

RESPERSMAN 1300-085

SPECIAL ASSIGNMENT CATEGORIES (COMMUNITY)

Responsible Office	COMNAVRESFORCOM (N12)	Phone: DSN COMM FAX	(757) 322-2261 (757) 262-2261 (757) 444-7598
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References	<p>(a) RESPERMAN 1000-010 Reserve Unit Assignment Document Management (RUAD)</p> <p>(b) RESPERSMAN 1300-010 Selected Reserve Assignments</p> <p>(c) RESPERSMAN 1300-060 Cross-Assignments</p> <p>(d) COMNAVRESFORNOTE 5400 Fiscal Year National Command and Senior Officer (05/06) Non-Command billet screening and assignment procedures.</p> <p>(e) BUMEDINST 6010.30 Credentialing and Privileging Program</p> <p>(f) OPNAVINST 1306.2K Command Senior Enlisted Leader Program</p> <p>(g) MILPERSMAN 1616-010 Detachment for Cause of Enlisted Personnel</p> <p>(h) RESPERMAN 1300-050 Administrative Processing Unit</p> <p>(i) RESPERSMAN 1300-070 Directed Assignments</p> <p>(j) OPNAVINST 3440.16F Navy Defense Support of Civil Authorities Program</p>
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1. Purpose. This article covers special situations in specific communities not typically associated or considered with the regular Inactive Duty Training billet assignment processes outlined in references (a) through (j).

2. Definitions.

a. Navy Emergency Preparedness Liaison (NEPLO). Senior Navy Reserve officers and senior enlisted assigned to represent and support Navy Principal Planning Agents and Regional Planning Agents with coordinating and executing Navy Defense Support of Civil Authorities (DSCA) plans and responsibilities.

b. Navy Expeditionary Health Service Support (NEHSS) Tiered Readiness Program Prioritization. Navy Expeditionary Medical Support Commands provide standardized, modular, scalable combat service support and medical/dental capabilities to an advanced base environment across the entire range of joint military operations. These deployable medical systems consist of the Expeditionary Medical Facility (EMF) hospitals and Forward Deployed Preventive Medicine Units (FDPMU).

c. Qualified Insufficient Opportunity (QIO). In each competitive category there may be officers whose records clearly meet selection criteria, but are not selected because of limited quotas.

d. Unit Mobilization Unit Identification Code (UMUIC). A five digit code used to identify a readiness and operational unit with SELRES billets assigned that is associated with an active duty command for mobilization purposes.

3. Community Management

a. Tour Lengths. With community manager approval, Reserve Program Directors (RPD) and unit leadership must update tour lengths for billets, annually at a minimum, and ensure they are indicated in MyNavy Assignment (MNA) and Reserve Force Management Tool (RFMT) billet descriptions.

b. Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N12) maintains a tour length table on its portal website at:
https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N12/SitePages/Home.aspx. in “Tour Lengths” Folder under N12 Guidance/Training.

c. If no billet fit is available, RPDs may request to adjust Sailors Projected Rotation Date (PRD) up to the last day of the next quarter which allows the Sailor another application cycle to apply for a billet.

d. Reserve Unit Assignment Document Management (RUAD) Management. RPDs and unit leadership must conduct quarterly reviews of RUADs, per references (a) and (b).

(1) RPDs and unit leadership will utilize the Weekly Participation Report to better manage RUADs and non-locally assigned per reference (c), as well as to support recruitment and assignment efforts to units in need of Sailors.

(2) Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N12) Weekly Participation Report is located on the Navy Reserve Homeport N12 page:
https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N12/SitePages/Home.aspx in the “Weekly Participation Reports” Folder under “Weekly Reports”.

e. Senior Officers. Governed by policy outlined in reference (d).

4. Bureau of Medicine and Surgery (BUMED).

a. Medical Department Officer (MDO)

(1) BUMED Reserve Affairs Officers (RAO) are the designated program managers for all Medical Corps (2105), Dental Corps (2205), Medical Service Corps (2305), and Nurse Corps (2905) officers.

(2) MDOs must be assigned to MDO billets. Medical Sailors will not be assigned IAP to the Readiness Support Unit (RSU), and will only be assigned to BUMED TRUICs.

b. Commander, Naval Air Force Reserve (COMNAVAIRFORRES) Flight Surgeon.

(1) COMNAVAIRFORRES assigns Flight Surgeon billets via a COMNAVAIRFORRES led selection board. Contact COMNAVAIRFORRES (N1) for further board information.

(2) MDOs with a Flight Surgeon designation are eligible to submit an application to the board with instructions released annually from COMNAVAIRFORRES.

(3) MDOs without a Flight Surgeon designation may only apply if willing to complete the Flight Surgery course of instruction prior to the start of orders.

(4) The selection board uses MDOs who are not not selected for a billet, but are determined to be a QIO, as the primary selection pool for interim fill orders.

c. Enlisted Hospital Corpsman (HM)

(1) COMNAVRESFORCOM (N12) will assign HM (E-6 and below) with a medical community navy enlisted classification (NEC) (LXXX) to HM-NEC rated billets to the maximum extent possible.

(2) NRA Command Career Counselors will advise Sailors assigned to NEC required billets on the HM “C” school application process upon check-in. Sailors must have an approved “C” school application no later than 12 months after the effective date of their assignment. Sailors who fail to meet this requirement are subject to reassignment via a personnel move request (PMR) submitted by RPD.

(3) COMNAVRESFORCOM (N12) may extend Sailors who earn a medical community NEC in their billet involuntarily for an additional 24 months, after the NEC award date, but not to exceed five years in the billet.

d. Credentialing and Privileging of Medical Department Staff/Clinicians.

(1) MDOs must possess the necessary credentials for clinical privileges or clinical staff assignments for billets requiring a subspecialty at the time of assignment, per reference (e).

(2) MDOs will maintain their privileges or clinical staff assignment in the subspecialty required for the complete tenure of their billet assignment.

(3) Credentialing requests are submitted to the Navy Reserve Privileging Authority, Centralized Credentials and Privileging Directorate (CCPD), BUMED Detachment Jacksonville. Specific directions are contained in reference (e).

(4) CCPD will notify BUMED RAOs and COMNAVRESFORCOM (N9/N12) monthly of any expired credentials / privileges.

(5) CCPD will notify MDOs who fail to maintain requirements for clinical privileges or a clinical staff assignment in writing via the respective BUMED RAO.

(6) MDOs have up to six months to resolve credentialing issues prior to being removed from the billet and the initiation of involuntary separation, per reference (e).

(7) BUMED RAO must confirm MDOs privileging status prior to billet assignment in Junior Officer (JO) APPLY, APPLY and Post-APPLY board assignment processes.

(8) BUMED RAOs or RPDs may submit a PMR at any time to move Officers, who do not have the necessary credentials, to a billet that does not require credentials or to an in-assignment processing (IAP) status in their current assigned training unit identification code (TRUIC).

(9) Officers must maintain appropriate accreditation as a healthcare professional to include: state licensure, national certification, other professional qualifications, endorsement, certification, and clinical medical privileges necessary to perform military duties.

(10) Officers will notify the Navy Reserve Privileging Authority within seven calendar days via TRUIC Commanding Officer (CO)/Officer in Charge (OIC) of any change in his/her professional qualifications to include any of the following actions:

(a) Investigations or actions by a state licensing board or certification agency.

(b) Change in the member's health status (i.e., MRR, NPQ, TNPQ, PEB, etc.).

(c) Arrests or investigation by a military or civilian law enforcement agency concerning alleged misconduct.

(d) A conviction in military or civilian court or awarding of non-judicial punishment.

(e) Any administrative actions (i.e., unsatisfactory participation, administrative separation processing, retirement, transfer to the IRR, etc.).

(11) MDOs who have been approved for re-designation to a different subspecialty must request a PRD modification for their current assignment after receiving credentials / privileges for the newly-designated subspecialty. The member may then apply for a billet assignment in support of the new subspecialty.

(12) HMs who hold a NEC L35A (Dental Hygienist) will be assigned to NEC L35A billets.

(a) L35A Sailors must maintain valid and current clinical support staff credentials with CCPD and current clinical competency as a Registered Dental Hygienist.

(b) RPDs may request reassignment, via a PMR at any time, of L35A HMs not meeting necessary requirements for L35A coded billets.

e. Navy Expeditionary Health Service Support (NEHSS) Tiered Readiness Program Prioritization

(1) BUMED (M10) must send COMNAVRESFORCOM (N12) the AUCs of the NEHSS Tier I platforms no later than 31 July each year for the following fiscal year.

(2) COMNAVRESFORCOM (N12) will prioritize manning of the identified NEHSS Tier I platforms above all other commands.

(3) COMNAVRESFORCOM (N12) will assign MDOs and HMs during the quarterly selection and Directed Assignment (DA) phases using the following list of priorities:

(a) NEHSS Tier I platforms, USMC Ready Battalion

(b) Operational units (i.e., USMC, Expeditionary Medical Facility (EMF))

(c) Readiness units in support of deploying units (i.e., Forward-Deployable Preventive Medicine Units, Hospital Ships)

(d) All other readiness units (i.e., Navy Reserve Navy Medical Readiness and Training Command (NRNMRTC), accessions site units, etc.)

f. Medical Officer DA

(1) COMNAVRESFORCOM (N12) will provide BUMED RAOs with a list of DA eligible MDOs each quarter.

(2) BUMED RAOs will make assignment recommendations for all MDOs.

(3) COMNAVRESFORCOM (N12) will review the RAOs recommendations and ensure all MDOs are assigned. In lieu of recommendations, N12 assigners will use assignment business rules to place officers in Apply billets.

5. Marine Forces Reserve (MARFORRES). HMs, Religious Program Specialist, Chaplains, and MDOs support Marine Corp Reserve Forces. Marine Corp Reserve Regiments are generally comprised of three battalions and one headquarters unit.

a. Ready Battalion. Ready Battalions are designated for two year periods, with one being added and one being removed each CY.

(1) MARFORRES (N1) will send COMNAVRESFORCOM (N12) the AUICs of the two Selected Marine Corps Reserve Ready Battalions no later than 30 September each year for the Ready Battalions identified for the next calendar year.

(2) COMNAVRESFORCOM (N12) will prioritize filling billets in the Ready Battalions through coordinated actions, to include deployment schedules, MARFORRES inputs, etc.

(a) MARFORRES RPD must fill vacant billets in the Ready Battalions with qualified personnel from the same regiment as the Ready Battalion via a PMR.

(b) MARFORRES (N1) will submit PMRs to COMNAVRESFORCOM (N12) with the requested assignments no later than 1 November each year. PMRs must include PRD extension requests for personnel already assigned to the Ready Battalions.

(c) The Ready Battalion effective date of assignments is 1 January, and all personnel will have a PRD of a minimum of two years.

b. HM NEC L03A/L11A - E6 and Below. COMNAVRESFORCOM (N12) will assign HMs who have received the specialized Field Medical Service Technician (L03A) or Fleet Marine Force Reconnaissance Corpsman (L11A) NECs to HM rated billets with the L03A or L11A NEC requirement, respectively, until advancement to E7.

6. COMNAVAIRFORRES - Enlisted Aviation Rating. COMNAVAIRFORRES (N1), with oversight/approval from COMNAVRESFORCOM (N12), will assign aviation rate New Accession Training (NAT) members to squadrons, SAU units or source rated billets.

7. Commander Naval Information Force Reserve (COMNAVIFORES) and Cyber Mission Force (CMF)

a. Assign Sailors with the following ratings: AG, CTI, CTN, CTR, CTT, IT, and IS to source rated billets.

b. Assign 18XX/68XX designated officers to 18XX and Space Cadre (1XXX) billets.

c. Assign 78XX designated officers to 78XX billets.

d. Due to the specialized training/qualifications needed for Information Warfare Officers and Sailors, unqualified or Non-locally Assigned In Sailors may be reassigned to another COMNAVIFORES designated/rated billet, to place a local qualified Sailor into the billet. If no other billets available, as a last resort, Sailor may be placed IAP in an appropriate unit (RSU placement is absolute last resort).

e. COMNAVIFORES (N1) or UMUIC COs/OICs may request reassignment of Non-locally Assigned In personnel with the following caveats:

(1) There are no other billet assignment opportunities in the unit.

(2) The Non-locally Assigned member must be assigned to a COMNAVIFORES program managed, source rated/designated billet.

(3) The relocated member will maintain original PRD.

8. Navy Special Warfare (NSW).

a. Commander, Navy Special Warfare Group Eleven (NSWG-11). Serves as the Field Reserve Assignment Coordinator (FRAC) and manages assignments for Sailors in the following programs:

(1) Special Warfare Operators

(2) Special Warfare Boat Operators

(3) SEALs

(4) Unmanned Aircraft Systems (UAS) operators for SEAL Teams 17 and 18

(5) Innovation Cell

b. JO APPLY. Special Warfare Officers (1135) will only be assigned to 1135 billets.

c. NSWG-11 UAS JOs and enlisted personnel. Due to the specialized training, qualifications, and associated investment, all NSWG-11 UAS JOs and enlisted personnel will be screened by NSWG-11 for assignment to UAS billets.

(1) NSWG-11 will advertise the UAS program, solicit applications for screening, and encourage screened members to apply for advertised UAS billets via MNA.

(2) NSWG-11 will provide COMNAVRESFORCOM (N12) with a list of recommended selections for available UAS billets during the Command Comment and Ranking Phase of the quarterly assignment cycle.

(3) Enlisted applicants who are selected to the UAS operator/maintainer billets will obtain the NSW UAS Operator/Maintainer NEC during their initial orders to the unit. Officer applicants will attain all required AQD's during first tour.

(4) Due to high operational requirements, members assigned to the UAS program who fail any portion of the required training are subject to removal from the UAS program by NSWG-11, regardless of their PRD.

d. Innovation Cell. Due to the unique JO qualifications and training associated with innovation cell billets, NSWG-11 maintains the ability to suppress and/or advertise these billets in JO APPLY. NSWG-11 will vet all applicants and provide selections to COMNAVRESFORCOM (N12) via PMR submissions.

e. NR GP ELEVEN Headquarters Unit. NSWG-11 will suppress and manage the 21 Special Program Cell Officer and enlisted billets listed below via PMRs after appropriate screening of the enlisted and officer personnel:

<u>BIN</u>	<u>AUIC</u>	<u>RUIC</u>	<u>RBSC</u>	<u>Billet Title</u>	<u>RFAS</u>	<u>Designator</u>
0020463	39943	83090	7107	STF OPS&PLN/SPECIAL PRGM	IAJE	1050
0020478	39943	83090	7108	STF OPS&PLN/SPECIAL PRGM	IAJE	1050
0034931	39943	83090	7109	STF OPS&PLN/SPECIAL PRGM	IAJE	1050
0094359	39943	83090	7022	ADMIN ASST/INNOVATION OFF	IAJE	1050
0108846	39943	83090	7025	ADMIN ASST/INNOVATION OFF	IABE	1050
0109014	39943	83090	7030	ADMIN ASST/INNOVATION OFF	IAJE	1050
2267060	39943	83090	7086	ADMIN ASST/INNOVATION OFF	IABE	1050
2267072	39943	83090	7090	ADMIN ASST/INNOVATION OFF	XAJE	1050
3846931	39943	83090	7111	STF OPS&PLN/SPECIAL PRGM	IABE	1050
3846932	39943	83090	7112	STF OPS&PLN/SPECIAL PRGM	IAJE	1050
0006283	39943	84167	7002	SIGINT DEPT HD	IORE	1810
2267047	39943	84330	7082	SEAL/EXERCISES/NSWU-3 SPT	XAAE	1130
0744177	39943	83090	7084	SEAL/PL TN CHARLIE	6SNR	SO1
0783616	39944	83090	7179	SEAL/PL TN DELTA	5SNR	SO1
1649811	39944	83090	7456	SEAL/PL TN CHARLIE	6SNR	SO1
1649812	39944	83090	7457	SEAL/PLTN DELTA	6SNR	SO1
2480540	39943	83090	7385	SEAL/PL TN CHARLIE	6SNR	SO1
2480550	39943	83090	7392	SEAL/PLTN DELTA	6SNR	SO1
0791016	39944	83090	7191	SEAL/LCPO/PLTN BRA VO	7SNR	SOC
1649889	39943	83090	7213	SEAL/LCPO/PLTN DELTA	7SNR	SOC
1649832	39943	83090	7191	OPS TRNG LCPO/NR SEAL 17	8SNR	SOCS

9. Navy Expeditionary Combat Command (NECC).

a. Explosive Ordnance Disposal (EOD). COMNAVRESFORCOM (N12) assigns all reserve EOD Sailors to NR EXU-1, Naval Surface Warfare Command (NSWC).

b. Geographic Assignments for Reserve Naval Construction Force. Navy Mobile Construction Battalion (NMCB) billet UMUICs are located at respective Region Command (RC) NMCB Headquarters, which are situated at large-scale training, centers (e.g., Gulfport, MS, and Port Hueneme, CA). Seabees will be non-locally assigned out of the RC NMCB Detachment, closest to their Home of Record (HOR). Assignment prioritization to UMUIC billets is based on distance to HOR.

c. Responsibilities

(1) RPDs will submit PMRs to COMNAVRESFORCOM (N12) to reassign enlisted Sailors who are non-deployable from deploying units to alternate NECC units, based on the Optimized Fleet Response Plan (OFRP) cycle.

(2) RPDs will provide COMNAVRESFORCOM (N12) a prioritization of units to make assignments to during the main assignment and directed assignment phase. This prioritization list will typically support the OFRP cycle and associated manning requirements.

(3) Per RESPERSMAN 1300-060, COMNAVRESFOR will prioritize non-locally assigned within the same geographic region. However, non-local assignments across geographical regions will be made before considering placing member in an IAP status.

10. Amphibious Construction Battalion (PHIBCB). Tour lengths for PHIBCB Sailors in Improved Navy Lighterage System Craft Master, Deck Supervisor, or Engineer billets are longer than the standard (three years), per billet description, to optimize return on investment for substantial training costs.

11. Security Limited Duty Officer (LDO). COMNAVRESFORCOM (N12) may only assign Security (6495) LDOs to 6495 billets.

12. Command Master Chief (CMDCM)/Command Senior Chief (CMDCS) Billets:

a. Navy Reserve Force Master Chief approves the assignment of all CMDCM/CMDCS rated Sailors to designated billets using the following business rules:

(1) CMDCM/CMDCSs must complete the NLEC CMC/COB course prior to an assignment. Navy Reserve Force Master Chief is the only waiver authority to this requirement.

(2) Navy Reserve Force Master Chief will coordinate with the Type Commander Command Master Chief and COMNAVRESFORCOM (N12) Senior Enlisted Leader assignments coordinator for the management of CMDCM/CMDCS, per reference (f).

(3) COMNAVRESFORCOM (N12) will maintain responsibility for the assignment and order writing for CMDCM/CMDCS.

(4) CMDCM/CMDCS billet tour lengths will typically be three years to provide maximum leadership opportunities for the inventory of qualified leaders.

(5) Nominative CMDCM/CMDCS positions supporting Flag/General Officer are advertised and managed per reference (f). The six nominative billets listed below are managed and approved by the Navy Reserve Force Master Chief in close connection with COMNAVRESFORCOM (N12).

(a) NR 4th MARINE DIVISION (BIN 0869045)

(b) NR CNSL TYCOM HQ (BIN 3860626)

(c) NR DLA-HQ STAFF FT BELVIER (BIN 1397694)

(d) NR CNSP TYCOM HQ (BIN 0750094)

(e) NR NAVINFO FORCES RES HQ (BIN 3935637)

(f) NR CPF N3N5 (BIN 4103446)

b. CMDCM/CMDCS personnel who are Detached for Cause may result in administrative separation or transfer to the APU awaiting due process, per references (g) and (h).

13. Strategic Sealift Officer (SSO).

a. SSOs must apply to available SSO billets first in each application cycle.

b. Failure to apply for SSO billets will result in non-SSO billets being removed from application submission and subject the member to DA per reference (i).

14. Littoral Combat Ship Squadron. Extended tour lengths, per billet description, allow for specific critical qualifications to be achieved and maintain proficiency in key positions. COMLCSRON RPD must annotate all tour lengths in billet descriptions in RFMT and MNA respectively.

15. Public Affairs. The Public Affairs Community is a specialized community comprised of Public Affairs Officers (PAO, 1655) and Mass Communication Specialists (MC). COMNAVRESFORCOM (N12) will provide Public Affairs Program Manager with a list of PAOs who are DA eligible to make assignment recommendations, as applicable. The following assignment considerations apply:

a. JO. Chief of Information (CHINFO) RPD serves as program manager for PAO applicants in JO APPLY. CHINFO RPD serves as a secondary, not primary, endorsement for Non-CHINFO funded billets.

b. Enlisted. Public Affairs program manager will designate a FRAC to collaborate with COMNAVRESFORCOM (N12) for Mass Communication Specialist assignments in MNA.

16. Judge Advocate General's Corps (JAGC). The JAGC community will annually assign JAGC JO (O4 and below) to JO APPLY billets. All JAGC JO IDT orders will have 31 March PRDs. JAGC JOs will not be cross-assigned without prior approval of the Navy Reserve Law Program Director. JAGC JOs are assigned to billets per the direction and policy issued by Deputy JAGC for Reserve Affairs and Operations.

17. Navy Criminal Investigation Service (NCIS) Program.

a. NCIS HQ advertises and solicits Sailor applications for screening, and encourages screened Sailors to apply for advertised NCIS billets in MNA.

b. NCIS HQ will provide COMNAVRESFORCOM (N12) with a list of approved candidates for available billets during the Command Comment and Ranking Phase of the quarterly enlisted assignment cycle.

18. NEPLO. Senior officers and enlisted are governed by policy in references (d) and (j).