

RESPERSMAN 1300-050

ADMINISTRATIVE PROCESSING UNIT

Responsible Office	COMNAVRESFORCOM (N12)	Phone:	DSN:	262-2261
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References	(a) SECNAVINST 1920.6D (b) MILPERSMAN (c) RESPERSMAN (d) COMNAVRESFORINST 1780.1D
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1. Purpose. To issue information and amplifying guidance per references (a) and (b) for assignment of Selected Reserve (SELRES) members to the Administrative Processing Unit (APU).

2. Definitions

a. APU. Under the direction of the Navy Reserve Activity's (NRA) commanding officer, the APU may be used for short-term assignment while SELRES members are undergoing medical separation or administrative separation proceedings for misconduct.

b. Bureau of Naval Personnel Control Group (BCG). The BCG Manpower Availability Status (MAS) code is controlled by Commander, Navy Personnel Command (COMNAVPERSCOM) Career Progression Department (PERS-8).

c. MAS Code. Used to assist in determining and tracking pre-mobilization administrative, training, and medical statuses of SELRES members.

d. Physical Risk Classification. The code COMNAVPERSCOM Reserve Personnel Management (PERS-9) assigns to SELRES members based on the professional recommendation of the Chief, Navy Bureau of Medicine and Surgery.

e. Reserve Force Manpower Tool (RFMT). A web-based application used to facilitate the management of assignment applications, assignment and slating processes, and the issuance of official orders for the Navy Reserve.

3. Discussion. The APU is used to hold SELRES members who are undergoing medical separation or administrative separation proceedings for misconduct. The NRA commanding officer is the reporting senior for members of the APU.

a. SELRES members will be assigned to the APU per subparagraphs 3(a)1 and 3(a)2.

(1) Officer and enlisted SELRES members who have been assigned Administrative Action Pending or BCG MAS codes due to undergoing administrative action, such as a substantiated commission of an offense that requires mandatory administrative separation processing, notification of administrative separation processing, or court-martial that could result in separation.

(2) SELRES members identified by PERS-9 as Physical Risk Classification, "Not Physically Qualified- Retention Not Recommended", because of a Medical Retention Review (MRR) or an "In Line-of-Duty" determination who have a case referred to the Physical Evaluation Board (PEB). Sailors must be retained in their unit until the case has been referred to the PEB.

b. Members in the categories listed in subparagraphs 3b(1) through 3b(3) will not be transferred to the APU.

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

(2) Temporarily Not Medically Qualified, Temporarily Not Dentally Qualified, or undergoing a MRR must remain in their assigned unit in either a drilling or non-drilling status per reference (c), article 6000-010, and will not normally be transferred to another unit.

(3) Pending administrative separation for Unsatisfactory Participation under reference (b), article 1910-158 (follow reference (c), articles 1570-010 and 1300-030).

4. Responsibilities

a. PERS-8 will assign the BCG MAS Code upon being initially notified of officer misconduct pursuant to reference (b), article 1611-010, to include officers being detached for cause, and temporarily remove the BCG MAS Code to allow the NRA to execute the transfer to the APU.

b. Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Assignments (N12), will review and release orders to the APU upon the request from the NRA.

c. The Region Readiness and Mobilization Command will review training unit identification code change requests in RFMT.

d. The NRA will

(1) Assign applicable MAS codes (AAP or MPQ-Not qualified for retention; currently undergoing PEB) per reference (c), article 3060-010.

(2) Prior to assignment to the APU, ensure all SELRES members acknowledge assignment to the APU by signing NAVPERS 1070/613 Administrative Remarks.

(3) If required, and the member has a BCG MAS code, coordinate with COMNAVRESFORCOM N12 and PERS-8 to temporarily remove a BCG MAS code to execute a transfer to the APU.

(4) Initiate transfer orders in RFMT to the APU within 5 working days of request by appropriate authority. The projected rotation date of the transfer orders should be no more than 180 days after the effective date of the orders and aligned with the enlisted or junior officer application cycle.

(5) Initiate projected rotation date extension requests for members who have not been separated or cleared for assignment within 180 days.

(6) Process the transfer to the APU upon receipt of RFMT orders and completion of all required Navy Standard Integrated Personnel System transactions and the member signs the NAVPERS 1070/613.

(7) Request RFMT orders for enlisted SELRES members assigned to the APU who reach their high year tenure limit. Enlisted members will be transferred to the VTU pending disposition of their case. The NRA commanding officer will ensure members who are transferred to the VTU sign a NAVPERS 1070/613, acknowledging loss of benefits and incentives upon leaving a SELRES status.

(8) Monitor the status of pending adjudications and ensure proper assignment requests and applications are submitted in a timely manner. Members assigned to the APU who are cleared to return to a billet or unit will be reassigned through the billet assignment process per reference (c), article 1300-010.