

# **YOUR FIRST ANNUAL TRAINING (AT)**

Annual Training (AT) is a period of active duty, typically 12 to 14 days in length, which individual Selected Reservists are authorized and required to perform each year in order to achieve a qualifying year for retirement. Orders are always required when performing AT.

RESPERMAN 1001-010 directs that a minimum of 12 days of AT, or an equivalent number of days on another form of active duty orders (e.g., AT, ADT, active component service, definite recall, mobilization) must be conducted each fiscal year as part of a Sailor's Satisfactory Participation!

Note: New Navy Reserve Sailors who affiliated on 1 June or later will not be required to complete 12 or more days of active duty within that same FY per RESPERSMAN 1571-010, but should coordinate with their chain of command to ensure that no other requirements or obligations exist.

## **Two primary requirements to execute AT**

- **Orders:** NROWS (Navy Reserve Orders Writing System) is the primary method for generating AT orders. Work through your UMUIC chain of command and your NRC N3 (Operation Department) to navigate the NROWS system creation and approval process.  
[https://nrows.dc3n.navy.mil/nrows/secure/dod\\_consent.do](https://nrows.dc3n.navy.mil/nrows/secure/dod_consent.do)
- **Travel:** Once NROWS orders are approved, the Sailor's travel is arranged through DTS (Defense Travel System).  
[https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/?utm\\_source=mnnp%20public](https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/?utm_source=mnnp%20public)
  - GTCC (Government Travel Credit Card): You are required to have a GTCC prior to travel. All reservations created through DTS are directed to be paid for by a Sailor's GTCC.
  - After orders and travel is complete, Sailors are required to submit a Travel Voucher within 5 working days of their return. If a Sailor fails to submit a correct travel voucher within the prescribed time, they risk not being reimbursed for travel expenses, forfeiture of per diem, and personal liability to repay all charges incurred on their GTCC.

## **Where is AT performed?**

AT is performed in support of your UMUIC and is intended to maintain a Sailor's warfighting readiness. A Sailor's AT will generally be performed at their supported Active Duty activity per the mission of their UMUIC. Basically, the job a Sailor performs on AT is the job they should expect to perform if they are mobilized. The UMUIC is usually expected to support a specific exercise or series of exercises that will test the Sailor's readiness, although AT can also be utilized for other, non-exercised mobilization billet training events.

However, situations exist where a Sailor can take advantage of other opportunities to support active duty activities and/or exercises while on AT orders at the discretion of their chain of command.

## **Exceptional AT**

The standard Annual Training (AT) orders period is between 12-14 days. Exceptional AT up to 29 days can be authorized and is controlled by CNRFC N3, depending on funding availability. E-AT availability generally decreases later in the FY.

### **AT Best Practices:**

- Schedule your AT at least 4 months in advance
- Initiate NROWS orders at least 60 days prior to AT start date
- Engage with your Unit leadership and NRC N3 Department for assistance as necessary
- Submit your Travel Voucher as soon as all travel is complete

## **ANNUAL TRAINING WAIVERS (AT)**

Situations arise which prevent a Sailor from completing their AT requirement. The expectation is that Sailors self-report any issue requiring a waiver for adjudication. AT waivers will be individually reviewed in detail by the UMUIC CO, endorsed by the NRA CO, and approved monthly by the REDCOM. Unit COs should consider transferring SELRES personnel to the Individual Ready Reserve (IRR) who have multiple waivers or who have not scheduled an AT. The NAVRES 1571/13 form is required to request AT waivers.

Three specific categories for AT waivers are outlined in RESPERSMAN 1571-010:

1. Undue personal hardship. Waivers for undue personal hardship are due by 01 May each year. Waivers submitted after this date are less likely to be approved.
2. Not medically qualified to perform active duty. The Sailor is required to immediately report any medical condition which can limit or prevent their execution of orders. The AT waiver evaluation is separate from the MRR/TNPQ medical evaluation.
3. Cancelled / modified training. In this instance, a scheduled training event was cancelled or modified in a manner that precluded a Sailor from completing 12 or more active duty days. These waivers are more likely to be approved as they indicate the lack of AT compliance was not the fault of the Sailor and that the Sailor made every effort to fulfill participation requirements.