

ACTION MEMO

4 January 2023

FOR: Deputy Commander, Navy Reserve Force

FROM: Navy Reserve Force (N1C2)

SUBJECT: CHANGE IN RESPERSMAN ARTICLE 1300-010

ACTION: Respectfully request Deputy COMNAVRESFOR review (Tab A) and sign

DISCUSSION:

- (TAB A) updates policy and procedures for RESPERSMAN Article 1300-010, Selected Reserve (SELRES) Assignments.
- Updated references.
- Updated definitions.
- Changed policy requiring both JO and Enlisted to apply for at least one billet, when eligible, to increase Sailor participation during the quarterly assignment cycles.
- Updated assignment guidelines to prioritize Operational units first with Local/Non-Locally Assigned fill and then Readiness units with Local/Non-Locally Assigned fill. Included verbiage that supports prioritizing assignments to Readiness units in support of needed capabilities and warfighting readiness requirements.
- Updated Recall/ADOS PRD extension policy to support readiness and minimize IAP.
- Added PMR guidance for CNRFC N1, RPDs, and unit leadership.
- Updated roles and responsibilities for CNRFC, RPD/PMs, RAC, Echelon's 4, 5 and 6, Sailor's, and CTO/Navy Recruiting Command.

RECOMMENDATION: Deputy COMNAVRESFOR approval by signing (TAB A)

Approve  _____ Disapprove _____

COORDINATION: Attached

Attachments: Tab A

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5215
COMNAVRESFOR N1C2

Changes to the identified Navy Reserve Personnel Manual articles are effective the date written at the top of each article and the date on this change summary.



M. J. STEFFEN
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.	<u>Article Title</u>
1300-010 CH-13	Readiness Support Units
	<ul style="list-style-type: none">• Updated references• Updated definitions• Updated terms• Changed policy to require application for JO and Enlisted in Main Application phase• Updated Recall/ADOS PRD extension policy• Updated assignment guidelines/priorities• Updated RUAD Management/Advancements via PMRs• Updated responsibilities

RESPERSMAN 1300-010

SELECTED RESERVE (SELRES) ASSIGNMENTS

Responsible Office	COMNAVRESFORCOM (N12)	Phone:	DSN	262-2261
			COMM	(757) 322-2261
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References	<p>(a) BUPERSINST 1001.39F, Administrative Procedures for Navy Reserve Personnel</p> <p>(b) BUPERSINST 1610.10F, Navy Performance Evaluation System</p> <p>(c) COMNAVRESFORINST 4000.1G, Navy Reserve Logistics Support Handbook</p> <p>(d) COMNAVRESFORNOTE 5400, Fiscal Year National Command and Senior Officer Commander or Captain Non-Command Billet Screening and Assignment Procedures</p> <p>(e) DoD Instruction 1215.13, Ready Reserve Member Participation Policy</p> <p>(f) JOINT TRAVEL REGULATIONS (JTR)</p> <p>(g) MILPERSMAN 1301-227, Officer Special Assignments – Officers Without Security Clearances</p> <p>(h) MILPERSMAN 1616-010, Detachment for Cause of Enlisted Personnel</p> <p>(i) OPNAVINST 1000.16L, Navy Total Force Manpower Policies and Procedures</p> <p>(j) RESPERMAN 1000-010, Reserve Unit Assignment Document Management</p> <p>(k) RESPERSMAN 1100-050, Personnel Gains Transactions</p> <p>(l) RESPERSMAN 1300-060, Cross-Assignments</p> <p>(m) RESPERSMAN 1300-070, Directed Assignments</p> <p>(n) RESPERSMAN 1300-080, Special Assignment Categories (Administrative)</p> <p>(o) RESPERSMAN 1300-085, Special Assignment Categories (Community)</p> <p>(p) RESPERSMAN 1570-010, Inactive Duty Training (IDT) Administration</p>
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1. Purpose. To issue information and amplifying guidance, per references (a) through (p), for the fulfillment of Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N12) responsibility as the authority for all Selected Reservists (SELRES) billet assignments. The centralized assignment process is a coordinated effort by all echelons of the Navy Reserve and Navy supported commands via their Reserve Program Directors (RPD).

2. Definitions

a. Reserve Units

(1) Training Reserve Unit Identification Code (TRUIC): The 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 unit to which a SELRES billet is structured.

b. **Billets.** Funded and structured manpower position to which Sailors are assigned in an IDT status for specific gaining command training for mobilization requirements. Procedures for establishing, disestablishing or modifying billets are located on the COMNAVRESFORCOM N123 SharePoint site.

c. **Permanent Drill Site (PDS).** The Navy Reserve Activity (NRA) designated as the Sailor's "normal" drill location. The PDS is the "administrative" drill site, per reference (c). It is the Sailor's responsibility to fund travel between their home and PDS, per reference (f).

d. **PDS (Alternate).** As defined in the Sailor's orders, an alternate PDS is an authorized drill location in addition to the PDS.

e. **Reasonable Commuting Distance (RCD).** For the purpose of IDT assignments, RCD is within 100 miles from the PDS. Distance calculation is based off Sailor's Navy Standard Integrated Personnel System (NSIPS) home address.

f. **Exact Match Assignment.** Sailor's rating, paygrade and NEC (designator, paygrade, and SSP/AQD for officers) matches the billet requirements exactly.

g. **Reserve Functional and Sex (RFAS) Assignment.** Sailor's rating, paygrade, or Navy Enlisted Classification (NEC) (designator, paygrade, or Subspecialty (SSP)/Additional Qualification Designation (AQD) for officers) does not match the billet requirements but the Sailor meets the RFAS code substitution, per reference (j).

h. **Local Assignment.** Sailor assigned to a unit where the billet is structured (TRUIC equals UMUIC).

i. **Cross-Assignment (CA).** Sailor assigned to a unit that is different from the unit to which the billet is structured (TRUIC does not equal UMUIC), per reference (l).

j. **Personnel Move Request (PMR).** A request submitted by a unit Commanding Officer (CO), Executive Officer (XO), Senior Enlisted Leader (SEL) or RPD to move Sailors from one billet to another. While PMRs can be initiated by unit leadership, they must be routed for approval to COMNAVRESFORCOM N12 only through the respective RPD.

k. **Reserve Assignment Coordinator (RAC).** Personnel authorized to make billet selections in MyNavy Assignments (MNA).

3. Eligibility

a. In order to submit applications for billets either in Reserve Force Manpower Tools (RFMT) or MNA, Sailors must be in an eligible pay status and meet any one of the following criteria:

- (1) Within 6 months of expiration of Projected Rotation Date (PRD).
- (2) Occupy a billet with an expired PRD.
- (3) In an In-Assignment-Processing (IAP) status.
- (4) CA and interested in applying for a local advertised billet.

Note: COMNAVRESFORCOM (N12) will disapprove TRUIC change requests for Sailors assigned locally (with RCD waiver) without a Home of Record (HOR) change.

b. Sailors are assignable based on their Manpower Availability Status (MAS) or Individual Mobilization Status (IMS) codes. The list of unassignable MAS/IMS codes is found on the COMNAVRESFORCOM (N12) SharePoint site or the RFMT homepage.

c. Sailors in non-pay status (Individual Ready Reserve Active Status Pool (IRR-ASP) or Voluntary Training Unit (VTU)) are not eligible to apply for a billet assignment, except as allowed, per reference (n). Enlisted Sailors and Junior Officers assigned to the IRR-ASP or VTU must contact their local recruiter to affiliate as a SELRES. Senior Officers in the VTU may only return to pay status via National Command and Senior Officer Non-Command Billet Screening and Assignment Board (APPLY).

d. APPLY is the primary assignment source for Senior Officers (O5/O6) and those applying for command billets, per reference (d).

e. Conflicts of Interest

(1) Sailors must not apply or accept assignments to billets in which there is a financial or civilian employment conflict of interest, per reference (a). For example, civilian employees of the government must not apply for a mobilization billet in the office where they are employed as a civilian.

(2) Family or marital relationship with other individuals assigned to a unit must not create a conflict of interest.

(3) Sailors cannot use IDT drills as a continuation of their civilian job.

(4) RPDs/NRAs will address questions pertaining to conflicts of interest, and Sailors should seek the advice of a designated ethics counselor.

f. Security Clearance Requirements

(1) Sailors may apply for billets that they do not currently hold the required level of security clearance. Sailors must immediately contact the NRA Security Manager to begin the process to obtain the required security clearance upon notification of assignment. Failure to complete required SF-86 is grounds for ADSEP, per references (g) and (h).

(2) NRAs will assign the AFP MAS code to Sailors whose security clearance is revoked, denied, or administratively withdrawn.

(3) RPDs will submit PMRs to COMNAVRESFORCOM (N12) for Sailors who fail to obtain the required security clearance.

(4) Some billets require the completion of a counterintelligence-scope polygraph (CSP) examination periodically.

(a) RPDs will indicate in Junior Officer (JO) APPLY/APPLY/MNA when a CSP is required.

(b) RPDs may request reassignment to another billet, with approval by COMNAVRESFORCOM (N12), for Sailors who attempt, but fail to successfully complete the CSP.

(c) If a Sailor refuses to take the CSP, it is considered refusal of orders per paragraph (5.i.).

(5) Security Clearance Issues/Lapses. RPDs may submit PMRs to COMNAVRESFORCOM (N12) to have Sailors placed IAP at current TRUIC if they no longer meet the billet's security clearance requirements. RPDs should contact Sailors' NRC Security Manager to ensure adherence to SF-86 application, and, if necessary, ADSEP processing per references (g) and (h).

4. Application Schedule. JOs and Enlisted Sailors follow a quarterly schedule as published on SharePoint and MNA to apply for billets, and there are four phases in each quarter:

a. Main Application Phase

(1) JOs must submit at least one application, and may submit up to seven applications in RFMT for billets available to them based upon exact match or RFAS substitution criteria.

(2) Enlisted members must submit at least one application, and may submit up to ten applications in MNA for billets available to them based upon exact match or RFAS substitution criteria.

(3) Sailors may modify applications until the application cycle closes.

(4) CA Sailors may apply for advertised local billets during this phase.

b. Command Rank and Recommendation Phase. Program Managers, RPDs, and unit leadership will review applicants, provide ranking and recommendations for consideration by COMNAVRESFORCOM (N12).

c. Main Selection 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 (DA) Phase. COMNAVRESFORCOM (N12) (and qualified external RACs) will DA eligible Sailors, per reference (m).

5. Guidelines

a. COMNAVRESFORCOM (N12) will prioritize assignments for applicants utilizing the following importance:

- (1) Local assignment to Operational Units.
- (2) CA to Operational Units.
- (3) Local assignment to Navy Reserve Readiness Units (NRRU).
- (4) CA to NRRUs.

Note: COMNAVRESFOR (N1) will coordinate with Reserve ECH I, II, III commands to determine Readiness Unit assignment prioritization after operational units based on Reserve capability assessments and warfighting readiness requirements.

b. Exact matches are prioritized before RFAS substitutions, as applicable.

c. CA and IAP Sailors are assigned to the nearest TRUIC which is best suited to provide mobilization readiness training for their rating. Special assignment communities will refer to references (n) and (o) for specific TRUIC assignment guidance.

d. RCD Waiver

(1) Sailors may elect local assignment (i.e., TRUIC=UMUIC) at an NRA outside of their RCD either during application phase or via a TRUIC change request. They are then considered “local with waiver,” and may perform IDT outside the RCD.

(2) Sailors who do not reside within an RCD of an NRA will require an RCD waiver to be assigned locally or CA.

(3) Sailors must sign the appropriate NAVPERS 1070/613, Administrative Remarks acknowledging the responsibility for all cost associated with travel from their HOR to the IDT location.

e. PRD modifications. Sailors may request a modification until they are within seven months of their PRD.

(1) Sailors within six months of their PRD are not eligible for a PRD modification, however, they may reapply for their current billet in JO APPLY/MNA.

(2) COMNAVRESFORCOM (N12) will consider PRD modifications in the case when a Sailor no longer meets the billet requirements due to Sailor status/billet change (i.e., advancement, rate/designator conversion, billet recoding).

f. Effective Date of Assignment. IDT orders will contain the effective date of assignment. Pay for IDT performed before the effective date of the IDT orders is not authorized. Refer to reference (p) for advance IDT guidance.

g. Tour lengths are indicated in the RFMT and MNA billet descriptions and located on the COMNAVRESFORCOM (N12) SharePoint page.

h. CA Unit Model. Units with structured billets are visible in RFMT and MNA, however; TRUIC only detachments (i.e., Naval Mobile Construction Battalion, Navy Medical Readiness Training Command, and Navy Special Warfare) are not.

(1) RPDs, FRACs, and Community Managers will rank the applicants of the NRA detachment to which assignment is desired in RFMT or MNA as appropriate.

(2) Once assigned, the Sailor will reflect as CAO on the detachment Reserve Unit Assignment Document (RUAD) and CAI to the UMUIC.

i. Refusal of Orders. Sailors must comply with official orders issued by COMNAVRESFORCOM (N1).

(1) NRAs must transfer Sailors, who refuse or “decline” to execute valid orders to the VTU.

(2) Sailors will sign a NAVPERS 1070/613, Administrative Remarks acknowledging their understanding of affected benefits and incentives upon transferring from a SELRES status.

(3) For E1 through E6, annotate on evaluation report “Not Recommended for Retention” per reference (b).

(4) For E7 and above, document refusal to execute orders in detaching chief evaluation/fitness report, per reference (b).

(5) Officers receiving a billet through the APPLY Board will refer to reference (d) for additional guidance.

j. RUAD Management/Advancements. PMRs will be utilized to support RUAD management by reassigning Sailors outside of the normal application cycle to support better alignment of members to mobilization billets.

(1) RPDs will submit PMRs to COMNAVRESFORCOM (N12) via the PMR Tool on the COMNAVRESFORCOM (N12) SharePoint by clicking on the “NEW Personnel Move Request” under N12 Personnel Assignments.

(2) COMNAVRESFORCOM (N12) will only accept PMRs from RPDs.

(3) COMNAVRESFORCOM (N12) will normally adjudicate PMRs within 2 weeks, but no later than 30 calendar days.

(4) PRDs will normally remain unchanged during the PMR process. PRD extensions or modifications will require justification and notification of member.

(5) RPDs moving Sailors to or from another RPD’s area of responsibility must coordinate the request, and receive the respective RPD’s concurrence, before submitting the PMR. Concurrence must be annotated in the PMR submission/application.

h. IDT Orders. Are generated/maintained in RFMT and approved by COMNAVRESFORCOM (N1) and released by COMNAVRESFORCOM (N12).

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

(2) RFMT or MNA are the primary systems that support billet assignments.

(3) NRAs will forward request for IDT orders to COMNAVRESFORCOM (N12), via RFMT, for SELRES processed through Navy Recruiting Command, per reference (k).

(a) NRAs will enter all necessary affiliation information into RFMT Order Module to create the initial set of IDT orders.

(b) The Career Transition Office (CTO) will request initial IDT orders on the NRA’s behalf. Refer to reference (n) for additional instructions.

(4) Sailors may view/print their IDT orders in the RFMT Sailor profile. RFMT, NRA, and unit leadership permissions provide IDT orders visibility of assigned personnel.

6. Responsibilities. The matrix on pages 8 through 11 is a combination of functionality and responsibility. Roles that have primary responsibility for assignment actions are indicated by an “X”.

a. Sailors:

(1) JOs will utilize RFMT as the primary system for billet assignment.

(2) Enlisted will utilize MNA as the primary system for billet assignments.

(3) Sailors will apply to assignments to billets they are qualified to fill.

(a) Requirements are coded in the billet structure and failure to meet these requirements may result in forfeiture of billet assignment.

(b) Failure to maintain required community specific qualifications (e.g., professional licensure or credentials) may result in transfer to non-pay status.

ASSIGNMENT ACTION	CNRFC	RPD/ PRGM MGR	RAC	Ech 4	Ech 5	Ech 6	Sailor	CTO/ Navy Recruiting Command	COMMENTS X* Denotes primary responsibility
ADVERTISE BILLETS IN MNA/RFMT	X*								Billet advertisement for JO and enlisted occur quarterly.
SUBMIT BILLET APPLICATION	X		X		X	X	X*		When eligible for orders the Sailor is primarily responsible for the submission of applications in MNA/RFMT.
SUBMIT ASSIGNMENT RECOMMENDATIONS		X*				X			
REVIEW BILLET APPLICATIONS/ MAKE BILLET ASSIGNMENTS	X*		X*						COMNAVRESFORCOM and external RACs adjudicate billet requests in MNA.
CONDUCT DIRECTED ASSIGNMENTS	X*								
ADJUDICATE PMR	X*								PMR's received during an assignment phase are not adjudicated until the end of the assignment phase. All PMRs are adjudicated within 30 calendar days of receipt.
SUBMIT PMR		X*							
ADJUDICATE TRUIC CHANGE REQUESTS	X*		X*						

ASSIGNMENT ACTION	CNRFC	RPD/ PRGM MGR	RAC	Ech 4	Ech 5	Ech 6	Sailor	CTO/ Navy Recruiting Command	COMMENTS X* Denotes primary responsibility
SUBMIT TRUIC CHANGE REQUEST	X				X		X*		All TRUIC change requests are submitted via RFMT (Officer) and MNA (Enlisted).
SUBMIT PRD MODIFICATION REQUEST IN MNA (ENLISTED)	X				X		X*		Submission of PRD modification requests are the responsibility of the Reserve Sailor and sent via MNA.
SUBMIT PRD MODIFICATION REQUESTS IN RFMT (JO)		X*							PRD modification requests submitted by RPD, via PMR, when the Sailor is within 7-9 months of their PRD.
SUBMIT PRD EXTENSION FOR MOBILIZED SAILORS	X			X	X*				NRAs will extend the PRD of mobilizing Sailors to allow the Sailor two assignment cycles to apply for a billet upon returning from mobilization. N12 will work with N3 to track PRDs of mobilized sailors to ensure compliance.
PROCESS TRUIC CHANGE IN NSIPS					X*				TRUIC changes are adjudicated on the effective date as stated on the IDT orders. NRAs have five working days of the effective date to process.
PROCESS GAIN/LOSS IN RFMT AND NSIPS					X*				NRA's will process gain/loss in RFMT and NSIPS within five working days .
SUBMIT BILLET RESERVATION / REQUEST	X							X*	COMNAVRESFORCOM (N12) will provide CTO available billets for Sailor to select or be Direct Assigned.

ASSIGNMENT ACTION	CNRFC	RPD/ PRGM MGR	RAC	Ech 4	Ech 5	Ech 6	Sailor	CTO/ Navy Recruiting Command	COMMENTS X* Denotes primary responsibility
SUBMIT PRD EXTENSION FOR RECALL/ADOS	X			X	X*				COMNAVRESFOR (N12) will coordinate with COMNAVRESFOR (N15) to track PRD of members.
COORDINATE DIRECT COMMISSION OFFICER (DCO) TRANSITION	X*								DCO transition is coordinated between (N11) and (N122).
NAT ACCESSION/TRANSITION	X*								
UPDATE JOB DESCRIPTION IN MNA/RFMT	X	X*	X			X*			COMNAVRESFORCOM can assist with updating job descriptions for Enlisted billets in MNA when encumbered. RPDs and Echelon VI COs are primarily responsible for updating officer job descriptions in RFMT.
SUBMIT REQUEST FOR IDT ORDERS VIA RFMT			X	X	X*				All VTU transfers, JO PRD extensions for mobilization, and initial reserve orders.
MONITOR WEEKLY PARTICIPATION REPORT		X		X	X*	X*			COMNAVRESFORCOM N12 will provide the Weekly Participation Report via N12 SharePoint page during the application cycle.
REVIEW RUAD		X		X	X	X*			
COORDINATE RUAD MANAGEMENT		X*				X			

ASSIGNMENT ACTION	CNRFC	RPD/ PRGM MGR	RAC	Ech 4	Ech 5	Ech 6	Sailor	CTO/ Navy Recruiting Command	COMMENTS X* Denotes primary responsibility
MAKE COMMENTS ON APPLICATIONS AND RANK APPLICANTS		X*	X			X*			
UPDATE MAS/IMS CODES					X*				
ACKNOWLEDGE / VALIDATE RFMT / MNA PROFILE ANNUALLY		X					X		To include MNA profile update for enlisted Sailors.
APPROVE TRUIC CHANGE REQUESTS	X								
MAINTAIN RCD WAIVER					X*	X	X		