



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

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COMNAVRESFORNOTE 1001
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29 Aug 2022

COMNAVRESFOR NOTICE 1001

From: Commander, Navy Reserve Force

Subj: FISCAL YEAR 2023 FORCE EXECUTION GUIDANCE

- Ref:
- (a) BUPERSINST 1001.39F
 - (b) RESPERS M-1001.5 CH-12
 - (c) DoD Instruction 1215.06 of 19 May 2015
 - (d) OPNAVINST 1001.27
 - (e) COMNAVRESFORINST 1120.3B
 - (f) CNO WASHINGTON DC 131713Z Jun 16 (NAVADMIN 137/16)
 - (g) COMNAVRESFORINST 4650.1B
 - (h) COMNAVRESFOR NORFOLK VA 172022Z MAY 22 (ALNAVRESFOR 020/22)
 - (i) MCPON's "Laying the Keel" Leadership Guidance
 - (j) COMNAVRESFOR NORFOLK VA 165000Z JUN 22 (ALNAVRESFOR 023/22)
 - (k) SECNAV Memorandum, 29 Apr 2022
 - (l) COMNAVRESFOR NORFOLK 242351Z JAN 22 (ALNAVRESFOR 005/22)

1. Purpose. To provide supplemental guidance per references (a) through (h) as applicable to subordinate commands and Reserve Program Directors (RPD). All Sailors will be familiar with the contents of the governing directives in their entirety.

2. Goal. To complete Navy Reserve training requirements, maintain mobilization readiness, and provide operational support, while maximizing warfighting readiness throughout the fiscal year (FY). Additionally, in keeping with Secretary of the Navy, Chief of Naval Operations, and Chief of Navy Reserve guidance to improve the warfighting readiness of our Navy and Navy Reserve, prioritize the execution of discretionary Reserve Personnel Navy funds towards more strategic depth per reference (h).

3. FY23 Planning Considerations. Significant changes to Force priorities have been implemented as a result of the guidance associated with reference (h). Therefore, increased emphasis will be placed on using discretionary RPN funds to achieve warfighting readiness objectives over ad hoc operational support.

4. Satisfactory Participation Requirements

a. All unit commanding officers (CO) or officers in charge (OIC) are required to read and comply with all guidance in this document. COs and OICs will counsel their assigned Sailors on satisfactory participation requirements as specified in reference (b). Failure to meet minimum

participation requirements for two fiscal years in a rolling three-year period will result in adverse administrative action, per reference (b).

b. Per reference (b), Selected Reservists (SELRES) Sailors require 40 of 48 regular Inactive Duty Training (IDT) periods favorably adjudicated per FY. The definition of a favorable adjudication is a present (P) or authorized absence (AA). Unit COs should be cognizant of the status of an individual's regularly scheduled IDT completion rate prior to approving additional IDT periods. Additional IDT periods are additional training periods (ATP), additional flying and flight training periods (AFTP), and readiness management periods (RMP).

c. Per references (a) and (b), SELRES Sailors must perform 12 to 14 days of Active Duty (AD) each FY. Regardless of a Sailor's Reserve affiliation date, SELRES may meet this requirement in a FY with any combination of 12 or more days of:

- (1) Annual Training (AT)
- (2) Active Duty for Training (ADT)
- (3) Active Duty for Operational Support (ADOS)
- (4) Recall
- (5) Mobilization
- (6) Active Component (AC) service

d. A SELRES affiliating prior to 1 June is required to complete 12 or more days of AD for the FY. A member affiliating 1 June or later is not required to complete 12 or more days of AD.

e. Sailors who do not meet their AD requirement should submit an Annual Training Waiver Request (NAVRES 1571/15). An approved AT waiver meets annual AD participation requirements. AT waiver approval authority typically rests with the Navy Reserve Activity (NRA) CO with exceptions outlined in reference (b). All waiver requests require concurrence from the member's CO/OIC (unit mobilization unit identification code (UMUIC)). When considering AT waivers, approvers will factor the following guidance from reference (b).

- (1) Undue personal hardship exists that precludes AD.
- (2) Not medically qualified or prohibited from performing AD.
- (3) Training cancelled or modified by the supported command that precluded attainment of 12 or more days of AD.

5. AT Policy

a. AT should be the primary means to satisfy the minimum annual AD participation requirement. AT orders are involuntary orders scheduled in coordination between the unit CO and supported command RPD, as required in reference (a). Completion of the minimum yearly AT requirement prior to execution of other types of AD (ADT, ADOS) is preferred. However, to allow commands the flexibility to match mission priorities with funding requirements, an “AT first” policy is not mandatory.

b. AT deadlines.

(1) 1 May – SELRES with known personal hardships must submit AT waiver requests to their Chain-of-Command (COC) per reference (b). Emergent AT waivers may be submitted for consideration through the end of the FY as stipulated in paragraph 4(e).

(2) 1 June – SELRES not assigned an AT requirement from their supported command may request AT opportunities outside of their supported commands. RPDs, COs, and Resource Owners must support these requests with timely approval in the NROWS planning module process.

(3) 30 June – NRAs must save and route all planned AT and ADT-Schools orders in NROWS for the remainder of the FY. NRAs should anticipate SELRES continuing to submit orders for approval after this date. Approval of orders saved and routed after 30 June will be based on available funding. Only those orders forwarded past the NRA Orders Specialist (OS) by 30 June are guaranteed fund approval.

(4) 30 September – NRAs must ensure all AT waiver requests are adjudicated and appropriate code entries made in Navy Standard Integrated Personnel System (NSIPS) per reference (b).

c. When a SELRES has been identified for mobilization with an Individual Mobilization Status Code of R## or RC1, NRA COs and RPDs will coordinate with each other in using the member’s AT to complete mobilization screening requirements.

d. AT order approval

(1) In order to ensure orders can be processed within 14 days (for Continental United States (CONUS) orders), NRA OSs must save and route valid AT orders within 5 business days of receipt.

(2) NRAs will continuously fund approve all AT orders that begin within 45 days, as soon as practicable.

e. Split AT

- (1) Without travel is authorized.
- (2) With travel is authorized based on the practicality of the request and availability of funding.
- (3) Travel days are included when calculating the total number of AT days for the FY.
- (4) AT should not be used when IDT is the appropriate order type, e.g. Drill Weekend at TRUIC, UMUIC, or alternate drill site.

f. E-AT

- (1) AT beyond the 14-day planning figure, known as Exceptional-Annual Training (E-AT), will be approved on a case-by-case basis by Commander, Navy Reserve Force (COMNAVRESFOR) N3. Approval will be no earlier than 45 days prior to the start date of the order.
 - (2) The total number of AT days executed must not exceed 29 days in an FY. All travel days are included when calculating the total number of AT days for the FY.
 - (3) CONUS E-AT requests should be submitted to COMNAVRESFOR N3 no later than 14 days prior to order start date. Outside the Continental United States (OCONUS) E-AT requests will be submitted to COMNAVRESFOR N3 no later than 30 days prior to order start date. These deadlines facilitate travel coordination and avoid short lead- time travel challenges.
- g. AT waiver requests. SELRES must self-report an issue requiring an AT waiver. Submit AT waiver requests to the NRA CO via the COC, per reference (b).

6. ADT Policy

- a. Per reference (a), ADT is a period of AD that is intended to support a specific training requirement and assist a command that has ADT funding available. ADT-Special funding requests will be prioritized by the COMNAVRESFORCOM Executive Committee (EXCOM), with COMNAVRESFORCOM N31 as the executive agent.
- b. Per reference (d), all ADT orders over 29 days will be screened by the NRA OS.
- c. Per reference (c), the primary purpose of ADT is to provide individual or unit readiness training. Long-term orders that do not provide training and readiness value are antithetical to this guidance and to the philosophies laid out by reference (h). All ADT requirements exceeding 179 days will be reviewed by COMNAVRESFOR N31 for validity. RPDs will provide their

pillars leads with reasoning for keeping a Sailor on training orders over 179 days to meet COMNAVRESFOR N31 validation.

d. Performance of ADT by members of the Voluntary Training Unit (VTU). In accordance with reference (h), ADT funds are to be used primarily for the development of warfighting readiness. As members of the VTU do not have warfighting readiness requirements, they are authorized to perform no more than 29 days of ADT this fiscal year.

e. ADT-Schools training requirements.

(1) COMNAVRESFOR (N7) centrally manages the ADT-schools fund. In accordance with Navy Reserve Fighting Instructions, COMNAVRESFOR (N7) will prioritize ADT-schools funds and training time to build high-end warfighting readiness. The COMNAVRESFOR (N7) ADT-schools team will vet all NROWS requirements and orders to make fiscally disciplined investments in programmed mobilization billet training for individual Sailors, and to resource documented unit-level training requirements for Navy Reserve operational forces and Navy Reserve Readiness Units.

(2) COMNAVRESFOR (N7) will verify that ADT-schools requests for SELRES supporting a Navy Active Unit Identification Code (AUIC) align with a documented NEC or unit-level training requirement. COMNAVRESFOR (N7)'s assumption is that requirements documented in the Fleet Training, Management, and Planning System (FLTMPS) or Total Force Manpower Management System (TFMMS) are valid, and conversely, that requirements not resident in FLTMPS or TFMMS are invalid.

(3) COMNAVRESFOR (N7) will fund schools to complete AUIC unit-level training requirements as documented on the AUIC's 12-month command training plan report in FLTMPS for supporting Reserve Sailors.

(4) COMNAVRESFOR (N7) will fund schools to complete NEC or AQD requirements for a Reserve Sailor in their assigned mobilization billet as documented in TFMMS. COMNAVRESFOR (N7) will use the Navy Reserve Readiness Module (NRRM) Individual Readiness Jacket (IRJ) as its data source to determine TFMMS billet-required NECs and current individual NECs for each Reserve Sailor.

(5) Requests for exception to fund ADT-schools orders for undocumented requirements (unit-level or billet) must indicate that the RPD and/or supported command/TYCOM/SYSCOM/Fleet is engaged in the process of documenting the new requirement, and will be evaluated on a case-by-case basis if justification is provided within the NROWS requirement.

(6) To ensure proper quota management, NROWS orders must be submitted, saved, and routed by the NRA OS no later than 30 days prior to the start date of the orders. It is the responsibility of the Sailor and their COC to cancel unused quotas as soon as possible, but no

later than 14 days prior to the start of the course to allow other potential students the opportunity to train.

(7) Ready Relevant Learning (RRL) is modernizing the Navy's legacy, front-loaded training construct to deliver the right training, at the right time, via the right delivery method. In some cases, this means new "A" and "C" school courses will be developed that could lengthen and redistribute training closer to the point of need, improving warfighting readiness and force generation in support of reference (h). COMNAVRESFOR(N7) will promulgate additional guidance as necessary via ForceConnect and the COMNAVRESFOR (N7) SharePoint Web site as needed to assist in management of block learning orders.

(8) ADT-Schools deadline. Sailors and NRAs must save and route ADT-schools orders in NROWS no later than 30 June 2023 to allow for end-of-year funding prioritization.

(9) ADT-Schools order requests for fourth quarter, in cases where the student does not yet have a confirmed seat, can be routed with comments in the schools' justification block "member is registered for the course and is awaiting quota confirmation."

(10) Detailed ADT-schools orders vetting and guidance. The COMNAVRESFORMCOM (N7) SharePoint page contains a comprehensive list of all ADT-Schools orders vetting criteria and additional ADT-Schools guidance.

7. Inactive Duty Training Travel Policy

a. Inactive Duty Training Travel (IDTT) funding provides travel and per diem for Sailors performing IDT away from their assigned training location. Supported commands, Readiness and Mobilization Command (REDCOM) commanders, and unit leadership must prioritize available IDTT funding to conduct necessary training that ensures overall unit readiness and contributes to the Force's strategic depth.

b. Non locally assigned Sailors (NLA). IDTT funding will be used to bring non-locally assigned Sailors to their unit mobilization unit identification code (UMUIC) or to the supported command. Individual training on such orders should be used to maximize warfighter readiness and mob-to-billet training at the UMUIC location, fleet concentration areas, and the supported command. Additionally, IDTT orders may be used for group training which ensures SELRES are trained, ready to activate, and can fight at their support command on Day One.

c. Supported command RPDs must plan, prioritize, and fund all non-locally assigned travel. This is to eliminate confusion as to the funding source for IDTT orders. The REDCOMs will fund IDTT for Sailors assigned to the REDCOM, for baseline mobilization readiness (medical, dental, legal, etc.) and Sailors assigned to operational support units in an in-assignment processing (IAP) status. Supported command RPDs will fund NLA travel to meet specific gaining command additional training and mobilization requirements. Travel reimbursement for

IDTT orders is calculated differently than for AT/ADT orders. For further information, refer to reference (g), the Joint Travel Regulations, or an NRA approving official.

d. Members must be approved for IDT periods or additional IDT periods in the drill management system prior to approval of associated IDTT orders. After IDTT execution, if IDT periods or additional IDT periods were not available, drill pay will not be authorized, resulting only in a credit of non-pay additional drills for retirement points.

e. All IDTT commitments will be entered into NROWS by the end of the first month of each quarter.

8. Inactive Duty Training Reimbursement Policy. Inactive Duty Training Reimbursement (IDT-R) funding provides reimbursement for travel for selected members of the Navy Reserve to address critical skill shortfalls in support of increased unit readiness. Officers and enlisted Sailors who meet eligibility requirements and travel 150 miles or greater from their primary residence to their drill site may apply via the (N12) SharePoint website in accordance with COMNAVRESFOR NOTICE 1570. Per the Joint Travel Regulations, eligible members who opt-in to the IDT-R program will be reimbursed up to \$500.00 in travel expenses. Members are limited to 12 reimbursable round trips and this program may be restricted due to budgetary constraints.

9. Inactive Duty Training (IDT) Scheduling Policy. Historically, tens of thousands of IDTs have been rescheduled to the end of the FY for convenience and are never executed. This causes a financial risk as Force Comptrollers are required to hold the financial obligation of these scheduled drills until after the scheduled drill date has passed and the drill is fully adjudicated in the drill management system. Therefore, drills will not be scheduled in masses to Quarter 4. Improved IDT financial management will drive strategic depth and increase warfighting readiness by allowing Force Comptrollers to make informed decisions earlier in the FY. This guidance applies only to FY IDT entitlement.

a. NRAs will not schedule more than 12 Regular IDT periods per individual in Quarter 4, with no more than 4 Regular IDT periods per individual in September, when loading the FY IDT Schedule (i.e., originally scheduled IDTs) in the drill management system.

Please Note: This policy also applies to Sailors expecting to be on extended orders (e.g., AT, ADT, mobilization, recall, ADOS) during the FY.

Please Note: Capturing the original schedule IDT date in the drill management system is critical to headquarters oversight and data management.

b. Quarter 1 through Quarter 3 originally scheduled IDTs will not be rescheduled to Quarter 4 except in limited situations. Unit COs (or designated representatives), guided by the intent of this policy, will ensure IDT reschedule requests support a bona fide mission or training requirement and have a high certainty of completion.

c. Sailors pending active duty orders (e.g., AT, ADT, mobilization, recall, ADOS) are not authorized to reschedule Quarter 1 through Quarter 3 originally scheduled IDTs to Quarter 4 prior to the active duty order start date. AAs will be issued during the period of active duty, and an AA removal request, per RESPERMAN 1570-010, may be submitted upon the Sailor's return. Requests will include specific dates for IDT rescheduling (no "parking" for later scheduling), and the Sailors should confirm intent to execute the IDTs.

d. Quarter 4 originally scheduled IDTs may be rescheduled freely throughout the FY.

e. If Sailors desire additional duty beyond the 12 IDTs originally allotted for Quarter 4, but their reschedule request does not meet the requirements of paragraph 9.b., then Sailors will coordinate with their Unit leadership and RPD for additional IDT (Voluntary IDT (non-pay), ATP, AFTP, RMP) authorization.

f. In lieu of a formal exception to policy process, Unit and NRA COs are entrusted to understand and execute Commander, Navy Reserve Forces' intent of supporting legitimate, FY23 Q4 Unit/supported command mission requirements while minimizing financial risks.

10. Additional Drill Period Policy

a. RPDs are responsible for advising unit COs and OICs on the availability and distribution of additional drills to assigned units. RPDs must closely monitor additional drill allocations against actual funds execution.

b. Per reference (b), unit COs and OICs will be responsible for approving additional drills in the drill management system and managing available allocated unit drills. A letter from the unit to the NRA for approval of additional IDTs is not required. Unit approval of the additional IDT in the drill management system serves as verification to the NRA that the unit confirmed additional drill funding is available in Operational Support Plan Additional Drill Execution Spreadsheet (OSPADES).

11. Officer Development School (ODS) and Limited Duty Officer (LDO)/Chief Warrant Officer (CWO) Academy

a. Per reference (e), COMNAVRESFOR Manpower and Personnel (N113) will manage the application of the Direct Commission Officer (DCO) manpower availability status (MAS) code for DCOs, LDOs, and CWOs who have not fully completed ODS or LDO/CWO Academy. The DCO MAS code initiates an NROWS hard hold prohibiting the execution of any travel orders prior to the completion of ODS or LDO/CWO Academy. COMNAVRESFOR N113 is the only organization authorized to remove the DCO MAS code from a Reserve officer record.

b. DCOs, LDOs, and CWOs must successfully complete all ODS or LDO/CWO Academy requirements within 1 year of commissioning. Per reference (e), a newly commissioned officer's first set of orders (E-AT and ADT) will be to complete ODS or LDO/CWO Academy. LDOs

and CWOs will attend LDO or CWO Academy using E-AT orders. DCOs will attend the full 5-week ODS course on ADT-schools orders. For ODS, LDO, or CWO Academy schedules, see the Catalog of Navy Training Courses at:

<https://app.prod.cetars.training.navy.mil/cantrac/vol2.html>.

12. Senior Enlisted Academy (SEA).

a. Per reference (f), Senior Chief Petty Officers (SCPO) selected in FY17 and later will complete SEA to be eligible for advancement to Master Chief Petty Officer. COMNAVRESFOR N7 will provide ADT-schools funding for SELRES to attend SEA. There are currently two dedicated 2-week SELRES-only SEA courses scheduled for FY23. SCPOs desiring to attend SEA should plan to attend one of these two SELRES SEA courses. SELRES quotas in the three-week AC SEA classes are not guaranteed. SEA candidates can register for SEA via the Navy War College web-site:

<https://usnwc.edu/senior-enlisted-academy/Registration-and-Enrollment>.

b. SEA candidates must have approved orders prior to starting the Blackboard portion of SEA. SEA candidates that start Blackboard exercises without approved orders will not be funded to attend the in-residence portion of SEA on ADT-Schools orders and, per SEA guidelines, must restart the course from the beginning at a future convening.

13. Chief Petty Officer (CPO) Initiation.

a. CPO initiation will be conducted per reference (i).

b. Chief Petty Officer Leadership Development, Laying the Keel.

(1) FY23 CPO selectees will be funded to attend the Laying the Keel over a five day period using ADT-schools funds. All orders will be submitted to COMNAVRESFOR N7 within 14 days of the release of the CPO selection message.

(2) Formal facilitators for Laying the Keel will be funded using ATP funds, centrally managed through COMNAVRESFOR. In keeping with Naval Education and Training Command standards, two instructors will be funded per 16 selectees at a particular training location.

c. Heritage Event. Annually, the Navy sends a limited number of CPO Selectees to participate in a heritage event aboard the USS CONSTITUTION and battleship NEW JERSEY. These are the only heritage events authorized for funding using AT or ADT.

d. Team building, network events, and mentorship. Training events occurring between CPO selection and CPO pinning, although important in the initiation of the CPO selectees, are not designated as formal Navy training requirements. As such, they will not be funded using AT/ADT. Per reference (h), SELRES participating in training events must be in an authorized

status. In order to maximize participation, CPOs and Selectees will use both paid and non-paid additional drills to account for these training events.

e. Capstone Event (Final Night). To encourage maximum participation in the CPO Initiation Capstone event, both paid and non-paid IDT periods are authorized for participants. Unit CO concurrence and approval is required in order to utilize the paid IDT option.

f. A limited amount of ATPs are allotted to the Force Master Chief account to support CPO initiation events. Navy Reserve Centers in remote locations where manning is limited will receive ADT funding on a case-by-case basis.

14. Personnel Assignments and Reserve Unit Assignment Document (RUAD) Management.

a. Transfers from a SELRES status (i.e., retirement or transfers to the Individual Ready Reserve, VTU, or Active Status Pool) affect incentives and benefits, such as bonus payments, Post 9-11 GI Bill benefit transferability, TRICARE, and Service Members' Group Life Insurance coverage. Such action could result in recoupment efforts if service requirements are not met prior to transfer. Unit COs or OICs will counsel SELRES regarding their affected benefits, and NRAs must ensure Sailors acknowledge their understanding by signing the applicable NAVPERS 1070/613 (revision 08-2012), Administrative Remarks.

b. RPDs will review all RUADs monthly, to ensure billet requirements (such as Reserve functional area, gender, and leadership codes) are current and provide necessary strategic depth. Additionally, RPDs, unit COs, and OICs will be active participants in the SELRES assignment process, to include providing current billet descriptions in Reserve Force Manpower Tools (RFMT) for officer billets and MyNavy Assignments (MNA) for enlisted billets, as well as ranking junior officers and enlisted applicants quarterly in RFMT and MNA respectively.

15. Orders and Travel Vouchers. Liquidation of orders and travel vouchers is a Force priority and must be incorporated into the routine business of NRAs and units.

a. SELRES and VTU Sailors are required to ensure reporting and detaching endorsements are completed by the supported command prior to completion of duty. NSIPS e-Muster is the primary means of endorsement, but in extreme circumstances (e.g. if a command does not have a qualified CCPA, assigned to field/afloat duty, prolonged system issues for duration of orders, or any other circumstance that does not allow for e-Muster use) handwritten and stamped endorsements remain acceptable.

b. SELRES and VTU Sailors must submit a copy of their orders to their NRA as either part of their travel claim, or in the case of no travel, as part of their individual IDT folder in the current Navy Reserve's record management system, Task Management Tool (TMT), within five business days of orders completion.

(1) Unendorsed paper orders are acceptable if accompanied by the NSIPS-generated AT or ADT orders signature page from the member's self-service account as generated by e-Muster.

(2) Endorsed handwritten and stamped orders are required when NSIPS AT/ADT e-Muster is not used.

c. Unit COs/OICs must incorporate order and travel claim liquidation as part of routine unit administration. This includes immediately cancelling both the NROWS order application and the associated Defense Travel System (DTS) authorization, if applicable, should a member not execute their orders.

d. NRAs must monitor and work to reconcile orders and travel claim liquidation weekly.

e. NRAs are authorized to suspend subsequent orders until all required documentation has been submitted to satisfy the liquidation of any previous order.

f. NRAs are required to submit all order modifications that change the number of duty days to the servicing Reserve Services Branch of Transaction Service Center, Norfolk, upon approval.

16. Coronavirus Disease 19 (COVID-19)

a. Orders

(1) Per reference (j), subject to the travel restrictions identified in reference (k), unvaccinated Navy Reserve Personnel with approved exemptions or religious accommodation exemption requests pending, denied or disapproved on appeal may perform on-site ADT and AT, and unvaccinated SSOs may perform on-site ADT and non-paid IDT drills.

(2) Per reference (j), unvaccinated Navy Reserve Personnel with an approved exemption or with religious accommodation exemption requests pending, denied or disapproved on appeal may perform virtual or telework IDT drills, ADT, and AT. Those members may also reschedule IDT drills when NRRU Commanding Officers and the cognizant supported command determine that such performance sufficiently promotes mobilization readiness and permits those personnel to satisfy Reserve Component participation requirements.

(3) Per reference (l), Sailors who refuse to provide vaccination status or refuse to receive the vaccination without an exemption and do not fit in one of the religious accommodation categories are expected to continue reporting to their regular drill location for drill weekend to request a vaccine waiver or for administrative processing.

b. Travel

(1) Reference (k) provides a list of official travel categories designated as mission critical within DON for official travel by unvaccinated personnel, or those who decline to provide information about their vaccination status. Requests for official travel by unvaccinated personnel outside the parameters expressed in the reference (l) will be routed through the respective

member's Service Chief to the Under Secretary of the Navy (UNSECNAV) via the Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN (M&RA)). The UNSECNAV is delegated approval authority.

(2) Gaining command RPDs are responsible for routing waivers through their chain of command for UNSECNAV approval. Mission critical travel approvals will be forwarded to COMNAVRESFOR N31 (cnrfc_n31@us.navy.mil) using the mission essential and telework requests spreadsheet template. NRAs will check vaccination status for all orders. For members not fully vaccinated, reference the COMNAVRESFOR N31 ME tracker prior to processing any NROWS orders. Orders not listed on the tracker with UNSECNAV approval will not be approved.

17. Financial Improvement and Audit Readiness. Documents that support a financial transaction must be maintained for 10 years. Therefore, to ensure audit readiness, all key supporting documents for all gains, losses, and military pay transactions must be scanned and stored electronically in TMT unless otherwise specified in reference (b).

18. Annual Readiness Questionnaire (ARQ). The primary purpose of the ARQ is to provide actionable information to COs, XOs, and SELs on their SELRES members' mobilization readiness to enable continuous compliance with established mobilization readiness standards. The information received from ARQ is designed so that both the unit (UMUIC) and NRA (TRUIC) may take action to ensure SELRES members are ready to mobilize.

a. All SELRES units will be ARQ compliant, defined as ARQs completed and certified, by the end of Quarter 1 fiscal year 2023.

b. NRA COs must assist UMUIC COs in validating and verifying the status of assigned SELRES member' information (e.g. government travel charge card status, NSIPS RE/DA updates, Family Care Plans, etc.)

19. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

20. Forms. NAVPERS 1070/613 (REV. 08-2012), Administrative Remarks, is available from the link below Web site: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS_1070-613_Rev08-12.pdf

COMNAVRESFORNOTE 1001
29 Aug 2022

21. Cancellation Contingency. This notice will remain in effect for one (1) year or until new FY guidance is issued.



M. J. STEFFEN
Deputy Commander

Releasability and distribution:

This notice is cleared for public release and is available electronically only via COMNAVRESFORCOM Web site, <https://navyreserve.navy.afpims.mil/Resources/Official-Guidance/Instructions/>