



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCE  
91915 FORRESTAL DRIVE  
NORFOLK VA 23551-4615

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13 Apr 2021

COMNAVRESFOR NOTICE 3060

From: Commander, Navy Reserve Force

Subj: NAVY RESERVE MOBILIZATION READINESS

Ref: (a) COMNAVRESFOR NORFOLK VA 191750ZJUL19  
(b) OPNAVINST 3060.7C  
(c) COMNAVRESFORINST 3060.7D  
(d) ALNAVRESFOR 025/20

Encl: (1) Navy Reserve Mobilization Readiness Requirements

1. Purpose. To provide supplemental guidance to references (a) through (d).
2. Applicability. To support the mobilization readiness of the Navy Reserve, this notice is the first in a series directed to all Reserve Commanders and Commanding Officers, subordinate to Commander, Navy Reserve Force.
3. Commander's Guidance. As a Force, our one and only priority is warfighting readiness. The Navy Reserve generates combat power and strategic depth necessary to prevail in long term strategic competition. Mobilization readiness is the baseline foundation upon which we build warfighting readiness. In order for the Force to meet the response times the Navy requires, we must sustain established mobilization readiness standards. Every unit will actively and continuously ensure compliance with the outlined standards and requirements. The Force must be mobilization and warfighting ready on day one.
4. Mobilization Readiness. Enclosure (1) provides Navy Reserve mobilization readiness requirements and updated periodicities for validating completion of those requirements.
5. Cancellation Contingency. This notice will remain in effect for 1 year or until incorporated into COMNAVRESFORINST 3060.7E.

J. B. MUSTIN

13 Apr 2021

Releasability and distribution:

This notice is cleared for public release and is available electronically only via  
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Navy Reserve Mobilization Readiness Requirements

1. Navy Reserve Operational and Augment Unit Commanding Officers, supported by their Navy Reserve Activities (NRA), shall ensure completion and annual verification of the following NAVPERS 1300/22 mobilization deployment screening items for all assigned SELRES personnel, unless otherwise noted. Full Time Support (FTS) personnel in operational units must also meet the applicable requirements in the list below. Additionally, completion is required immediately for all new accessions and transfers, and shall be verified as part of the check-in process.
2. Echelon IV Commanders will consolidate and track mobilization readiness for assigned commands and units on a monthly basis.

Requirements	Notes	Additional References
Command / Unit Deployability Assessment	Monthly review of member deployability, to include Manpower Administrative Status (MAS) and Individual Mobilization Status (IMS) codes.	Navy Reserve Readiness Module (NRRM)
DFAS Debt Management determination	Member to contact DFAS at (866) 912-6488 to determine if debt exists. If a debt exists, member shall notify unit leadership and NRA.	
Virtual Strength Gain & Pay Package documents:  (a) MOB/DEMOB Checklist (Only section I.)  (b) TSC Norfolk Mobilization Questionnaire  (c) Dependency Application (Signed/Verified; Official Copy)  (d) State of Legal Residence Certificate  (e) Suspension of Pay	Completed by the member, retained by the NRA.  All documents located on the CNRFC N1 Sharepoint site at <a href="https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/covid/Pages/default.aspx">https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/covid/Pages/default.aspx</a>  For Dependency Application, any change in status must be updated immediately within NSIPS RED/DA module.	(a) NPPSC 3060/1  (b) TSC Norfolk Mobilization Questionnaire  (c) NAVPERS 1070/602, DD FORM 93  (d) DD Form 2058  (e) NAVPERS 1070/613

Enclosure (1)

Servicemembers' Group Life Insurance (SGLI)	Self-Service utilizing SOES via MILCONNECT	MILPERSMAN 1741-030
End of Service (EOS) OBLISERVE Page 13	If applicable	MILPERSMAN 1160-030 MILPERSMAN 1160-040
High-Year Tenure (HYT) waiver	If applicable	MILPERSMAN 1160-120 NAVPERS 1070/613
Family Care Plan	If applicable	OPNAVINST 1740.4E NAVPERS 1740/6 NAVPERS 1740/7
Prior Service	Member to maintain prior service DD-214; verified by unit leadership	
GTCC	Unit leadership to verify SELRES GTCC status	JTR para 010204 COMNAVRESFORINST 3060.7D
Uniforms	Member to maintain three complete sets of NWU Type III uniforms	COMNAVRESFORINST 4000.1F
Defense Travel System	Unit leadership to verify SELRES Active and Reserve DTS functional account	
Security Clearance	Unit leadership to verify SELRES Security Clearance status	
Deployment Readiness Training (DRT)	Member must attend once every 3 years	
ISOPREP	Applies to OCONUS mobilizations, members and unit leadership to coordinate completion with NRA	

3. The following mobilization-readiness items should be discussed and tracked by unit leadership on a recurring basis. These items are preparatory for individual and family readiness but will not prohibit a member from mobilizing. Navy Reserve Operational and Augment Unit commanding officers should review these items with their members for verification and accuracy.

Requirements	Recommended Periodicity	Notes	References
NMCI Access, Outlook Web Access (OWA)	Monthly	Verified access to NMCI monthly	COMNAVRESFORINST 5300.5
Power of Attorney (POA)	Annually	If applicable	
Legal Will	Annually	If applicable	
Official Passport	Every 5-years	If applicable. Member completes Passport Application or renewal application and maintain on file at NRA	DoDD 1000.21E DoD M-1000.21 DS 11 U.S.
Family Separation Allowance	Annually	If applicable, Form DD 1561. Part I can be filled in by member; Part II must be completed by certifying official at supported command	DODFMR VOL 7a MILPERSMAN 7720-120
Seabag verification	Annually	Unit leadership to verify	COMNAVRESFORINST 4000.1F
Weapon Screening	Annually	As required by supported command	Lautenberg Amendment DoDI 6400.06 DD 2760