



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

COMNAVRESFORCOMINST 1160.1B
N00C
27 Apr 2020

COMNAVRESFORCOM INSTRUCTION 1160.1B

From: Commander, Navy Reserve Forces Command

Subj: REENLISTMENT INCENTIVES

Ref: (a) MILPERSMAN 1160-020

1. Purpose. To revise Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) staff policy for reenlistment incentives.
2. Discussion. The decision for a Sailor to reenlist is a major event in their career and will be recognized and treated as such. An appropriate ceremony will be held to recognize the importance of the occasion, at the discretion of the Sailor.
3. Cancellation. COMNAVRESFORCOMINST 1160.1A.
4. Action
 - a. Sailors assigned and reenlisting at COMNAVRESFORCOM will be granted the following incentives on the day of the ceremony, and or after the ceremony:
 - (1) Photographs of the event
 - (2) COMNAVRESFORCOM Reenlistment Pen
 - (3) COMNAVRESFORCOM Reenlistment Coin
 - (4) COMNAVRESFORCOM Key Chain
 - (5) Reenlistment Certificate of Appreciation
 - (6) Spouse Certificate of Appreciation (if applicable)
 - (7) Children Certificates of Appreciation (if applicable)
 - (8) Special Liberty
 - (a) Six-year reenlistment will receive a four-day special liberty to be used in conjunction with a weekend.

(b) Two, three, four, and five-year reenlistments will receive three days of special liberty to be used in conjunction with a weekend.

(9) Honorable Discharge Certificate

b. Special liberties must be taken within three months of reenlisting, contingent on department head approval. In no case will any combination of the above special liberty incentives and regular periods of liberty exceed the four-day limit when taken in conjunction with a weekend.

c. Re-enlistment location and reenlisting officer will be at the option of the Sailor per reference (a) (within reasonable limits and boundaries).

5. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

6. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM N00C will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and Distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFORCOM Website, <http://www.public.navy.mil/nrh/Pages/instructions.aspx>