



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

5215  
 COMNAVRESFOR N1C2  
 19 Jul 2018

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.

<b>Article No. And Date Approved</b>	<b><u>Article Title</u></b>
<b>1000-010 CH-12</b>	<p><b>Reserve Unit Assignment Document (RUAD) Management</b></p> <ul style="list-style-type: none"> <li>• (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).</li> <li>• (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).</li> <li>• (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.</li> <li>• (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 &lt;5 billets). The SEL leadership code and designated leadership in every unit will significantly support both the</li> </ul>

	<p>Navy Operational Support Center (NAVOPSPTCEN) and the supported command.</p> <p>(Cognizance (COG): COMNAVRESFORCOM (N13))</p>
<p><b>1300-010 CH-12</b></p>	<p><b>Selected Reserve (SELRES) Assignments</b></p> <ul style="list-style-type: none"> <li>• (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.</li> <li>• (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.</li> <li>• (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.</li> </ul> <p>(COG: COMNAVRESFORCOM (N12))</p>
<p><b>1300-030 CH-12</b></p>	<p><b>Voluntary Training Units (VTU)</b></p> <ul style="list-style-type: none"> <li>• (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.</li> </ul> <p>(COG: COMNAVRESFORCOM (N12))</p>
<p><b>1300-040 CH-12</b></p>	<p><b>Operational Support Units (OSU)</b></p> <ul style="list-style-type: none"> <li>• (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.</li> <li>• (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.</li> </ul>

	<ul style="list-style-type: none"> <li>• (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.</li> </ul> <p>(COG: COMNAVRESFORCOM (N12))</p>
<p><b>1300-080 CH-12</b></p>	<p><b>Special Assignment Categories</b></p> <ul style="list-style-type: none"> <li>• (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.</li> <li>• (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.</li> <li>• (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.</li> <li>• (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.</li> <li>• (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.</li> <li>• (SIMPLIFY) Simplify article by removing repetitive policy contained in other RESPERSMAN articles.</li> <li>• (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.</li> <li>• (SIMPLIFY) Align Navy Reserve Joint Duty Assignment (JDA) policy</li> </ul>

	<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"> <li>• (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.</li> <li>• (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.</li> <li>• (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.</li> <li>• (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.</li> <li>• (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.</li> <li>• (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.</li> </ul> <p>(COG: COMNAVRESFORCOM (N12))</p>
<p><b>1300-090 CH-12</b></p>	<p><b>Key Employees</b></p> <ul style="list-style-type: none"> <li>• (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.</li> </ul> <p>(COG: COMNAVRESFORCOM (N1C2))</p>