheduled unit IDT.

b. If a RS IDT period is missed, the unit CO is responsible for adjudicating the IDT as AA or UA in EDM.

c. Unit certifying officials will document UAs on the Unit IPR or Individual IPR in EDM. NRAs will record UA's on the NAVRES 1570/2, Satisfactory Participation Requirement/Record of Unexcused Absences, and send a signed copy to the Sailor either by mail or electronically to the Sailor's official e-mail address within 5 working days of the unexcused IDT period. File the original NAVRES 1570/2, Satisfactory Participation Requirement/Record of Unexcused Absences, and one signed copy in the Sailor's individual IDT Folder. Provide a copy to the unit CO or carbon copy (cc) the unit CO on the e-mail notification to the affected Sailor.

(1) Unit COs shall refer to [RESPERSMAN 1001-010](#) for requirements on processing enlisted Sailors and officers who incur 9 or more unexcused/unsatisfactory IDTs during a progressive 12 month period.

(2) NRA shall follow directions outlined in COMNAVRESFORINST 3060.7C for Sailors identified for mobilization.

d. Administrative unsatisfactory participation (Admin U). Drills may be administratively adjudicated as unsatisfactory when unit CO (or NRA CO in coordination with unit CO) to whom the Sailor reports for drill determines his/her performance during the IDT period does not meet the minimum standards required to maintain the proficiency of the unit and the skill of the individual, or when disciplinary action has been taken under the UCMJ, per [RESPERSMAN 1001-010](#).

(1) Unit CO, or designated representative will document the IDT period as present on the unit IPR, or individual IPR in EDM, and annotate unsatisfactory participation in the comments section. The NRA CO will annotate the administrative unsatisfactory participation as “Admin U” on the NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences, and send a signed copy to the Sailor either by mail or electronically to the Sailor’s official email address within 5 working days of the unsatisfactory IDT period. File the original NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences and one signed copy in the Sailor’s Individual IDT Folder. Provide a copy to the unit CO or carbon copy the unit CO on the e-mail notification to the affected Sailor.

15. **Removal of Unexcused/Authorized Absence and Admin U.** IDT periods adjudicated as UA, AA, or Admin U cannot be removed without a letter from the unit CO explaining the circumstances causing the error and steps taken to prevent further inaccurate drill adjudication. The intent of this removal process is to fairly compensate eligible Sailors for work performed.

a. **Processing Timeline**

(1) Unit CO shall submit request to remove UA, AA, or Admin U within 10 days of the drill date to the NRA CO for adjudication.

(2) NRA CO shall adjudicate UA, AA, or Admin U removals within 10 days of receipt, and removal authority shall not be delegated. A copy of all correspondence shall be maintained in the individual IDT Folder.

(3) Echelon 4 commanders shall serve as the appeal authority for NRA CO adjudications of UA, AA, or Admin U removals. COMNAVRESFORCOM (N1) is the final appeal authority for echelon 4 Commander adjudications.

16. **Reporting of IDT Periods Over 12 Months Old.** Reporting IDT periods over 12 months old must be processed via Information Technology Service Management (ITSM) service request to the NSIPS Help Desk.

17. **Drilling Status Changes - Pay**. Personnel in a pay status who have performed IDT in good faith before being notified that their assignment has been terminated will be paid for those IDT periods upon COMNAVRESFORCOM (N11) approval. This will be resolved by the NRA sending a letter to Defense Finance and Accounting System – Cleveland via COMNAVRESFORCOM (N11) with explanation and supporting documents.

RESPERSMAN 1570-020

OTHER INACTIVE DUTY TRAINING AND INACTIVE DUTY

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN COMM FAX	262-2651 (757) 322-2651 (757) 444-7598
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References	(a) DoD Instruction 1215.06 (b) COMNAVRESFORINST 4650.1 (c) COMNAVRESFORCOMNOTE 5400 (d) COMNAVRESFORINST 1000.9A (e) DoD Instruction 1300.15 (f) DoD Instruction Financial Management Regulation Volume 7A (g) OPNAVINST 1120.3A (h) BUPERSINST 1610.10D
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1. Definitions

a. All drills shall be approved and scheduled in NSIPS or Enhancement for Drill Management (EDM) prior to execution.

b. IDT includes: Additional IDTs, IDTT, Flexible (FLEX) IDTs, Incremental IDTs, Telework, and the Training in Medical Specialty (TMS)/Hospital Corpsman to Bachelor of Science in Nursing (HM to BSN)/Critical Shortage Specialties (CSS) FLEX IDT option. These IDTs shall be approved by the Unit CO or designated representative prior to execution.

c. Inactive Duty includes FHD. FHD shall be approved by the NRA CO.

2. Additional IDT Periods

a. Reference (a) establishes policy for authorizing and scheduling additional IDT periods. There are three types of additional IDT periods (i.e. Additional Training Periods (ATP), Additional Flying and Flight Training Periods (AFTP), Readiness Management Periods (RMP). Additional IDT periods provide individuals and units the opportunity to achieve and maintain required mobilization readiness levels when 48 regular IDT periods are insufficient to meet training objectives.

b. Sailors shall access EDM to create and submit requests for additional IDT periods no less than 3 days prior to the requested drill date. In emergency circumstances, Sailors may request additional IDT periods on the same day. Sailors are required to ensure they are properly mustered in EDM at the time of the IDT.

c. Additional IDT periods shall not be performed during a unit's regularly scheduled IDT weekend.

d. Duration of Additional IDT Periods: minimum duration of an additional IDT period is 4 hours.

e. Authorization, and funding additional IDT periods. Unit requirements stipulated by the supported command, along with Navy Reserve budget constraints, will dictate the actual number of additional IDT periods allocated to each unit. This includes all types of additional IDT periods. Supported command allocations will be determined based on the OSO input to COMNAVRESFORCOM (N31). Unit CO (working with OSO) determine distribution within their units, and OSO will manage drill accounts as necessary to complete their missions based on their additional IDT budget and the individual limits discussed below.

(1) Unit CO shall ensure a letter/memorandum identifying Sailor and drill allocation is retained in Unit IDT folder at the NRA. The letter shall specify the date(s) for which drill allocations are approved.

f. Individual limits of additional IDT periods:

(1) ATP provides units and individuals the ability to complete additional required training. Per reference (a), the number of these training periods shall not exceed 36 each fiscal year (FY) for any member. Two ATPs are authorized per day for a minimum of 8 hours training in formal or informal On the Job Training (OJT), which contributes to unit or individual mobilization readiness as follows:

(a) Any schools/classes that enhance the member's mobilization readiness.

(b) Informal OJT such as aircraft maintenance training, phased maintenance training, and administrative procedure training.

(c) Administrative requirements associated with the mobilization billet such as preparing enlisted evaluations, or fitness reports, or other general administrative duties are not authorized. The training must be specific to the mobilization billet or rate/designator training.

(2) AFTP provide aircrew members additional flight training to achieve and maintain aircrew proficiency and sustain mobilization readiness. The number of these training periods shall not exceed 72 each FY for any member per reference (a).

(a) 2 AFTPs shall be authorized per day only when an individual is scheduled for an actual flight or readiness training simulator event and completes a minimum of 8 hours of work.

(b) Only one AFTP shall be authorized per day for an individual performing flight-related ground training (Naval Air Training and Operating Procedures Standardization ground

training, annual flight physicals, aviation physiology and swim qualification, or other OPNAVINST 3710.7 flight training requirements).

(3) RMP are intended for use by drilling Reserve members to support the following functions in preparing their unit for training: the ongoing day-to-day operation of the unit; accomplishing unit administration; training preparation; support activities and maintenance functions. Per reference (a), the number of RMP performed in a FY by any member shall not exceed 36, and not more than one RMP shall be performed by an individual in 1 calendar day. However, a RMP may be executed in the same day as another drill type in the same calendar day.

(4) For those other than aircrew members, the combination of ATP, and RMP shall not exceed 72 per FY. For aircrew members, the combination of AFTP, ATP, and RMP shall not exceed 84 per FY or as determined by reference (a).

3. **Inactive Duty Training Travel (IDTT)**

a. Must be executed in accordance with reference (b).

b. IDTT orders delineate travel and per diem entitlements only. Pay and allowance are processed using regular or additional IDT.

c. All drills must be scheduled in EDM prior to routing IDTT orders. Performance of ATP, RMP or AFTP must follow existing rules for accounting.

(1) Compensation (pay/points) will not be authorized on a travel day unless the member provides documentation that work/class was conducted on the travel day. An example is a training certificate that lists course dates which include the day of travel.

(2) Sailors are required to ensure they are properly mustered in EDM at the time of the IDT.

d. Per reference (a), IDT is prohibited in imminent danger areas and Imminent Danger Pay is not authorized for IDTT orders.

e. Per reference (f), IDT pay is subject to federal income tax withholding and state income tax withholding in all situations.

4. **Telework.** Telework IDT will be administered per reference (d). Participants must meet all administrative and medical requirements to be eligible to perform Telework IDT.

5. **FLEX Drill Scheduling and Administration.** The FLEX IDT Drill option offers added flexibility for members to best meet the requirements of their supported command. Member participation in the FLEX IDT drill option is voluntary. FLEX Drills can be performed consecutively using regular IDT or additional IDT.

a. Units who operate with variable/flexible drill schedules, often referred to as “FLEX drill units” will schedule at least 12 regular IDT periods per quarter. These drills may be scheduled at the end of each quarter initially with the expectation they will be rescheduled as IDT periods require.

b. FLEX IDT may be performed separately or in conjunction with Annual Training (AT), Active Duty for Training or IDTT unless prohibited by reference (c).

c. Unit leaders (CO, executive officer, senior enlisted leader) participating in FLEX IDT remain fully responsible and accountable for their unit’s administration and readiness. Unit leaders may find it necessary to limit their FLEX IDT or perform additional non-pay IDT to accomplish unit management.

d. Unit CO shall:

(1) Approve/disapprove member’s request to participate in FLEX IDT.

(2) Ensure members submit RS IDT request via EDM per the advance IDT policy outlined in RESPERSMAN 1570-010.

(3) Counsel members on FLEX IDT requirements and have member sign the FLEX IDT Drill Option NAVPERS 1070/613, Administrative Remarks acknowledging understanding. Personnel authorized to Telework shall do so in accordance with reference (d). A copy of the NAVPERS 1070/613 shall be retained in TRIM in the individual IDT folder.

(4) Oversee and coordinate the scheduling of FLEX IDT with the supported command, supporting NRA and the unit member as far in advance as possible to prevent pay and billeting problems and to ensure IDT will best meet mission, and/or readiness training requirements. This is particularly important for FLEX IDT periods performed before the normal IDT periods.

(5) Ensure all administrative requirements (i.e. Urinalysis and PFA) are completed at either the NRA or the supported command using paid or non-paid IDT as appropriate.

(6) Forward unit members’ completed IPR in EDM to the NRA within 3 business days of IDT completion to ensure timely payment and proper recording of retirement points.

e. Members shall:

(1) Request the FLEX IDT Drill Option through their unit chain of command.

(2) Sign the FLEX IDT Drill Option NAVPERS 1070/613, Administrative Remarks acknowledging their drill requirements.

(3) Upon approval, ensure drills are scheduled in NSIPS prior to performing the IDT.

(4) Provide completed IPR to the Unit CO after IDT completion.

6. **Incremental Accrual of IDT Periods**. Incremental IDT (regular and additional IDT) periods provide an opportunity for unit personnel to receive Reserve IDT pay, training credit and/or retirement points. This program will be administered in the following manner:

a. Unit CO shall:

(1) Approve/disapprove member's request to perform Incremental IDT.

(2) Counsel members on Incremental IDT requirements and have member sign the Incremental IDT NAVPERS 1070/613, Administrative Remarks acknowledging understanding. Personnel authorized to telework shall do so in accordance with reference (d).

(3) Ensure the IDT is scheduled in EDM prior to performing initial Incremental IDT period.

(4) Track and ensure personnel approved to perform Incremental IDTs, do so in hourly increments, earning credit for each hour until 2 hours for a non-paid IDT or 4 hours for a paid IDT, which equates to one IDT period.

(5) Ensure proper muster in EDM and that the unit certifying official certifies the unit members' completed IDT period in EDM within 3 business days of IDT completion to ensure timely payment and proper recording of retirement points.

b. Members shall:

(1) Request the Incremental IDT option through their unit chain of command.

(2) Sign the Incremental IDT NAVPERS 1070/613, Administrative Remarks acknowledging their drill requirements.

(3) Upon approval, ensure drill is scheduled in EDM, to reflect the drill period in which the member will have accumulated the minimum hours for a paid on nonpaid IDT, prior to performing the initial Incremental IDT period.

(4) Perform Incremental IDT in hourly increments, earning credit for each hour until 2 hours for a nonpaid IDT or 4 hours for a paid IDT, which equates to one IDT period and matches the date scheduled in EDM.

(5) Inform the Unit CO upon completion of Incremental IDTs to facilitate the EDM muster and certification process.

7. **Military FHD**. Ready Reserve members and retirees may volunteer to perform FHD.

a. Per references (a) and (e), FHD includes the preparation/training for the actual performance of rendering military funeral honors.

(1) A period of FHD must be at least 2 hours. Honors may be performed at more than one funeral on a given day. However, only one FHD payment and one retirement point (if applicable) will be authorized per calendar day.

(2) The processing of FHD payment and points (if applicable) is authorized to support up to two FHD training periods per Sailor, per year.

b. **Responsibilities**

(1) COMNAVRESFORCOM (N11) shall submit, and track all Funeral Honors Duty Allowance (FHDA) payments for IRR-ASP Sailors.

(2) NRA shall:

(a) Approve/disapprove Ready Reserve Sailors' request to participate in FHD. Retirees must receive authorization from the Regional FHD Coordinator.

(b) Counsel Sailors on FHD requirements and have member sign the FHD NAVPERS 1070/613, Administrative Remarks acknowledging their understanding of the program.

(c) Appoint FHD Coordinators in writing (i.e. designation letter with signature, or DD Form 577, Appointment/Termination Record-Authorized Signature) as mustering officials and training coordinators.

(d) Schedule FHD in EDM prior to execution for SELRES and VTU members.

(e) Muster Sailors visually or by phone prior to and after scheduled training and or funeral/memorial service. Complete muster in EDM.

(f) Process FHDA in EDM for SELRES and VTU members upon receipt of the Commander, Naval Installation Command (CNIC) FHD, after Action Report and within 3 days of completion.

1. FHDA shall be used as the primary means to fund and support regional CNIC requirements. Per reference (a), performance of funeral honors, or the preparation for such honors shall not be considered a period of IDT.

2. If an emergent Military Funeral Honors requirement occurs during a scheduled IDT period, and a member of the Ready Reserve volunteers to perform the funeral honor upon obtaining approval from their unit CO, the scheduled IDT period must be rescheduled in EDM to a later date. However, the rescheduled drill may be adjudicated as authorized absence if the Sailor is unable to make-up the drill. Refer to [RESPERSMAN 1570-010](#) for specific instructions

for processing rescheduled IDT periods. Once the IDT period has been rescheduled, the NRA shall schedule the FHD period in EDM and process accordingly.

(g) Track payments for SELRES and VTU members using the NRA Earnings Statement Report.

(h) Forward NAVRES 1770/16, Funeral Honors Duty Participation Statement signed by the NRA CO with CNIC Funeral Honors Request to COMNAVRESFORCOM (N11) for IRR-ASP Sailors within 3 days of completion.

(i) Forward SF 1164, Claim for Reimbursement for Expenditures on Official Business signed by the NRA CO to CNIC Regional Funeral Honors Coordinator for retirees within three days of completion.

(j) Submit FHD after Action Report with 24 hours of completion to CNIC via the HONORS Tracker.

(k) Train Sailors in accordance with CNIC training requirement, and ensure no more than two FHD training periods per Sailor, per year are authorized.

(3) Sailors shall:

(a) Request to be a part of the NRA FHD detail via their unit chain of command.

(b) Sign the FHD NAVPERS 1070/613, Administrative Remarks acknowledging their understanding and acceptance of FHD program requirements.

(c) Muster visually or by phone with the NRA FHD Coordinator prior to and after scheduled funeral/memorial services.

8. Special Medical Drilling Categories

a. TMS and HM to BSN FLEX IDT Drill Options. The TMS and HM to BSN drill options allow medical healthcare professionals an opportunity to earn Reserve drill pay, training credit, and retirement points by completing civilian training programs that would enhance their reserve mobilization readiness. Members will normally be assigned to OHSU supporting medical treatment facility units, but may request assignment to billets outside Budget Submitting Office (BSO)-18 (i.e. Marine units, Reserve Force Squadrons, Seabees, etc.). Members shall be assigned PRD that coincide with the completion of their training, or schooling program and additional related obligated service. PRD will reflect on the member's orders and be entered into NSIPS. In addition to the FLEX IDT Drill Option, participants must sign the addendum NAVPERS 1070/613, administrative remarks acknowledging their additional drill responsibility, and obligation requirements for the TMS or HM to BSN drill options. NRA COs do not have authority to approve participation in the TMS program. This program may be cancelled at any time based upon the needs of the Navy.

b. Participation criteria:

(1) Officers requesting the TMS FLEX IDT Drill Option must comply with the following:

(a) Pursue a full-time residency or fellowship in a medical discipline that is defined as a Reserve Component Wartime Health Care CSS, which enhances the member's mobilization readiness. CSS are defined bi-annually by Assistant Secretary of Defense (ASD) (Health Affairs (HA)) as those areas where DoD will have difficulty in meeting the need for wartime health professionals. ASD (HA) is responsible for defining CSS in the Navy Reserve Medical Community.

(b) Request TMS status via the corps specific community manager (Reserve Affairs Officer (RAO)) at BUMED.

1. BUMED RAOs via Professional Review Boards are the final and only approval authority for entry and participation in the TMS Drill Option Program. BUMED endorsement will be made following a board held for formal professional review.

2. Approval by BUMED of a TMS FLEX IDT Drill Option will follow any initial service obligation.

(c) Those training for sub-specialties listed on the DoD CSS as promulgated by ASD (HA), are exempt from mobilization until the completion of their training program. All other personnel must apply for exemption in the event of a mobilization.

(d) Request authorization from the unit CO or designee, prior to executing any drills.

(e) Perform a minimum of four IDT per quarter (these drills do not have to be performed at the supporting NRA), in addition to the 4 required IDT periods (two IDT semi-annually) at their unit or supporting NRA to complete required Navy administration requirements (PFA, General Military Training (GMT), medical/dental/mobilization readiness).

(f) If requesting assignment to other than a BSO-18 unit, will be required to perform the normal allowance of drills required of these non-BSO-18 unit's members.

(g) Agree to provide an annual official letter from their educational institution that adequately identifies the applicant by name and social security number. The letter must certify member's full enrollment status (full enrollment is defined as year round attendance with applicable course load); the program the applicant is enrolled in, official start date and estimated completion (graduation) date.

(h) Personnel assessed with critical sub-specialty credentials cannot participate in the TMS drill option until they have completed all other drilling obligations.

(i) Training for critical sub-specialty and receiving a stipend (offered at the time of recruitment) will incur a SELRES obligation equal to 1 year for each 6 month period or portion thereof of stipend received, upon completion of training, per the Navy's stipend written agreement.

(j) All non-stipend TMS participants incur a 3 year service commitment (members become a mobilization asset in the final year of this 3 year commitment) following completion of training. Acknowledgement of this requirement shall be made by signing a NAVPERS 1070/613, Administrative Remarks.

(k) All direct commissioned officers shall use their first AT to attend Direct Commission Officer Indoctrination Course (DCOIC) in accordance with RESPERSMAN 1200-010. TMS participants enrolled in a full-time residency training program who are unable to perform the AT requirements set forth in [RESPERSMAN 1571-010](#), shall request an AT waiver in conjunction with the annual submission of written documentation of continued participation from the training program. AT waiver process is outlined in [RESPERSMAN 1571-010](#). TMS participant AT waivers supported with written documentation should be approved and recorded by the NRA. An approved AT waiver and supporting documentation of enrollment will defer the DCOIC required per reference (g) once submitted via the NRA to COMNAVRESFORCOM (N7).

(l) TMS participants will be assigned a training MAS code based on the below criteria. Only one MAS code can be assigned at one time. DCO MAS code has precedence. MAS code precedence can be located on [COMNAVRESFORCOM \(N35\)](#) SharePoint.

1. If the TMS participant is a DCO, a MAS code of "DCO" will be assigned upon commissioning. The DCO MAS code will be removed upon graduation from DCOIC. In the event DCOIC is completed before fulfilling the TMS program requirements, a MAS code of TMS will need to be assigned upon removal of the DCO MAS code and will require close coordination with COMNAVRESFORCOM (N7), BUMED, and the unit CO ,and/or NRA CO. Upon completion of full-time residency or subspecialty training program, TMS participants will provide proof of credentials in new sub-specialty to notify the unit CO, and/or NRA CO to ensure the TMS MAS code is removed in NSIPS and qualifying Navy Officer Billet Codes and Sub-specialty Codes are entered in NSIPS.

2. If the TMS participant is not a DCO, a MAS code of "TMS" will be assigned. Upon completion of full-time residency or subspecialty training program, TMS participants will provide proof of credentials in new sub-specialty to notify the unit CO and/or NRA CO to ensure the TMS MAS code is removed in NSIPS and qualifying Navy Officer Billet Codes and Sub-specialty Codes are entered in NSIPS.

(m) TMS participants dropping out of their training program will serve out their obligated 3 years in a General Medical Officer billet.

(n) TMS participants are considered SELRES upon affiliation in the Navy Reserve, and will not be considered for bonuses as they move into their new sub-specialty upon completion of their course of study.

(2) Minimal drill requirements are at least quarterly (4 drills, or 16 hours), these drills do not need to be accomplished at the NRA. These are in addition to the mandatory twice-annual 16 hours (4 drills, usually 2 in spring, and 2 in fall for Periodic Health Assessment/PFA) that must be performed at the NRA. Should emergent supported command needs arise, more drills may be required.

(3) Specialties that are dropped from the DoD CSS list are authorized to complete their billet/training tenure. Members switching sub-specialties or extending training beyond original PRD are required to obtain authorization from the BUMED RAO to remain in TMS. Members switching from a CSS to a non-CSS will require BUMED authorization for exemption. Members pursuing a CSS are exempt from mobilization during training.

(4) If the member already holds a critical specialty and is accessed with such credentials, the member CANNOT participate in the TMS drill option until any previously obligated drill requirement is completed.

(5) All TMS students are credentialed by Centralized Credentials and Privileging Department, Jacksonville at the lowest level for their corps (e.g., if Medical Corps, as a General Medical Officer/Primary Care Medical Officer; if Dental Corps, as a General Dentist etc.).

(6) Additionally, participants in the TMS FLEX IDT Drill Option must:

(a) Be enrolled in a full-time residency or fellowship training program necessary for member to attain full privileging and/or licensing in their area of expertise.

(b) Be enrolled in a full-time residency or fellowship training program to attain board certification in a medical specialty or sub-specialty required by the Navy (classified as a critical short wartime specialty).

(c) Maintain Navy standards for physical readiness.

c. Enlisted HM requesting the HM to BSN option shall:

(1) Be enrolled in a full-time program to attain a BSN degree.

(2) Complete four IDTs semi-annually (one full weekend semi-annually) at their supporting NRA to complete Navy required administration (i.e. PFA, GMT, medical readiness, etc.).

d. Drill Administration of TMS/HM to BSN Sailors. Unit CO shall:

- (1) Maintain monthly contact with TMS/HM to BSN students.
- (2) Ensure monthly IDTs are recorded as present on the IPR on behalf of all students authorized accession into the TMS program to facilitate timely IDT payment.
- (3) Assign an appropriate Medical Community mentor to ensure the participant fully understands the flexibility and desirability of additional participation whenever feasible.
- (4) On an as needed basis, ensure that updates from RAOs are properly recorded, TMS status is maintained and notify RAO on TMS participant status changes (completion, drops, additional training).
- (5) Collect signed NAVPERS 1070/613, Administrative Remarks and matriculation letters from TMS participant and forward to the RAO of the respective corps.
- (6) Ensure the MAS code TMS is removed immediately following the successful completion of the member's full-time training program.

e. Critical Skills Shortage FLEX IDT Drill Option. The CSS drill option is designed to allow healthcare professionals holding specialties on the biannually sanctioned CSS list the ability to earn a satisfactory year for retirement without the obligation of completing 48 IDTs. Such members upon accession by definition are advanced practitioners ready for mobilization after initial Reserve training (usually, 84 drills or 21 months). CSS is a career neutral program with participants being considered for promotion based on their actual performance. Submit Fitness Reports per reference (h). Additional drill participation beyond basic drill requirements is highly encouraged and makes officers more competitive for promotion. This program may be cancelled upon the needs of the Navy. To participate in the CSS FLEX IDT Drill Option, members shall:

- (1) Sign the FLEX IDT Drill Option NAVPERS 1070/613, Administrative Remarks as well as the addendum NAVPERS 1070/613, Administrative Remarks acknowledging their unique drill obligation/requirements for the CSS option.
- (2) Be assigned to OHSUs with orders issued and a PRD assigned. Members whose sub-specialties are dropped from the DoD CSS list are authorized to complete their billet tenure. Senior officer (O5/O6) members must use the APPLY program to obtain a billet at the end of their tenure. Members who desire to drill with units other than the OHSU will be required to perform the normal allowance of drills required of unit members.
- (3) Request authorization from their unit CO, or designee, prior to executing any drills.
- (4) Perform a minimum of 4 IDTs per quarter at their supporting NRA to complete required Navy administration (i.e., PFA, GMT, medical readiness, etc.). All other drills are optional. Drill credit and pay are only earned for drills performed.

(5) Perform AT if member has a drilling obligation due to receiving a stipend, loan repayment incentive, or bonus. See [RESPERSMAN 1571-010](#) for AT waiver guidance. AT waivers are available for members who are not under a drilling obligation.

(6) Be eligible to perform up to a maximum of 35 points for members in the SELRES and 20 points for members in the VTU Continuing Medical Education per anniversary year.

(7) Drill Administration. Unit COs shall:

(a) Assign an appropriate corps mentor to ensure the participant fully understands the flexibility and desirability of additional participation whenever feasible, which will help the member's career development and Navy indoctrination.

(b) Assign Authorized Absences for drills the member elects not to perform other than those required.

RESPERSMAN 1570-030

INDIVIDUAL INACTIVE DUTY TRAINING RECORD MAINTENANCE

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN COMM FAX	262-2262 (757) 322-2262 (757) 444-7598
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References	(a) BUPERSINST 1001.39F (b) SECNAVINST 5211.5E (c) SECNAVINST 5210.8D (d) ASN Memo of 29 Jan 15 (e) COMNAVRESFORINST 5210.1
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1. **Purpose.** This article addresses the proper administration of individual Inactive Duty Training (IDT) record maintenance in accordance with references (a) through (e).
2. **Navy Reserve Activity (NRA) Responsibilities.** The NRA shall establish and maintain individual IDT folders for Sailors assigned to the NRA. In accordance with reference (d), all documentation that supports financial statement balances shall be retained by the NRA for 10 years.

a. Create and maintain individual IDT records in the individual's folder in Total Records Information Management (TRIM) Application in accordance with reference (e). The individual IDT folder shall include:

- (1) Copies of IDT orders
- (2) Original [NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences](#)
- (3) Copies of all [NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences](#) notifying the member of their unexcused/unsatisfactory IDT periods.
- (4) Copies of correspondence (i.e., Unexcused Absences (UA)/Authorized Absences (AA)/Administrative Unsatisfactory (Admin U) removal letters) relating to IDT, Montgomery GI Bill-Selected Reserve (MGIB-SR) Statement of Understanding, MGIB-SR Notice of Basic Eligibility (NOBE), Funeral Honors Duty (FHD) and Casualty Assistance Calls Officer (CACO) Support participation, as well as pertinent NAVPERS 1070/613, Administrative Remarks. Memorandums for the Record (MFRs) that were submitted for audit purposes are to be maintained in the affected Sailor's Individual IDT Folder.

(a) Individual Participation Records (IPR) processed electronically via the Enhancement for Drill Management (EDM) system are maintained indefinitely and do not need to be maintained in the individual IDT record.

(5) Completed Annual Training (AT)/Active Duty for Training (ADT)/Active Duty for Special Work (ADSW)/mobilization/Inactive Duty Training Travel (IDTT) orders with reporting and detaching endorsements, including any documents reflecting payments made during execution of the orders and/or documentation for an AT waiver. In the rare and exceptional circumstance where an IPR was generated for a set of IDTT orders, ensure IPR is filed with the corresponding IDTT orders.

(a) Completed AT, ADT, and IDTT orders, with proper reporting and detaching endorsements, which are stored electronically in the Defense Travel System (DTS), satisfy this requirement and do not need to be maintained in the individual IDT record.

(6) For all loss transactions refer to [RESPERSMAN 1900-010](#) for key supporting documents that shall be retained. The NRA shall maintain a copy in TRIM and mail the original individual IDT record to the Sailor within 5 days of completing the NSIPS strength loss transaction.

(7) For all gain transactions refer to [RESPERSMAN 1100-050](#) for key supporting documents that shall be retained.

c. For members transferring to a new NRA, the current NRA shall:

(1) Generate a copy of the member's IDT history review and file a copy in the individual IDT folder in TRIM.

(2) Mail the individual IDT folder to the gaining NRA within 5 days of completing the NSIPS Check-out transaction.

(3) Coordinate the move of the electronic individual IDT folder in TRIM to the gaining NRA. If the Reserve Sailor is transferring to another NRA within the same region, then the losing NRA shall contact the responsible Echelon IV to move the individual IDT folder in TRIM under the gaining NRA's hierarchy. If the Reserve Sailor is transferring to a NRA in another region, then the losing NRA shall contact CNRFC (N11) at cnrfc_rpat@navy.mil to coordinate the individual IDT folder transfer in TRIM.

c. In accordance with reference (e), NRAs shall use TRIM, which is the Navy's official storage solution for electronic records. NRAs shall establish and maintain electronic folders in TRIM for each Reserve Sailor assigned, using the naming convention promulgated in reference (e). Paper copy individual IDT folders are authorized to be maintained and may contain pertinent pay and personnel documents that were produced prior to 1 October 2016.

RESPERSMAN 1570-040

UNIT INACTIVE DUTY TRAINING (IDT) RECORD MAINTENANCE

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN COMM FAX	262-2651 (757) 322-2651 (757) 444-7598
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References	(a) BUPERSINST 1001.39F (b) SECNAVINST 5211.5E (c) SECNAVINST 5210.8D (d) ASN Memo of 29 JAN 15 (e) COMNAVRESFORINST 5210.1
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1. **Purpose.** This article addresses the proper administration and execution of all IDT unit record maintenance per references (a) through (d).

2. Navy Reserve Activity Responsibilities. The NRA shall establish and maintain unit IDT accounting folders for each assigned unit. In accordance with references (d) and (e) all documentation that supports financial statement balances shall be retained in Total Records and Information Management (TRIM) system for 10 years.

a. Maintain unit IDT Participation Record Folders as follows:

(1) Unit designation letters and/or DD Form 577s, Appointment/Termination Record-Authorized Signature

(2) Completed NAVRES 1570/21, unit IDT Participation Record, for any past unit musters completed outside of Enhancement for Drill Management (EDM). Unit IDTs mustered in EDM are electronically recorded on a Unit Muster Status Report and stored indefinitely in EDM.

(3) Unit IDT unadjudicated report with corrective actions taken for unadjudicated IDTs occurring prior to October 2017. Unit IDTs mustered in EDM are electronically recorded on a Unit Muster Status Report and stored indefinitely in EDM and shall have corrective action annotated for unadjudicated IDTs after October 2017.

(4) Unit recall roster.

b. NSIPS IDT Verification Record Folder. This folder will maintain historical IDT Verification Reports approved, signed, and dated by NRA CO or designated representative. Unit

eMusters performed in EDM after January 2017 and Individual IDT eMusters performed in EDM after April 2017 do not require IDT Verification Reports.

c. Earnings Statements. This folder will maintain the earnings report with annotated corrective actions, signed, and dated by the verifying NRA staff member.

RESPERSMAN 1570-050

INACTIVE DUTY TRAINING (IDT) REPORTS

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN	262-2651
			COMM	(757) 322-2651
			FAX	(757) 444-7598

References	(a) BUPERSINST 1001.39F (b) SECNAVINST 5211.5E (c) SECNAVINST 5210.8D (d) ASN Memo of 29 Jan 15 (e) COMNAVRESFORINST 5210.1
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1. **Purpose.** This article addresses the proper administration and execution of all Inactive Duty Training (IDT) reports per references (a) through (d).

2. **Background/Financial Improvement and Audit Readiness (FIAR)**

a. Background. The IDT process, from scheduling to final payment, has many detailed steps. The IDT reports facilitate this process providing workflow status and current information for the individual steps, as well as, providing historical summaries. Additionally and equally important, many of these reports are KSD for FIAR efforts.

b. FIAR Reports

(1) The Department of the Navy FIAR Program's goal is to produce financial information with greater accuracy, reliability, and accessibility. This article discusses reports and processes necessary, but not all-inclusive, for Navy Reserve commands to be in compliance with FIAR objectives.

(2) In accordance with references (d) and (e), retain all IDT documents that support financial statement balances for 10 years in the TRIM system. Unless specifically addressed in a subparagraph, if a report is produced, printed out, and includes annotated corrections or notes, then the NRA is responsible for retaining a copy of this document in TRIM for 10 years. If a report is blank when produced, a copy is not required to be maintained.

3. **IDT Pay Processing Reports.** These reports are part of the Navy Reserve Activity (NRA) IDT pay process.

a. Prior to release of pay transactions

(1) Pending Transactions Report

(a) Purpose: Lists all work saved but not yet released; sorted by operator and supervisor.

(b) Action: Generated in NSIPS, it shall be run daily to identify all transactions requiring release or recycling back to the clerk for corrective action. Once corrective action has been taken, the clerk shall annotate the report and file in the NRA's Manpower Folder in TRIM.

b. After release of pay transactions

(1) Unit Muster Status Report

(a) Purpose: Replaced the IDT verification report and NAVRES 1570/21, unit/partial unit inactive duty training participation record for EDM unit eMusters, the unit muster status report displays the record of a unit muster to include drills' adjudication and the routing/approval chain for each drill. This report is a KSD for unit musters performed in EDM.

(b) Action: NRA shall weekly review the unit muster status report in EDM to identify any un-adjudicated drills. This report is maintained indefinitely in EDM and may be required to be retrieved if audited or inspected.

(2) Electronic Muster Status Report

(a) Purpose: Replaced the IDT verification report and NAVRES 1570/22, individual inactive duty training participation record, for all rescheduled regular drills, additional drills, and funeral honors duty periods. It captures the electronic muster report for Individual IDT periods that have been scheduled or rescheduled in EDM and certified by the unit and NRA.

(b) Action: NRA shall weekly review the electronic muster status report in EDM to identify any un-adjudicated drills. This report is maintained indefinitely in EDM and may be required to be retrieved if audited or inspected.

(3) Retained Transmittal Log

(a) Purpose: Provides a list of all messages and transactions released for processing. They are grouped by:

1. Section 1. Social Security Number (SSN);
2. Section 2. Reserve Unit Identification Codes (RUICs); and
3. Section 3. Local database updates and actions that do not generate transactions to other systems.

(b) Action:

1. Generated in NSIPS, it shall be run daily. Review, sign, date, and annotate corrective actions taken for failed transactions. These transactions will be reflected on the “error record” in the log.

2. File cover sheets chronologically by date of transmission to unit IDT folder in TRIM.

(4) Feedback Report

(a) Purpose: Used to verify submitted transactions have been processed. The report reflects feedback of all transactions that have been acknowledged, accepted, or rejected.

(b) Action: Generated in NSIPS, this shall be run daily. Annotate corrective actions taken for all rejected items and file in the unit IDT folder in TRIM.

(5) Pending Feedback Report

(a) Purpose: List of all transactions released for pay and/or processing for which feedback has not yet been received. This report shall be produced in conjunction with the feedback report.

(b) Action: Generated in NSIPS, this shall be run daily. Transactions pending feedback over 7 days shall be researched to determine the cause. Annotate corrective actions taken for all pending items and file in the unit IDT folder in TRIM.

(6) Rejected Drills Report

(a) Purpose: Identifies IDT periods that have been rejected by NSIPS. This report can be generated by RUIC or by SSN.

(b) Action: Generated in NSIPS, this report shall be run weekly or as warranted with listed items to be researched and corrected. Annotate corrective actions taken for all rejected drills and file in the Unit IDT folder in TRIM.

(7) Funeral Honors Duty Transaction Report

(a) Purpose: Replaced the IDT verification report and NAVRES 1570/22, individual inactive duty training participation record, for funeral honors duty (FHD) periods.

(b) Action: NRA shall weekly review the funeral honors duty transaction report in EDM to identify any un-adjudicated FHD periods. This report is maintained indefinitely in EDM and may be required to be retrieved if audited or inspected.

4. **IDT Pay Program Controls.** These reports support the command's IDT pay program's integrity and control effectiveness.

a. IDT Unadjudicated Report

(1) Purpose: Generated from NSIPS, it identifies members whose IDT periods reflect as scheduled but have not been completely processed and released. This report will not be utilized for IDTs occurring after October 2017. Electronic muster status report shall be utilized for IDTs occurring after October 2017.

(2) Action: This report shall be produced weekly and used to ensure proper disposition of each unadjudicated drill. All IDTs listed shall be reviewed for determination of status. Annotate corrective actions taken for all pending items and file in the unit IDT folder in TRIM.

b. Electronic Muster Use Report

(1) Purpose: Similar to the IDT unadjudicated report but specific to EDM individual scheduled drills. This report provides the status of pending electronic muster reports for Individual IDT request(s) that have been approved by the NRA.

(2) Action: This report shall be produced weekly and used to ensure proper disposition of each unadjudicated drill. All IDTs listed shall be reviewed for determination of status. This report is maintained indefinitely in EDM.

c. Earnings Statement Report

(1) Purpose: E-mailed weekly to the NRA. The report contains information from Defense Joint Military Pay System – Reserve Component (DJMS-RC) on the final status of transactions previously submitted for the upcoming pay period. Information includes all reserve pay related transactions to include but not limited to Electronic Funds Transfer (EFT) enrollment, drill pay, Annual Training (AT)/Active Duty for Training (ADT) pay, Special Duty Assignment Pay (SDAP), Incentive Pay, Servicemembers' Group Life Insurance (SGLI) and Family Servicemembers' Group Life Insurance (FSGLI).

(2) Action:

(a) Verify this report against supporting documentation (i.e. IDT verification report, incentive/SDAP certification/recertification letters, and SGLI/FSGLI forms) within 5 working days of receipt, annotating all corrective action taken. This report shall be signed, dated and filed in the unit IDT folder in TRIM.

(b) NRAs shall notify their echelon 4 with difficulties with receiving the earnings statement. Echelon 4s are responsible for updating POC information. Use Courier New font, 8-pitch, and print in landscape format to avoid "wrapped around" information.

(c) Provide a copy of the earnings statement report to the NRA N3 department for AT/ADT pay and allowance auditing and corrective action. This report will be verified against supporting documentation (i.e. fully endorsed AT/ADT orders and NAVPERS 1070/602, Record of Emergency Data/Dependency Application) and filed in TRIM, annotated with any discrepancies and corrective action taken.

5. **Reports provided to the Unit CO.** These reports provide the unit CO visibility on all members' drill status and history from which the CO can then best manage the overall IDT program. These reports are for management purposes and are only required to be maintained in the unit IDT folder in TRIM if corrective action was taken.

a. Inactive Duty Training Additional Report

(1) Purpose: Lists additional IDTs scheduled/performed within the current FY. IDTs are separated by type of additional drills (Additional Flight Training Period (AFTP), Additional Training Period (ATP) or Reserve Management Period (RMP)).

(2) Action: Sort report by Reserve Unit Identification Code (RUIC) and forward to unit COs prior to each drill weekend. Unit COs can use this to coordinate drill management with OSOs.

b. Inactive Duty Training Authorized Absences (AA) Report

(1) Purpose: Lists personnel who have had AAs within a running 12 month period. Unit COs will track to ensure that a member has received no more than 24 AA drill periods with the exception of ADT, AT, ADSW, and mobilization periods per [RESPERSMAN 1570-010](#).

(2) Action: If Sailor received more than 24 AA drill periods, the NRA shall coordinate with the unit CO to immediately transfer Sailor to Individual Ready Reserve (IRR)-Active Status Pool (ASP) per [RESPERSMAN 1570-010](#).

6. **Reports provided directly to members.** These reports are provided annually to the individual member providing them visibility on their own drill history. These reports are informational and are only required to be maintained in the Individual IDT folder in TRIM if corrective action was taken.

a. IDT History Review Report

(1) Purpose: Lists all pay and non-pay IDTs by the type of IDT over a progressive year and on a FY basis, covering 14 months for a unit. Generated from NSIPS within 30 days prior to the member's anniversary, transfer, or separation date.

(2) Action: Members review for accuracy. For members who are transferring or separating, NRAs shall file this report in the Individual IDT folder in TRIM when complete.

There is no retention requirement for the IDT History Review Report for anniversary reports, since this report is maintained in NSIPS indefinitely.

b. IDT Detail Review

(1) Purpose: Lists all IDT periods stored on the database and the status of each in date order for an individual for up to the last 10 years. Generate from NSIPS within 30 days prior to the member's anniversary date, transfer, or separation.

(2) Action: Members review for accuracy. For members who are transferring or separating, NRAs shall file this report in the Individual IDT folder in TRIM when complete. There is no retention requirement for the IDT detail review for anniversary reports, since this report is maintained in NSIPS indefinitely.

c. Individual Unit Drill Schedule

(1) Purpose: Lists all IDT periods (unit and individual) for which a member is scheduled.

(2) Action: Members review for IDTs that have been scheduled via their NSIPS self-service account.

7. **EDM Management Reports**. The following EDM reports are for management purposes only and can be generated by the NRAs and unit leadership:

a. IDT Scheduling Timeliness Report

(1) Purpose: Provides the timeliness for individual IDT request(s) that are placed into workflow and timeline for the approval or disapproval process.

(2) Action: NRA shall review monthly to identify workflow trouble-points for corrective action.

b. Workflow Status Report

(1) Purpose: Provides the current status and number of days in workflow of a submitted individual IDT request(s).

(2) Action: Identify and address pending requests associated with respective stakeholders.

RESPERSMAN 1571-010

ANNUAL TRAINING AND ACTIVE DUTY TRAINING

Responsible Office	COMNAVRESFORCOM (N31)	Phone:	DSN	262-6748
			COMM	(757)322-6748
			FAX	(757)444-7568

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.

RESPERSMAN 1900-010

PERSONNEL LOSS TRANSACTIONS

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN	262-2262
			COMM	(757) 322-2262
			FAX	(757) 444-7598

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).

RESPERSMAN 3060-010

MANPOWER AVAILABILITY STATUS CODES

Responsible Office	COMNAVRESFORCOM (N3)	Phone:	DSN	262-3091
			COM	(757) 322-3091
			FAX	(757) 444-7568

1. **General**. Manpower Availability Status (MAS) codes are used to assist in determining and tracking the pre-mobilization administrative and medical status of Selected Reservists. Ensuring that a Selected Reservist's Navy Standard Integrated Personnel System (NSIPS) and Reserve Headquarters System (RHS) record reflect correct and updated MAS codes is essential to ensuring supported commands, Unit Commanding Officers (COs), Operational Support Officers (OSOs), and Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N35) can accurately evaluate the current status on each Reservist.

2. **Responsibilities**

a. COMNAVRESFORCOM (N35) shall:

(1) Identify circumstances that affect mobilization availability and provide MAS codes that can be used in a Selected Reservist's personnel record to track and evaluate mobilization availability.

(2) Annually provide a Force-wide MAS code report to Echelon IV Commands/Navy Reserve Activities (NRAs) identifying Selected Reservists with MAS codes that are greater than one year old.

b. COMNAVRESFOR (N9) shall:

(1) Review monthly all medical MAS codes assigned to Selected Reservists that are greater than six months old to ensure Medical Retention Review (MRR) packages have been submitted, as appropriate.

c. Echelon IV Commanders shall:

(1) Ensure NRAs are conducting monthly reviews and updating MAS codes for all Selected Reservists assigned.

(2) Review the annual COMNAVRESFORCOM MAS code report and ensure assigned NRAs update NSIPS, as appropriate.

(3) Verify MRR packages are submitted, as required.

d. NRAs shall:

(1) Assign a MAS Code Coordinator on the command collateral duty notice.

(2) Ensure NSIPS is updated with appropriate MAS codes.

(3) Ensure MAS codes designated as Echelon V level controlled MAS codes are annotated in a Selected Reservist's NSIPS record.

(4) Provide Unit COs the current medical/dental status of each Sailor assigned on a monthly basis.

(5) Ensure Unit COs review and confirm MAS code status monthly for each assigned Sailor.

e. NRA MAS Code Coordinator shall:

(1) Be the point of contact to assign/update MAS codes in NSIPS using this article for guidance and information on Navy Reserve Homeport <https://www.navyreserve.navy.mil> under the COMNAVRESFORCOM (N35) homepage.

(2) Provide the "NSIPS MAS Listing" report monthly to Unit COs at the beginning of drill weekends. For units that do not drill at the NRA, provide report via encrypted e-mail to the Unit CO.

(3) Initiate a Space and Naval Warfare Systems Command (SPAWAR) Help Desk service request for resolution of erroneous codes once an individual or unit has been identified for activation and has a frozen MAS code.

(4) Coordinate MAS code updates with medical, training, and the units as required to ensure accuracy.

f. Unit COs shall:

(1) Review MAS codes for assigned unit members every month for accuracy. This monthly review should include a review

of each unit member that has a blank MAS code to ensure a MAS code is not missing.

(2) Report completion of the monthly MAS code review to the NRA, and ensure all updates are completed at least monthly, preferably by the end of the drill weekend.

3. **MAS Code Definitions.** MAS code definitions and precedence listing can be found on the Navy Reserve Homeport <https://www.navyreserve.navy.mil> under the COMNAVRESFORCOM (N3) homepage. Echelon IV/NRA manpower and mobilization officers should be familiar with this information and ensure MAS code instructions are followed. All questions concerning this guidance or MAS codes in general should be directed to COMNAVRESFORCOM (N35).

RESPERSMAN 3060-020

INDIVIDUAL MOBILIZATION STATUS CODES

Responsible Office	COMNAVRESFORCOM (N3)	Phone:	DSN	262-3091
			COM	(757) 322-3091
			FAX	(757) 444-7568

- General.** Individual Mobilization Status (IMS) Codes are used to track Selected Reservists through the activation process, from identification for mobilization through the end of their post deployment dwell time. The codes provide Commander, Navy Reserve Forces Command, (COMNAVRESFORCOM) (N35), Echelon IV Commands, and Navy Reserve Activities (NRAs) an automated accounting of the status of Selected Reservists. IMS codes do not apply to members of the Volunteer Training Unit (VTU)/Individual Ready Reserve (IRR).
- Selected Reservists identified for mobilization are administratively processed and tracked in the Reserve Headquarters System (RHS)/Navy Standard Integrated Personnel System (NSIPS) using IMS codes. IMS codes provide a method to keep a detailed, automated accounting of the status of Selected Reservists during both the activation and post-activation phases of mobilization.
- IMS codes should not be confused with Manpower Availability Status (MAS) codes, which are used as a tool to identify and track the pre-mobilization readiness of Selected Reservists.
- IMS code entries and updates should be initiated at the level in the chain of command where the processing takes place, e.g. NRAs should update the IMS codes promptly in NSIPS when a Selected Reservist has been notified of selection for mobilization. This NSIPS transaction will reflect in RHS within 24 hours informing COMNAVRESFORCOM (N35) that the Selected Reservist has been notified of their mobilization.
- IMS codes should not be changed or deleted outside the mobilization chain of command. A Selected Reservist's pay status can be affected if IMS codes are assigned out of sequence or incorrectly. All questions concerning IMS codes in general should be directed to COMNAVRESFORCOM (N35) and incorrect IMS code assignments should be reported immediately.

6. **Responsibilities**

a. COMNAVRESFORCOM (N3) shall:

(1) Provide the Mobilization Notification Report daily to the Echelon IV's.

(2) Monitor IMS code updates and ensure notifications and mobilization processing are being reported.

b. Echelon IV Commanders shall:

(1) Assign a Mobilization Coordinator.

(2) Ensure Manpower Officers and Mobilization Coordinators are familiar with IMS guidance and that IMS code instructions are followed.

(3) Ensure Echelon V commands are assigning IMS codes as appropriate and within the prescribed time requirements. If the Echelon V command is unable to update the IMS code, the Echelon IV shall update IMS code for their respective Echelon V commands. Once a Selected Reservist has been identified for mobilization, readiness and availability are tracked using IMS codes only. MAS codes are no longer used to track the status until they complete or are released from mobilization.

c. Echelon IV Mobilization Coordinator shall:

(1) Provide the IMS Mobilization Notification Report to their NRAs.

(2) Monitor IMS code updates and direct follow-up action by NRAs.

(3) Report to COMNAVRESFORCOM (N35) any issues with contacting Selected Reservists identified for mobilization.

d. NRAs shall:

(1) Assign a Mobilization Coordinator.

(2) Ensure mobilization notification and processing occurs as directed.

(3) Ensure Unit COs review and confirm IMS code status monthly for each assigned Sailor.

e. NRA Mobilization Coordinator shall:

(1) Review the COMNAVRESFORCOM (N3) Mobilization Notification Report daily and ensure mobilization notification for Selected Reservists are conducted per notification guidance located at Navy Reserve Homeport <https://www.navyreserve.navy.mil> under the COMNAVRESFORCOM (N35) homepage.

(2) Transmit IMS code updates to COMNAVRESFORCOM via NSIPS, as required.

7. **IMS Code Definitions.** IMS code descriptions and definitions can be found on Navy Reserve Homeport <https://www.navyreserve.navy.mil> under the COMNAVRESFORCOM (N35) homepage.

RESPERSMAN 6000-010

RESERVE MEDICAL

Responsible Office	COMNAVRESFOR (N9)	Phone:	DSN	262-5643
			COMM	(757) 322-5643
			FAX	(757) 444-7545

References	(a) DODI 6025.19 (b) SECNAVINST 1850.4E (c) MILPERSMAN 1910-158 (d) MILPERSMAN 1300-318 (e) BUPERSINST 1001.39F (f) BUMEDINST 1300.3 (g) SECNAVINST 1770.3D (h) MILPERSMAN 6110-020 (i) MANMED CH 15, 16 and 23 (j) SECNAVINST 1000.11 (k) NAVADMIN 248/16
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1. **Background.** Commander, Navy Reserve Forces (COMNAVRESFOR), Force Surgeon shall establish policy and issue guidance for Navy Reserve Force health protection and management. Lower echelon Navy Reserve Activity (NRA) Commanding Officer (CO), Officers in Charge (OIC) and Unit Leaders shall ensure Reserve Force health protection policy and guidance parameters are met.

2. **Responsibilities**

a. **NRAs shall**

(1) Ensure drilling Reservists and Strategic Sealift Readiness Group (SSRG) members, but not to include Selected Reservists who have not completed their initial active duty for training, complete all Individual Medical Readiness (IMR) requirements per reference (a). Failure to report for required IMR needs after the member's required annual update may result in the member being processed for separation by reason of unsatisfactory participation per reference (c).

(2) Manage all Injury Cases

(a) Temporarily Not Physically Qualified (TNPQ) or Temporarily Not Dentally Qualified (TNDQ) status is used when a member has a medical or dental condition that is not service connected and is expected to be resolved in less than 180 days per reference (i). See paragraph (2)(a)2. below for extensions beyond 180 days. By default, TNDQ status equates with Dental Class III except for new accessions. See paragraph b(4)(b).

1. Members in TNPQ/TNDQ status must provide monthly written updates on their treatment progress to their NRA Medical Department Representative (MDR) from a civilian provider. In the event a given medical or dental condition does not require a clinical visit in a given month, TNPQ/TNDQ members must still contact the NRA MDR. Failure to comply with provision of monthly updates may result in administrative action to include non-compliance letters sent to member and administrative separation per reference (b). The NRA MDR is required to update the member's medical record and the Medical Readiness Reporting System (MRRS) of every status change (c). All requests for extensions of TNPQ/TNDQ shall be submitted up the Chain of Command (COC) to the echelon 4 Medical (N9) for approval using the TNPQ or TNDQ module of MRRS. No extension shall be granted beyond 365 days without the approval of Force Surgeon, COMNAVRESFOR. Members completing their course of care shall immediately notify the NRA MDR and provide all available documentation in support of their course of treatment. The NRA MDR shall place the records in member's medical record and annotate member completion of their treatment course on an SF 600. Ordinarily, completion of a course of treatment implies resolution and the TNPQ/TNDQ status can be removed/closed. If the member's condition still exists after 365 days the condition is considered chronic and the TNPQ must be converted to an MRR. For questions, the NRA MDR may consult with local providers if available and move queries up the COC to the next higher echelon medical department (N9). COMNAVRESFOR (N9) will serve as final authority for removal of TNPQ/TNDQ status when necessary.

2. Inactive Duty Participation

a. Members in a TNPQ/TNDQ status are eligible to perform Inactive Duty Training (IDT) periods. Coordination between TRUIC NRA and Unit Mobilization Unit Identification Code (UMUIC) is required for member to conduct IDTT with supported command. Members may request consideration for Inactive Duty Training Travel (IDTT), Annual Training (AT), and Active Duty Training (ADT). TRUIC NRA CO, in conjunction with UMUIC Unit Leadership, shall consider these requests on a case-by-case basis and may approve when less than 29 days and CONUS assignment based.

b. Members in TNPQ/TNDQ status are assignable in accordance with [RESPERSMAN 1300-010](#). However, members shall remain assigned to their administrative NRA and in Selected Reserve status except where precluded by higher policy (e.g. High Year Tenure, Unsatisfactory participation).

(1) Members who relocate home of record (HOR) may be assigned to nearest NRA in accordance with reference (i). The losing NRA shall contact the gaining NRA to inform them of TNPQ/TNDQ status and immediately provide all medical documentation and process status.

(b) Orthodontic appliance (braces) and/or orthognathic treatment (surgical jaw repositioning) cases. Members who decide to undergo active orthodontic treatment and/or combined orthodontic/orthognathic treatment are required to notify their Unit CO/OIC and the supporting NRA MDR. The NRA MDR will provide counsel to the member on the Navy's recall and deployment policy on personnel who choose to undergo this treatment. Refer to NAVMED 1300/4, Expeditionary Medical Screening Checklist and specific Area of Responsibility (AOR)

requirements for restrictions on orthodontic appliances. Members undergoing active treatment shall not be placed TNDQ nor are they to be classified as dental class III. Member can be dental class I or II and be under active treatment. Specific deployment requirements will dictate if members who execute active duty orders greater than 29 days are required to have their active orthodontic treatment (braces) deactivated. The member's treating dentist or orthodontist must certify that the member's orthodontic appliances have been placed in a stabilized and deactivated status. Members choosing to undergo combined orthodontic/ orthognathic treatment shall be placed TNDQ-Non-Drill status until an oral surgeon has certified all surgical devices have been removed and adequate healing of the bones and jaw have occurred.

(c) Medical Retention Review (MRR) cases

1. When the NRA MDR determines that a Reservist has developed or had a material change in a medical condition that is chronic and will likely prevent the member from safely or effectively fulfilling responsibilities of their rank/rating or interfere with mobilization an MRR will be initiated. If the NRA MDR is not able to determine whether a given medical condition will likely prevent the service member from fulfilling the responsibilities of rank/rating or interfere with mobilization, queries will be directed up COC. Final authority for decision making rests with COMNAVRESFOR (N9) as necessary.

2. The NRA MDR has 60 days to work with the member and gather documentation for package completion and submission. Upon completion the package will be submitted to their echelon 4 (N9) COC for completion, quality assurance, and endorsement. Navy Personnel Command (NAVPERSCOM) will notify the member of their findings via message traffic. Members in an MRR status are required to submit medical documentation within 30 days of a medical appointment. Failure to comply may result in administrative action to include non-compliance letters sent to member and administrative separation per reference (b). Echelon 4 commands will QA packages for completion to ensure timely upload of documents into the electronic system, within 10 business days, and monitor package timelines at both commands.

3. Not all medical conditions require an MRR. Members who have a single condition with a single medication that is not a communicable disease can be deemed stable by a Military Physician, Dentist, Advanced Practice Nurse, Physician Assistant or an Independent Duty Corpsman. An SF 600 entry will be made outlining decision considerations and placed in the medical record. They will then be returned to full duty and have their MAS Code removed.

4. BUMED will review the MRR package and determine the Physical Qualification status per reference (h):

(a) Physically Qualified (PQ): Unrestricted IDT, IDTT, AT, and ADT. No MAS Code.

(b) Not Physically Qualified/Retention Recommended (NPQ/RR): OCONUS and greater than 30 days CONUS assignment requires an AOR Waiver. Less than 30 days CONUS approval is at the CO's and unit OIC's, with MDR input, discretion. COC will be utilized for any questions.

(c) Not Physically Qualified/Retention Not Recommended (NPQ/RNR): Correspondence courses only. Assigned MAS Code MPQ unless the member selects a Physical Evaluation Board (PEB). If PEB is selected, change MAS Code to MS1 once submitted.

5. For members found NPQ/RR, BUMED will determine when the next review/update of the member's condition is due for re-evaluation. Assign MAS Code MNN.

6. Inactive Duty Participation

a. Members in an MRR status are eligible to perform IDT periods at TRUIC NRA CO and Unit Leadership discretion. Members who have a current Physical Risk Classification (PRC) and have an open MRR for periodic submission for review with no changes to their condition may request consideration for IDTT, AT, and ADT. The TRUIC NRA CO, in conjunction with UMUIC Unit Leadership, shall consider these requests on a case-by-case basis and may approve when assignment is less than 29 days and CONUS assignment based.

b. Members in MRR status are unassignable in accordance with [RESPERSMAN 1300-010](#). However, members shall remain assigned to their unit, except where precluded by higher policy (e.g. High Year Tenure, Unsatisfactory participation.).

(1) Members who relocate HOR may be assigned to nearest NRA in accordance with reference (i). The losing NRA shall contact the gaining NRA to inform them of MRR status and immediately provide all medical documentation/MRR package status and provide PERS-95 a copy of IDT orders.

(d) Line of Duty (LOD) cases are for members injured on orders. If a member has been on orders for 30 days or greater they may submit a MEDHOLD package. Each case will be opened and submitted within 30 days, if communicated to PERS-95 that can be waived to 60 days. LOD cases and Incapacitation Pay will be submitted to echelon 4 activities for review and quality assurance. Echelon 4 activities will review packages utilizing the LOD Checklist for completion and submit to NAVPERSCOM (PERS-95). Open LODs must provide monthly written updates on their treatment progress to their NRA Medical Department Representative (MDR) from a civilian provider. In the event a given medical or dental condition does not require a clinical visit in a given month, LOD members must still contact the NRA MDR. Failure to comply with provision of monthly updates may result in administrative action to include non-compliance letters sent to member and administrative separation per reference (b). Reference (e) serves the guide for proper package compilation and submission processes. All MEDHOLD packages will be prepared by the NRA MDR and submitted via COC to their echelon 4 for endorsement, completion and quality assurance.

1. Inactive Duty Participation

a. Members in an LOD status are eligible to perform IDT periods at TRUIC NRA CO and Unit Leadership discretion. Members who have an approved LOD may request consideration for IDTT, AT, and ADT via PERS-95. They shall consider these requests on a case-by-case basis and may approve when less than 29 days and CONUS assignment based.

b. In LOD status are unassignable in accordance with [RESPERSMAN 1300-010](#). However, members shall remain assigned to their unit, except where precluded by higher policy (e.g. High Year Tenure, Unsatisfactory participation).

(1) Members who relocate HOR may be assigned to nearest NRA in accordance with reference (i). The losing NRA shall contact the gaining NRA to inform them of LOD status and immediately provide all medical documentation and process status. Provide PERS-95 a copy of IDT orders.

2. Sexual Assault Unrestricted cases: These will be conducted in the same manner as normal LOD requests. The following may be applied to the LOD:

(a) Medical documents for sexual assault cases do not require specifics and can be generalized from the PCM. This is to ensure the utmost privacy is maintained for the member. This does not remove the requirement of a clear statement for prognosis, diagnosis, and treatment plan.

(b) Investigation documents are only needed if the member requesting benefits is being investigated for misconduct.

3. Sexual Assault Restricted cases: Due to the privacy requirements of restricted cases and the requirements to obtain an approved LOD for treatment, Unit Victim Advocates (UVA) are authorized to contact PERS-95 directly for guidance. Monthly medical updates will be submitted by the UVA directly to PERS-95 in a secure manner. All other provisions of requesting benefits, extension, or returning to full duty remain in effect.

4. Safety and Expedited Transfers. OPNAVINST 1752.1C and MILPERSMAN 1300-1200 outline the safety and expedited transfer reasons, roles, and procedures. Refer to [RESPERSMAN 1300-080](#) for echelon 4 responsibilities.

(4) Administratively manage the Deployment Health Assessment (DHA) process.

(a) Ensure the Pre-Deployment Health Assessment (PDHA), Post-Deployment Health Assessment (PDHA) and Post-Deployment Health Re-Assessment (PDHRA) are completed per reference (f) and reviewed for any referrals. Ensure all members with a mobilization history have required hard copy forms in their medical record and all referrals have been addressed.

(b) For members heading forward as part of a scheduled event, ensure proper screening occurs per references (g) and (h).

(c) Ensure all members checking in and out of the command are medically reviewed for deployment history and referrals. Ensure all members with a mobilization history have required hard copy forms in their medical record.

(d) Coordinate members with history of deployment and need for a referral with echelon 4 activities to ensure Psychological Health Outreach Program (PHOP) team members are aware of referral need.

(5) Ensure training listed below is completed as required:

(a) Reserve Medical Administration (RMA) will be completed within 6 months of check-in and every 5 years following.

(b) Immunization Basic Course (IBC) or equivalent training will be completed per Defense Health Agency (DHA) Immunization Healthcare Branch (IHB) guidance and policy for anyone administering immunizations. IBC or equivalent will be completed once every 3 years. 8 hours of continuing education will be completed annually to include seasonal influenza and cold chain management. All courses below must be completed for equivalent online training:

1 6 core courses for immunizations.

2 One course for each specified immunization approved and supplied at the NRA.

3 Competency/Demonstration review signed by an IDC or higher medical authority.

4 8hrs of continuing education in immunizations to include Cold Chain Management and Seasonal Influenza.

(c) Tricare University online every 2 years.

(d) Complete all CHCS/AHLTA required training for access.

(e) CPR every 2 years.

(f) Health Insurance Portability and Accountability Act (HIPAA).

(g) Blood-borne Pathogens.

(6) Every echelon 4 (N9) will utilize the current COMNAVRESFOR 5040.1, Force Health Protection and Readiness policy, for all assessments conducted at echelon 5 commands. This is to ensure uniform compliance throughout Force Medical.

b. NRA MDR shall:

(1) Track completion of IMR requirements on an annual basis for all drilling Reservists.

(2) Recommend to NRA CO whether a member should be placed in a TNPQ, TNDQ, LOD, or MRR status.

(3) Recommend TNPQ/MRR-Drill or TNPQ/MRR-Non-Drill status to the Unit CO/OIC and supporting NRA CO.

(4) Ensure NRA MDR notifies NRA Manpower Department of the appropriate Manpower Availability Status (MAS) code for any changes in member's medical or dental status.

(5) Track the dental status of new accessions.

(a) New accessions shall have a military Type 2 dental examination or completed DOD Civilian Forces Dental Examination, DD FORM 2813, within the first year of enlistment in the Navy Reserve.

(b) New accessions shall not be placed TNDQ in the first year of their enlistment. New accessions who are dental class III in the beginning of their second year of enlistment shall be placed TNDQ.

(6) Counsel members on their responsibility to submit any changes regarding their health/medical condition within 60 days of diagnosis in writing to the NRA medical department. Members who fail to disclose medical conditions can be administratively separated in accordance with reference (c). Submit dental treatment information on NAVMED 6600/12.

(7) Update the member's medical/dental record in MRRS monthly; ensuring all supporting documentation is filed into the member's medical/dental record. Verify all Medical/Dental records and electronic records on an annual basis in accordance with MANMED Chapter 16. When there is no supporting NRA medical officer, the NRA MDR shall with COMNAVRESFOR (N9) should there be questions concerning the determination of fitness by the member's civilian provider.

(8) Request an extension of TNPQ/TNDQ status beyond 180 days from echelon 4 (N9) using MRRS. Members who remain in a TNDQ status and do not attend required dental examinations may be processed for separation by reason of unsatisfactory participation per references (b) and (c).

(9) Counsel members on NAVPERSCOM (PERS-95) determination and provide guidance on appealing the PEB as necessary per reference (i). Per [RESPERSMAN 1300-050](#), members requesting a PEB shall be transferred to the Administrative Processing Unit (APU) and are not authorized to drill until the final disposition of their case is made by the PEB.

(10) Track compliance with the Deployment Health process and ensure the PDHA (Pre and Post) and PDHRA are completed when required.

(11) Ensure all mobilized Reservists are screened for suitability per current COMNAVRESFOR (N9) guidance.

(12) Ensure proper disposition of all service treatment records (STR) within 5 days of separation date or VA request.

(13) Service of Transgender Navy Personnel, per reference (i) and (j), who receive a diagnosis of gender dysphoria who wish to transition must be placed TNPQ with MAS Code MPQ given. The civilian provider's treatment plan must be reviewed by the MDR and then submitted to the Force Surgeon, who will then forward the plan for validation to the Navy Transgender Care

Team (TGCT). Once the treatment plan is validated by the TGCT, the member submits the treatment plan as part of the overall transition plan to the NOSC CO.

(14) Ensure the status tab in MRRS states every action of every open Injury Case management.

c. Unit CO/OIC shall

(1) Ensure all assigned Sailors are monitored for IMR, using Navy Reserve Readiness Module (NRRM).

(2) Report any significant changes in medical readiness for their assigned Sailors to the supporting NRA MDR.

(3) Require their assigned Sailors to submit periodic updates as required (e.g. TNPQ, TNDQ, MRR, LOD, etc.)

d. Navy Reserve members shall:

(1) Ensure they monitor IMR via Bureau of Naval Personal Online (BOL) and complete all IMR requirements in a timely manner.

(2) Report any change(s) in medical readiness to NRA MDR within 60 days from date of diagnosis.

RESPERSMAN 7220-010

RESERVE PAY

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN	262-2651
			COMM	(757) 322-2651
			FAX	(757) 444-7598

References	(a) DoD Financial Management Regulation, Volume 7A (b) OPNAVINST 7220.14 (c) BUPERSINST 1001.39F (d) OPNAVINST 1160.6B (e) OPNAVINST 7220.18 (f) OPNAVINST 7220.7G (g) Navy Foreign Language Proficiency Bonus List (NOTAL)
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1. **Definition.** This article refers to the proper administration and execution of Reserve pay, including special and incentive pay and Funeral Honors Duty Allowance (FHDA). Special and incentive pays are entitlements earned by a member who meets the particular requirements set forth below. In addition to basic pay, a member may be entitled to one or more types of special pay or incentive pays depending upon the member's status, qualifications, or duty assignment.

2. **Responsibilities**

a. Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N11) RPAT shall:

(1) Provide Force-wide oversight, training, and assistance for Reserve pay processing.

(2) Process special pays for SELRES Sailors, to include: Diving Duty Pay, Career Enlisted Flyer Incentive Pay (CEFIP), Special Duty Assignment Pay (SDAP), Foreign Language Proficiency Bonus (FLPB), and Health Professions Officer Special Pay.

(3) FHDA for members of the IRR-ASP.

(4) Research Inactive Manpower and Personnel Management Information System (IMAPMIS), Web Master Military Pay Account (MMPA), NSIPS, and DJMS-RC to resolve pay problems.

(5) Review and resolve all Information Technology Service Management (ITSM) service requests routed to RPAT.

b. Echelon 4 commands shall:

(1) Provide oversight, training, and assistance for Reserve pay processing to subordinate commands.

(2) Contact Commander, Navy Reserve Forces Command COMNAVRESFORCOM (N11/RPAT) at CNRFC_rpat@navy.mil for any issues not sufficiently resolved through the Space and Naval Warfare Systems (SPAWAR) helpdesk, nsipshelpdesk@navy.mil.

(3) Research IMAPMIS, Web MMPA, NSIPS, and DJMS-RC to resolve pay problems.

(4) Ensure NRAs complete action within 10 business days from receipt of ITSM service request guidance from the NSIPS and SPAWAR Reserve Pay helpdesks or COMNAVRESFORCOM (N11).

c. Navy Reserve Activity (NRA) shall ensure:

(1) New affiliates are counseled via NAVPERS 1070/613, Administrative Remarks on mandatory enrollment in Electronic Funds Transfer (EFT). Grant individual exceptions to EFT enrollment per the exceptions guideline provided in appendix C of reference (a).

(2) Corrective action is initiated to resolve pay discrepancies within 5 business days of receipt. All pay problems that cannot be resolved locally shall be reported immediately to the SPAWAR Reserve Pay helpdesk via ITSM.

(3) All pays are properly processed and tracked in accordance with references (a) through (g).

(4) Reserve Sailors are only authorized access to NSIPS for the duration of time ordered to the NRA during periods of active duty other than AT.

(5) Pay clerks monitor the earnings report and Web MMPA for proper and timely payments.

(6) NSIPS entries are made for reporting state and federal tax status changes to DFAS-Cleveland.

(7) NSIPS is used to report home address changes to DFAS-Cleveland for Reserve Sailors on IDT orders. NSIPS home address change does not automatically update state tax election; members must submit DD Form 2058, State of Legal Residence Certificate.

(8) When feedback from service request is received, corrective action is initiated, adjudicated, and verified within 10 business days.

d. Unit COs shall verify documentation and eligibility of their subordinate Sailors and provide all key supporting documents to the NRA staff to justify Reserve pay and special/incentive pay transactions.

e. Members shall notify unit CO of qualifications and provide all key supporting documents to justify their entitlement to special or incentive pays, as specified below for each type of special or incentive pay.

3. Special and Incentive Pay

a. Career Sea Pay (CSP). Per reference (b), CSP is earned while performing AT, Active Duty Training, or Active Duty for Special Work and shall be updated in NSIPS upon initial computation of CSP and as changes occur. A NAVPERS 1070/613, Administrative Remarks entry is required to document the member's CSP counter. Quarterly summary entries are authorized for personnel who complete a large number of brief sea duty periods.

b. Diving Duty Pay. Qualifications must be updated every 6 months per MILPERSMAN 1220-260 and a recertification letter sent to COMNAVRESFORCOM (N11/RPAT). Members shall be counseled on their responsibilities for ensuring their qualifications are completed in a timely manner and submitted to COMNAVRESFORCOM (N11) via their chain of command for updates.

(1) Due to system limitations with the NROWS, members entitled to diving duty pay must manually insert justification/comments into their AT or ADT orders. They should state their eligibility for diving duty pay and that "performance of diving duty" is authorized, in accordance with MILPERSMAN 7220-090. The NRA staff shall verify that endorsed AT/ADT orders include this verbiage and that the responsible PSD has correctly paid this special pay for those eligible Sailors.

c. Hazardous Duty Pay, Other Than Aerial Flights. These incentive pays shall be processed in accordance with reference (a) and MILPERSMAN 7220-080.

(1) Parachute Duty Pay. Members shall be counseled on their responsibilities for ensuring their qualifications are completed in a timely manner in accordance with reference (a) and MILPERSMAN 1220-030. To maintain eligibility for this incentive pay, a member must perform one or more parachute jumps during any 3 consecutive calendar months. Parachute jumps performed during periods of IDT, AT, or ADT qualifies a member for incentive pay for either duty.

(2) Demolition Duty Pay. Members may qualify for demolition duty pay if assigned to duty involving demolition of explosives and possess the qualifying Navy Enlisted Classifications (NEC) or officer designators outlined in MILPERSMAN 1220-280. To maintain eligibility for this pay, members must requalify at least once every 6 months.

d. Aviation Career Incentive Pay and Career Enlisted Flyer Incentive Pay (ACIP and CEFIP). References (c) and (d) outline specific procedures and limitations. Commands maintaining Naval Air Training and Operating Procedures Standardization records shall track and verify payment for the proper gates.

(1) For members experiencing problems receiving ACIP or CEFIP, initiate a service request via unit CO and NRA. Forward a letter to Commander, Navy Personnel Command (PERS-911) for ACIP and to COMNAVRESFORCOM (N11/RPAT) for CEFIP, providing member's name, Social Security Number, Aviation Service Indicator code, Aviation Service Entry Date, Months of Flying and Career Months of Flying.

e. Special Duty Assignment Pay (SDAP). Members may be eligible for SDAP per references (a) and (d). Members holding a qualifying Navy Enlisted Classification code and assigned to designated billets as specified in the current NAVADMIN message or billets as specifically identified in writing by COMNAVRESFORCOM are qualified for SDAP. Reference (d) requires COs to annually review and certify each Sailor's entitlement to SDAP. This certification is to verify every Sailor who is assigned to an eligible billet remains qualified to fill the billet and is receiving the correct SDAP. As such, NRAs shall forward a certification letter to COMNAVRESFORCOM (N11/RPAT) upon member's assignment or no later than 31 August of the current fiscal year to initiate/continue SDAP payment. The letter must contain the member's name, billet, billet identification, and SDAP level.

f. Foreign Language Proficiency Bonus (FLPB). Though classified as a bonus, FLPB is paid to members who possess and maintain proficiency in foreign languages per references (f) and (g). Reserve members must also maintain satisfactory participation in accordance with references (c) and (f). After a member successfully completes the Defense Language Proficiency Test (DLPT) or Oral Proficiency Interview (OPI), NRA COs shall submit a certification letter on command letterhead and the official test scores after verification of satisfactory participation to COMNAVRESFORCOM (N11/RPAT). The FLPB certification letter required format is located on the [COMNAVRESFORCOM \(N11/RPAT\)](#) SharePoint page. NRA COs may not delegate signature authority for this letter. COMNAVRESFORCOM (N11/RPAT) will update the member's DLPT/OPI scores in NSIPS and process the corresponding FLPB payments, if the member is eligible.

(1) Per reference (e), NRA COs shall inform OPNAV (N13F) and COMNAVRESFORCOM (N11/RPAT) via official correspondence, at least 4 weeks in advance if a Sailor's eligibility (based on a qualifying test score) will expire during a mobilization period or enrollment in a course of instruction measured by DLPT.

(2) NRA COs shall inform OPNAV (N13F) and COMNAVRESFORCOM (N11/RPAT) of a member's recall to active duty, including mobilization, recall, and Active Duty for Special Work (ADSW), to facilitate reconciliation of monthly FLPB installments with any prior Reserve bonus payments, per reference (e).

g. Health Professions Officer (HPO) Special Pay. Reserve officers in the Medical, Dental, or Medical Service Corps may be entitled to special pay (formerly known as MDVO pay), while on AT or ADT orders per references (a) and (c) and in accordance with current Bureau of Medicine and Surgery guidance found at: http://www.med.navy.mil/bumed/Special_Pay/Pages/default.aspx. Qualifying officers should have verbiage in their AT/ADT orders stating their eligibility. Members should verify that they

receive any such pay, if eligible, during the period of active duty performed. If there is a discrepancy with any HPO special pay, the NRA shall coordinate with the servicing PSD and, if necessary, obtain further guidance from their echelon 4 command or COMNAVRESFORCOM (N11/RPAT).

4. **Funeral Honors Duty Allowance (FHDA)**. SELRES, VTU and IRR-ASP members will receive compensation for performing FHD in the form of FHDA per reference (a). In accordance with reference (a), retirees receive a tax free \$50 stipend with no retirement point credit. With oversight from CNIC, the appropriate Navy Region will process the FHDA stipend for a retiree, upon receipt of an SF 1164, Claim for Reimbursement for Expenditures on Official Business, and CNIC FHD After Action Report. NRAs shall submit and track all FHDA payments for assigned SELRES and VTU Sailors, and COMNAVRESFORCOM (N11/RPAT) shall do the same for IRR-ASP Sailors. The CNIC Request for Funeral Honors and CNIC FHD After Action Report are indefinitely electronically stored in CNIC's HONORS Tracker. The EDM Funeral Honors Duty Transaction Report is indefinitely electronically stored in EDM. The following key supporting documents justify each FHDA payment and shall be maintained by the NRA:

- a. CNIC Request for Funeral Honors;
- b. CNIC FHD After Action Report; and
- c. EDM Funeral Honors Duty Transaction Report.

RESPERSMAN 7220-020

RESERVE DEBT MANAGEMENT

Responsible Offices	COMNAVRESFORCOM (N11)	Phone:	DSN	262-2262
			COMM	(757) 322-2262
			FAX	(757) 444-7598

References	(a) DoD FMR, Vol 16 (b) Title 31, U.S.C § 3701 (c) MILPERSMAN 1910-140 (d) MILPERSMAN 1306-1505 (e) SECNAVINST 1920.6C (f) Title 31, U.S.C § 3716 (g) Title 5, U.S.C § 5514
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1. **Purpose.** To issue guidance and procedures, per reference (a), for debt management attributed to Selected Reserve (SELRES) and Voluntary Training Unit (VTU) Sailors, to include: debt prevention, monitoring, referral, and notification. This article does not provide policy for debt collection, as this responsibility resides with the Defense Finance and Accounting Service (DFAS) as the Debt Collection Office for Reserve Component pay matters.

2. **Definitions**

a. Debt. Per reference (b), debt is an amount of funds or property that has been determined by an appropriate official of the Federal Government to be owed to the United States by a person, organization, or entity other than another Federal agency, which the Government is entitled to receive immediately. Debt examples include unearned portions of bonuses, overpayments for IDT periods that are later adjudicated as absences, erroneous payments, etc.

b. Erroneous payments. An erroneous payment is a payment that was not legal and proper when made. Erroneous payments include, but are not limited to, improper overpayments, duplicate payments, payments to the wrong recipient, payments made in violation of laws or regulations, and payments based on fraudulent or altered documents.

3. **Responsibilities**

a. CNRFC (N11) shall:

(1) Provide oversight and training to Echelon IV Commands for debt management.

(2) Establish procedures to identify the causes of indebtedness and take or direct corrective action to mitigate those causes.

(3) Develop standard operating procedures for debt management, which will be posted in [ProcessQuik](#) on the Navy Reserve HomePort.

(4) Provide initial written notice to Reserve Sailors of indebtedness upon initiation of recoupment actions for unearned portion of bonuses, as a result of CNRFC (N1) approved separation/loss transactions or bonus termination actions, as discussed in [RESPERSMAN 1100-010](#).

b. Echelon IV Commanders shall:

(1) Provide oversight and training to subordinate commands for debt management.

(2) Track and report any relevant trends in causes for indebtedness or debt management feedback to CNRFC (N11).

(3) Endorse requests (e.g. voluntary IRR requests for Sailors under a drilling obligation, remission of indebtedness applications, etc.) within 10 business days of receipt and forward to CNRFC (N11).

c. Navy Reserve Activities (NRAs) shall:

(1) Provide initial written notice to Reserve Sailors of indebtedness within 5 working days of confirming the debt, if the NRA performed the transaction that resulted in the debt (e.g., correcting an adjudicated IDT period that resulted in an erroneous payment, allowing Reserve Sailors to perform more IDT periods than authorized during their final fiscal year in accordance with [RESPERSMAN 1570-010](#), transferring an officer under a bonus obligation who is an Unsatisfactory Participant to the ASP-IRR per [RESPERSMAN 1001-010](#), etc.).

(2) Ensure corrective actions for all erroneous payments or overpayments are initiated within 5 working days of discovery and that DFAS has been notified. See [RESPERSMAN 1570-050](#) for reports (e.g., Earnings Statement Report) that are useful in identifying erroneous payments or overpayments. For further corrective action guidance, see [RESPERSMAN 7220-010](#) for Reserve pay-related transactions and [RESPERSMAN 1100-010](#) for bonuses.

(3) Assist the Debt Collection Office (normally DFAS) with the prompt collection of debt for Reserve Sailors assigned to the NRA. NRAs will **not** collect money owed, but will counsel impacted Sailors and may take remedial action, if necessary, in accordance with reference (c).

(4) Respond promptly to any questions raised by the Reserve Sailor in debt, not later than 30 days from the date of receipt of the Sailor's correspondence. The NRA must provide copies of relevant documents requested by the Sailor, in accordance with reference (a).

(5) Provide Commander's Endorsement (NRA Commanding Officer (CO), not to be delegated) on all [DD Form 2789, Waiver/Remission of Indebtedness Application](#) (blocks 20 through 22), and forward to DFAS, via Echelon IV Command and CNRFC, within 10 days of

receipt. In accordance with reference (d), Enlisted Sailors transitioning from Reserve Component to Active Component (RC2AC) prior to completion of their SELRES incentive obligation may request a remission of indebtedness from Director, Military Personnel Plans and Policy Division (OPNAV) (N13) via their NRA, Echelon IV Command, and CNRFC. NRA CO should provide an honest assessment and recommendation for any waiver request.

(6) Report any relevant trends in causes for indebtedness to Echelon IV Commander.

d. Reserve Sailors shall pay amounts owed to the Department of Defense in accordance with the terms specified in contracts, agreements, or demand letters from DFAS. Sailors who display a set pattern of failure to pay just debts may be subject to administrative separation processing in accordance with references (d) and (e).

4. **Initial Debt Notification.** In accordance with references (f) and (g), Sailors have the constitutional right of “due process” and must be provided written notice of any debts and the opportunity to dispute the debts. As such, NRAs must issue the initial debt notification letter to the affected Sailor within 5 working days following confirmation of (1) the existence and validity of the debt; (2) the basis of indebtedness; and (3) the amount of the debt. The initial debt notification letter shall include:

a. A statement of facts regarding the debt to include the amount and reason for the indebtedness;

b. Notification of the Sailor’s right to request a waiver or remission of debt via [DD Form 2789, Waiver/Remission of Indebtedness Application](#);

c. Right to inspect records related to the debt; and

d. An NRA point of contact.

A [sample debt notification letter](#) can be found on the CNRFC (N11) webpage on the Navy Reserve HomePort. The debt notification letter must be dated the same day the letter is mailed to the Sailor’s last known address or hand-delivered to the Sailor. Also, the debt notification letter shall be maintained in the Sailor’s Individual IDT Folder in Total Records Information Management (TRIM) for 10 years. As the Debt Collection Office for Navy Reserve Sailors, DFAS will normally issue a debt notification letter with specific repayment information.

5. **Debt Referral.** The Navy Standard Integrated Personnel System (NSIPS) and Reserve Headquarters System (RHS) electronically communicate with Defense Joint Military Pay System-Reserve Component (DJMS-RC) to automatically notify DFAS of most erroneous payments or overpayments that result in debt for Navy Reserve Sailors. However, NRAs shall ensure that all erroneous payments or overpayments have been referred to DFAS. A debt reflecting on a Sailor’s Leave and Earnings Statement (LES) is an indication that DFAS has been systematically notified. If an erroneous payment or overpayment was corrected, but there is no indication that DFAS is aware after 30 days of the correction, then the NRA shall forward a copy

of the initial debt notification letter in [Process Management Tool \(PMT\)](#) to CNRFC (N11) via Echelon IV Command. CNRFC (N11) will refer the debt to DFAS via Defense Workload Operations Web System (DWOWS).

6. **Offsets.** Per reference (a), DFAS may withhold any payment to a Sailor to satisfy a debt. This includes withholding of pay and allowances (i.e., salary offset) by establishing installment deductions at officially established pay intervals from the current pay of the Sailor. Additionally, the Department of Treasury may offset tax refunds, grant payments, benefit payments, and other Federal payments to liquidate a Reserve Sailor's debt.