



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

5215
 COMNAVRESFOR N1C2
 5 May 16

Changes to the Navy Reserve Personnel Manual included in Change 7 are effective the date written at the top of each article and the date on this change summary.

E C Young
 E. C. YOUNG
 Deputy

Changes in articles titled and summarized below are incorporated in the electronic copy via Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Web site:
<https://www.navyreserve.navy.mil>.

Table of Contents - Revised to reflect all current changes.

Article No. And Date Approved	<u>Article Title</u>
1570-010 CH-7	Inactive Duty Training Administration <ul style="list-style-type: none"> • Provides the requirement for DD form 577 to be on file for members releasing drill pay. • Updated muster countersignature requirement for unit certifying official. • Provides procedures for Emergent Individual IDT processing. • Updated guidance for sailors on extended AA periods, and processing members to the Active Status Pool (ASP). • (Cognizance (COG): COMNAVRESFORCOM (N11))
1570-020 CH-7	Other Inactive Duty Training and Inactive Duty <ul style="list-style-type: none"> • Updated 2 hour requirement for a nonpaid IDT. • Updated Reserve Component Wartime Health Care Critical Skills Shortage (CSS) nomenclature. • (Cognizance (COG): COMNAVRESFORCOM (N11))

<p>1570-030 CH-7</p>	<p>Individual Inactive Duty Training (IDT) Record Maintenance</p> <ul style="list-style-type: none"> • Adds reference to new RESPERSMAN article, 1900-010 Personnel Loss Transactions. • Recommends NRA's use Total Records Information Management (TRIM) application for electronic records storage. <p>(COG: COMNAVRESFORCOM (N11))</p>
<p>1570-050 CH-7</p>	<p>Inactive Duty Training (IDT) Reports Maintenance</p> <ul style="list-style-type: none"> • Updates references and guidance for transferring members to the IRR-ASP for members who accrue more than 24 Authorized Absences. <p>(COG: COMNAVRESFORCOM (N11))</p>
<p>1900-010 CH-7</p>	<p>Personnel Loss Transactions</p> <ul style="list-style-type: none"> • This is a new article and should be read in its entirety. • Issues guidance and procedures for processing Selected Reserve (SELRES) and Voluntary Training Unit (VTU) losses and maintenance of key supporting documents (KSD) to justify the applicable loss transactions. <p>(COG: COMNAVRESFORCOM (N11))</p>



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Changes to the Navy Reserve Personnel Manual included in Change 6 are effective the date written at the top of each article and the date on this change summary.

E. C. Young
E. C. YOUNG
Deputy

Changes in articles titled and summarized below are incorporated in the electronic copy via Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Web site:
<https://www.navyreserve.navy.mil>.

Table of Contents - Revised to reflect all current changes.

Article No. And Date Approved	<u>Article Title</u>
1000-010 CH-6	Reserve Unit Assignment Document (RUAD) Codes <ul style="list-style-type: none">• This article must be read in its entirety as the content was updated significantly.• Title of this article has changed.• Reserve Functional Area and Sex (RFAS) codes have been updated.• Process implemented for RFAS Code change/creation requests.• Process implemented for billet suppressions. (Cognizance (COG): COMNAVRESFORCOM (N12))
1001-010 CH-6	Satisfactory Participation in the Navy Reserve <ul style="list-style-type: none">• Clarifies the satisfactory participation requirements. (COG: COMNAVRESFORCOM (N11))
1300-020 CH-6	Management of Drilling Reservists Residing Overseas <ul style="list-style-type: none">• This article must be read in its entirety as the content was updated significantly.

	<ul style="list-style-type: none"> • Clarifies the assignment process for Sailors residing overseas. • Provides a list of overseas Reserve units. <p>(COG: COMNAVRESFORCOM (N12))</p>
1300-060 CH-6	<p>Cross-Assignments</p> <ul style="list-style-type: none"> • Updated the Reporting Senior requirements for operational units <p>(COG: COMNAVRESFORCOM (N12))</p>
1500-010 CH-6	<p>Correspondence Courses</p> <ul style="list-style-type: none"> • Clarifies existing policy. <p>(COG: COMNAVRESFORCOM (N11/N7))</p>
1534-010 CH-6	<p>Strategic Sealift Officer Program</p> <ul style="list-style-type: none"> • Clarifies existing policy. <p>(COG: COMNAVRESFORCOM (N14))</p>
1534-020 CH-6	<p>Strategic Sealift Readiness Group Required Participation</p> <ul style="list-style-type: none"> • Implements the Strategic Sealift Officer Post Commissioning Indoctrination Course requirement. • Implements the security clearance requirements. <p>(COG: COMNAVRESFORCOM (N14))</p>
1534-050 CH-6	<p>Physical Readiness Standards Compliance Requirements for Members of the Strategic Sealift Readiness Group</p> <ul style="list-style-type: none"> • Clarifies the Physical Fitness Assessment requirement. <p>(COG: COMNAVRESFORCOM (N14))</p>
1570-010 CH-6	<p>Inactive Duty Training Administration</p> <ul style="list-style-type: none"> • Implements the Enhancement for Drill Management (EDM) requirements. • Corrects the IDT duration for SELRES completing non-pay additional drills.

	<ul style="list-style-type: none"> Removes the restriction for completing rescheduled drills when active duty orders over 180 days have been executed. <p>(COG: COMNAVRESFORCOM (N11))</p>
1570-020 CH-6	<p>Other Inactive Duty Training and Inactive Duty</p> <ul style="list-style-type: none"> Implements the Enhancement for Drill Management (EDM) requirements. Clarifies the Funeral Honors Duty Allowance processing procedures. <p>(COG: COMNAVRESFORCOM (N11))</p>
1570-030 CH-6	<p>Individual Inactive Duty Training (IDT) Record Maintenance</p> <ul style="list-style-type: none"> This article should be read in its entirety as the content was updated significantly. Title of this article has changed. Outlines the proper administration for individual IDT record maintenance. <p>(COG: COMNAVRESFORCOM (N11))</p>
1570-040 CH-6	<p>Unit Inactive Duty Training (IDT) Record Maintenance</p> <ul style="list-style-type: none"> New article that outlines unit inactive duty training record maintenance requirements. <p>(COG: COMNAVRESFORCOM (N11))</p>
1570-050 CH-6	<p>Inactive Duty Training (IDT) Reports Maintenance</p> <ul style="list-style-type: none"> New article that outlines inactive duty training reports maintenance requirements. <p>(COG: COMNAVRESFORCOM (N11))</p>



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Changes to the Navy Reserve Personnel Manual included in Change 5 are effective the date written at the top of each article and the date on this change summary.

Eric Coy Young
 ERIC COY YOUNG
 Deputy

Changes in articles titled and summarized below are incorporated in the electronic copy via Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Web site:

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Table of Contents - Revised to reflect all current changes.

Article No. And Change No.	<u>Article Title</u>
1300-050 CH-5	Administrative Processing Unit (APU) <ul style="list-style-type: none"> Provides assignment direction for officers who fail to select for an APPLY Board assignment. (Cognizance (COG): COMNAVRESFORCOM (N12))
1500-010 CH-5	Correspondence Courses <ul style="list-style-type: none"> New article that outlines policy and procedures for the authorization of non-pay retirement point credit for completion of correspondence courses. (COG: COMNAVRESFORCOM (N11))
1534-060 CH-5	Strategic Sealift Officer Program Warfare Insignia <ul style="list-style-type: none"> New article that outlines policy eligibility criteria for the Strategic Sealift Officer Warfare Insignia. (COG: COMNAVRESFORCOM (N14))

<p>1570-010 CH-5</p>	<p>Inactive Duty Training Administration</p> <ul style="list-style-type: none"> • This article should be read in its entirety as the content was updated significantly. • Implements the procedures for the use of Enhancement for Drill Management functionality in the Navy Standard Integrated Personnel System. • Changes maximum duration of authorized absences to 24 periods and provides a specified timeframe. <p>(COG: COMNAVRESFORCOM (N11))</p>
<p>1570-020 CH-5</p>	<p>Other Inactive Duty Training and Inactive Duty</p> <ul style="list-style-type: none"> • Removed the requirement for Sailors authorized to telework to perform at least two inactive duty training periods per quarter at the Navy Reserve Activity. • Implements Funeral Honors Duty (FHD) Coordinator designation requirement. • Outlines FHD Coordinator responsibilities. • Implements Sailor's attestation requirement to receive Funeral Honor Duty Allowance. <p>(COG: COMNAVRESFORCOM (N11))</p>



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Changes to the Navy Reserve Personnel Manual included in Change 4 are effective the date written at the top of each article and the date on this change summary.

B. P. CUTCHEN
Deputy

Changes in articles titled and summarized below are incorporated in the electronic copy via Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Web site:
<https://www.navyreserve.navy.mil>.

Table of Contents - Revised to reflect all current changes.

Article No. And Date Approved	<u>Article Title</u>
1300-030 CH-4	Voluntary Training Unit (VTU) <ul style="list-style-type: none">Establishes criteria for being assigned to a VTU outside the reasonable commuting distance from a member's residence. (Cognizance (COG): COMNAVRESFORCOM (N12))
1300-040 CH-4	Operational Support Unit (OSU) <ul style="list-style-type: none">Outlines OSU Commanding Officer/Officer-in-Charge and Senior Enlisted Leader responsibilities. (COG: COMNAVRESFORCOM (N12))
1300-050 CH-4	Administrative Processing Unit (APU) <ul style="list-style-type: none">Clarifies the category of personnel who are authorized to be assigned to the APU. (COG: COMNAVRESFORCOM (N11))

1300-060 CH-4	Cross-Assignment <ul style="list-style-type: none">• New article that outlines policy and procedures for cross-assigned Sailors. <p>(COG: COMNAVRESFORCOM (N12))</p>
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Changes to the Navy Reserve Personnel Manual included in Change 3 are effective the date written at the top of each article and the date on this change summary.

B. P. CUTCHEN
Deputy

Changes in articles titled and summarized below are incorporated in the electronic copy via Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Web site:
<https://www.navyreserve.navy.mil>.

Table of Contents - Revised to reflect all current changes.

Article No. And Date Approved	<u>Article Title</u>
1040-010 CH-3	Reserve Unit Career Counselor Program <ul style="list-style-type: none">Remove the requirement for Unit Career Counselors to attend the Reserve Career Information Course within 180 days of designation. <p>(Cognizance (COG): COMNAVRESFORCOM (N15))</p>
1534-040 CH-3	Strategic Sealift Officer Program Selected Reserve and Voluntary Training Unit Membership <ul style="list-style-type: none">Implement the reaffiliation procedures for Reserve Sailors and Voluntary Training Unit officers to reaffiliate with the Strategic Sealift Readiness Group. <p>(COG: COMNAVRESFORCOM (N14))</p>
1570-020 CH-3	Other Inactive Duty Training and Inactive Duty <ul style="list-style-type: none">This Article should be read in its entirety as the content was updated significantly.Removed requirement to conduct Additional Inactive Duty for Training (IDT) periods aboard training activities only.

	<ul style="list-style-type: none"> • Removed the requirement that prevented Readiness Management Periods from being conducted with any other type of drill on the same day. • Clarified the responsibilities of the Flexible IDT drill option. • Clarified the responsibilities of the Incremental IDT Drill Option. • Change the option to perform Telecommuting IDT periods to a Telework option that requires approval and administration in accordance with COMNAVRESFORINST 1000.9. • Clarified the responsibilities of Funeral Honors Duty. <p>(COG: COMNAVRESFORCOM (N11))</p>
7220-010	<p>Reserve Pay</p> <ul style="list-style-type: none"> • Provide authorization for Reserve Sailors to have access to the Navy Standard Integrated Personnel System. <p>(COG: COMNAVRESFORCOM (N11))</p>



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Changes to the Navy Reserve Personnel Manual included in Change 2 are effective the date written at the top of each article and the date of this change summary.

B. P. CUTCHEN
Deputy

Changes in articles titled and summarized below are incorporated in the electronic copy via COMNAVRESFORCOM Web site:

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Table of Contents - Revised to reflect all current changes.

Article No. And Date Approved	<u>Article Title</u>
1300-010 CH-2	<p>SELECTED RESERVE ASSIGNMENTS - This Article needs to be read in its entirety as the content was updated significantly and seven references were added.</p> <ul style="list-style-type: none">• Para 1, included verbiage regarding Number of Drill Codes (NDC).• Para 2a and 2b, expanded information on individual's Training Reserve Unit Identification Code and requirements of the "normal" drilling location.• Para 6a through 6d, provided clarification on CMC/CSC billets assignment, mandatory attendance at CMC/COB course, 9580/9578 NEC assignment, and compliance for warfare qualification.• Para 7 (all subpara), clarified the affiliation/accession procedures with Recruiting Command and Career Transition Office.• Para 8, NRA mandatory procedures for gains and transfers.• Para 17c, cross-assigned personnel may only be removed from billet for a local fill during first 6 months vice 4 months.

<p>1300-010 CH-2</p>	<ul style="list-style-type: none"> • Para 17e, cross-assignments not authorized for officer command billets awarded via FY National Command/Senior (O6/O5) Non-Command Board unless otherwise directed. • Para 20 (all subpara), updated mobilized personnel assignment information. • Para 21 (all subpara), clarification provided for personnel with administrative action pending. • Para 22, voluntary transfers to IRR shall be submitted no earlier than 90 days from requested transfer date. • New Paragraph 24, safety Transfer information included. • New Paragraph 25, expedited Transfer information included. <p>(COG: COMNAVRESFORCOM (N12))</p>
<p>1534-050 CH-2</p>	<p>PHYSICAL READINESS STANDARDS COMPLIANCE REQUIREMENTS FOR MEMBERS OF THE STRATEGIC SEALIFT READINESS GROUP (SSRG) - This article was updated to note the change that only one PFA per calendar year is required for SSRG members.</p>



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Changes to the Navy Reserve Personnel Manual included in Change 1 are effective the date written at the top of each article and the date of this change summary.

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Deputy

Changes in articles titled and summarized below are incorporated in the electronic copy via COMNAVRESFORCOM Web site:
<https://www.navyreserve.navy.mil>.

Table of Contents - Revised to reflect all current changes.

Article No. And Date Approved	<u>Article Title</u>
1000-010 CH-1	SELECTED RESERVE FUNCTIONAL AREA AND SEX (RFAS) AND OTHER RESERVE UNIT ASSIGNMENT DOCUMENT (RUAD) CODES - Changes reflect the addition of three RFAS Codes "AV" (ET, FC, MN, OS, ST, EOD holding NEC 5337), "BD" (AT, CTN, ET, FC, IT), "CS" (ET, FC, IT, OS, QM, ST), and inclusion of two notes concerning RFAS substitutions and eligibility of personnel to obtain required NECs/NOBCs based on their rating. (COG: COMNAVRESFORCOM (N12))
1040-010 CH-1	RESERVE UNIT CAREER COUNSELOR PROGRAM - Changes reflect clarification of UCCs attendance to Reserve Career Information Course upon designation. (COG: COMNAVRESFORCOM (N15))
1100-010 CH-1	RESERVE INCENTIVE PROGRAMS - Changes provide clarification for enlisted and officer incentives and throughout entire Article links were updated. -Provided amplifying information on NEC/NOBC requirements. -Due to safeguarding of Personal Identifiable Information, a secure uploading location is

	<p>provided in order to forward incentive packages to COMNAVRESFORCOM.</p> <ul style="list-style-type: none"> -Provided amplifying guidance on drill adjudication (necessary to verify satisfactory participation). -Provided COMNAVRESFORCOM code for submission of requests for Nonavailability of personnel receiving incentives, clarified that members shall drill until final approval is made by COMNAVRESFORCOM, and updated link to sample document to request Nonavailability. -Requests for Authorized Absences upon release from active duty or mobilization can be requested for up to six months and approved by Unit Commanding Officer. <p>(COG: COMNAVRESFORCOM (N11), COMNAVRESFOR (N1C2))</p>
1100-020 CH-1	<p>RESERVE ENLISTED INCENTIVES - Updated the use of NAVPERS Form 1200/1 to determine effective date of obligation and link to Declination of Eligible Bonus documents.</p> <p>(COG: COMNAVRESFORCOM (N11))</p>
1100-030 CH-1	<p>RESERVE OFFICER INCENTIVES (NON HEALTHCARE PROFESSIONALS) - Due to safeguarding of Personal Identifiable Information, a secure uploading location is provided in order to forward documents to COMNAVRESFORCOM and throughout entire article "quota" was changed to "precert".</p> <ul style="list-style-type: none"> -Corrected eligibility requirements. -Added 90 day precert expiration information. -Added Critical Skills Retention Bonus which was recently approved by ASD. <p>(COG: COMNAVRESFORCOM (N11))</p>
1100-040 CH-1	<p>RESERVE OFFICER INCENTIVES FOR HEALTHCARE PROFESSIONALS - Due to safeguarding of Personal Identifiable Information, a secure uploading location is provided in order to forward documents to COMNAVRESFORCOM.</p> <ul style="list-style-type: none"> -Changed "quota" to "precert" throughout article. -Provided clarification on submission of precerts. -Clarified stipend payment amount at beginning and end of eligibility. <p>(COG: COMNAVRESFORCOM (N11), COMNAVRESFOR (N1C2))</p>
1221-010 CH-1	<p>RESERVE NAVY ENLISTED CLASSIFICATION (NEC) PROGRAM - Updated NEC Change Request Form to</p>

	<p>NAVPERS 1221/6 and removed verbiage to only request NECs that are required by billet or unit collateral assignment.</p> <p>(COG: COMNAVRESFORCOM (N11))</p>
1300-020 CH-1	<p>DRILLING RESERVISTS RESIDING OVERSEAS AND PERFORMANCE OF INACTIVE DUTY TRAINING (IDT) OVERSEAS - Change provides clarification that assignment can be made to other NRAs if in the best interest of the Navy.</p> <p>(COG: COMNAVRESFORCOM (N12))</p>
1300-040 CH-1	<p>OPERATIONAL SUPPORT UNIT - Changes reflect adding the reference COMNAVRESFORNOTE 1001 and availability of Inactive Duty Training Travel orders for cross-assigned out personnel to Supporting Command or Unit Mobilization Unit Identification Code (UMUIC).</p> <p>(COG: COMNAVRESFORCOM (N12))</p>
1534-010 CH-1	<p>STRATEGIC SEALIFT OFFICER PROGRAM (SSOP) - Deleted yearly community meeting and authorization to hand carry medical records. COMNAVRESFORCOM (N35) was included as an additional liaison for mobilization issues.</p> <p>(COG: COMNAVRESFORCOM (N14))</p>
1534-020 CH-1	<p>STRATEGIC SEALIFT READINESS GROUP (SSRG) REQUIRED PARTICIPATION - Included direct links to websites located in the Article.</p> <p>(COG: COMNAVRESFORCOM (N14))</p>
1534-030 CH-1	<p>STRATEGIC SEALIFT READINESS GROUP (SSRG) VOLUNTARY PARTICIPATION - Moved Navy Reserve Activity (NRA) Commanding Officer (CO) responsibility to forward Inactive Duty Participation Authorization (IPA) and information on tasks to be accomplished during IPA to Unit CO.</p> <p>(COG: COMNAVRESFORCOM (N14))</p>
1570-010 CH-1	<p>INACTIVE DUTY TRAINING ADMINISTRATION - Throughout entire Article, Full Time Support (FTS) verbiage was changed to Navy Reserve Activity (NRA).</p> <ul style="list-style-type: none"> -Changed "performance" requirements to "participation" requirements. -Retirement and mobilization were added for Advance IDT reasons. -Upon demobilization, members shall be offered four months of AA.

	-Routing to remove 'U", AA or Admin U beyond 45 day limit must be routed to COMNAVRESFORCOM (N11) via Echelon IV.
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(COG: COMNAVRESFORCOM N11))



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IN REPLY REFER TO:

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5 Jun 12

Initial issue of our Navy Reserve Personnel Manual replaces the COMNAVRESFORINST 1001.5F and all changes via letter, memorandum, and N1 notifications. This manual is a completely revised replacement and can be used as our Reserve Force manpower ready reference manual.

RESPERS M-1001.5, Navy Reserve Personnel Manual (RESPERSMAN) is issued under Navy Regulations, 1990, Article 0105, for direction and guidance, and contains administrative procedures for Drilling Reservists and participating members of the Individual Ready Reserve within our Navy. Changes shall be effective upon the date specified on individual articles posted on Commander, Navy Reserve Force (COMNAVRESFOR) web site.

A handwritten signature in black ink, appearing to read "L.S. Little", is positioned above the printed name.

L.S. LITTLE

Deputy

Distribution:

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ACRONYMS

<u>ACRONYM</u>	<u>DESCRIPTION</u>
AA	AUTHORIZED ABSENCE
AC	ACTIVE COMPONENT
ACIP	AVIATION CAREER INCENTIVE PAY
AD	ACTIVE DUTY
ADDU	ADDITIONAL DUTY
ADMIN U	ADMINISTRATIVE UNSATISFACTORY PARTICIPATION
ADSEP	ADMINISTRATIVE SEPARATION
ADSW	ACTIVE DUTY FOR SPECIAL WORK
ADT	ACTIVE DUTY FOR TRAINING
AFTP	ADDITIONAL FLYING AND FLIGHT TRAINING PERIOD
AOR	AREA OF RESPONSIBILITY
APU	ADMINISTRATIVE PROCESSING UNIT
AQD	ADDITIONAL QUALIFICATION DESIGNATION
ASDHA	ASSISTANT SECRETARY OF DEFENSE (HEALTH AFFAIRS)
ASED	AVIATION SERVICE ENTRY DATE
ASI	AVIATION SERVICE INDICATOR
ASP	ACTIVE STATUS POOL
AT	ANNUAL TRAINING
ATP	ADDITIONAL TRAINING PERIOD
BCA	BODY COMPOSITION ASSESSMENT
BOL	BUPERS ONLINE

BSN	BACHELOR OF SCIENCE IN NURSING
BUMED	NAVY BUREAU OF MEDICINE AND SURGERY
BUPERS	BUREAU OF NAVAL PERSONNEL
CACO	CASUALTY ASSISTANCE CALLS OFFICER
CANREC	CANVASSER RECRUITER
CC	CAREER COUNSELOR
CCC	COMMAND CAREER COUNSELOR
CDB	CAREER DEVELOPMENT BOARD
CDF	CAMPAIGN DRUG FREE
CDT	CAREER DEVELOPMENT TEAM
CEFIP	CAREER ENLISTED FLYER INCENTIVE PAY
CEI	CIVILIAN EMPLOYMENT INFORMATION
CFL	COMMAND FITNESS LEADER
CI	CAREER INFORMATION
CIMS	CAREER INFORMATION MANAGEMENT SYSTEM
CMC	COMMAND MASTER CHIEF
CME	CONTINUING MEDICAL EDUCATION
CMOF	CAREER MONTHS OF FLYING
CMS	CRITICAL MEDICAL SPECIALTY
CMS-ID	CAREER MANAGEMENT SYSTEM - INTERACTIVE DETAILING
CNIC	COMMANDER, NAVAL INSTALLATION COMMAND
CO	COMMANDING OFFICER
COC	CHAIN OF COMMAND

COMNAVCRUITCOM	COMMANDER, NAVY RECRUITING COMMAND
COMNAVRESFORCOM	COMMANDER, NAVY RESERVE FORCES COMMAND
COMSC	COMMANDER, MILITARY SEALIFT COMMAND
CONUS	CONTINENTAL UNITED STATES
CRF	CAREER RECRUITER FORCE
CSP	CAREER SEA PAY
CSS	CRITICAL SHORTAGE SPECIALTIES
CTO	CAREER TRANSITION OFFICE
CWO	CHIEF WARRANT OFFICER
DC	DENTAL CORPS
DCNO	DEPUTY CHIEF OF NAVAL OPERATIONS
DCO	DIRECT COMMISSION OFFICER
DFAS	DEFENSE FINANCE AND ACCOUNTING SERVICE
DFAS-CL	DEFENSE FINANCE AND ACCOUNTING SYSTEM - CLEVELAND
DG	DEFENSE GROUP
DHA	DEPLOYMENT HEALTH ASSESSEMENT
DIFDEN	DUTY IN A FLYING STATUS NOT INVOLVING FLYING
DIFOPS	DUTY IN FLYING STATUS INVOLVING OPERATIONAL OR TRAINING FLIGHTS
DJMS-RC	DEFENSE JOINT MILITARY PAY SYSTEM - RESERVE COMPONENT
EDM	ENHANCEMENT FOR DRILL MANAGEMENT
EFT	ELECTRONIC FUNDS TRANSFER
EOS	EXPIRATION OF OBLIGATED SERVICE

ESR	ELECTRONIC SERVICE RECORD
EVAL	EVALUATION
FHD	FUNERAL HONORS DUTY
FHDA	FUNERAL HONORS DUTY ALLOWANCE
FITREP	FITNESS REPORT
FLEX IDT	FLEXIBLE INACTIVE DUTY TRAINING
FLPB	FOREIGN LANGUAGE PROFICIENCY BONUS
FLTMP	FLEET TRAINING MANAGEMENT AND PLANNING SYSTEM
FSGLI	FAMILY SERVICEMEMBERS' GROUP LIFE INSURANCE
FTS	FULL TIME SUPPORT
FY	FISCAL YEAR
GMO	GENERAL MEDICAL OFFICER
GMT	GENERAL MILITARY TRAINING
HP	HORSEPOWER
HYT	HIGH YEAR TENURE
IAP	IN ASSIGNMENT PROCESSING
ID	INACTIVE DUTY
IDP	IMMINENT DANGER PAY
IDT	INACTIVE DUTY TRAINING
IDTT	INACTIVE DUTY TRAINING TRAVEL
IMAPMIS	INACTIVE MANPOWER AND PERSONNEL MANAGEMENT INFORMATION SYSTEM
IMS	INDIVIDUAL MOBILIZATION STATUS
IPA	INDIVIDUAL PARTICIPATION AUTHORITY

IPR	INDIVIDUAL PARTICIPATION RECORD
IRR	INDIVIDUAL READY RESERVE
ISIC	IMMEDIATE SUPERIOR IN COMMAND
JOAPPLY	JUNIOR OFFICER APPLY
LDO	LIMITED DUTY OFFICER
LES	LEAVE AND EARNINGS STATEMENT
LOD	LINE OF DUTY
LRP	LOAN REPAYMENT PROGRAM
MARAD	MARITIME ADMINISTRATION
MARFORES	MARINE FORCES RESERVE
MAS	MANPOWER AVAILABILITY STATUS
MC	MEDICAL CORPS
MDR	MEDICAL DEPARTMENT REPRESENTATIVE
MGIB-SR	MONTGOMERY GI BILL-SELECTED RESERVE
MMC	MERCHANT MARINER CREDENTIALS
MRR	MEDICAL RETENTION REVIEW
MRRS	MEDICAL READINESS REPORTING SYSTEM
MSC	MEDICAL SERVICE CORPS
MOB	MOBILIZATION
MOF	MONTHS OF FLYING
NAIP	NAVAL ACADEMY INFORMATION PROGRAM
NAT	NEW ACCESSION TRAINING
NATOPS	NAVAL AIR TRAINING AND OPERATING PROCEDURES STANDARDIZATION

NAVET	NAVY VETERAN
NAVAIRSYSCOM	NAVAL AIR SYSTEMS COMMAND
NAVOPSPTCEN	NAVY OPERATIONAL SUPPORT CENTER
NAVPERSS	NAVY PERSONNEL COMMAND
NC	NURSE CORPS
NEC	NAVY ENLISTED CLASSIFICATION
NECC	NAVY EXPEDITIONARY COMBAT COMMAND
NEPLO	NAVY EMERGENCY PREPAREDNESS LIAISON OFFICER
NETC	NAVY EDUCATION AND TRAINING COMMAND
NJROTC	NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS
NKO	NAVY KNOWLEDGE ONLINE
NMCB	NAVAL MOBILE CONSTRUCTION BATTALION
NMPS	NAVY MOBILIZATION PROCESSING SITE
NOBC	NAVY OFFICER BILLET CODE
NOBE	NOTICE OF BASIC ELIGIBILITY
NR IND	NAVY RESERVE INDICATOR
NRA	NAVY RESERVE ACTIVITY
NROTC	NAVY RESERVE OFFICER TRAINING CORPS
NROWS	NAVY RESERVE ORDER WRITING SYSTEM
NRRM	NAVY RESERVE READINESS MODULE
NRSE	NAVY RESERVE SUPPORT ELEMENT
NSCC	NAVY SEA CADET CORPS
NSIPS	NAVY STANDARD INTEGRATED PERSONNEL SYSTEM
NSTC	NAVAL SERVICE TRAINING COMMAND

OCNR	OFFICE OF THE CHIEF OF NAVY RESERVE
OCONUS	OUTSIDE THE CONTINENTAL UNITED STATES
OHSU	OPERATIONAL HEALTH SUPPORT UNIT
OIC	OFFICER IN CHARGE
OICEW	OFFICER IN CHARGE OF AN ENGINEERING WATCH
OICNW	OFFICER IN CHARGE OF A NAVIGATIONAL WATCH
OJT	ON THE JOB TRAINING
OMNR	OPERATION AND MAINTENANCE, NAVY RESERVE
OMPF	OFFICIAL MILITARY PERSONNEL FILE
OSO	OPERATIONAL SUPPORT OFFICER
OSU	OPERATIONAL SUPPORT UNIT
PCI	POST COMMISSIONING INDOCTRINATION
PCMO	PRIMARY CARE MEDICAL OFFICER
PDHA	PRE/POST-DEPLOYMENT HEALTH ASSESSMENT
PDHRA	POST-DEPLOYMENT HEALTH RE-ASSESSMENT
PEB	PHYSICAL EVALUATION BOARD
PEBD	PAY ENTRY BASE DATE
PFA	PHYSICAL FITNESS ASSESSMENT
PHA	PERIODIC HEALTH ASSESSMENT
PM	PROGRAM MANAGER
PRC	PHYSICAL RISK CLASSIFICATION
PRD	PROJECTED ROTATION DATE
PRISE-R	PRIOR SERVICE REENLISTMENT ELIGIBILITY-RESERVE

RAO	RESERVE AFFAIRS OFFICER
RC	RESERVE COMPONENT
RCC	RESERVE COMPONENT COMMAND
R-CDTC	RESERVE CAREER DEVELOPMENT TRAINING COURSE
RESFORON	RESERVE FORCE SQUADRON
RFAS	RESERVE FUNCTIONAL AREA AND SEX
RHS	RESERVE HEADQUARTERS SYSTEM
RMP	READINESS MANAGEMENT PERIOD
RMP	READY MOBILIZATION POOL
RPAT	RESERVE PAY ASSISTANCE TEAM
RPN	RESERVE PERSONNEL NAVY
RRF	READY RESERVE FORCE
RS	RESCHEDULED DRILL
RUAD	RESERVE UNIT ASSIGNMENT DOCUMENT
RUIC	RESERVE UNIT IDENTIFICATION CODE
SDAP	SPECIAL DUTY ASSIGNMENT PAY
SEL	SENIOR ENLISTED LEADER
SELRES	SELECTED RESERVE
SGLI	SERVICEMEMBERS' GROUP LIFE INSURANCE
SPAWAR	SPACE AND NAVAL WARFARE SYSTEMS COMMAND
SSO	STRATEGIC SEALIFT OFFICER
SSOP	STRATEGIC SEALIFT OFFICER PROGRAM
SSP	SUBSPECIALTY
SSRG	STRATEGIC SEALIFT READINESS GROUP

SSU	STRATEGIC SEALIFT UNIT
STCW	STANDARDS FOR THE TRAINING AND CERTIFICATION OF WATCHSTANDERS
TA	TRANSITION ASSISTANCE
TFMS	TOTAL FEDERAL MILITARY SERVICE
THREATCON	THREAT CONDITION
TMS	TRAINING IN MEDICAL SPECIALTY
TNDQ	TEMPORARILY NOT DENTALLY QUALIFIED
TNPQ	TEMPORARILY NOT PHYSICALLY QUALIFIED
TPU	TRANSIENT PERSONNEL UNIT
TRIPS	TRAVEL RISK PLANNING SYSTEM
TRUIC	TRAINING RESERVE UNIT IDENTIFICATION CODE
UCC	UNIT CAREER COUNSELOR
UCMJ	UNIFORM CODE OF MILITARY JUSTICE
UMUIC	UNIT MOBILIZATION UNIT IDENTIFICATION CODE
USCG	UNITED STATES COAST GUARD
VTU	VOLUNTARY TRAINING UNIT
XO	EXECUTIVE OFFICER

Reserve Status

**ACTIVE
DUTY**

ACTIVE STATUS

**INACTIVE
STATUS**

**RETIRED
STATUS**

R E S E R V E o n A C D U	READY RESERVE			S-1	S-2 Standby Reserve Inactive Can't earn pay, points or promote	Retired Reservists Qualified for Non-regular Retirement or Regular Retirement FTS	
	SELECTED RESERVE Hold valid mobilization billets for pay; first to mobilize	INDIVIDUAL READY RESERVE					Standby Reserve Active
	FTS CANREC, OYR	VTU Voluntary Training Unit	VPU Variable Participation Unit	ASP Active Status Pool			Key Federal Employee
		Drill Non-Pay		2-5 Days of ADT participation per year			Hardships
Members in this status are subject to involuntary mobilization. Satisfactory years of service (50 pt minimum/yr) may be obtained via, ADT, ADSW, Correspondence Courses, and FHD.							

References: BUPERSINST 1001.39F
COMNAVRESFORINST 1001.6

RESPERSMAN 1000-010

RESERVE UNIT ASSIGNMENT DOCUMENT (RUAD) CODES

Responsible Office	COMNAVRESFORCOM (N12)	Phone:	DSN	262-2261
			COMM	(757)322-2261
			FAX	(757)444-7598

References	(a) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications (b) Activity Manpower Management Guide (AMM-G), Section 10, 12/2014
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1. RUAD Overview

a. Reserve Headquarters System (RHS) RUAD

(1) The RHS RUAD is the official manpower and assignment document for all field activities. CNRFC (N1) and Reserve Echelon IV/V commands shall use the RHS RUAD to monitor and verify manpower assignments.

(2) Commands may reference RUADs generated from other systems including Navy Standard Integrated Personnel System (NSIPS), Fleet Training Management and Planning System (FLTMPS), and Navy Reserve Readiness Module (NRRM). However, the RHS RUAD is authoritative.

(3) Echelon IV commands shall provide RHS RUADs to their Echelon V commands on a monthly basis.

b. RUAD billet information sources

(1) Total Force Manpower Management System (TFMMS) is the authoritative source for all Navy Manpower and includes both Active and Reserve billets. RHS receives all Selected Reserve (SELRES) billet information from TFMMS.

(2) The only billet information changed by CNRFC (N12) in RHS is: Reserve Functional Area and Sex (RFAS) codes,

leadership codes, billet suppression codes, and the Reserve unit to which a billet is assigned.

c. Modifying billet requirements

(1) For RUAD fields originating in TFMMS, the gaining command Operational Support Officer (OSO) submits a billet Change Request (BCR) via their Budget Submitting Office (BSO).

(2) For RUAD fields originating in RHS, the OSO submits a Billet Action Request (BAR) to CNRFC (N12).

2. **RFAS Codes**

a. RFAS purpose

(1) CNRFC (N12) assigns SELRES personnel to billets. When assigning a member to a billet, although an exact paygrade, designator/rating, and AQD/SSP/NEC match is desired, it is not always possible.

(2) RFAS codes provide flexibility for assignment substitutions. CNRFC (N12) coordinates with the Supported Command OSO to determine appropriate RFAS codes to best support mission requirements by maximizing assignments.

b. RFAS code elements

(1) The first element is one character and defines "Vertical" (paygrade) billet substitution flexibility.

(2) The second element is two characters and defines "Horizontal" (designator/rating/SSP/AQD) billet substitution flexibility.

(3) The third element is one character and defines gender flexibility. Applicable to Enlisted and Officer billets, the available values are M = Male; F = Female; and E = Either.

c. Enlisted RFAS Codes

(1) Enlisted "vertical" paygrade substitution codes are listed in the following table with the associated paygrade substitution.

Code	Billet Criteria	Authorized Paygrade Substitution								
		E9	E8	E7	E6	E5	E4	E3	E2	E1
M	CMC billet	X								
9	E9	X	X							
S	CSC billet		X							
8	E8	X	X	X						
7	E7		X	X	X					
6	E6			X	X	X				
5	E5				X	X	X			
4	E4 through E1					X	X	X	X	X
3	E3 through E1						X	X	X	X
N	E9 through E1 requiring NEC	E9 through E1 meeting horizontal AB or BB RFAS								

(2) Enlisted "horizontal" skill substitution codes are listed in the following table with the associated skill substitution.

Code	Authorized Rating Substitution
AA	Must match billet rating
AB	Any source rating of the required NEC per NAVPERS 18068F, Chapter IV. Must sign a NAVPERS 1070/613 and earn NEC within 3 years. Reserve indicator (NR IND) must show NEC attainable.
AC	BM, OS, QM
AD	EM, GSE, IC
AE	EN, GSM, MM
AF	DC, HT, MR
AG	AD, AE, AF, AM, AME, AO, AT, AZ, PR
AH	ABE, ABH, ABF, AS
AJ	ET, ST, FC
AK	GM, MN, TM
AM	ET, IT, CTN

Code	Authorized Rating Substitution
AN	Any rating originating from Airman Apprenticeship except AC, AG, AW
AP	BU, CE, CM, CU, EA, EO, EQ, SW, UC, UT
AR	MC, LN, PS, YN
AS	CS, LS
AT	SO, SB
AU	AO, GM, MN
AV	ET, FC, MN, OS, ST, EOD holding NEC 5337
BB	Any source rating of the required NEC and holding the NEC or component NEC per NAVPERS 18068F, Chapter IV
BD	AT, CTN, ET, FC, IT
CC	Any rate, must hold NEC or component NEC per NAVPERS 18068F
CD	AG, CT, IT, IS
CN	CTI, CTM, CTN, CTR, CTT
CS	ET, FC, IT, OS, QM, ST
FN	Any rating originating from Fireman Apprenticeship
GK	Any rating
GS	MA or any rate holding 9545 NEC
SN	Any rating originating from Seaman Apprenticeship

d. Officer RFAS Codes

(1) Officer "vertical" paygrade substitution codes are listed below with the associated paygrade substitution.

Code	Billet Criteria	Authorized Paygrade Substitution									
		O6	O5	O4	O3	O2	O1	W5	W4	W3	W2
S	O6 through W2	Exact Paygrade Match Only									
M	O6 through O3 (only medical designators)	X	X	X	X						
I	O4 through O1			X	X	X	X				
K	O3 through O1				X	X	X				
X	O4 through W2			X	X	X	X	X	X	X	X
W	W5 through W2							X	X	X	X

(2) Officer "horizontal" skill substitution codes are listed below with the associated designator substitution.

Code	Authorized Designator Substitution
AA	Must match designator and any coded SSP or AQD
AB	Must match designator. If AQD and/or SSP coded, member must sign NAVPERS 1070/613 and earn AQD and/or SSP within three years.
AC	Must match designator
AJ	1XXX
AK	1XXX and coded SSP or AQD
AL	1XXX, 6XXX, 7XXX
AM	1XXX, 6XXX, 7XXX and coded SSP or AQD
AQ	11XX, 13XX
AR	11XX, 13XX and coded SSP or AQD
ED	110X, 111X, 112X, 62XX, 72XX
EF	110X, 111X, 112X, 62XX, 72XX and any coded SSP or AQD
FE	131X, 132X
FF	131X, 132X and coded SSP or AQD
FK	130X, 131X, 132X
FL	130X, 131X, 132X and coded SSP or AQD
GU	110X, 111X, 112X, 144X, 613X, 614X, 618X, 623X, 626X, 713X, 714X, 716X, 717X, 718X, 723X, 724X, 726X, 727X; engineering or technical degree required. If AQD and/or SSP coded, member must sign NAVPERS 1070/613 and earn AQD and/or SSP within three years.
HB	13XX, 151X, 152X; with requisite Engineering System Development (for 151X billet) or Aviation Maintenance (for 152X billet) background/experience
JS	210X, 220X, 230X, 290X
KP	310X, 651X, 751X
KQ	310X, 651X, 751X and coded SSP or AQD
LB	510X, 653X, 753X
LC	510X, 653X, 753X and coded SSP or AQD
LW	6XXX, 7XXX within skill categories (2nd and 3rd digit of designator match, i.e. 711X can fill 611X billet or vice versa; 633x and 734X are considered equivalent skill categories)
LX	6XXX, 7XXX within skill categories (2nd and 3rd digit of designator match, i.e. 711X can fill 611X billet or vice versa; 633x and 734X are considered equivalent skill categories) and coded SSP or AQD
MO	111X, 166X

Code	Authorized Designator Substitution
MP	111X, 166X and coded SSP or AQD
OM	181X, 644X, 744X
OQ	181X, 644X, 744X and coded SSP or AQD
ON	183X, 645X, 745X
OT	183X, 645X, 745X and coded SSP or AQD
OP	182X, 642X, 742X
OU	182X, 642X, 742X and coded SSP or AQD
OR	18XX, 642X, 644X, 645X, 646X, 742X, 744X, 745X or any designator holding a VSX AQD
OS	Any designator. Must hold a VSX AQD (Space Cadre)
SO	113X, 114X
SP	113X, 114X and coded SSP or AQD
SU	1XXX, Staff Corps (NEPLO Only)
SV	1XXX, Staff Corps (NEPLO Only). Must hold JN1 AQD

e. RFAS Change/Creation Requests

(1) RFAS Change/Creation Requests must include a strong justification through completion of an 'RFAS Code Point Paper' by the supported command OSO to CNRFC (N12). A point paper template may be found on the CNRFC (N123) website.

(2) RFAS codes are intended to support the mission of the supported command. They are not intended to be used for the convenience of assigning specific members to billets.

f. RFAS Considerations

(1) Duration - RFAS substitutions are designed to provide short-term assignment opportunities in support of command missions and mobilization requirements.

(2) Assignment/NEC alignment - RFAS substitutions may increase the likelihood of assigning qualified Sailors to billets. However, they may inadvertently lead to the assignment of personnel with ratings which may not be able to obtain billet NEC requirements. For example, a YN is

ineligible to obtain the 8404 NEC. In this instance, the NEC requirement will be waived.

(3) Distribution - RFAS substitutions may impact community billet vacancies as members may be assigned to billets outside of their rate/designator that do not represent 'exact match' assignments.

(4) OSOs and Reserve Unit leadership should review all RFAS codes annually to ensure they remain valid.

g. RFAS Waiver requests

(1) Requests to assign members to billets that do not support exact designator/rating match or an acceptable RFAS substitution code will be reviewed by CNRFC (N12) on a case by case basis.

(2) Approved requests will only support temporary assignments typically no more than 12 months. An RFAS Waiver Request (RWR) form may be found on the CNRFC (N121/2) websites.

3. **Officer Billet Leadership Code.** As required, CNRFC (N123) assigns one of the following leadership codes to the appropriate billet in each unit in coordination with the OSO. Requests are submitted via a BAR.

Leadership Position	Effective Calendar Year 2016		Prior to CY16
	Operational Unit Code	Augment Unit Code	Code
Commanding Officer	C	K	K
Officer In Charge	O	N	O
Executive Officer	X	X	X
Post Command	P	P	P
BUMED Senior Executive	E	E	E

4. Primary Functional Area Code (FAC)

a. The FAC is a TFMMS one character field identifying the need for special consideration in manpower programs or personnel assignments. Desired changes to it must be coordinated with the supported command OSO. Reference (b) lists the 17 possible FACs that cover multiple subject areas.

b. The three most frequent FACs related to SELRES billets denote security clearance requirements and are defined below.

(1) Q: Position requiring incumbent to have a favorable adjudication of an SSBI, SSBI-PR, or PPR resulting in access eligibility to Top Secret-Sensitive Compartmental Information (TS-SCI) material.

(2) B: Position requiring the incumbent to have a satisfactory Single Scope Background Investigation Periodic Reinvestigation (SSBI-PR) or Phased Periodic Reinvestigation (PPR) resulting in access to Top Secret material. This FAC does not denote access to TS-SCI.

(3) E: Position requiring the incumbent to have a satisfactory National Agency Check Local Records Check and Credit (NACLRC) or Access National Agency Check with written Inquired (ANACI), resulting in eligibility for a Secret Clearance.

c. Members may apply for, and be assigned to, billets for which they do not currently hold the required security clearance. Upon notification of assignment, the member must immediately initiate the process to obtain the required security clearance for the billet. Failure to obtain the required security clearance may result in forfeiture of billet assignment and reassignment by CNRFC (N12) per [RESPERSMAN 1300-010](#).

5. Billet Suppression Code

a. The purpose of the billet suppression code is to prevent assignment of a member to a billet that is expected to be modified or relocated.

b. The process to change this code requires action by the OSO.

(1) The OSO submits a BAR to CNRFC (N12) to temporarily suppress billets from advertising (typically no longer than 6 months).

(2) Once billet modification is complete, OSOs shall submit a BAR requesting the currently suppressed billets be advertised.

(3) After 6 months, absent OSO communication, CNRFC (N12) may un-suppress the billets for advertisement in the upcoming assignment cycles.

c. Billet Suppression Code values and definitions are:

(1) Z: Billet suppressed from advertisement in APPLY, JOAPPLY or CMS-ID.

(2) A: Billet advertising in APPLY, JOAPPLY or CMS-ID.

RESPERSMAN 1001-010

SATISFACTORY PARTICIPATION IN THE NAVY RESERVE

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN	262-2651
			COMM	(757)322-2651
			FAX	(757)444-7598

References	(a) BUPERSINST 1001.39F (b) MILPERSMAN 1910-158
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1. **Definition.** References (a) and (b) establish the requirements for Satisfactory Participation for Navy Reservists and provide policy and procedures for issuing unsatisfactory/unexcused drills.

2. **Policy**

a. All drilling Navy Reservists, including Selected Reserve members (SELRES) and Individual Ready Reserve (IRR) members in a Voluntary Training Unit (VTU), are required to:

(1) Attend 40 of 48 scheduled Inactive Duty Training (IDT) periods including IDT travel away from permanent IDT site. Attendance is based on a progressive 12-month period.

(2) For SELRES, perform a minimum of 12-14 days Annual Training (AT), or equivalent Active Duty Training (ADT) as stipulated by the annual COMNAVRESFORNOTE 1001, within each fiscal year. AT waivers may be granted by the Navy Reserve Activity (NRA) Commanding Officer (CO). Members seeking a waiver must submit a [NAVRES 1571/15, Annual Training Waiver Request](#) per [RESPERSMAN Article 1571-010](#).

(3) Report for scheduled physical examination(s) and provide medical information and documentation as requested to determine physical qualification for retention in the Navy Reserve.

(4) Maintain an active recall and ensure receipt/response to all official correspondence.

(5) Communicate to NRA CO via Unit CO all of the following: current address and work/home telephone numbers, changes in physical status, dependency changes, current employment status, and any factor(s) that could jeopardize their mobilization potential.

(6) Members must comply with involuntary recall to Active Duty.

(7) All drilling Navy Reservists are required to have a signed [NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences](#) in their individual IDT folder.

3. Procedures

a. Requirements for excused missed IDT periods:

(1) It is the member's responsibility to contact the Unit CO or the NRA. Request for excused absence must be made prior to the end of the missed scheduled IDT period/IDT weekend.

b. IDT periods are considered unexcused when:

(1) No request for an excuse to miss the IDT period was made prior to the end of the missed scheduled IDT period/IDT weekend.

(2) Insufficient reasons in request for excusal of the missed IDT period(s) as determined by the Unit CO.

c. Declaring an IDT period unsatisfactory does not affect the individual's pay for the IDT period.

(1) When the member is present for an IDT period but fails to meet the minimum standards required to maintain the proficiency of the unit and the skill of the individual, or when disciplinary action has been taken under the Uniform Code of Military Justice (UCMJ), the Unit CO or NRA CO, in coordination with the Unit CO, may declare the IDT period "unsatisfactory" for administrative purposes only.

(2) Only scheduled IDT periods can be declared unsatisfactory.

(3) A member cannot be assessed an unsatisfactory IDT period for failure of another member to meet proficiency or skill requirements.

(4) Before assessing an unsatisfactory IDT period, the member must be given guidance as to the proficiency or skill requirement at issue, and must be given drill time to accomplish the requirement.

(5) Document the unsatisfactory IDT period per [RESPERSMAN 1570-010](#).

d. Nine unexcused or unsatisfactory IDT periods in any 12-month period or failure to comply with any of the requirements outlined in paragraph 2 of this Article are considered Unsatisfactory Participation. Each unexcused or unsatisfactory IDT period shall be documented in the individual IDT folder on the [NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences](#). Unexcused periods cannot be made up.

e. Failure to maintain Satisfactory Participation will result in Unit CO recommending the following actions by the NRA:

(1) Enlisted members:

(a) Determine if the member has potential for future mobilization. If so, place member on six months probation per reference (a) and assign appropriate MAS code per [RESPERSMAN 3060-010](#). A NAVPERS 1070/613, Administrative Remarks detailing the member's probationary status must be entered into NSIPS by the NRA per reference (a); or

(b) Transfer enlisted member to the local Administrative Processing Unit (APU), assign appropriate MAS code per [RESPERSMAN 3060-010](#) and initiate administrative separation processing per references (a) and (b).

(2) Transfer officers to the Active Status Pool (ASP)/IRR. Transfer of APPLY selected officers must be coordinated with Commander, Navy Reserve Forces Command (N12).

f. A member's failure to receive or to respond to Official Mail and failure to keep the Unit CO or the NRA advised of the

current home address will not prevent administrative processing.

RESPERSMAN 1040-010

RESERVE UNIT CAREER COUNSELOR PROGRAM

Responsible Office	COMNAVRESFORCOM (N15)	Phone:	DSN	262-5774
			COM	(757) 322-5774
			FAX	(757) 444-7598

References	(a) NAVPERS 15878K, Bureau of Naval Personnel Career Counselor Handbook (b) OPNAVINST 1040.11D
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1. **Purpose**

a. The Reserve Unit Career Counselor (UCC) assists Navy Counselors (less Career Recruiter Force), Navy Reserve Activity (NRA) Command Career Counselors (CCCs), and Unit leadership in organizing/implementing an aggressive enlisted career development and retention program. The UCC is the unit principal advisor on policies and regulations related to Navy career planning matters and is the focal member of a proactive command-wide Career Development Team (CDT). Building an entire program around a single individual (or relatively few individuals) has serious drawbacks when, due to the absence of the key person (permanently or temporarily), the program is disabled. By organizing a command-wide CDT, the UCC assumes a totally different role, that of CDT leader.

b. Reserve Units are required to meet the directed counselor to personnel ratio (currently 1 counselor per 30 enlisted), as established in reference (a).

2. **Responsibilities**. In addition to the duties outlined in references (a) and (b), the following responsibilities apply:

a. NRA Commanding Officers (COs) shall:

(1) Execute the Navy Enlisted Retention and Career Development Program per references (a) and (b) for staff and Reserve Unit Sailors assigned to the NRA.

b. Unit COs and Officers in Charge shall:

(1) Coordinate with their Operational Support Officer (OSO) to ensure their assigned billets are structured to meet the requirements of reference (a). Units that cannot meet this requirement due to current billet limitations may submit

requests through their OSO to have their currently assigned billets modified by adding a Navy Enlisted Classification (NEC) 9592 Reserve Career Information Program Advisor requirement or to request additional billets that already require the NEC.

(2) Use the UCC as the primary source of Career Information; ensure the UCC is apprised of the latest Career Counselor functions by enabling UCC attendance at monthly CDT meetings facilitated by the NRA or Immediate Superior in Command CCC.

(3) Ensure the Senior Enlisted Leader (SEL) chairs, monitors, and participates in the Unit's Career Development Board (CDB) program.

(4) Review CDB minutes after they are loaded in Career Information Management System (CIMS).

(5) Ensure all new affiliates attend the Reserve Affiliation Success Workshop and update CIMS accordingly.

c. Unit SELs shall:

(1) Directly supervise and support UCCs in the performance of their duties.

(2) Support career development program management, emphasizing chain of command involvement.

(3) Coordinate quarterly training for the Chief Petty Officers' Mess on career development programs.

d. UCCs shall:

(1) Evaluate enlisted career development programs within their own unit.

(2) Provide primary technical assistance and maintain awareness of revisions and innovations in career development programs through access to Navy directives, reference materials, experience, and training.

(3) Counsel Sailors and their family members on the career opportunities available in the Reserve Component.

3. Service Requirements

a. Sailors assigned as UCC must be E5 or above.

b. UCC assignments must be for a minimum of 24 months.

c. UCCs must attend the Reserve CDT Course (R-CDTC) within 90 days of designation. R-CDTC can be facilitated locally by the NRA CCC. R-CDTC course guides are available on the Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Force Retention (N15) website: Navy Reserve Homeport https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/cnrfc_N15/SitePages/Home.aspx.

d. UCCs must attend the Reserve Career Information Course (R-501-0005).

e. Career Counselor feedback reports must be submitted via the chain of command for every attendee of the 2-week Career Counselor Course within 6 months of completion of the course.

RESPERSMAN 1100-010

RESERVE INCENTIVE PROGRAMS

Responsible Office	COMNAVRESFORCOM	Phone:	DSN	262-2002
	(N11)		COM	(757) 322-2002
	COMNAVRESFOR (N1C2)		FAX	(757) 444-7598

References	(a) DoDINST 1205.21 (b) OPNAVINST 5300.10A (c) COMNAVCRUITCOMINST 1130.8J (d) BUPERSINST 1001.39F
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1. **General.** Selected Reserve Bonus eligible rates, paygrades, designators, specialties, and payment amounts are promulgated periodically via NAVADMIN messages.

a. All members determined to be eligible for an incentive are required to read and sign the applicable incentive program written agreement. Current versions of the enlisted written agreements can be found on the Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Enlisted Incentives (N112) website at Navy Reserve Homeport, <https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFN112/SitePages/Home.aspx>. Officer written agreements are provided by the COMNAVRESFORCOM Officer Incentives (N112A) Division after precert assignment.

b. Prior service enlisted personnel cannot have more than 16 years of Total Federal Military Service (TFMS) to be eligible for a bonus. This time period is calculated from the member's Pay Entry Base Date (PEBD) to the bonus eligible contract date. Enlisted members eligible for Selective Reenlistment Bonus (SRB) cannot have more than 20 years of TFMS AND their service obligation shall not exceed retirement eligibility date.

c. Officers may only receive one of each recruiting incentive type (accession or affiliation) in a reserve career, and must meet the eligibility criteria for each program for which they are applying at the time of application. Multiple retention bonuses may be authorized. Enlisted members may only receive one 6-year enlistment bonus (New Accession Training Program) and a maximum of one 6-year or two 3-year bonuses each for prior service enlistment/affiliation. Second 3-year bonus only available within 90 days of completing the first 3-year bonus obligation.

d. Enlisted and officer incentive program requirements can be found in [RESPERSMAN 1100-020](#), [RESPERSMAN 1100-030](#) and [RESPERSMAN 1100-040](#), and applicable governing directives.

e. Documents referenced in this article and articles in paragraph 1d. can be downloaded from the COMNAVRESFORCOM Enlisted and Officer Incentive websites at Navy Reserve Homeports: Enlisted - https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N112/SitePages/Home.aspx. Officer - https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N112A/SitePages/Home.aspx.

2. **Responsibilities**

a. COMNAVRESFOR (N1C2) shall:

(1) Solicit Reserve community manager recommendations for specific critical rates/ratings, Navy Enlisted Classification (NEC) codes, ranks and/or designators/specialties that may be eligible to receive recruitment and/or reenlistment incentives based on current and projected Navy Reserve requirements and provide input for periodic incentive eligibility policy NAVADMINs.

(2) Contribute to establishing policy for the Navy Reserve incentive programs per current legislation and Department of Defense (DoD) policies, in collaboration with Commander, Navy Recruiting Command (COMNAVCRUITCOM), Navy Personnel Command (NAVPERS), and Office of the Chief of Navy Reserve (OCNR).

(3) Monitor participation, attrition, and recoupment per current directives and budget constraints.

(4) Provide Navy-wide training and guidance regarding policy which governs establishment, suspension, and termination eligibility for incentive programs.

b. COMNAVRESFORCOM (N11) shall:

(1) Administer the execution of the enlisted and officer incentive programs for the Navy Reserve Force.

(2) Develop and promulgate standard operating procedures for the submission of incentive applications for Navy Reserve

Activities (NRAs) and provide Navy-wide training and guidance in this regard.

(3) Issue individual officer incentive precerts based on verification of member's application documentation received from COMNAVCRUITCOM officer recruiters or Career Transition Office (CTO) transition assistants. Complete and forward the specific incentive written agreements to COMNAVCRUITCOM recruiters or to CTO transition assistants for member's signature.

(4) Adjudicate all incentive applications and establish, disapprove, suspend, and terminate eligibility for each incentive program applicant, as required.

c. Echelon IV Commanders shall:

(1) Monitor the administration and execution of the incentive programs for their respective region/wing.

(2) Require subordinate Commanding Officers (COs)/Officers in Charge (OICs) of NRAs to designate a Command Incentive Program Coordinator in writing.

d. NRA COs/Officers in Charge (OIC) shall:

(1) Monitor the administration and execution of the incentive programs for their command.

(2) Designate a Command Incentive Program Coordinator in writing. The coordinator shall be an active duty member, E6 or above, with a minimum of 12 months remaining at present duty station when designated. An E5 may be designated in circumstances where an E6 or above is not assigned to the command.

e. NRA Incentive Program Coordinators shall:

(1) Be responsible for the administration and execution of incentive programs for their command, specifically:

(a) Determine and/or validate member's eligibility for incentive programs.

(b) Ensure applicable personal data are entered into Navy Standard Integrated Personnel System (NSIPS) regarding the member's affiliation, enlistment or reenlistment. Bonus NECs

and Navy Officer Billet Codes (NOBCs) must be listed in the primary or secondary position in NSIPS for enlisted and officers respectively prior to submitting bonus package.

Note: See [RESPERSMAN 1221-010](#) for NEC request instructions.

(c) Forward all bonus applications to COMNAVRESFORCOM (N11) within five working days of the member's first drill weekend for newly reported members, or date of reenlistment for enlisted personnel who are already members of the Selected Reserve. Submit Enlisted Bonus applications electronically using the Reserve Bonus Application Module (RBAM), accessible from the COMNAVRESFORCOM Enlisted Incentives Website (linked in paragraph 1e). Submit Officer Bonus applications electronically, using the upload link provided on the COMNAVRESFORCOM Officer Incentives Website (linked in paragraph 1e). Include a copy of the specific incentive written agreement with application.

(d) Monitor drill participation of members currently enrolled in or requesting enrollment in incentive programs and be fully aware of continued eligibility requirements. This includes coordination within the NRA to ensure all drills are adjudicated properly. COMNAVRESFORCOM cannot pay incentives when a member's drill history contains unadjudicated drills.

(e) If member declines to accept a bonus for which they are eligible, have member sign a Declination NAVPERS 1070/613, Administrative Remarks to document; which can be downloaded from the COMNAVRESFORCOM Navy Reserve Homeport websites as indicated in paragraph 1e.

(f) Submit suspension and termination letters as required.

3. Limitation on Number of Years an Enlisted Bonus May be Paid

a. The maximum cumulative number of years for which any single bonus may be paid is six years. A member may elect to receive one 6-year bonus or two consecutive 3-year bonuses. This does not apply to members enlisting in the New Accession Training (NAT) or Prior Service Reenlistment-Reserve (PRISE-R) programs, which require a 6-year obligation for receipt of a bonus per reference (c).

b. If member elects an initial 3-year bonus, this does not guarantee entitlement to a second 3-year bonus. Member's rate/rating or specialty that established eligibility for the initial 3-year bonus must be listed as eligible on the NAVADMIN in effect on the date of the second 3-year contract. Members, if eligible, are encouraged to select the 6-year option to maximize bonus value.

4. Voluntary Administrative Reduction-in-Rate

a. Cannot be used to gain eligibility for a reenlistment bonus.

b. May be used to gain eligibility for an affiliation (prior service) enlistment bonus.

(1) Member must be processed through recruiting or the Career Transition Office (CTO) to affiliate or enlist in the Navy Reserve and at that time there are no recruiting reservations available for the member's present rate.

(2) Must be to a permanent vice temporary paygrade.

(3) Members who accept this voluntary reduction-in-rate cannot request to have their previous rate reinstated once affiliated.

c. Involuntary reduction-in-rate (i.e., as a result of NJP or Court Martial) cannot be used to gain eligibility for any bonus.

5. Authorized Period of Nonavailability for Personnel Receiving Incentives.

COMNAVRESFORCOM (N11) may authorize a one-time period of nonavailability of up to one year for a valid reason (i.e., temporary work conflict, documented personal hardship, missionary obligation), following a period of satisfactory Selected Reserve participation. If approved by COMNAVRESFORCOM (N11), members will be transferred to the Individual Ready Reserve (IRR)/Active Status Pool (ASP), suspended from the incentive program, and shall not receive any payments during the period of suspension. Members must continue drilling until request is adjudicated by COMNAVRESFORCOM (N11). Submit Incentive Program Suspension Letters electronically to COMNAVRESFORCOM (N11) Reserve Pay Assistance Team (RPAT) at cnrfc_rpat@navy.mil for those members requesting to voluntarily transfer to the IRR (ASP) for an approved period of

nonavailability. Sample letter can be downloaded from the COMNAVRESFORCOM Navy Reserve Homeport as indicated in paragraph 1e.

6. Reestablishing Eligibility after a Period of Authorized Nonavailability

a. A member must return to a Selected Reserve status via recruiting prior to the expiration of the authorized period of nonavailability. If a member does not return prior to the expiration date, eligibility for the incentive will be terminated and recoupment action initiated, as indicated in paragraph 7.

b. Member must forward reaffiliation documentation to COMNAVRESFORCOM (N11) RPAAT at cnrfc_rpat@navy.mil to reestablish bonus eligibility.

c. Members who return to a Selected Reserve status prior to the expiration of the authorized period of nonavailability must extend their enlistment/commitment to equal, or exceed, the duration of the period of authorized nonavailability. Members, including those who received a lump sum payment of their bonus, who fail or refuse to extend their enlistment/commitment to cover period of contractual obligated service, will lose eligibility for the incentive. The bonus will be terminated and recoupment action initiated, as appropriate.

d. For members receiving annual bonus payments, entitlement for continued payment will resume on the adjusted anniversary date of satisfactory creditable service in the Selected Reserve. The date shall be adjusted for that period of nonavailability.

7. Termination and Recoupment. Failure to complete the terms of the incentive obligation will result in termination of bonus entitlement. Members whose bonus eligibility is terminated will not receive any further incentive payments for that bonus and will be subject to recoupment of the bonus received, as applicable. NRAs submit Incentive Program Termination Letters electronically for enlisted via RBAM and for officers using the upload link on the COMNAVRESFORCOM Officer Incentives Website (linked in paragraph 1e). Sample letter can be downloaded from the COMNAVRESFORCOM Navy Reserve Homeport as indicated in paragraph 1e.

a. The following are conditions affecting participation under which entitlement will be terminated, but for which the member will NOT be subject to recoupment:

(1) Member accepts an immediate appointment (not more than 30 days) as an officer in the Selected Reserve and has served more than one year of the incentive contract term.

(2) Member is involuntarily separated/transferred from a Selected Reserve IDT status as a result of unit deactivation, directed relocation, reorganization, or DoD directed reduction in the drilling Reserve Force.

(3) Member suffers death, injury, illness or other impairment that is not the result of his or her own willful misconduct.

(4) Member voluntarily enlists or voluntarily accepts orders to active duty in the Reserve Force and member has completed at least 18 months of an approved 3-year incentive contractual obligation, or 36 months of an approved 6-year incentive contractual obligation.

b. The following are conditions affecting participation for which entitlement will be terminated, and where the member will be subject to recoupment of an amount of the total bonus received as applicable.

(1) Member does not perform satisfactorily in the Selected Reserve. Enlisted personnel placed on probation per reference (d) shall have their bonus terminated.

(2) Member voluntarily stops serving in the rating or specialty in which bonus eligibility was established, unless authorized continued bonus entitlement by COMNAVRESFOR (N1C2).

(3) Member was recruited via the RESCORE-R or PRISE-R program and fails to complete the requirements to make their rate permanent within the program prescribed time limit.

(4) Member refuses or fails to extend their term of service to compensate for a period of authorized nonavailability.

(5) Member suffers injury, illness, or other impairment, which is the result of his or her own willful misconduct.

(6) Member fails to return to NRA to complete check-in process to Selected Reserve status immediately after release from a period of voluntary or involuntary order to Active Duty for Special Work (ADSW) or mobilization. A Reserve Unit Commanding Officer approval of a request for assignment of up to six months of Authorized Absences (AAs) upon demobilization, per [RESPERSMAN 1570-010](#), does not impact incentive entitlement.

(7) Member enrolls in an authorized officer commissioning program not associated with the critical specialty for which the officer is receiving a stipend.

(8) Member voluntarily enlists or voluntarily accepts orders to Active Duty (AD) in the Reserve Force, and member has NOT completed at least 18 months of an approved 3-year incentive contractual obligation, or 36 months of an approved 6-year incentive contractual obligation.

(9) Member separates from the Selected Reserve for any reason (including enlistment or voluntary order to active duty in the active forces, and reaching Navy Reserve high year tenure (HYT) limits), other than by death, injury, illness or other impairment not the result of his or her own willful misconduct.

NOTE: Termination letters are required for all of the above reasons. If no letter is received, COMNAVRESFORCOM (N11) will automatically terminate the bonus in case of members who have been discharged, transferred to the IRR (VTU/ASP), or transferred to AD for greater than 12 months without reinstating their eligibility per their respective incentive written agreement. Automatic terminations will also initiate recoupment actions.

8. Voluntary or Involuntary Orders to AD

a. Voluntary orders to ADSW; and voluntary or involuntary orders to AD for Presidential Reserve Call-up or Full/Partial Mobilization in Support of Contingency Operations.

(1) Members currently serving under an approved incentive contractual obligation in a Selected Reserve status who voluntarily accept orders to ADSW; or voluntarily or involuntarily execute AD orders for Presidential Reserve Call-up or Full/Partial Mobilization in Support of Contingency Operations, shall maintain bonus entitlement for the duration of the orders or mobilization period. Time served on these orders

counts toward fulfillment of the member's Selected Reserve obligation.

(2) The member must return to a Selected Reserve status immediately upon completion of the AD orders and continue to serve any remaining required incentive obligation period.

(3) Failure to return to a Selected Reserve status shall result in bonus eligibility termination and processing of bonus recoupment. The member shall be required to refund to the U.S. government an amount of the bonus received due to not completing the required drilling Reserve obligation as applicable. Bonus termination date will be the date of expiration of the mobilization orders.

b. Enlistment or voluntary orders to AD in the Reserve Force. Members currently serving under an approved incentive contractual obligation in a Selected Reserve status who voluntarily enlist or voluntarily accept orders to AD shall be terminated from incentive eligibility effective on the date of transfer from the Selected Reserve.

9. Reenlistment While on AD

a. Members who reenlist while serving on a period of mobilization, and who meet the eligibility criteria for a reenlistment bonus per [RESPERSMAN 1100-020](#) may apply for bonus eligibility while they are mobilized.

(1) Member's AD command (mobilized unit) will complete the NAVPERS 1070/601, Immediate Reenlistment Contract per standard reenlistment procedures. They will also have member sign the Navy Reserve Reenlistment Incentive Written Agreement.

(2) The AD command should coordinate with the member's supporting NRA if unable to obtain a copy of the Reenlistment Incentive Written Agreement. Once completed, copies of these documents will be submitted to the NRA for normal bonus processing, via scan and e-mail.

(3) Due to AD and Reserve Component (RC) Navy Standard Integrated Personnel System (NSIPS) data system access restrictions, the NRA will submit a service request to update member's reenlistment data in RC NSIPS via the NSIPS Help Desk upon receipt of the documents. After the updates are completed and the service request is closed, the NRA Incentive Program

Coordinator will electronically submit a copy of the incentive written agreement and reenlistment contract to COMNAVRESFORCOM (N112) to establish bonus eligibility and authorize bonus payment per paragraph 2.e.(1)(c).

NOTE: If a member reenlists in a designated tax-free location, then the bonus is also tax-free. When bonus is paid, the member will receive two separate deposits, one with taxes taken out and another within 30 days returning the taxes to the member.

(4) The member must return to a Selected Reserve status immediately upon completion of the mobilization orders and continue to serve any remaining required incentive obligation period. A Reserve Unit Commanding Officer approval of a request for assignment of up to six months of Authorized Absences (AAs) upon demobilization, per [RESPERSMAN 1570-010](#), does not impact incentive entitlement.

(5) Failure to return to Selected Reserve status shall result in bonus eligibility termination and processing of bonus recoupment. The member shall be required to refund to the U.S. government an amount of the bonus received due to not completing the required drilling Reserve obligation as applicable. Bonus termination date will be the date of expiration of the mobilization orders.

RESPERSMAN 1100-020

RESERVE ENLISTED INCENTIVES

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN	262-2002
			COM	(757) 322-2002
			FAX	(757) 444-7598

References	(a) MILPERSMAN (b) BUPERSINST 1001.39F (c) DoDINST 1205.21 (d) DoD Financial Management Regulation, Volume 7A, Chapter 56 (e) COMNAVCRUITCOMINST 1130.8J
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1. **Enlisted Incentive Programs**. Include accession, affiliation, and reenlistment bonuses. Governing incentive program requirements are outlined in [RESPERSMAN 1100-010](#).

2. **New Accession Training (NAT) Bonus**. Applicable to members with no prior military service. See reference (a), Article 1133-090 for details on the NAT program.

a. **Eligibility requirements**

(1) Must be recruited into an eligible rating and/or Navy Enlisted Classification (NEC) code listed in the NAVADMIN message in effect on the date of enlistment: the date a member signs their DD Form 4 and/or enters the Delayed Entry Program (DEP), as applicable.

NOTE: If a member in DEP, who is Entry Level Separation (ELS) eligible, is subsequently reclassified due to not meeting rating or NEC entry standards at a Military Entrance Processing Center (MEPS) or at Recruit Training Command (RTC), the NAVADMIN in effect on the date of reclassification shall be used to determine the eligible rating and/or NEC bonus.

(2) Must successfully complete Initial Active Duty Training (IADT) consisting of basic training, applicable "A" school, and if required, "C" school and affiliate with the Selected Reserve in an IDT status immediately following separation from active duty.

b. **Obligation**

(1) Incur a six year Selected Reserve obligation. The effective start date of this obligation will be the member's Pay Entry Base Date (PEBD).

NOTE: Time served on IADT is credited towards completion of the six year obligation.

(2) Serve satisfactorily in the Selected Reserve as defined in reference (b) for the entire six year obligation.

(3) Serve in the same rating and/or NEC for which the bonus was approved.

3. **Affiliation (Prior Service) Enlistment Bonus**. Applicable to members with prior Active and/or Reserve service who affiliate or enlist in the Selected Reserve in eligible ratings.

a. **Eligibility requirements**

(1) Must be a Navy Veteran (NAVET) affiliating or enlisting in the Selected Reserve for a period of three or six years in the same permanent rating or specialty in which they successfully served while on active duty and which is approved for bonus entitlement, or

(2) Be a NAVET or Other Service Service Veteran (OSVET) approved for affiliation/enlistment via the RESCORE-R/PRISE-R or per reference (e), in the Direct Procurement Enlistment Program (DPEP), or approved for direct conversion/accession in a rating which is approved for bonus entitlement.

(3) Must have received an honorable discharge at the conclusion of their obligated active duty service.

(4) Must not have previously received a bonus for affiliation or enlistment, reenlistment, or extension of an enlistment in a Reserve component.

(5) Must not have been a member of the Navy Selected Reserve in the previous 12 months prior to current affiliation or enlistment.

b. **Obligation**

(1) Incur a three or six year obligation in the Selected Reserve. All PRISE-R candidates must obligate six years to

receive a bonus if eligible per reference (a), Article 1133-061. The effective date of this obligation will be the date the member affiliates or enlists as reflected on the NAVRES 1326/4, DD Form 4, or NAVPERS 1200/1.

(2) Serve satisfactorily in the Selected Reserve for the entire period of their three or six year obligation.

(3) Continue to serve in the Selected Reserve and in the same rating or specialty for which the bonus was approved.

(4) Extensions of enlistments are governed by reference (a), Article 1160-040, and are not authorized to obligate service for receipt of an affiliation (prior service) enlistment bonus.

4. **Reenlistment Bonus**. Applicable to members who are current Selected Reserve members who reenlist.

a. **Eligibility requirements**

(1) Must reenlist for a period of three or six years in the Selected Reserve in a permanent rating or specialty that is approved for bonus entitlement. Per reference (a), Article 1160-030, members may reenlist when they are within 12 months of their current EOS.

(2) Must not previously have been paid a bonus for reenlistment or extension of an enlistment in a Reserve Component unless they are reenlisting to qualify for a second three year reenlistment bonus immediately following the first three year reenlistment for which a bonus was paid.

b. **Obligation**

(1) Serve satisfactorily in the Selected Reserve for the entire period of the three or six year obligation.

(2) Serve in the same rate or specialty for which a reenlistment bonus was approved for the entire period of the three or six year obligation.

5. **Declination of Eligible Bonus**. Eligible members who decline a bonus for which they are eligible must sign a declination page 13. Sample Page 13 can be downloaded from the COMNAVRESFORCOM

Navy Reserve Homeport as indicated in paragraph 1e. of [RESPERSMAN 1100-010](#).

6. **Termination and Recoupment.** See [RESPERSMAN 1100-010](#) for termination and recoupment guidance.

RESPERSMAN 1100-030

RESERVE OFFICER INCENTIVES (NON HEALTHCARE PROFESSIONALS)

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN	262-2002
			COMM	(757) 322-2002
			FAX	(757) 444-7598

References	(a) DoD Financial Management Regulation, Volume 7A, Chapters 5 and 56 (b) DoDINST 1205.21
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1. **Officer Incentive Programs**. Provides incentives to personnel in designated critical skills where shortages exist, including affiliation, accession, and retention bonuses. Governing incentive program requirements are outlined in references (a) and (b), [RESPERSMAN 1100-010](#) and appropriate NAVADMIN messages.

2. **Navy Veteran (NAVET) Affiliation Bonus**. An incentive intended to assist in the recruitment of prior service officers in designated specialties. Direct Commission Officers (DCOs) are not eligible for this bonus. A member who qualifies and elects any of the Healthcare Professions incentives outlined in [RESPERSMAN 1100-040](#), cannot also receive an affiliation bonus.

a. **Eligibility requirements**. Applicant shall:

(1) Have no current military contractual obligations for receipt of any other incentive or educational assistance per reference (a).

(2) Be a commissioned officer affiliating with the Selected Reserve for the first time, having served on active duty and released under honorable conditions OR have previously served in the Selected Reserve and meet the conditions of paragraph 2.a(5).

(3) Be affiliating in a designated critical officer skill and paygrade listed on NAVADMIN in effect on date of affiliation.

(4) Not reach their mandatory removal date or retirement eligibility date in the Ready Reserve during any service obligation period incurred under this agreement per reference (b).

(5) Not have previously served in the Selected Reserve of the Navy Reserve within the 12 months preceding their current affiliation.

(6) Not have previously received this incentive.

b. **Precert Request.** Recruiting Command and Career Transition Office (CTO) personnel shall submit precert requests to the COMNAVRESFORCOM Officer Incentives Division (N112A) prior to member's gain to an IDT status. COMNAVRESFORCOM Officer Incentives Division will return a Written Agreement with a precert number if member meets basic eligibility requirements.

c. **Application.** NRA Incentive Program Coordinator shall submit an initial application for eligibility establishment to COMNAVRESFORCOM (N112A) when a member affiliates. The application will include a copy of the appropriate Incentive Written Agreement.

d. **Obligation**

(1) Incur a Selected Reserve obligation of three years. The effective date of this obligation shall be the date of affiliation with the drilling Reserve.

(2) Must serve in the same military department and in the same critical skill for which the incentive is approved.

NOTE: Selected Reserve officers approved for redesignation into another critical skill may maintain bonus eligibility.

e. **Recoupment.** Failure to satisfactorily complete the required obligated period will result in bonus eligibility termination and a pro-rated recoupment of monies received, based on the period of obligated service not completed.

3. **Direct Commission Officer (DCO) Accession Bonus.** This incentive is for members commissioned for the first time in the armed forces as a DCO in specific designators only. A member who qualifies and elects any of the Healthcare Professions incentives outlined in [RESPERSMAN 1100-040](#), cannot also receive an accession bonus. See current NAVADMIN for eligibility criteria and requirements.

a. **Eligibility criteria**

(1) Must be qualified and applying for an appointment as a commissioned officer with a specific designator and paygrade listed on current NAVADMIN.

(2) Must meet all criteria set forth in NAVADMIN in effect on date of accession.

(3) Must not have previously received this incentive.

b. **Precert Request.** Recruiting Command and CTO personnel shall submit precert requests to the COMNAVRESFORCOM Officer Incentives Division (N112A) prior to member's gain to Selected Reserve status. COMNAVRESFORCOM Officer Incentives Division will return a Written Agreement with a precert number if member meets basic eligibility requirements. Precerts remain valid for 90 days after issue. Recruiting Command and CTO personnel may request an extension of the 90 day window or return unused precerts to COMNAVRESFORCOM (N112A). Unused precerts are non-transferrable to another applicant.

c. **Application.** NRA Incentive Program Coordinator shall submit an initial application for eligibility establishment to COMNAVRESFORCOM (N112A) when a member affiliates per [RESPERSMAN 1100-010](#) paragraph 2e(1)(c). The application will include a copy of the appropriate Incentive Written Agreement.

d. **Obligation**

(1) Must affiliate in the Selected Reserve for a minimum of three years and serve satisfactorily for each year of this obligation. The effective date of this obligation shall be the date of affiliation with the Selected Reserve.

(2) Must serve in the same military department and in the same critical skill for which the incentive is approved.

NOTE: Selected Reserve Officers approved for redesignation into another critical skill may maintain bonus eligibility.

e. **Recoupment.** Failure to satisfactorily complete the required obligated period will result in bonus eligibility termination and a pro-rated recoupment of monies received, based on the period of obligated service not completed.

4. **Critical Skill Retention Bonus.** This incentive may be offered to commissioned Selected Reserve officers in specific

critical skills and paygrades. These critical skills, paygrades, and any additional eligibility criteria will be published via NAVADMIN periodically.

a. Eligibility criteria

(1) Must be currently serving an appointment as a commissioned officer in the Selected Reserve of the Navy Reserve with a specific designator and/or subspecialty and paygrade listed on current NAVADMIN.

(2) Must meet all criteria set forth in the current NAVADMIN in effect on date of application.

b. Precert Request. NRA Incentive Coordinators shall submit precert requests to the COMNAVRESFORCOM Officer Incentives Division. COMNAVRESFORCOM Officer Incentives Division will return a Written Agreement with a precert number if member meets basic eligibility requirements. Precert request form can be downloaded from the COMNAVRESFORCOM Officer Incentive website at:

https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N112A/Pages/N112A.aspx.

c. Application. NRA Incentive Program Coordinator shall submit an initial application for eligibility establishment to COMNAVRESFORCOM (N112A) per [RESPERSMAN 1100-010](#) paragraph 2.e(1)(c) when a member affiliates. The application will include a copy of the appropriate Incentive Written Agreement.

d. Obligation

(1) Must participate in the Selected Reserve for a minimum of three years and serve satisfactorily for each year of this obligation. The effective date of this obligation shall be the date of approval of this incentive.

(2) Must serve in the same military department and in the same critical skill for which the incentive is approved.

e. Recoupment. Failure to satisfactorily complete the required obligated period will result in bonus eligibility termination and recoupment of all monies received for the year in which payment was received and the service obligation was not satisfactorily completed. The member will not be eligible for any further incentive payments of this type once their eligibility has been terminated.

RESPERSMAN 1100-040

RESERVE OFFICER INCENTIVES FOR HEALTHCARE PROFESSIONALS

Responsible Office	COMNAVRESFORCOM	Phone:	DSN	262-2002
	(N11)		COM	(757) 322-2002
	COMNAVRESFOR (N1C2)		FAX	(757) 444-7598

References	(a) DoD Financial Management Regulation, Volume 7A, Chapters 2, 5, 56, 60 and 62 (b) DoDINST 1205.21 (c) 10 U.S.C. Section 16302
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1. Officer Incentive Programs for Healthcare Professions.

Healthcare Profession specialties which the Assistant Secretary of Defense (Health Affairs) has determined to be critically short are referred to as Critical Skill Shortage (CSS) Specialties. Members in designators, paygrades, subspecialties (SSP) and with additional qualification designations (AQD), if applicable, listed as CSS in current NAVADMIN may qualify for the stipend, Loan Repayment Program (LRP), or Special Pay described in this article. Members who receive any of these incentives cannot also receive an accession or affiliation bonus. Governing incentive program requirements are outlined in references (a) and (b), [RESPERSMAN 1100-010](#) and applicable NAVADMINS.

2. Healthcare Professions Stipend Program. Available to Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC) and Nurse Corps (NC) officers in a medical residency program or in a post baccalaureate education program in the applicable Nursing or MSC allied health profession.

a. Eligibility Criteria. Applicants shall:

(1) Be a commissioned MC, DC, MSC or NC officer in the Navy Reserve, or be eligible for appointment. Shall not be eligible for stipend payments before having been commissioned and placed in Selected Reserve status.

(2) Be a graduate of an accredited medical, dental, or Bachelor of Science in nursing or other appropriate professional school.

(3) Possess a current valid and unrestricted license to practice medicine, dentistry or nursing, and such additional

health professional privileges as are required to pursue professional training in the critical specialty for which the stipend is being offered.

(4) Be fully credentialed by current Navy standards, as determined by the Navy Medicine Support Command - Centralized Credentials and Privileging Directorate (CCPD).

(5) Be enrolled or accepted for full time enrollment in a residency or accredited specialty program that will lead to qualification in a CSS listed on current NAVADMIN.

(6) Elect to receive stipend for the entire residency period, or entire remaining residency period if already enrolled. Partial receipt for less than the full residency period is not authorized.

(7) Not be under a contractual agreement for any other regular Navy or Navy Reserve incentive program except for the Loan Repayment Program (LRP) per reference (a).

(8) Not have previously received this incentive.

(9) Serve satisfactorily in the Selected Reserve during each year in which stipend is received.

b. **Precert Request.** Recruiting Command and Career Transition Office (CTO) personnel shall submit precert requests to the COMNAVRESFORCOM Officer Incentives Shop (N112A) prior to member's gain to an IDT status. COMNAVRESFORCOM Officer Incentives Division will return a Written Agreement with a precert number if member meets basic eligibility requirements.

c. **Application.** NRA Incentive Program Coordinator shall submit an initial application for eligibility establishment to COMNAVRESFORCOM (N112A) when a member affiliates per [RESPERSMAN 1100-010](#) paragraph 2.e(1)(c). The application will include:

(1) An official letter from the educational institution that adequately identifies the applicant by name and social security number. The letter must certify member's full time enrollment status (full time enrollment is defined as year round attendance with applicable course load), the program in which the applicant is enrolled, official start date, and estimated date of completion (graduation).

(2) A copy of the stipend program Written Agreement with the previously issued precert number.

d. **Entitlement.** Approved participants shall be entitled to a monthly stipend paid at the same rate paid to persons participating in the Armed Forces Health Professions Scholarship program for each month of their training program. This rate is established on 1 July of each year as determined by the Secretary of Defense. Payment to Direct Commissioned Officer (DCO) applicants who meet all eligibility requirements is authorized after acceptance of commission and assignment to a Selected Reserve Unit. The stipend is pro-rated for portions of a month at the beginning and end of the course of specialized advanced training per reference (a).

e. **Obligation**

(1) Immediately upon completion of the training program, participants are obligated to serve satisfactorily in the Selected Reserve for a period of one year for each six months (or portion thereof) per reference (a) for which this stipend was paid to them. Time spent in the Selected Reserve prior to completing the training program does not count toward fulfillment of this obligation.

NOTE: Officers who signed a Written Agreement for receipt of stipend and affiliated with the Selected Reserve prior to the effective date of this directive are subject to the terms and conditions of that agreement.

(2) Members who elect to participate in both the stipend and LRP programs must satisfy their LRP Selected Reserve service obligation prior to their stipend program Selected Reserve service obligation.

Example: LT Jones completed a 3-year residency for a CSS in June 2011 and got assigned to an OHSU. At that time, LT Jones had one year of LRP eligibility remaining. The period of time from June 2011 to June 2012 was used for the last year of LRP eligibility. LT Jones' Selected Reserve service obligation for receipt of stipend begins in June 2012. Based on receipt of stipend for three years, LT Jones must serve satisfactorily in the Selected Reserve until June 2018.

(3) Drilling obligation for the Training Medical Specialty (TMS) program is fulfilled concurrently with Selected Reserve service obligation incurred for receipt of stipend.

f. **Termination.** If a member:

(1) Is disenrolled from their approved specialty training program, interrupts their training program for any reason or fails to complete the entire training program in the specified time period.

(2) Changes their training program without prior authorization from COMNAVRESFOR (N1C2).

g. **Recoupment.** Failure to satisfactorily complete the full program for which stipend was approved, or failure to satisfactorily complete the Selected Reserve service obligation incurred by receipt of stipend payments, will result in stipend program eligibility termination and the processing of recoupment in accordance with reference (a).

3. **Healthcare Professions LRP.** An incentive program intended to assist in the recruitment of MC, DC, MSC and NC officers holding specific health care specialties.

a. **Eligibility requirements.** Applicant shall:

(1) Be a commissioned MC, DC, MSC or NC officer in the Navy Reserve, or be eligible and applying for appointment.

(2) Be a graduate of an accredited medical, dental, or Bachelor of Science in nursing or other appropriate professional school.

(3) Possess a current valid and unrestricted license to practice medicine, dentistry or nursing, and such additional medical privileges as are required to practice as a health professional in the CSS for which loan repayment participation is authorized; or have completed at least two years of residency in a CSS listed on current NAVADMIN.

(4) Be fully credentialed by current Navy standards, as determined by the Navy Medicine Support Command - Centralized Credentials and Privileging Directorate (CCPD).

(5) Not be under a contractual agreement for any other regular Navy or Navy Reserve incentive program except for the Healthcare Professions Stipend Program.

(6) Not have previously received this incentive.

(7) Not have previously served with the Selected Reserve within the 12 months preceding their current affiliation.

(8) Elect both LRP and stipend if in residency or other accredited specialty program per reference (c).

b. **Precert Request.** Recruiting Command and CTO personnel shall submit precert requests to the COMNAVRESFORCOM Officer Incentives Division (N112A) prior to member's gain to an IDT status. COMNAVRESFORCOM Officer Incentives Division will return a Written Agreement with a Precert number if member meets basic eligibility requirements.

c. **Application.** NRA Incentive Program Coordinator shall submit an initial application for eligibility establishment to COMNAVRESFORCOM (N112A) when member affiliates. The application must include a copy of the LRP Written Agreement.

d. **Annual Loan Certification.** Member shall:

(1) Complete a DoD LRP Annual Repayment Application (DD Form 2475) each year and for each loan to be paid, showing the current outstanding balance and that the loan is not in default.

(2) Begin this process 60 days prior to the anniversary date of eligibility.

(3) Submit completed DD Form 2475 electronically. In order to protect personally identifiable information (PII), members must utilize the link on the COMNAVRESFORCOM Officer Incentives (N112A) website at https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N112A/Pages/N112A.aspx for payment processing. Members must use their Common Access Card to access this link and choose their email PKI certificate when prompted.

e. **Entitlement**

(1) Payments made against loans described above will be authorized per the NAVADMIN in effect at the time of initial incentive application. Loans in default, less than one year old

or already paid by the member or other agency will not qualify for repayment under this program. Disbursement will not exceed indebtedness. All payments are considered taxable income.

(2) Payments will be made directly to the financial institution or agency/office servicing the loan.

(3) For payments to be made, program participants must remain in the specialty for which participation was approved and must maintain current credentialing as determined by the Navy Medicine Support Command - Centralized Credentials and Privileging Directorate (CCPD).

f. Obligation

(1) Serve satisfactorily in the Selected Reserve for each year in which loan repayment is made. LRP payments are made at the end of each year of service, based on satisfactory participation in the preceding 12 months.

(2) Members who elect to participate in both stipend and LRP programs must satisfy their LRP Selected Reserve obligation prior to their stipend program Selected Reserve obligation.

g. Recoupment. Recoupment does not apply to LRP payments which are based on prior satisfactory service.

4. Special Pay. An incentive program intended to assist in the recruitment of MC, DC, MSC and NC officers in designated Critical Shortage Specialties (CSS). This incentive cannot be combined with stipend, LRP, affiliation or accession incentives.

a. Eligibility requirements. Applicant shall:

(1) Be a graduate of an accredited school of medicine, dentistry, nursing, or physician assistant program.

(2) Be a commissioned MC, DC, MSC or NC officer affiliating in the Selected Reserve; or be qualified and applying for appointment.

(3) Possess a current valid and unrestricted medical, dental, nursing or physician assistant license and any associated credentials as determined by the Navy Medicine Support Command - Centralized Credentials and Privileging

Directorate (CCPD) required to perform the duties of the critical skill specialty for which Special Pay is authorized.

(4) Be fully qualified in a CSS listed on current NAVADMIN on date of affiliation.

(5) Not have previously received this incentive.

(6) Have no current contractual obligations for receipt of any other incentive or educational assistance per reference (a), or any other contractual agreement to serve in the Selected Reserve.

(7) Not have previously served with the Selected Reserve of the Ready Reserve within the 12 months preceding their current affiliation.

b. **Precert Request.** Recruiting Command and CTO personnel shall submit precert requests to the COMNAVRESFORCOM Officer Incentives Division (N112A) prior to member's gain to an IDT status. COMNAVRESFORCOM Officer Incentives Division will return a Written Agreement with a Precert number if member meets basic eligibility requirements.

c. **Application.** NRA Incentive Program Coordinator shall submit an application for eligibility establishment to COMNAVRESFORCOM (N11) when member affiliates. The application must include a copy of the appropriate Written Agreement.

d. **Obligation**

(1) Member must elect a two or three year Selected Reserve service obligation upon signing the Written Agreement. Once eligibility is established, the elected obligation period cannot be changed.

(2) Serve satisfactorily in the Selected Reserve for each year (12 month period) after which a special pay incentive payment is made, for the number of years specified in the written agreement. Payments are made at the beginning of each year of service, on the anniversary of member's affiliation date.

Note: To verify anniversary payment dates, members may contact COMNAVRESFORCOM (N112A) Officer Bonus Division at

cnrfc_officerbonus_shop@navy.mil up to 30 days prior to expected payment.

e. **Recoupment.** Failure to satisfactorily complete the required Selected Reserve service obligation will result in bonus eligibility termination and recoupment of all monies received for the year in which payment was received and the service obligation was not satisfactorily completed. The member will not be eligible for any further incentive payments of this type once their eligibility has been terminated.

RESPERSMAN 1200-010

RESERVE DIRECT APPOINTMENT PROGRAM

Responsible Office	COMNAVRESFORCOM (N7)	Phone:	DSN	262-6586
			COMM	(757) 322-6586
			FAX	800-473-7729
				(757) 444-1061

References	(a) OPNAVINST 1120.3A
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1. **Definition.** The Navy Reserve Direct Appointment Program was established to access qualified civilian and enlisted Reserve applicants directly into Navy Reserve Officer programs per reference (a). The general professional standards are identical to those applied to active duty accessions.

2. **Direct Commission Officer Indoctrination Course (DCOIC).**

DCOIC provides Direct Commission Officers (DCOs) the military indoctrination training necessary to prepare them to function in their role as newly commissioned Naval Officers. It provides an introduction to fundamental aspects of leadership while providing a working knowledge of Navy policy and procedures.

a. Per reference (a), DCOs shall attend DCOIC within 1 year of commissioning. This should be accomplished as soon as possible, normally within 3 months of commissioning. Upon check in, the cognizant Navy Reserve Activity (NRA) shall assign Mobilization Availability Status (MAS) code TBH (not completed prescribed basic training) in Navy Standard Integrated Personnel System. NRAs will clear the TBH MAS code when course completion is confirmed in Fleet Training Management and Planning System.

b. NRAs, in coordination with Navy Reserve Units (NRU), shall obtain quotas, initiate orders and track progress and ensure DCOs complete DCOIC within the prescribed timeframe. NRAs and NRUs shall regularly, at least every 30 days, review status of assigned DCOs via the COMNAVRESFORCOM (N7) DCO SharePoint site and maintain its accuracy.

(1) In addition NRAs and NRUs shall ensure DCOs meet standards to attend DCOIC. This includes, but not limited to, being within Body Composition Assessment standards and medically qualified to participate in high risk training.

c. DCOs shall use their first Annual Training (AT) to attend DCOIC. If AT is not available, DCOIC orders may be funded with Active Duty for Training School funds on a case by case basis.

3. **Program Management**. COMNAVRESFORCOM (N7) is the DCOIC Program Manager and will provide monthly updates of new DCOs to echelon IV and V commands via the COMNAVRESFORCOM (N7) SharePoint site. If SharePoint is not available, COMNAVRESFORCOM (N7) will email updated spreadsheets to echelon IV commands for review and update as required. Monthly reports from echelon IV commands to COMNAVRESFORCOM (N7) will be required.

RESPERSMAN 1221-010

RESERVE NAVY ENLISTED CLASSIFICATION (NEC) PROGRAM

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN	262-2643
			COM	(757) 322-2643
			FAX	(757) 444-7598

References	(a) MILPERSMAN Articles (b) NAVPERS 18068F, Volume II, Navy Enlisted Classifications
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1. **General**. The purpose of the Reserve Navy Enlisted Classification (NEC) program is to achieve the most effective use of available enlisted personnel manpower. Per reference (a), Articles 1221-010 and 1221-030 provide basic information concerning the NEC program.

2. **Responsibilities**

a. COMNAVRESFORCOM (N11) shall:

(1) Provide Reserve NEC program guidance per references (a) and (b).

b. Echelon IV Commanders shall:

(1) Assign a qualified classifier with an NEC of PS-2612 and designate the individual in writing in the command's collateral duty notice.

(a) The classifier shall:

1. Implement and inspect the enlisted classification program for all assigned personnel, active and inactive in their command including operational support units.

2. Provide technical guidance to their respective Navy Reserve Activity (NRA) classifiers/classification coordinators.

3. Review electronic service records and submit and monitor NEC requests for staff personnel and operational support units.

c. NRAs shall: Assign as a collateral duty or designate a staff member to be the classification coordinator.

(1) The classification coordinator shall:

(a) Implement an enlisted classification program for assigned units including operational support units.

(b) Maintain close liaison with and inform parent Echelon IV classifiers concerning all classification matters under their purview.

(c) Monitor progress of individuals possessing conversion NECs.

(d) NEC issues:

1. Ensure conversion NECs are requested for personnel who have enlisted/affiliated under any temporary rating program.

2. Request NECs from Navy Personnel Command (NAVPERSCOM) (PERS-4013) using NEC Change Request (NAVPERS 1221/6). The NRA Commanding Officer (CO) may authorize the classifier/classification coordinator to sign this form "By direction."

3. Review electronic service records upon affiliation to verify the NECs a member has obtained while on Active Duty (AD). NECs earned while on AD, shall be requested upon billet assignment. Requests for NECs are required to have appropriate justification.

4. Ensure NEC sequence codes have been considered when assigning NECs. Reference (b) lists all sequence codes.

5. Ensure the individual is in the proper source rate/rating for the requested NEC.

6. Maintain copies of NEC requests and approvals and keep track of status.

7. Liaise with NRA training department concerning Selected Reservists who are in or have completed any

school, On the Job Training (OJT) projects, or correspondence courses that authorize/award an NEC upon completion.

8. Assign Defense Group (DG) NECs to all nondesignated (SN/AN/FN) personnel per reference (b).

9. Remove DG NECs and add appropriate rating NECs per reference (b) for nondesignated members who are authorized/awarded striker identification or advanced to a designated rate.

10. Monitor progress of Selected Reservists who enlisted under special programs. Establish tickler files to track record of counseling, rating requirement progress, and advancement requirement progress. Coordinate with Command Career Counselor as needed.

RESPERSMAN 1300-010

SELECTED RESERVE ASSIGNMENTS

Responsible Office	COMNAVRESFORCOM (N12)	Phone:	DSN	262-2261
			COM	(757) 322-2261
			FAX	(757) 444-7598

References	(a) OPNAVINST 1000.16K (b) COMNAVRESFORINST 4000.1D (c) JFTR Appendix O, T4045 (d) OPNAVINST 1306.2G (e) BUPERSINST 1001.39F (f) COMNAVCRUITCOMINST 1130.8J (g) DoD Instruction 1215.13 of 11 May 2009 (h) MILPERSMAN 1160-120 (i) COMNAVRESFORNOTE 5400 of 1 Apr 13 (Canc: Mar 14) (j) OPNAVINST 1752.1B (k) MILPERSMAN 1300-1200 (l) BUPERSINST 1610.10C (m) COMNAVRESFORINST 3060.7A (n) MILPERSMAN 1910-156 (o) SECNAVINST 1920.6C (p) MILPERSMAN 1301-227
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1. **Policy.** Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N12) is the assignment authority for all Selected Reserve billet assignments. Managed communities, such as those requiring professional recommendations, will be assigned in coordination with the Program Manager for those communities. The centralized assignment process is a coordinated effort by all Echelons of the Navy Reserve and Navy Supported Commands via the Operational Support Officer (OSO). Supported commands must ensure manpower requirements are accurately reflected in billet descriptions per reference (a), Reserve Functional Area and Sex (RFAS) substitution codes and Number Drill Codes (NDC) as listed in RESPERSMAN 1000-010.

2. **Reserve Units/Inactive Duty Training (IDT) Billets.** Reserve units are established for administrative support and drilling requirements of Selected Reserve (SELRES) personnel. IDT billets are funded and structured billets to which SELRES personnel may be assigned for specific active support requirements. Procedures for establishing, disestablishing, or modifying units and billets are addressed on the Navy Reserve Homeport <https://www.navyreserve.navy.mil> under COMNAVRESFORCOM (N123) homepage.

a. The unit with which a drilling Reservist is assigned to perform their IDT is referred to as the individual's Training Reserve Unit Identification Code (TRUIC) and is annotated on their IDT orders. The Navy Reserve Activity (NRA) associated with that unit is the individual's "normal" drill site and is annotated as the "assigned drill site" on their IDT orders. This "normal" drill location is also referenced as the "administrative" drill site in reference (b). Per reference (c), it is the member's inherent responsibility to fund travel between their home and their normal drill location.

b. Per reference (b), if a supported command determines that a requirement exists for their Reserve unit to drill and have berthing at a location other than the normal "administrative" drill site, the supported command must provide a justification letter via the supported command OSO to the NRA Commanding Officer (CO) requesting the establishment of an alternate "permanent" drill site. The NRA CO will then sign a "permanent" drill site berthing designation letter. The justification letter and berthing designation letter must be updated annually and coordinated with the supported command OSO.

3. **Reserve Unit Activity Document (RUAD) Utilization.** The Reserve Headquarters System (RHS) RUAD is the official manpower and assignment document for all field activities. COMNAVRESFORCOM (N12) and Reserve Echelon IV commands will use the RHS RUAD to monitor and verify manpower assignments. Echelon V commands may reference RUADs generated from other systems (e.g., Navy Standard Integrated Personnel System (NSIPS), Fleet Training Management and Planning System (FLTMPS)); however, those may contain inaccuracies due to feedback errors with RHS. The Navy Reserve Readiness Module (NRRM) receives personnel and billet data directly from RHS on a daily basis and generally provides accurate information for activities without direct RHS access. Echelon IV commands shall provide RHS RUADs to their Echelon V commands on a monthly basis. Echelon V commands must ensure billet assignments and Manpower Availability Status/Individual Mobilization Status (MAS/IMS) code changes are verified monthly.

4. **IDT Billet Assignment**

a. In order to apply for billets either in Junior Officer APPLY (JOAPPLY) or Career Management System - Interactive

Detailing (CMS-ID), individuals must be a drilling Reservist and:

(1) In Assignment Processing (IAP) or within 90 days of the expiration of their Projected Rotation Date (PRD) if assigned to a billet.

(2) In a billet with an expired PRD.

(3) Relocating to another NRA due to change of permanent residence beyond reasonable commuting distance to current NRA.

(4) Cross-assigned and applying for a vacant billet at NRA within reasonable commuting distance from permanent residence.

b. Personnel who do not use CMS-ID/JOAPPLY to apply for vacant billets may be subject to non-voluntary assignment by COMNAVRESFORCOM (N12) or transfer to the Voluntary Training Unit (VTU).

c. Personnel assigned to a billet will not normally be considered for reassignment until within 90 days of PRD.

d. Assignment of officer and enlisted personnel transferring directly from active duty to SELRES status will be coordinated and affected between Transition Assistants (TA) within the Career Transition Office (CTO) at Navy Personnel Command (NAVPERSCOM) (PERS-97) and the appropriate billet assignment agent at COMNAVRESFORCOM (N12). Billet assignment for officers can be made up to 90 days in advance of separation from active duty. The billet will be reserved for the transitioning officer.

e. A member's IDT status may be terminated for multiple reasons including the member's request, a change to mobilization requirements, changes in laws or regulations, or as the needs of the service dictate.

5. **Billet Assignment Qualifications/Expectations.** Personnel shall only request assignment to billets for which they are fully qualified. Requirements are coded in the billet and stated in the supported command billet comments (e.g., possess required qualifications and security clearances, meet Physical Fitness Assessment (PFA) and body fat standards). Failure to meet assignment requirements may result in forfeiture of billet

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

6. Command Master Chief (CMC)/Command Senior Chief (CSC) Billet Assignments

a. Personnel who desire to fill CMC/CSC designated billets must be selected for CMC/CSC by the CMC/CSC Selection Board and earn 9580/9578 Navy Enlisted Classification (NEC) prior to initial assignment to CMC/CSC billet. Procedures for the CMC/CSC Selection Board and required schools are outlined in reference (d).

b. Personnel selected into the CMC/CSC program prior to release of the FY15 CMC/CSC Board results, who are serving in 9580/9578 billets without NEC, have until 31 March 2015 to attend the CMC/Chief of the Boat (COB) course and obtain the NEC. Those personnel who fail to obtain the required NEC by 31 March 2015 will be removed from their billet.

c. Personnel who obtain the 9580/9578 NEC will be assigned to designated CMC/CSC billets to the maximum extent practicable. See RESPERSMAN 1306-010 for additional information.

d. Personnel assigned as CMC/CSCs are required to become warfare qualified in the community assigned within 24 months of assignment. COMNAVRESFORCOM (N12) will monitor qualifications to ensure compliance. Failure to qualify could result in removal from CMC/CSC assignment.

7. Navy Reserve Affiliations/Accessions. Commander, Navy Recruiting Command (COMNAVCRUITCOM) controls both enlisted and officer accessions per the annual accession plan. Reserve accessions directly from active duty are processed through the CTO and contribute to the annual accession plan.

a. Enlisted Affiliation/Accession Procedures. Enlisted accessions are controlled through a rating reservation system based on changing program requirements. Recruiters or CTO must have a recruiting reservation number or an approved accession waiver.

(1) Recruiters must verify the member has an approved Ready Reserve Agreement (NAVPERS Form 1200/1) from NAVPERSCOM (PERS-911). The NRA shall then provide recruiters, with valid

reservation numbers, a RUIC and unit name for the best fit unit to complete the gain process and initiate orders per paragraph (8). The NRA shall assist personnel in applying for a billet via CMS-ID after they have been gained.

(2) CTO will complete the gain process and initiate orders per paragraph (8). The NRA shall assist personnel in applying for future billets via CMS-ID after gained.

b. Officer Affiliation/Accession Procedures.

COMNAVCRUITCOM and CTO recruit drilling Reserve officers for IDT pay assignments per the SELRES Officer Accession Plan. All new affiliation/accession requests for O4 and below from the Active Status Pool (ASP) or VTU to pay status will be processed by a Reserve officer recruiter. Gain packages must contain a COMNAVCRUITCOM approval letter and recruiters must verify the member has an approved Ready Reserve Agreement (NAVPERS Form 1200/1) from NAVPERSCOM (PERS-911). For USNR-S1/S2 applications, submit directly to NAVPERSCOM (PERS-911) for approval so the member can be reinstated to the Ready Reserve prior to affiliation.

(1) Assignment to pay status via board action, squadron screening board, or to return personnel transferred to the VTU in error does not require recruiter involvement.

(2) Officer recruiters may and CTO shall, use the APPLY website to identify vacant JO billets which meet RFAS criteria to the maximum extent practicable. The officer recruiter, via COMNAVCRUITCOM, or CTO will then submit billet reservation requests to COMNAVRESFORCOM (N12) for validation and assignment adjudication. CTO will coordinate with COMNAVRESFORCOM (N12) to confirm final billet selection.

(3) For officers affiliated via a recruiter, the NRA will gain the officer to the NRA and make the initial MAS code entry via NSIPS per paragraph (8).

(4) For officers affiliated via CTO, CTO will gain the officer to the NRA and make the initial MAS code entry via NSIPS per paragraph (8).

c. Individual Ready Reserve (IRR)/ASP to VTU Transfers.

Personnel desiring transfer from ASP status to a VTU should contact their local Reserve recruiter who will assist in the preparation of a Ready Reserve Agreement (NAVPERS Form 1200/1)

and current medical screening. Forward these documents to NAVPERSCOM (PERS-911) for officers or NAVPERSCOM (PERS-913) for enlisted for adjudication. NAVPERSCOM (PERS-911/913) will notify the originating office if transfer to the VTU is approved. The cognizant NRA will then request VTU IDT orders from COMNAVRESFORCOM (N12) and process the gain per paragraph 8.

d. Re-affiliation/Reenlistment of Unsatisfactory Participants

(1) Per references (e) and (f), enlisted personnel must have a recruiter verify an individual's reenlistment eligibility as part of the affiliation process. Enlisted personnel discharged from the drilling Navy Reserve for Unsatisfactory Participation with a General (Under Honorable Conditions) characterization of service and RE-4 reenlistment indicator, "Not Recommended for Re-affiliation/Reenlistment," require approval from NAVPERSCOM (PERS-913) prior to re-affiliation or reenlistment. Approval from NAVPERSCOM (PERS-913) will require positive endorsement from the NRA CO to which the member will be assigned. The NRA CO should conduct a personal interview to determine if the individual is likely to be a positive asset to the Navy Reserve. Recruiters shall include a re-affiliation waiver as part of the affiliation waiver package. All other services must apply for a waiver through COMNAVCRUITCOM (N32).

(2) Officers transferred from the drilling Navy Reserve for Unsatisfactory Participation and adverse information in their Official Military Personnel File require approval from NAVPERSCOM (PERS-911) for reappointment. Positive endorsement from the NRA CO to which the member will be assigned is highly encouraged.

8. Gains/Transfers

a. NRAs shall accept all recruiting packages regardless of billet availability. Navy recruiters are required to submit a gain package for each affiliation to the NRA within 3 working days of the effective date of assignment.

b. NRA or CTO shall submit gain worksheet at: <https://gdscnola.sscno.nmci.navy.mil/hours.html#PAY> to the Space and Naval Warfare Systems Command (SPAWAR) Help Desk within 1 working day of receipt of gain package and complete NSIPS "gain" within 3 working days of receipt of the completed SPAWAR Help

Desk gain worksheet. The NSIPS gain entry automatically generates a service record request for affiliations.

c. NRAs shall accept personnel relocating from other NRAs by coordinating with Echelon IVs for transfer orders into the local Operational Support Unit (OSU) or best fit unit. Assist personnel in applying for an appropriate billet via CMS-ID/JOAPPLY. Coordinate transfer with losing NRA.

d. NRAs shall transfer non-obligor personnel to the IRR/ASP using standard transfer orders upon individual's written request.

e. NRAs shall request IDT orders from Echelon IVs for transfer to the Administrative Processing Unit (APU), OSU, Variable Participation Unit (VPU) or VTU. Counsel personnel being transferred from a pay status to non-pay status utilizing the NAVPERS 1070/613 (Page 13) available on the Navy Reserve Homeport at: <https://private.navyreserve.navy.mil> under COMNAVRESFORCOM (N1) homepage.

f. NRAs shall contact Echelon IV if a set of IDT Orderwriter orders is incorrect, or if there are extenuating circumstances which may require order modification.

g. For officers newly affiliated via a recruiter, NRAs shall draft orders to match billet or IAP status on the member's ready reserve agreement. For newly commissioned officers, generate IAP orders for 90 days to allow them the opportunity to utilize JOAPPLY to search for a billet. For those members who have a "TBH" MAS code, generate IAP orders with a PRD to match the estimated scheduled end of training. If the officer is IAP, the NRA shall assist the officer in applying for a billet via JOAPPLY after they have been gained.

h. For members affiliated via CTO, CTO will gain the member to the NRA and make the initial MAS code entry via NSIPS and then draft orders to match billet or IAP status on the member's ready reserve agreement. For those members who have a "TBH" MAS code, CTO will generate IAP orders with a PRD to match the estimated scheduled end of training. If the officer is IAP, the NRA shall assist the officer in applying for a billet via JOAPPLY after they have been gained.

9. **Conflicts of Interest.** Individuals may not be assigned to a Reserve billet in which there could be a financial or civilian

employment conflict of interest situation as defined by reference (g). For example, civilian employees of the government may not be assigned to a mobilization billet in the office where they are employed as a civilian. Additionally, any family or marital relationship with other individuals assigned to the unit must not create a conflict of interest. IDT drills cannot be used as a continuation of the individual's civilian job. Per reference (g), NRAs should seek the advice of a designated ethics counselor for situations that cannot be resolved.

10. **Effective Date of Assignment.** Pay for IDT performed before the effective date of the IDT orders is not authorized. The effective date of assignment will be annotated on the IDT orders and will not be earlier than:

- a. Date orders to IDT were signed.
- b. Date physical qualifications were established.
- c. Effective date of gain to the Ready Reserve.
- d. Date flight status confirmed.
- e. Date specified by approval authority.

11. **Execution of Orders.** NRAs shall execute the drilling assignment, or TRUIC, portion of COMNAVRESFORCOM (N12) issued IDT orders in NSIPS within 5 days of the effective date. COMNAVRESFORCOM (N12) is responsible for executing the billet assignment, or Unit Mobilization Unit Identification Code (UMUIC), portion of the IDT orders.

12. **Refusal of Orders.** Personnel are required to comply with official orders issued by COMNAVRESFORCOM (N12). Personnel may not "decline" orders and remain in a pay status. If an individual refuses to execute valid orders, they shall be transferred to the IRR/ASP with a reentry code of "Not Recommended for Re-affiliation/Reenlistment." For officers, document refusal to execute orders in detaching Fitness Report. Senior officers and officers being screened for command via the APPLY Board should refer to reference (i) for additional guidance.

13. **Additional Duty (ADDU)**. ADDU orders will be used to enhance mobilization readiness and training of individuals and/or units. Specifically:

a. Individuals of Navy Reserve units that support, but are remote from, U.S. Marine Corps units may be assigned ADDU to those units.

b. SELRES Unit COs/OICs will be assigned to their supported command and ADDU to their COMNAVRESFOR Echelon IV command per reference (1).

c. NRAs will assign VTU personnel ADDU to local units via local designation letter.

14. **Reasonable Commuting Distance**. Reference (g) outlines the authorized SELRES commuting distance. Personnel who agree to perform IDT outside the reasonable commuting distance must complete appropriate NAVPERS 1070/613 entry. A sample Page 13 can be found on the Navy Reserve Homeport at: <https://www.navyreserve.navy.mil> under the COMNAVRESFORCOM (N1) homepage.

a. Reference (g) defines reasonable commuting distance for units which normally conduct 4 drills on 2 consecutive days with meals and quarters provided as a 100-mile radius of the drill site or a distance that may be traveled by automobile under average conditions of traffic, weather and roads within a period of 3 hours. Personnel can be assigned locally to an IDT drill location when either condition (100 miles or 3 hour drive) is met.

b. For units where meals and quarters are not provided, reference (g) defines reasonable commuting distance as a 50 mile radius of the drill site or a distance that may be traveled by automobile under average conditions of traffic, weather and roads within a period of 1 hour and 30 minutes.

c. Unit CO shall review and approve travel plans using the Travel Risk Planning System (TRIPS) at: <https://trips.safety.army.mil/navy> for unit personnel who voluntarily commute beyond reasonable commuting distance.

15. **Waivers**. COMNAVRESFORCOM (N12) maintains final authority for all assignment waivers (e.g., overgrade). COMNAVRESFORCOM (N12), in coordination with the supported command OSO, will seek

exact rate/rank/NEC or designator/grade/Navy Officer Billet Classification (NOBC) match whenever possible.

16. **In Assignment Processing (IAP)**. Personnel must fill an authorized manpower requirement (billet) to remain in a pay status. Initial assignment to IAP status should not exceed 90 days and is intended to allow personnel to search and compete for a billet. Personnel IAP over 90 days may be subject to assignment orders initiated by COMNAVRESFORCOM (N12) or transfer to non-pay status. COMNAVRESFORCOM (N12) may authorize personnel in the categories listed below to be retained in IAP status for up to 3 years if no matching billet is available:

- a. Personnel receiving financial incentives.
- b. Direct Commission Officers and Limited Duty Officers (LDO)/Chief Warrant Officers (CWO) in their first 3 years of commissioned service.
- c. Enlisted personnel in Career Reenlistment Objectives (CREO) 1 or 2, including personnel with a change-of-rate/RESCORE-R/PRISE-R conversion Navy Enlisted Classification (NEC) code.
- d. Personnel in a formal training pipeline with the appropriate MAS code.
- e. Other personnel as authorized by COMNAVRESFORCOM (N12).

17. **Cross-Assignment**. Cross-assigned personnel are required to coordinate training as necessary to support the mission of their Mobilization Unit (UMUIC). Reference (g) limits the distance an individual is required to travel to conduct IDT drill periods.

- a. Cross-assigned personnel will perform Annual Training (AT) with their UMUIC. UMUIC concurrence is required for any active duty (Active Duty Training (ADT), Active Duty for Special Work (ADSW), etc.) conducted outside of the supported command.
- b. The TRUIC CO is the reporting senior for all cross-assigned personnel. UMUIC CO is highly encouraged to provide fitness report/evaluation (FITREP/EVAL) input to TRUIC CO, and has the option of submitting a concurrent FITREP/EVAL if desired.

c. Cross-assigned personnel may only be removed from their billet to accommodate the assignment of local personnel during the first 6 months of billet tenure. Requests to replace cross-assigned personnel with local personnel within this 6 month vesting period will be made from unit leadership to COMNAVRESFORCOM (N12) via the cognizant OSO/Supported Command.

d. Cross-assigned personnel may vacate their cross-assigned billet in order to be assigned to an appropriate billet at their local NRA regardless of tenure remaining in their cross-assigned billet.

e. Cross-assignments are not authorized for senior officer (O6/O5) billets and JO command billets awarded via the Fiscal Year National Command/Senior Officer (O6/O5) Non-Command Board unless otherwise directed by COMNAVRESFORCOM (N12).

18. **Retroactive Transfers/Terminations.** COMNAVRESFORCOM (N12) will issue IDT orders sufficiently in advance to avoid retroactive transfers/terminations. The following exceptions apply:

a. Received by another NRA. Transfer date is NSIPS generated.

b. Death. Date of death is loss date.

c. Retroactive Transfer/Terminations. NAVPERSCOM or COMNAVRESFORCOM directs retroactive transfer/termination.

19. **ADSW or Voluntary Active Duty (AD)**

a. Officers assigned to APPLY billets who execute ADSW or voluntary orders to AD will be governed by policy as stated in reference (i).

b. Personnel assigned to enlisted or JOAPPLY IDT billets who execute ADSW or voluntary orders to AD of less than 6 months will remain assigned to their IDT billet while on AD.

c. Personnel assigned to enlisted or JOAPPLY IDT billets who execute ADSW or voluntary orders to AD of greater than 6 months may be retained in their IDT billet at supported command discretion. If the individual is removed from their IDT billet, they must apply for a new IDT assignment via CMS-ID or JOAPPLY

following return from AD. The 90 day limit on IAP status following return from AD will apply.

d. Personnel in a non-pay status who execute ADSW or voluntary recall to AD shall return to a non-pay status (VTU/IRR) upon completion of the orders.

e. Per reference (h), enlisted personnel who will reach High Year Tenure (HYT) while on ADSW or temporary recall orders will be transferred to the VTU prior to executing orders unless member has an approved HYT waiver that expires after the anticipated return date.

20. Mobilized Personnel

a. Pay Status

(1) Enlisted personnel who receive official notification of an impending mobilization and their End of Obligated Service (EOS) expires prior to the end date of mobilization orders, will be requested to extend their contract or reenlist to cover the period of the mobilization. Personnel who refuse to take the above action shall be separated at EOS.

(a) NRA shall annotate "Failed to extend EOS for impending mobilization and separated at EOS. Not recommended for Reenlistment/Re-affiliation" on the NAVPERS 1070/615.

(2) Personnel who mobilize from a non-pay status shall return to a non-pay status (VTU/ASP) following demobilization and are not automatically authorized pay status following demobilization.

(3) JOs and enlisted personnel who mobilize while in a pay status are eligible to remain in a pay status for up to 6 months following demobilization, except where precluded by policy (i.e. mandatory retirement, HYT, etc.) and are expected to seek pay billets at the soonest opportunity.

(a) Per reference (h), enlisted personnel who reach HYT while mobilized shall not be demobilized due to this status; however, they will be transferred to the VTU while mobilized.

(4) Senior officers who mobilize from a pay status and have tenure remaining in their IDT billet will normally return

to the billet, with a few exceptions outlined per reference (i). Mobilized officers who participated in APPLY and were displaced due to interim fill will be eligible for up to 6 months in a pay status, following demobilization.

(5) Senior officers who mobilize from a pay status, did not participate in the last APPLY cycle and no longer have tenure remaining in an IDT billet upon demobilization shall be transferred to non-pay status. Senior officers are highly encouraged to participate in the next available APPLY Board in order to return to pay status.

b. Billet Status

(1) JOs in non-APPLY billets and enlisted personnel will remain assigned to their current unit and billet while mobilized.

(2) To the maximum extent practicable, JOs and enlisted personnel whose unit/billet is disestablished or relocated while mobilized will be assigned primarily to an appropriate local vacant IDT billet or cross-assigned to a valid vacant billet if a local billet does not exist.

(3) JOs who mobilize from a pay status and have tenure remaining in their APPLY assignment after demobilization will return to their assigned billet unless the officer has been displaced via interim fill. If the JO has been displaced due to interim fill while mobilized, the officer will be placed in an IAP status and must apply for billets at the next JOAPPLY board. For more detail on APPLY billet assignment options while officers are mobilized, see reference (j).

21. **Administrative Action Pending**

a. Personnel undergoing administrative action that could result in separation (e.g., positive urinalysis, multiple PFA failures, unsatisfactory performance, Non-Judicial Punishment (NJP), court-martial or inter-service transfer request) will normally remain in their assigned unit pending resolution of their case and be assigned the MAS code "AAP" in NSIPS.

b. Personnel identified for mobilization (R## Individual Mobilization Status code) who fail to maintain satisfactory participation shall be handled per reference (m).

c. Enlisted personnel undergoing processing for administrative separation for unsatisfactory participation shall be transferred to the APU pending administrative separation and assigned the MAS code "AUP" in NSIPS.

(1) Enlisted personnel undergoing processing for administrative separation for unsatisfactory participation but subject to HYT limits shall be transferred to the VTU vice the APU pending administrative separation and assigned the MAS code "AUP" in NSIPS.

(2) NRAs shall coordinate with Echelon IV commands to ensure APU (or VTU only in the case of HYT) orders are generated in IDT orderwriter. The IDT orders shall include "transferred to the APU (or VTU only in the case of HYT) for unsatisfactory participation" in the amplifying remarks.

d. Enlisted personnel may be administratively separated for unsatisfactory performance per reference (n).

e. Officers who fail to meet satisfactory participation requirements may have their drill assignment cancelled and be transferred to the IRR (ASP) per reference (e). The supporting NRA will prepare standard transfer orders to the IRR (ASP). Unsatisfactory participation will be identified as the reason for transfer on the detaching orders and may be reflected on FITREPs. Further unit assignment is not authorized without NAVPERSCOM (PERS-911) approval.

f. Officers who fail to meet performance standards may be involuntarily transferred to the IRR (ASP) per reference (e). NRA COs shall forward involuntary IRR (ASP) transfer recommendation to COMNAVRESFORCOM (N12) via Echelon IV for adjudication.

g. Officers may be recommended for separation for cause, including loss of security clearance, per reference (o). Officers who have been ordered to show cause shall be transferred to the APU pending final adjudication and assigned the MAS code "AAP" in NSIPS.

h. Officers who fail to maintain required security clearances shall be transferred to the OSU in an IAP status. Per reference (p), if an officer's security clearance eligibility revocation and or denial be upheld after all

appeals, the officer shall be processed for administrative separation.

22. **Voluntary Transfers to the IRR (VTU/ASP)**. Request for transfers to the IRR shall be submitted no earlier than 90 days from the requested transfer date using NAVRES 1300/4 and accompanying NAVPERS 1070/613.

a. Personnel must request transfer to the IRR in writing. Personnel who have incurred a drilling obligation as a result of accepting a bonus or drilling obligation of any type will forward a transfer request, using NAVRES 1300/4, to COMNAVRESFORCOM (N11) for adjudication.

b. Requests to transfer to the Standby Reserve must be forwarded to NAVPERSCOM (PERS-911/913).

23. **Transfers to the Retired Reserve**. In order to ensure proper advertisement of SELRES billets which will be vacated due to retirement, NRA must request PRD adjustment using IDT Order Writer via Echelon IV to coincide with requested retirement date and assign the member a MAS code of "ARR" in NSIPS.

24. **Safety Transfers**. Safety transfers will be conducted for reasons outlined in references (j) and (k). If requested by the service member, the command should allow for separate training on different weekends or times from the alleged offender or with a different unit in the home drilling location to ensure undue burden is not placed on the service member and his or her family by the transfer. Potential transfer of the alleged offender instead of the service member should also be considered. At a minimum, an alleged offender's access to the member shall be controlled, as appropriate.

a. Upon receipt of a safety transfer request, the unit CO in coordination with the NRA CO shall, within 24 hours, route the transfer request to the Echelon IV.

b. Within 48 hours of receipt, the Echelon IV shall:

(1) Adjudicate the transfer request taking into consideration the member's input before making a final decision involving the relocation/reassignment.

(2) Provide reason(s) for recommending approval or denial of a request.

(3) Forward approved transfer recommendations to COMNAVRESFORCOM (N12) to process orders.

(4) Forward disapproved transfer recommendations to the first flag officer in the chain of command for final decision. The final decision process shall not exceed 72 hours from the receipt of the member's transfer request from Echelon IV.

(5) Ensure members are fully informed of the transfer process. If at any time the requesting service member elects not to proceed with a transfer request, he or she shall formally withdraw the request in writing to the NRA CO.

c. COMNAVRESFORMCOM (N12) shall:

(1) Process safety transfer requests and maintain a copy of disapproved requests for a period of 3 years.

(2) Reassign the individual, if requested. Service member's current billet may be suppressed and service member will be reassigned IAP. The transferred member's billet will remain suppressed until adjudication of the issue is resolved or original PRD, whichever occurs first.

d. Upon resolution of the issue, the member may request to be reassigned to their original billet or can request a new assignment. Chain of Command will forward the recommendation to COMNAVRESFORCOM (N12) who will process the request and make appropriate assignments. If the member will remain transferred, the member must apply for a new billet and the effected billet will be advertised.

25. **Expedited Transfers.** References (j) and (k) outline expedited transfer reasons, roles and procedures. If requested by the service member, the command should allow for separate training on different weekends or times from the alleged offender or with a different unit in the home drilling location to ensure undue burden is not placed on the service member and his or her family by the transfer. Potential transfer of the alleged offender instead of the service member should also be considered. At a minimum, an alleged offender's access to the member who made the unrestricted report shall be controlled, as appropriate. The CO shall consider all the facts and circumstances surrounding the case and basis for the transfer request.

a. Victims of sexual assault who make an unrestricted report have the option to request temporary or permanent transfer from their assigned unit.

b. Service members who file restricted reports and desire expedited transfers must affirmatively change the restricted report to an unrestricted report via DD Form 2910.

c. Upon receipt of an expedited transfer request the unit CO, in coordination with the NRA CO shall, within 24 hours, route the expedited transfer request to the Echelon IV.

d. Within 48 hours of receipt, the Echelon IV shall:

(1) Adjudicate the expedited transfer request taking into consideration the victim's input before making a final decision involving the reassignment.

(2) Establish a presumption in favor of transferring victims (who initiate the expedited transfer request) following a credible report of sexual assault. See reference (k) for more information on credible reports.

(3) In cases where the victim and alleged offender are assigned to the same unit or NRA, the Echelon IV Commander may first consider relocating the offender. In most instances, the victim's preference should receive primary consideration.

(4) Provide reason(s) for recommending approval or denial of a request following considerations outlined in reference (k).

(5) Forward approved transfer recommendations to COMNAVRESFORCOM (N12) to process orders.

(6) Forward disapproved transfer recommendations to the first flag officer in the chain of command for final decision. The final decision process shall not exceed 72 hours from the receipt of the member's transfer request from Echelon IV.

(7) Ensure victims are fully informed regarding reasonably foreseeable impacts on their career, the potential impact of the transfer or reassignment on the investigation and potential litigation or initiation of other adverse action against the alleged offender, or any other possible consequences

of granting the request. If at any time the requesting service member elects not to proceed with an expedited transfer request, he or she shall formally withdraw the request in writing to the NRA CO.

(8) If a victim is transferred to a new NRA, the current Regional Sexual Assault Response Coordinator (RSARC) shall coordinate the transfer of the case in accordance with reference (k).

(9) In cases where the member is reassigned on a temporary basis, the Echelon IV Commander, in coordination with the applicable NRA and member will determine whether the transfer will become permanent. When applicable, Echelon IV Commander will forward the recommendation to COMNAVRESFORCOM (N12) to process the request and make appropriate assignments. If the member will remain reassigned, the member must apply for a new billet and the original billet will be advertised.

e. COMNAVRESFORCOM (N12) shall:

(1) Process expedited transfer requests for victims of sexual assault who file an unrestricted report and maintain a copy of disapproved requests for a period of 3 years.

(2) Reassign the individual if requested. Member's current billet may be suppressed and member will be reassigned IAP. The transferred member's billet will remain suppressed until adjudication of the issue is resolved or original PRD, whichever occurs first.

RESPERSMAN 1300-020

MANAGEMENT OF DRILLING RESERVISTS RESIDING OVERSEAS

Responsible Office	COMNAVRESFORCOM (N12)	Phone:	DSN	262-2261
			COMM	(757) 322-2261
			FAX	(757) 444-7598

References	(a) DoDI 1315.18 (b) COMNAVRESFORCOMINST 4650.1 (c) COMNAVRESFORINST 4000.1D (d) COMNAVRESFORCOMINST 1571.1D (e) DoDI 1215.06 (f) DoDFMR, Volume 7A, Chapter 10
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1. **Purpose**. The Navy Reserve provides drilling opportunities to those members living outside the Continental United States (OCONUS), as defined below. This article addresses the unique issues and policies regarding Selected Reserve (SELRES) and Voluntary Training Unit (VTU) Sailors living OCONUS and for units with an OCONUS drill site. For purposes of this article, the term drilling reservists includes SELRES and VTU Sailors.

2. **Background**

a. Applicable Reserve Sailors

(1) Drilling reservists who reside overseas. Overseas residences are defined by reference (a) and are upheld in reference (b). For purposes of this article, however, Alaska, Hawaii, Puerto Rico, and Guam are not considered OCONUS due to the presence of Navy Reserve Activities (NRAs) at these locations.

(2) Overseas reserve units are reserve units that have a normal drill site at an overseas location. Only drilling reservists who reside overseas are eligible to apply for billets attached to these units.

(a) CONUS reserve units are reserve units with drill sites in CONUS or Alaska, Hawaii, Puerto Rico or Guam. SELRES residing overseas may be assigned to a CONUS unit on a limited basis as defined in this article.

3. Overseas Reserve Units

a. NOSC Guam, NOSC Jacksonville and NOSC Tampa are designated as the NOSCs supporting overseas reserve units. Members of these units are expected to drill overseas and not locally at the NOSCs. Through experience and established procedures and processes, these NOSCs are best suited to advocate for the overseas drilling reservist who serves in a unique administrative environment.

(1) NOSC Guam is the supporting NOSC for drilling reservists residing in the Pacific Command AOR.

(2) NOSC Jacksonville is the supporting NOSC for drilling reservists residing in the European, Southern, Central and Africa Command AORs.

(3) NOSC Tampa is the supporting NOSC for drilling reservists assigned to SOCOM.

b. List of Units

NAVOPSPTCEN	UNIT NAME	RUIC	IDT LOCATION
GUAM	NR COMNAVFORKOREA DET O	84229	KOREA
JACKSONVILLE	NR EUROPEAN CMD JAC 0430	84187	UNITED KINGDOM
	NR CNE-C6F DETACHMENT 130	86912	NAPLES, IT
	NR VTU 3004	3004G	NAPLES, IT
	NR USEUCOM DET 0130	88820	STUTTGART, GE
	NR VTU OUTCONUS EUROPE	88332	STUTTGART, GE
TAMPA	VARIOUS UNITS	--	--

(1) Unit Commanding Officers (COs)/Officers in Charge (OICs) and OSOs shall ensure billets are properly advertised with applicable overseas information, requirements, IDT location, and drill site specifics.

(2) Per reference (c), if a supported command determines that a requirement exists for their reserve unit to drill and have berthing at a location other than the normal "administrative" drill site, the supported command must provide a justification letter via the supported command OSO to the NOSC CO requesting the establishment of an alternate "permanent" drill site. The NOSC CO will then sign a "permanent" drill site berthing designation letter. The justification letter and berthing designation letter must be updated annually and coordinated with the supported command OSO.

c. CNRFC (N12) will consider on a case by case basis exceptions to this policy at the request of Operational Support Officers (OSO).

4. Assignments for Drilling Reservists Residing Overseas

a. Governing assignment policies

(1) Normal Officer and Enlisted assignments are governed by [RESPERSMAN 1300-010](#), [RESPERSMAN 1300-040](#), [RESPERSMAN 1300-060](#), [RESPERSMAN 1301-010](#), and [RESPERSMAN 1306-010](#). These instructions apply to SELRES residing overseas unless specifically addressed in this article.

(2) VTU assignments and associated policies are addressed in [RESPERSMAN 1300-030](#).

(3) For senior officers residing overseas, refer to the current COMNAVRESFORNOTE 5400 and NAVADMIN for command billet application and assignment procedures/policies via the APPLY process.

(4) For SELRES Junior Officers (JOs) and SELRES Enlisted personnel living overseas, this RESPERSMAN article defines non-command billet application and assignment procedures.

b. Application process for overseas reserve units

(1) If transitioning from/to an overseas residence, members shall submit a Personnel Move Request (PMR) via their unit leadership to adjust their PRD to align with the upcoming overseas move.

(2) Members shall submit applications for assignments via Career Management System-Interactive Detailing (CMS-ID) or Junior Officer Apply (JOAPPLY) as applicable.

(3) Overseas SELRES shall only submit applications for advertised billets in overseas reserve units.

(4) Overseas SELRES shall include the country in which they reside to facilitate proper assignment.

(5) Application for these billets indicates that the SELRES accepts personal responsibility to travel for all cost incurred in getting to the unit's respective drill site.

c. Billet Assignment

(1) Every effort will be made to assign SELRES residing overseas to billets whose supported command unit is within the same country/region.

(2) If billets are not available, SELRES will be placed in an In Assignment Processing (IAP) status to a unit with an IDT location closest to their overseas address.

(3) Officers assigned to APPLY awarded billets shall be assigned to drill sites in accordance with the annual COMNAVRESFORNOTE 5400.

5. Inactive Duty Training (IDT) and Annual Training (AT) Obligation

a. IDT obligation

(1) Drilling reservists have the same drilling obligation, readiness requirement, and options available to them as a drilling reservist living in CONUS.

(2) Normal IDT shall be performed at the respective overseas unit drill site listed in paragraph 3.

(3) Drilling reservists living overseas who cannot travel to an overseas unit drill site (as listed in paragraph 3) to meet their minimum IDT obligation shall be transferred to the Inactive Ready Reserve-Active Status Pool (IRR-ASP).

(4) Funded Inactive Duty Training Travel (IDTT) orders are authorized to OCONUS locations for overseas residents within the constraints of reference (d).

(5) For the purposes of funding travel, the Overseas Unit Drill site, as listed in paragraph 3, shall serve as the "normal", "assigned", and "administrative" drill site per reference (e).

(6) There is not an entitlement for the overseas SELRES to travel to CONUS via IDTT. Any exceptions are at the discretion of the OSO.

(7) Per reference (e), no IDT is authorized in imminent danger areas. A list of imminent danger areas may be found in reference (f).

(8) Unit COs/OICs and supported command OSOs shall consider the following when approving members' request to drill at another location not considered their "normal" drill site

(a) Conflict of interest. Conflicts of interest may arise between civilian employers and members with regard to their Navy Reserve billet. Conflict of interest is specifically addressed in [RESPERSMAN 1300-010](#) and appropriate action must be taken to resolve any conflicts.

(b) National Sovereignty. Foreign nations may prohibit military activities in their country without express consent of the host government.

(c) Country Clearance. Drilling reservists shall consult the Department of State travel advisories and the Department of Defense Foreign Clearance Guide and must comply with applicable clearance requirements.

b. AT obligation

(1) Reservists residing OCONUS will not perform AT/Active Duty for Training (ADT) in the United States if travel costs are involved.

(2) OSOs may submit policy exceptions to CNRFC (N3) on a case by-case basis when:

(a) Required for mobilization readiness training;
or

(b) Military exercises require SELRES critical participants.

RESPERSMAN 1300-030

VOLUNTARY TRAINING UNIT

Responsible Office	COMNAVRESFORCOM (N12)	Phone:	DSN COMM FAX	262-2261 (757) 322-2261 (757) 444-7598
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References	(a) BUPERSINST 1001.39F (b) DoDI 1215.13
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1. **Voluntary Training Unit (VTU)**. VTU mission is to provide mission-capable individuals to the Navy and Marine Corps team throughout the full range of operations from peace to war. Unique to the Navy Reserve, the VTU, a subset of the Individual Ready Reserve, provides qualified Sailors the opportunity to drill in a non-pay status at their local Navy Reserve Activity (NRA) for retirement point credit.

a. The NRA Commanding Officer (CO) is the reporting senior for the VTU. The CO may delegate this authority in writing to an officer assigned to the VTU.

b. VTU Sailors must maintain satisfactory Inactive Duty Training participation requirements per references (a) and (b) to include medical, dental, and mobilization readiness.

c. VTU Sailors may request Active Duty Training or Active Duty for Special Work orders if/when funding is available and appropriate training opportunities exist.

d. NRA COs shall determine the best use of VTU Sailors to maximize real and meaningful work in support of the needs of the Navy. NRA COs shall task VTU Sailors to fulfill local support roles or to provide operational support to other active commands. The fulfillment of local support roles may include, but is not limited to, participating with organizations such as the Navy Reserve Officer Training Corps, Navy Junior Reserve Officers Training Corps, Navy Sea Cadet Corps, Naval Academy Information Program, Campaign Drug Free, and the Navy Reserve Support Element programs.

2. VTU Assignment Process

a. Sailors assigned to the Active Status Pool (ASP) may be considered for assignment to a VTU. Sailors must meet medical retention standards and be screened for eligibility and approved by Navy Personnel Command (PERS-911/913). Refer to [RESPERSMAN 1300-010](#) for ASP to VTU affiliation procedures.

b. COMNAVRESFORCOM (N12) normally assigns members to a VTU attached to the closest NRA to their residence.

(1) If the NRA is greater than 50 miles, then berthing will be provided.

(2) If the NRA is greater than 100 miles, then member must sign a [NAVPERS 1070/613, Administrative Remarks](#) acknowledging they freely accept commuting this distance or member will be transferred to the ASP.

c. If the member desires to be assigned to an alternate VTU (for professional or personal reasons) the member must sign a [NAVPERS 1070/613, Administrative Remarks](#) acknowledging the following:

(1) If the alternate NRA is greater than 50 miles and there is another NRA less than 50 miles, the member must acknowledge that berthing will not be provided.

(2) If the alternate NRA is greater than 100 miles and there is another NRA less than 100 miles, the member must acknowledge they freely accept commuting this distance.

3. Benefits and Incentives

a. NRA COs shall ensure Sailors transferring from a Selected Reserve (SELRES) status receive counseling regarding their affected benefits and incentives.

b. Sailors shall sign a [NAVPERS 1070/613, Administrative Remarks](#) acknowledging their understanding of affected benefits and incentives upon transferring from SELRES status.

RESPERSMAN 1300-040

OPERATIONAL SUPPORT UNIT

Responsible Office	COMNAVRESFORCOM (N12)	Phone:	DSN COMM FAX	262-2261 (757) 322-2261 (757) 444-7598
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References	(a) COMNAVRESFORNOTE 1001 (b) RESPERSMAN 1300-060
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1. **Operational Support Unit (OSU)**. OSUs shall be used to provide training as well as individual and mobilization readiness support for cross-assigned out (CAO) personnel, per reference (b), and those in an In Assignment Processing (IAP) status who are not able to receive required training from local units.

a. OSUs have no mobilization billets. Therefore, assignments to OSUs are typically made only when there are no other assignment options.

2. **Reporting Senior**. Each Navy Operational Support Center (NOSC) has an OSU. Depending on the local NOSC Selected Reserve population and NOSC staff size, an OSU may have an Officer-In-Charge (OIC) billet designated. The majority of the OSUs have a designated OIC billet, in these cases the NRA CO is the reporting senior for the OSU OIC. Officers assigned to the OIC billet will be the reporting senior for personnel assigned. The NRA CO will be the reporting senior for an OSU that does not have a designated OIC billet. However, this authority may be delegated.

3. **Senior Enlisted Leader (SEL)**. The majority of the OSUs have a designated SEL billet. If the OSU does not have an assigned SEL billet, the NRA CO, in coordination with the delegated OIC, should designate the most qualified senior enlisted to be the SEL.

4. **Responsibilities**

a. NRA CO shall:

(1) Act as the Operational Support Officer for the OSU leadership and assigned IAP personnel.

(2) Provide direction, guidance, and support to the OSU leadership as necessary.

b. OSU Unit OIC shall:

(1) Be responsible for the administration and training of all OSU Sailors.

(2) Closely manage the OSU, while building relationships and working directly with the NRA leadership and staff, OSU SEL, and other Reserve unit leadership to maximize professional training opportunities for OSU Sailors.

(3) Engage with the UMUIC leadership of the OSU CAO Sailors to ensure expectations are being met per reference (b).

(4) Ensure OSU officers and enlisted Sailors are trained on Navy Reserve systems (e.g. Career Management System/ Interactive Detailing (CMS/ID), Junior Officer APPLY, APPLY, Navy Reserve Order Writing System (NROWS), Defense Travel System (DTS), Navy Reserve Manpower Management System (NRRMS)) and assist OSU Sailors in researching and applying for billets.

(5) Assist IAP Sailors in researching and securing AT/ADT opportunities.

(6) Mentor junior officers and enlisted Sailors on reserve career management.

5. **IDTT**. IDTT orders and funding are available to allow CAO personnel to travel to their supported commands and/or UMUIC when appropriate, per reference (a). For further information on the process, refer to reference (b).

RESPERSMAN 1300-050

ADMINISTRATIVE PROCESSING UNIT

Responsible Office	COMNAVRESFORCOM (N12)	Phone:	DSN COMM FAX	262-2261 (757) 322-2261 (757) 444-7598
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Reference	(a) MILPERSMAN 1611-020
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1. **Administrative Processing Unit (APU)**. The APU is appropriate for the temporary assignment of Sailors who are undergoing administrative or medical separation proceedings.

a. Sailors in the following categories will be transferred to the APU:

(1) Unsatisfactory participants per [RESPERSMAN 1001-010](#).

(2) Sailors identified by Navy Personnel Command as Physical Risk Classification "5" as a result of a Medical Retention Review or Line of Duty who have a case submitted to the Physical Evaluation Board (PEB). Sailors will be retained in their unit until the case has been submitted to the PEB.

(3) Officers who have been ordered to show cause by Commander, Navy Personnel Command (PERS-8).

(4) Reserve Unit Commanding Officers (COs)/Officers-in-Charge who have been administratively reassigned "for cause" in accordance with reference (a).

b. Sailors in the following categories will NOT be transferred to the APU:

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

(2) Sailors undergoing administrative action that could result in separation (e.g., positive urinalysis, multiple Physical Fitness Assessment failures, unsatisfactory performance, Non-Judicial Punishment, or court-martial) will normally remain in their assigned unit pending resolution of their case per [RESPERSMAN 1300-010](#).

(3) Sailors Temporarily Not Medically Qualified, Temporarily Not Dental Qualified, or undergoing a Medical Retention Review shall remain in their assigned unit in either a drilling or non-drilling status per [RESPERSMAN 6000-010](#), and shall not normally be transferred to another unit.

c. The Navy Reserve Activity (NRA) CO is the reporting senior for members of the APU.

d. The NRA CO will ensure all Sailors assigned to the APU sign a [NAVPERS 1070/613, Administrative Remarks](#) acknowledging assignment to the APU.

e. APUs do not have mobilization billets. Personnel will be assigned to these units in an In Assignment Processing status. The NRA will assign applicable Manpower Availability Status codes per [RESPERSMAN 3060-010](#).

f. Sailors assigned to the APU are authorized to drill until final disposition of their case with the exception of personnel identified as PRC "5". NRAs are required to adjudicate inactive duty training periods for PRC "5" Sailors as Authorized Absences monthly.

(1) Sailors identified as PRC "5" may continue their Servicemembers' Group Life Insurance (SGLI) and Family Servicemembers' Group Life Insurance (FSGLI) while assigned to the APU with the understanding that they will be required to pay premiums directly to Defense Finance and Accounting Services.

(2) An SGLV 8286, Servicemembers' Group Life Insurance Election and Certificate or SGLV 8286A, Spouse Coverage Election and Certificate must be completed every time a Sailor elects lesser coverage, declines coverage, or changes the designation of a beneficiary.

g. Enlisted Sailors assigned to the APU who reach their High Year Tenure (HYT) limit shall be transferred to the VTU pending disposition of their case. NRA CO will ensure HYT Sailors sign a [NAVPERS 1070/613, Administrative Remarks](#) acknowledging loss of benefits and incentives upon leaving Selected Reserve status.

h. Officers assigned to the APU who fail to select for an APPLY Board billet shall be transferred to the VTU pending disposition of their case. NRA CO will ensure officers sign a

[NAVPERS 1070/613, Administrative Remarks](#) acknowledging loss of benefits and incentives upon leaving Selected Reserve status.

i. The NRA CO shall monitor the status of pending adjudications and ensure proper assignment requests/applications are submitted in a timely manner. Sailors assigned to the APU who are cleared to return to a billet/unit shall be reassigned through the billet assignment processes outlined in RESPERSMAN articles [1301-010](#) and [1306-010](#).

RESPERSMAN 1300-060

CROSS-ASSIGNMENTS

Responsible Office	COMNAVRESFORCOM (N12)	Phone:	DSN	262-2261
			COM	(757) 322-2261
			FAX	(757) 444-7598

References	(a) DoDI 1215.13 (b) BUPERSINST 1610.10D (c) COMNAVRESFORNOTE 1001
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1. **Policy.** The goal of Commander, Navy Reserve Forces Command (CNRFC) (N12) is to maximize local billet fills. A local billet is defined as one within a reasonable commuting distance, 100 miles per reference (a), for which a Sailor is an exact designator/rating match or within the acceptable Reserve Functional Area and Sex (RFAS) substitution code. When a local billet is not available, Sailors will be assigned to billets at other Navy Reserve Activities (NRAs) to meet mobilization requirements across the Navy Reserve Force. This is referred to as a cross-assignment.

2. **Cross-Assignments.** Cross-Assignments are used to stabilize billets, retain Sailors residing in non-fleet concentration areas, fill billets and reduce the number of personnel in an In-Assignment-Processing (IAP) status.

3. **Cross-Assigned Sailors.** A Cross-Assigned (CA) Sailor is Cross-Assigned Out (CAO) from the local Training Reserve Unit Identification Code (TRUIC) unit and Cross-Assigned In (CAI) to the Unit Mobilization Unit Identification Code (UMUIC) unit where the mobilization billet resides. Therefore, CA Sailors have two chains of command - the administrative (via the TRUIC) and the operational (via the UMUIC). Effective management of CA Sailors requires constant and proactive communications.

4. **Cross-Assignment Guidelines.** Commander, Navy Reserve Forces Command (CNRFC)(N12) considers the following when determining the appropriate TRUIC to which a CA Sailor should be assigned:

a. Cross-Assignments will be made between similar units and/or within Reserve programs to the greatest extent possible (i.e. Special Warfare Forces, Naval Construction Forces, Bureau of Medicine). Sailors will be Cross-Assigned using the following assignment priority:

(1) CA Sailors will be assigned to a local unit that is best suited to provide mobilization readiness training for assigned billet; or

(2) CA Sailors will be assigned to the local Operational Support Unit (OSU) attached to the NRA closest to member's home of record.

b. Cross-Assignments are not authorized for Senior Officers (O5/O6) and Junior Officers (JO) awarded billets through the annual Commander, Navy Reserve Force National Command and Senior Officer (O5/O6) Non-Command Billet Screening and Assignment Board (APPLY) unless otherwise directed by CNRFC (N12).

5. **Cross-Assignment Vesting and Reassignment Policy.** CA Sailors are considered vested in their mobilization billet six months after the effective date of their orders. This is to protect the CA Sailor from being continually reassigned from UMUIC to UMUIC.

a. CA Sailors, within the first six months of billet tenure, may be reassigned to accommodate the assignment of only local Sailors in an IAP or CAO status. Requests received after the vesting period will be disapproved.

b. The UMUIC Commanding Officer (CO)/Officer-in-Charge (OIC), may request, via the Operational Support Officer (OSO), that a CAI Sailor be replaced by submitting a Personnel Move Request (PMR). A PMR template can be found on the CNRFC (N123) website.

(1) The PMR shall be completed in its entirety, to include the interested local Sailor information who meets the

billet criteria. The local Sailor must be onboard and available for immediate assignment. The PMR is to be submitted to CNRFC (N12) no later than 2 weeks prior to the vesting date of the incumbent.

(a) Upon PMR approval, local Sailors will be issued orders, assigned to appropriate billet, and the PMR requestor will receive an email confirmation. The incumbent will be issued IAP orders and will be expected to submit CMS-ID/JOAPPLY applications for follow-on assignments prior to the newly established Projected Rotation Date (PRD).

(b) Upon PMR disapproval, requestor will receive an email notification. Sailors will remain in their current assignments.

6. **Local Assignment Opportunities for Cross-Assigned Personnel.**

CA Sailors with tenure remaining in their current billet may submit applications via CMS-ID/JOAPPLY for local vacant billets.

a. CA Sailors must keep their chains of command (TRUIC and UMUIC) informed of their intention to apply for local billets prior to submitting applications via CMS-ID/JOAPPLY.

(1) JOs shall use the 'Local Assignment Request' functionality in JOAPPLY during the 'application phase' of the monthly assignment cycle to submit applications for local vacant billets.

(2) Enlisted Sailors shall use the 'Local Assignment Request' functionality in CMS-ID during the 'application phase' of the quarterly assignment cycle to submit applications for local vacant billets. During the 'local assignment phase', only personnel with Career Counselor CMS-ID access can submit applications for local vacant billets on behalf of CA Sailors.

7. **Responsibilities**

a. CNRFC (N12) shall:

(1) Establish, promulgate and reinforce CA policies, training material and business rules, as required.

(2) Make cross-assignments that support and achieve mobilization billet requirements.

(3) Make cross-assignments between similar units and/or within Reserve programs to the greatest extent possible.

(4) Provide and post tools on the CNRFC (N123) website that facilitate the sharing of contact data for CA Sailors and Unit COs/OICs.

(5) Review and process PMRs that request removal of CA Sailors prior to vesting period for local Sailors. Coordinate with affected UMUIC COs/OICs and OSOs.

b. Navy Supported Commands/ OSOs should:

(1) Communicate supported command mission and operational requirements with CNRFC (N12) and UMUIC COs/OICs.

(2) Understand Cross-Assignment policies and the associated Inactive Duty Training Travel (IDTT) processes.

(3) Review and budget for IDTT funding requirements for CA Sailors based on Operational Support Plan (OSPLAN), as required.

(4) Update command comments in JOAPPLY with Inactive Duty Training (IDT)/IDTT/Annual Training (AT) expectations (coordinate CMS-ID command comments with UMUIC leadership).

c. Echelon IV Commands shall:

(1) Promulgate, train, enforce and advise NRAs on all Cross-Assignment policies, practices, and business rules.

(2) Manage regional IDTT funding in accordance with CNRFC (N3) directives and/or guidance.

(3) Serve as mediator for unresolved matters regarding Cross-Assignment policies, CA Sailors and related assignments.

(4) Provide assistance in the sharing of contact data for CA Sailors and Unit COs/OICs.

d. NRA COs shall:

(1) Promulgate, train, enforce and advise units on all Cross-Assignment policies, practices, and business rules.

(2) Provide guidance and support to UMUIC and TRUIC leadership to assist in the management of their CA Sailors.

(3) Ensure units and Sailors are aware of Cross-Assignment roles and responsibilities and capitalize on all training opportunities to ensure Sailors are well informed and educated (i.e. INDOC, Unit in the spotlight).

(4) Facilitate IDTT planning and order execution in coordination with TRUIC CO/OIC and Echelon IV in support of TRUIC to UMUIC training requirements for CA Sailors.

(5) Ensure TRUIC COs/OICs coordinate with UMUIC COs/OICs to include AT requirements for CA Sailors in their operational support plan.

(6) Ensure staff assists units and CA Sailors in identifying and submitting applications for local assignment opportunities using CMS-ID/JOAPPLY.

(7) Assist in the facilitation and support of all communications between CA Sailors, UMUIC, TRUIC and Echelon IV leadership.

(8) Ensure staff does not fund approve AT applications (for CAO personnel) without prior-coordination with the UMUIC CO/OIC or designated representative.

e. UMUIC COs/OICs or designated representative(s) shall:

(1) Train, educate and enforce policies and procedures that govern Cross-Assignments.

(2) Identify CAI Sailors and initiate contact no later than 30 days after the assignment to unit. Manage/maintain contact at least quarterly throughout their tenure. Communication expectations should be defined and discussed during first contact.

(3) Inform CAI Sailors prior to submission of PMR in support of reassignment that accommodates the assignment of a local Sailor in an IAP status.

(4) Serve as operational control (OPCON) for CAI Sailors and outline OPCON expectations. These expectations should include, but are not limited to, coordinating and assisting in the execution of quarterly/annual individual training plans (ITPs) and AT/Active Duty for Training (ADT)/IDT/IDTT opportunities.

(5) Approve/disapprove AT orders applications in NROWS.

(6) Include IDTT input for CAI Sailors in budget planning, as required.

(7) Complete fitness reports/evaluations (FITREPs/EVALs) in accordance with reference (b).

(8) Ensure billet/command comments and unit contact information in CMS-ID and JOAPPLY is updated at least annually.

f. TRUIC COs/OICs or designate representative(s) shall:

(1) Train, educate and enforce policies and procedures that govern Cross-Assignments.

(2) Identify CAO Sailors and ensure they have been contacted by UMUIC within 30 days of their assignment. If initial contact has not been made within timeframe, assist CAO

Sailors in obtaining UMUIC leadership information in order to establish and maintain communications at least quarterly throughout tenure.

(3) Serve as the administrative control (ADCON) for CAO Sailors and outline ADCON expectations, maintaining administrative and mobilization readiness (i.e. PFA/PHA, medical/dental and advancement exams).

(4) Complete fitness reports/evaluations (FITREPs/EVALs) in accordance with reference (b).

(5) Support CAO Sailors in the scheduling and performance of active duty and IDT with UMUIC and/or Supported Command.

g. Unit Career Counselors shall:

(1) Train, educate and advise on policies, procedures, and systems that govern Cross-Assignments.

(2) Coordinate with NRA staff and CCC in providing direction, guidance, and support to unit leadership to assist in the management of their CA Sailors.

(3) Assist with facilitating communications between UMUIC/TRUIC leadership and CA Sailors.

(4) Assist CA Sailors in identifying local assignment opportunities; assist in researching and submitting applications for local assignments, using CMS-ID/JOAPPLY.

h. CA Sailor shall:

(1) Understand policies, procedures, and systems (CMS-ID/JOAPPLY) that govern Cross-Assignments.

(2) Communicate with UMUIC leadership within 30 days of assignment. Assistance in locating UMUIC information should be obtained from TRUIC/NRA leadership.

(3) Maintain at least quarterly communications with UMUIC leadership or more frequent as defined by UMUIC's communication expectations during initial contact.

(4) Comply with Supported Command requirements as defined/outlined by OSO and/or UMUIC CO/OIC. (i.e. security clearances, computer access).

(5) Complete all Navy administrative and readiness requirements (i.e. PRT/PHA, medical/dental, advancement exams,) with TRUIC.

(6) Coordinate IDT periods and AT/ADT/IDTT orders with TRUIC and UMUIC leadership.

(7) Search for local assignment opportunities, if desired. Ensure both UMUIC/TRUIC chains of command are aware of intentions to apply for local billets before submission. Submit applications for local assignments, using CMS-ID/JOAPPLY. During the 'local assignment phase', only personnel with Career Counselor CMS-ID access can submit applications for local vacant billets on behalf of CA Sailors.

(8) Provide and submit EVAL/FITREP inputs to TRUIC/UMUIC chains of command.

8. **Program Coordination.** Proactive and continuous coordination and communications are not only expected, but required, in order to support unit mission requirements/readiness, ensure CA Sailors are properly supported and ensure that cross-assignment expectations are being met. Successful communications require coordinated, cross-functional teamwork in order to mitigate challenges associated with different geographic areas/regions, schedules, and operational tempo.

a. The Navy Reserve Readiness Module (NRRM) is a source for Reserve Unit leadership to obtain contact information pertaining to their CAI Sailors and other Reserve Unit COs/OICs. The NRRM homepage can be accessed through the "Applications" drop-down tab on the CNRFC Navy Reserve Homeport (NRH) site.

b. UMUIC CO to CA Sailors Coordination: UMUIC COs/OICs have NRRM visibility of all members assigned to their unit, including CAI Sailors.

c. UMUIC/TRUIC Leadership Coordination: COs/OICs shall assist their CA Sailors in obtaining contact information (i.e. NRRM, CMS-ID, NRH, NRA engagement).

d. CA Sailors to UMUIC CO/OICs Coordination: Individual unit members do not generally have NRRM access and therefore CA Sailors may pursue one of the following options:

(1) Review UMUIC command contact information in CMS-ID.

(2) Work with TRUIC leadership to identify the UMUIC number (5 digits) that is associated with their assigned billet. This can be found in NRRM, on the unit's Reserve Unit Activity Document (RUAD), or on the member's orders. Once obtained, log onto the NRH (N12 website) and open the 'NRA_OIC_CO by RUIC' document. Locate the UMUIC number and find the corresponding NRA information (title, city, state, region) and CO/OIC email address.

(3) Work with TRUIC NRA staff to identify the NRA to which the UMUIC is assigned. Contact appropriate NRA for UMUIC Unit leadership information (Note: the NRH hosts NRA information and many of the Reserve Units also host/update unit pages on respective NRA sites).

9. **Reporting Senior.** The TRUIC CO/OIC is responsible for submitting FITREPS/EVALS on all assigned local, IAP, and CAO Sailors. The UMUIC CO is highly encouraged to provide performance information/inputs to the TRUIC CO for consideration in FITREPs/EVALs for CAI Sailors. Performance Information

Memorandums (PIM) and use of concurrent reports are also authorized and encouraged, as outlined in reference (b).

(a) Commanding Officers of Commissioned (Operational) units are the Reporting Seniors for all assigned personnel to include cross-assigned Sailors.

10. **Annual Training**. UMUIC CO's shall coordinate their Annual Training (AT) periods for CA Sailors.

a. The UMUIC is the approval authority for CAI Sailors' AT orders.

b. The TRUIC NRA is the (AT) fund approver for CAO Sailors and shall not circumvent unit approval of AT in NROWS without prior approval from the UMUIC CO or designated representative.

11. **Inactive Duty Training**. CA Sailors and affected chains of command are required to coordinate IDT periods as necessary to support the mission of the UMUIC and/or Supported Command.

12. **Inactive Duty Training Travel**. CA Sailors and affected chains of command are required to coordinate IDTT as necessary to support the mission of the UMUIC and/or Supported Command.

a. CA Sailors are encouraged to travel to their supported command or UMUIC in accordance with the Active Component command Operational Support Plan.

b. IDTT funding is used to allow CA Sailors to travel to their supported commands and/or UMUIC when appropriate and available, per reference (c).

(1) Funding is allocated to Supported Commands when available, via OSOs, to support IDTT orders from the TRUIC unit to the Supported Command.

(2) Funding is allocated to Reserve Component Commands (RCC) when available, to support IDTT orders from the TRUIC unit

to the UMUIC unit. The RCC to which the TRUIC unit belongs will approve the IDTT funding request, in coordination with the affected NRA(s) and Reserve unit(s).

RESPERSMAN 1301-010

OFFICER SELECTED RESERVE ASSIGNMENTS

Responsible Office	COMNAVRESFORCOM (N122)	Phone:	DSN	262-2259
			COMM	(757) 322-2259
			FAX	(800) 535-2580
				(757) 444-7598

References	(a) DoDI 1215.13 (b) BUPERSINST 1001.39F (c) OPNAVINST 1000.16K (d) DoDD 1200.7 (e) SECNAVINST 1920.6C (f) COMNAVAIRFORESINST 3710.4F (g) SECNAVINST 7220.87 (h) OPNAVINST 7220.18
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1. **Policy.** The National Command and Senior Officer Non-Command Billet Screening and Assignment Board (APPLY Board) is sponsored annually by Navy Personnel Command (NAVPERSCOM) (PERS-92). The APPLY/Junior Officer (JOAPPLY) system is the primary tool for junior officers to be assigned and is managed by Commander Navy Reserve Forces Command (COMNAVRESFORCOM) (N12).

2. **Projected Rotation Date (PRDs).** PRDs serve as the catalyst for rotational distribution. Upon receipt of orders, Echelon IV/V commands verify all Navy Standard Integrated Personnel System (NSIPS) information including the member's PRD and ensure orders are promptly distributed. Standard tenure for officer assignments is as follows:

a. **Senior Officers.** PRDs for APPLY board awarded billets will be assigned per current COMNAVRESFORNOTE 5400.

b. **Junior Officers (LCDR and below).** Three year PRDs for junior officers in non-command billets, and four year PRDs for junior officers assigned to Seabee Battalions.

c. **LCDRs selected to CDR.** Selected Reserve LCDRs selected for CDR shall apply for rank appropriate billets via the APPLY process. Officers selected for promotion with tenure in their current grade assignment will have their PRD adjusted to 30 November of the promotion year.

(1) If not selected to a billet in the new paygrade, officers may remain in the original billet assignment through the end of their adjusted PRD with an automatic overgrade waiver.

(2) If selected to an APPLY billet in the new paygrade, officers either vacate their billet early and accept the APPLY awarded billet or decline the APPLY billet and remain in the original JO billet until the end of their adjusted PRD.

d. Cross-assigned Personnel. Two year PRDs apply for all cross-assigned personnel.

e. PRD will be adjusted to coincide with an approved retirement date.

3. Senior Officer and Unit Commanding Officer (CO)/Officer-In-Charge (OIC) Assignments

a. All senior officer (O6/O5) billets and junior officer command billets are awarded via the APPLY Board. Refer to the COMNAVRESFORNOTE 5400 and current NAVADMIN for command and senior officer billet assignment procedures. The APPLY website can be accessed on the Navy Reserve Homeport, <https://private.navyreserve.navy.mil/Apply/index.aspx> under COMNAVRESFORCOM (N1) homepage.

b. The Unit CO/OIC shall be the senior officer assigned by competent authority. Member has precedence over all personnel attached to the unit regardless of rank or corps.

c. Except those individuals serving in a temporary or acting appointment, selection to command is by formal board action. Procedures for filling billets vacated during the course of the year are detailed in the annual COMNAVRESFORNOTE 5400.

d. A Unit CO/OIC shall not be authorized to wear the Command Ashore Insignia except as specified in MILPERSMAN Article 1210-180.

e. CO and Executive Officer (XO) selection for Reserve Force Squadrons (RESFORONS) is outlined in reference (f).

f. Senior officers will be assigned to billets with an exact grade match except where specifically waived by COMNAVRESFORCOM (N00).

g. CAPTs and CDRs will be transferred to non-pay upon expiration of PRD unless otherwise directed by COMNAVRESFORCOM (N12). Detaching COs shall not remain in their detaching unit without an approved waiver from COMNAVRESFORCOM (N12).

4. **Junior Officer Non-Command Assignment Responsibilities**

a. COMNAVRESFORCOM (N122) shall:

(1) Assign junior officers (LCDR and below) to junior officer non-command billets which are vacant or within three months of incumbent's PRD based on JOAPPLY applications and Force requirements.

(a) If local billets are not available at the Navy Reserve Activity (NRA) closest to an officer's residence, junior officers may be locally assigned to billets at any NRA within reasonable commuting distance of their residence as defined by reference (a).

(b) If local billets are not available at any NRA within reasonable commuting distance, junior officers may be cross-assigned to meet Reserve Force mobilization requirements.

1. Cross-assignments will be made between similar units and within specific programs to the greatest extent possible.

2. When cross-assignments cannot be made between similar units, the cross-assigned officer will be assigned to the local Training Reserve Unit Identification Code (TRUIC) best suited to provide mobilization readiness training for their assigned billet. The local NRA will determine which local unit is best suited to provide mobilization training.

(2) Approve or disapprove all billet application requests via JOAPPLY.

(3) Publish approved Inactive Duty Training (IDT) orders via IDT Orderwriter.

(4) Aviation Career Incentive Pay (ACIP) entitlement for aviation designated officers is detailed in references (g) and (h).

(a) Aviation designated officers assigned to operational flying coded billets (13X1, 13X2, 1511, 1512, 1542, 2102, 2302, 6321, or 7321) will have the following remarks included on IDT orders: "Duty in Flying Status Involving Operational or Training Flights (DIFOPS)."

(b) Aviation designated officer assigned to other than operationally coded billets (XXX0) are in a "Duty in a Flying Status not Involving Flying (DIFDEN)" status. Operational flying is denied unless a waiver is approved per reference (h).

b. Echelon IV Commanders shall:

(1) Ensure NRAs execute COMNAVRESFORCOM (N12) issued IDT orders in NSIPS within five days of effective date.

(a) Review the Orders Discrepancy Report located on the Navy Reserve Homeport, https://private.navyreserve.navy.mil/3447B/n1/CNRFC_N121/unexecutedorders/default.aspx under COMNAVRESFORCOM (N12).

(b) Report any issues regarding IDT orders to COMNAVRESFORCOM (N122) Officer Assignment Division.

(2) Assist NRAs in managing personnel assignments outside of JOAPPLY through entry of draft orders in IDT Orderwriter (e.g. Voluntary Training Unit transfers, TRUIC changes, intra-unit reassignments).

(3) Provide Reserve Headquarters System (RHS) Reserve Unit Assignment Document (RUAD) to NRAs for validation and distribution to Unit COs/OICs on a monthly basis.

(4) Use the RHS RUAD to monitor and verify manpower assignments.

c. NRAs shall:

(1) Assist officers in applying for local or cross-assigned billets via JOAPPLY when:

(a) Officer is a new gain into the NRA.

(b) Officer is within 90 days of PRD.

(c) Officer is relocating to a new NRA due to change of residence beyond reasonable commuting distance. Use the "Re-assignment request" link on JOAPPLY to request new assignment when beyond 90 days prior to PRD.

(d) Member is cross-assigned and a valid local billet is available. Using the "Re-assignment request" link on JOAPPLY when beyond 90 days prior to PRD.

(2) Submit request to cognizant Echelon IV N1 to:

(a) Initiate transfers to the VTU.

(b) Change cross-assigned officer's TRUIC.

(c) Transfer between billets in the same unit.

(d) Other requests which JOAPPLY does not support.

(3) Counsel officers in regard to:

(a) Transfer to the Individual Ready Reserve
ASP/VTU.

(b) Transfer to the Retired Reserve (with or without
pay).

(c) Transfer to the Standby Reserve (USNR-S1/S2).
NRAs should contact NAVPERSCOM (PERS-911) for further guidance.

(4) Retain junior officers twice passed over by a Reserve promotion board in pay status unless NAVPERSCOM (PERS-911) or higher authority directs removal from a pay status. Refer to reference (b) for further guidance.

(5) Approve officer's request to transfer to the ASP/VTU for officers without a drilling obligation. Request for obligors shall be forwarded to COMNAVRESFORCOM (N11) for approval.

(a) Ensure recommendation for re-affiliation is stated on member's orders.

(b) Counsel member on ramifications of transferring to the IRR (ASP) or VTU.

(6) Request termination of an assignment for the following reasons:

(a) Documented substandard performance per reference (e).

(b) Failure to meet satisfactory participation requirements outlined in [NAVRES 1570/2](#). Orders must state "Not Recommended for Re-affiliation," unless waived by competent issuing authority.

(c) Failure to qualify in a warfare specialty or Navy Officer Billet Code (NOBC) required by assignment.

(d) Failure to qualify for or loss of security clearance.

(e) Officers who decline promotion are not to be assigned to any Reserve unit, pay or nonpay.

(f) Any other documented reason deemed appropriate by Echelon IV or higher authority.

(7) Forward copies of officer termination orders to NAVPERS (PERS-313) and include:

(a) Reason for termination.

(b) Recommendation for future affiliation.

(8) Termination of APPLY-selected officers prior to completion of their APPLY selected billet tenure requires approval by COMNAVRESFORCOM (N12).

(9) Maintain accurate MAS and IMS codes via NSIPS.

d. Unit CO/OIC shall:

(1) Use the JOAPPLY Administrative Module to review and update junior officer billet comments. Limit comments to information not otherwise covered by Operational Support Officer (OSO) in "Supported Command" comments. Do NOT include specific officer endorsements.

(2) Monitor assigned officer's PRD and ensure request for reassignment or extension is submitted with sufficient lead

time to allow adjudication and issuance of orders prior to expiration of PRD.

e. Selected Reserve junior officers shall:

(1) Register annually in JOAPPLY at Navy Reserve Homeport, <https://private.navyreserve.navy.mil/Apply/index.aspx> to verify billet and personal information.

(a) Ensure the data in JOAPPLY "History of Assignments" and "resume" fields, as applicable, is accurate before finalizing application.

(b) Report discrepancies in the assignment information presented in JOAPPLY to the chain of command for immediate resolution. Failure to do so may cause erroneous billet advertisement.

(2) Apply for billets in JOAPPLY when appropriate.

f. Navy Supported Commands/Operational Support Officers (OSOs) should:

(1) Ensure manpower requirements are accurately reflected in billet description and Reserve Functional Area and Sex (RFAS) codes. Make billet description changes in accordance with reference (c) and RFAS code changes per [RESPERSMAN 1000-010](#).

(2) Enter specific supported command comments regarding junior officer billets directly in JOAPPY.

(a) Information shall amplify Supported Command expectations and facilitates placement of the right officer into the billet; however, it will not supersede the requirements coded to the billet (i.e., grade, rate, RFAS code, etc.).

(b) Comments should address general guidelines, unique drilling requirements, security clearance requirements, and/or essential professional skills or qualifications.

(3) Review and rank JOAPPLY applicants during the monthly JOAPPLY "OSO Ranking" phase.

RESPERSMAN 1306-010

ENLISTED SELECTED RESERVE ASSIGNMENTS

Responsible Office	COMNAVRESFORCOM (N121)	Phone:	DSN	262-2258
			COMM	(800) 535-2580
				(757) 322-2258
			FAX	(757) 444-7598

References	(a) DoDI 1215.13 (b) BUPERSINST 1001.39F (c) OPNAVINST 1000.16K (d) DODD 1200.7 (e) MILPERSMAN 1133-061 (f) MILPERSMAN 1910-158
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1. **Policy.** The Career Management System - Interactive Detailing (CMS-ID) is the primary tool used to make Navy Reserve Inactive Duty Training (IDT) enlisted billet assignments.

2. **Projected Rotation Date (PRDs).** PRDs serve as the catalyst for rotational distribution. Upon receipt of orders, Echelon IV/V commands will verify Navy Standard Integrated Personnel System (NSIPS) information including the member's PRD, and ensure orders are promptly distributed. Standard tenure for enlisted assignments is normally as follows:

a. **Locally assigned.** Three year PRDs; five year PRDs for enlisted members assigned to select Navy Expeditionary Combat Command (NECC) units.

b. **Cross-assigned.** Two year PRDs for cross-assigned personnel.

3. **Responsibilities**

a. **COMNAVRESFORCOM (N121) shall:**

(1) Assign personnel to vacant billets and billets within three months of incumbent's PRD based on CMS-ID applications and Reserve Force requirements.

(a) If local billets are not available at the Navy Reserve Activity (NRA) closest to a member's residence, personnel may be locally assigned to billets at any NRA within

reasonable commuting distance of their residence as defined by reference (a).

(b) If local billets are not available at any NRA within reasonable commuting distance, members may be cross-assigned to meet Reserve Force mobilization requirements.

1. Cross-assignments will be made between similar units and within specific programs to the greatest extent possible.

2. When cross-assignments cannot be made between similar units, the cross-assigned individual will be assigned to the local Training Reserve Unit Identification Code (TRUIC) best suited to provide mobilization readiness training for their assigned billet. The local NRA will determine which local unit is best suited to provide mobilization training.

(2) Approve or disapprove all billet applications and PRD extension requests via CMS-ID.

(3) Publish approved IDT orders via IDT Orderwriter.

(4) Make billet assignments and update PRDs in Reserve Headquarters System (RHS) within five days of the effective date of COMNAVRESFORCOM (N12) issued IDT orders.

b. Echelon IV Commanders shall:

(1) Ensure NRAs are executing the TRUIC change portion of COMNAVRESFORCOM (N12) issued IDT orders in NSIPS within five days of the effective date of the IDT orders.

(a) Review the Orders Discrepancy Report page located on the website at Navy Reserve Homeport <https://www.navyreserve.navy.mil> under COMNAVRESFORCOM (N12) homepage.

(b) Report any issues regarding IDT orders to COMNAVRESFORCOM (N121) Enlisted Assignment Division.

(2) Assist NRAs in managing personnel assignments outside of CMS-ID through entry of draft orders in IDT Orderwriter (e.g. Volunteer Training Unit (VTU) transfers, TRUIC changes, intra-unit reassignments).

(3) Provide RHS Reserve Unit Assignment Document (RUAD) to NRAs for validation and distribution to Unit COs/OICs on a monthly basis.

(4) Designate a CMS-ID Regional Coordinator to serve as the direct liaison between Supported Commands, field activities, and COMNAVRESFORCOM (N121).

(5) Use the RHS RUAD to monitor and verify manpower assignments.

c. Navy Supported Commands/Operational Support Officers (OSOs) should:

(1) Request CMS-ID "Command Level" access by letter to Navy Personnel Command (NAVPERSCOM) (PERS-455) as described on the CMS-ID homepage <https://www.cmsid.navy.mil> .

(2) Ensure manpower requirements are accurately reflected in billet description and RFAS codes. Make billets description changes in accordance with reference (c) and RFAS code changes per [RESPERSMAN 1000-010](#).

(3) Enter specific job comments in CMS-ID.

(a) Information should amplify Supported Command expectations and facilitates placement of the right selected reservist in the right billet; however, it will not supersede the requirements coded to the billet (i.e., grade, rate, RFAS code, etc.).

(b) Comments should address general guidelines, unique drilling requirements, security clearance requirements, and/or essential professional skills or qualifications.

d. NRAs shall:

(1) Assist members in applying for local or cross-assigned billets via CMS-ID when:

(a) Member is a new gain into the NRA.

(b) Member is within 90 days of PRD.

(c) Member is relocating to a new NRA due to change of residence beyond reasonable commuting distance. Indicate that application is due to NRA transfer.

(d) Member is cross-assigned and a local billet is available.

(2) Enter comments in CMS-ID to recommend approval or denial of Selected Reservist PRD extension requests.

(3) Submit plain language e-mail to cognizant Echelon IV (N1) to:

(a) Initiate transfers to the VTU.

(b) Change cross-assigned personnel's Training Reserve Unit Identification Code (TRUIC).

(c) Transfer between billets in the same unit.

(d) Other requests which CMS-ID does not support.

(4) Counsel members in regard to:

(a) Change of rating request per reference (b).

(b) Temporary assignment waivers.

(c) Transfer to the Inactive Ready Reserve (IRR) (VTU/ASP).

(d) Transfer to the Retired Reserve (with or without pay).

(5) Ensure members who have a conversion Navy Enlisted Classification (NEC) are assigned to a billet equivalent to the conversion NEC.

(6) Approve requests to transfer to the IRR (VTU/ASP) using the Application for Transfer to the IRR, [NAVRES 1300/4](#). Members who have drill obligation and/or a bonus, commands will need to submit the [NAVRES 1300/4](#) and command Termination Letterhead request to COMNAVRESFORCOM (N11) prior to transfer. Per reference (e), prior to transferring personnel with temporary rating, commands will need to submit a copy of PRISE-R NAVPERS 1070/13 and a rating reversion request, NAVPERS 1306/7 to NAVPERSCOM (PERS-328) Selected Reserve Enlisted Community Manager. And if applicable, submission of NAVPERS 1221/6 to NAVPERS (PERS-4013) to request removal of conversion NECs for their permanent rating.

(7) Request VTU orders via Echelon IV for all personnel requiring transfer to the VTU.

(8) Approve member's request to transfer to the IRR (ASP) due to unreasonable commuting distance and obtain signed [NAVPERS 1070/613](#).

(9) Maintain accurate MAS and Individual Mobilization Status (IMS) codes via NSIPS.

e. Enlisted Selected Reservists shall:

(1) Maintain current CMS-ID user profile to include e-mail address and duty preferences.

(2) Apply for billets in CMS-ID when:

(a) Assigned in an In-Assignment Processing (IAP) status.

(b) Within 90-days of PRD. Billets structured to a headquarters unit (i.e. Naval Mobile Construction Battalion (NMCB), Marine Forces Reserve (MARFORRES) Units, Operational Health Support Units (OHSUs)) are visible in CMS-ID; however, the detachments are not. When using CMS-ID, identify the detachment to which assignment is desired in the notes section. Once assigned, the member will reflect as a cross-assignment on the detachment RUAD.

(c) Promoted above current billet Reserve Functional Area and Sex (RFAS) criteria.

(d) Relocating beyond reasonable commuting distance, as defined by reference (a), of current assignment. Ensure CMS-ID comments reflect reason for application submission outside of PRD window and the effective date of relocation.

(3) If PRD extension is desired, apply via CMS-ID nine to four months prior to PRD, and ensure Unit and NRA Career Counselors are aware of applications.

(4) Communicate assignment issues through the Unit and NRA chain of command.

(5) Notify Unit and NRA when moving and make updates to personnel/medical records once a change has occurred.

RESPERSMAN 1500-010

CORRESPONDENCE COURSES

Responsible Office	COMNAVRESFORCOM (N11)	Phone: DSN	262-2651
		COMM	(757) 322-2651
		FAX	(757) 444-7598
	COMNAVRESFORCOM (N7)	DSN	262-6595
		COMM	(757) 322-6595
		FAX	(757) 444-1061

Reference	(a) DODI 1215.07 (b) DODI 1215.06 (c) 10 U.S. Code § 12732 (d) CHNAVPERS 00/072 of 21 Apr 14/CHNAVRES N095/14U14054 of 9 Jul 14
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1. **Purpose.** This article outlines the process for authorization and awarding of non-pay retirement point credit for completion of correspondence courses in accordance with references (a) through (d).

2. **Policy**

a. Reference (d), a Memorandum of Understanding (MOU) between Chief of Naval Personnel and Chief of Navy Reserve provides guidance and directs modification to processes concerning non-pay retirement points to Reserve Component personnel for the completion of correspondence courses. This MOU outlines roles and responsibilities for the execution of outlined correspondence course processes.

b. Sailors must receive approval from the appropriate authority per reference (d) and as specified in this instruction to receive non-pay retirement point credit for correspondence courses that are on an Assistant Secretary of the Navy approved list and provides such military value that it will enhance the individual reservist's professional development through;

(1) Broadening the reservists' qualifications for duties which they may be expected to be assigned upon mobilization, or

(2) Broadening the reservists' knowledge of qualifications of those whose work they may supervise, or

(3) Completion of general military training requirements.

c. Sailors must sign a NAVPERS 1070/613, Administrative Remarks, acknowledging their understanding that they may not earn retirement points for correspondence courses completed while in an Inactive Duty (i.e. Inactive Duty Training (IDT), Muster Duty (MD), or Funeral Honors Duty (FHD)) or active duty (i.e. Annual Training (AT), Active Duty for Training (ADT), Active Duty for Special Work (ADSW), or mobilization) status.

d. Non-pay retirement points for completion of correspondence courses shall be credited at the rate of one point per 4 hours of authorized instruction.

e. Upon completion of a correspondence course, Sailors must provide the Navy Reserve Activity (NRA) with a copy of their approved NAVPERS 1336/3, Special Request/Authorization, and the course completion certificate within 30 days.

f. Retirement point credit will be processed by the NRA, Commander, Navy Reserve Forces Command (CNRFC) (N14), or COMNAVPERSCOM (PERS-9) as delineated in paragraph 4 of this article.

g. CNRFC (N7) will maintain the list of ASN approved courses that will be available on the CNRFC (N7) SharePoint page: <https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/RRP/default.aspx>

3. Approval Authorities

a. Navy Operational Support Center (NOSC) Commanding Officer, or a designated representative, is the approval authority, via NAVPERS 1336/3, Special Request/Authorization, for Selected Reserve (SELRES) Sailors assigned to an Operational Support Unit (OSU) or an Administrative Processing Unit (APU), or the Individual Ready Reserve (IRR) Sailors of the Voluntary Training Units (VTU) and Voluntary Participation Units (VPU).

b. Navy Reserve Unit Commanding Officer (which includes squadrons), or a designated representative, is the approval authority, via NAVPERS 1336/3, Special Request/Authorization, for assigned SELRES.

c. COMNAVPERSCOM (PERS-9) is the approval authority for Sailors assigned to the IRR-Active Status Pool (ASP) and Standby Reserve-Active (USNR-S1) and will provide annual correspondence course authorization and awarding procedures to the non-drilling population via website accessible without a Common Access Card.

d. CNRFC (N14) is the approval authority for Strategic Sealift Officers assigned to the Strategic Sealift Readiness Group (RUIC: 2525N).

4. Processing Procedures

a. NRAs and squadrons will make NSIPS entries for all SELRES, OSU, APU, VTU, and VPU personnel under their cognizance. A correspondence course tutorial is available on the Commander, Navy Reserve Force (N1C2) SharePoint page: https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N1C2/SitePages/Home.aspx. Credit must be entered within 12 months of the completion date. After 12 months, the applicable approval authority must provide an approval endorsement with completion certificates to COMNAVPERSCOM (PERS-9) for course credit. Approval endorsement and completion certificates can be faxed to (901) 874-7044 or mailed to 5720 Integrity Drive, Millington, TN 38055. The following must be verified prior to entering credit into NSIPS:

(1) The Sailor received approval from the unit or NRA Commanding Officer, or designated representative, to enroll in and receive credit for the correspondence course via [NAVPERS 1336/3, Special Request/Authorization](#).

(2) The Sailor signed a [NAVPERS 1070/613, Administrative Remarks](#) acknowledging that they may not receive retirement point credit for correspondence courses completed in an Inactive Duty (i.e. IDT, MD or FHD) or active duty (i.e. AT, ADT, ADSW, or mobilization) status.

(3) The completed course is on the ASN approved list of correspondence courses.

b. Non-drilling Sailors of the ASP and USNR-S1 must submit completion certificates to COMNAVPERSCOM (PERS-9) for entry into the online point capture. Correspondence course procedures will be provided and published on the PERS-9 website (<http://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/default2.aspx>)

accessible without a Common Access Card. To confirm receipt or to answer questions, Sailors can call the NPC Customer Service Center at 1-866-827-5672.

c. Strategic Sealift Officers assigned to the Strategic Sealift Readiness Group must submit completion certificates to CNRFC (N14) via email at MMR_Program_Office@navy.mil.

RESPERSMAN 1534-010

STRATEGIC SEALIFT OFFICER PROGRAM

Responsible Office	COMNAVRESFORCOM (N14)	Phone: DSN	262-2613
		COMM	(800) 535-2580
		FAX	(757) 444-7598

References	(a) OPNAVINST 1534.1D (b) Merchant Marine Act, 1936, Title XIII (c) CNSTCINST 1533.2 ROD (d) BUPERSINST 1001.39F (e) COMNAVRESFOR NORFOLK VA 081849Z AUG 11 (f) BUPERSINST 1610.10D (g) OPNAVINST 6110.1J
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1. **Purpose.** To issue information and amplifying guidance under reference (a) for the training and administration of Navy Reserve officers in the Strategic Sealift Officer Program (SSOP).

2. **Background.** The SSOP is significantly different from other Navy Reserve programs. The program consists only of officers, all of whom are required to maintain U.S. Coast Guard (USCG) Unlimited Tonnage and Horsepower Oceans Merchant Mariner Credentials (MMC) as a licensed Deck or Engineering Officer, and allows these officers to actively participate through either the Individual Ready Reserve (IRR) in the Strategic Sealift Readiness Group (SSRG) or the Selected Reserve. Program policy, organization and responsibilities are provided in reference (a).

3. **Mission.** To manage, support and train Strategic Sealift Officers (SSO) in the Navy Reserve pursuant to reference (b).

4. **Organization.** The SSOP is organized pursuant to reference (a).

5. **Training and Administrative Procedures for the SSOP**

a. In addition to the procedures in reference (a), the following training and administrative guidelines apply based on the Reserve status of the program under which an individual is affiliated.

(1) Midshipman. The SSO, U.S. Navy Reserve (USNR) midshipman program is directed by Navy Education and Training Command (NETC). Program administration, eligibility, participation requirements and training are conducted per reference (c).

(2) IRR. Commander, Navy Reserve Forces Command (CNRFC) (N14) administers the SSRG. Both the SSRG and the SSO Program Office (CNRFC (N14)) are established to meet the unique training and administrative requirements of seagoing civilian employment. The SSO Program Office acts as a virtual Navy Operational Support Center (NOSC), serving as the exclusive manager for all SSRG officer training, administration, and compliance requirements.

(3) Selected Reserve. SSOs in a drilling status are administered per reference (d).

b. The training and administrative procedures for individuals in the SSOP are covered in the references and amplified by information on the CNRFC (N14) Navy Reserve Homeport, https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/default.aspx.

6. Program Support

a. SSO Program Office. The SSO Program Office, CNRFC (N14), is responsible for the training and administration of all SSOs. These responsibilities include, but are not limited to, directing and executing Active Duty for Training (ADT), adjudicating ADT waivers, managing ADT and tuition budgets for the SSRG, coordinating accessions into the Selected Reserve with Commander, Navy Recruiting Command (COMNAVCRUITCOM), soliciting and recommending officers for selection via the APPLY board, directing and monitoring individual participation, direct coordination with Navy Personnel Command (NAVPERSCOM) on record maintenance and retirement points, coordination with Naval Service Training Command (NSTC) (at the maritime academies), managing the mentoring program, liaising with the maritime industry and serving as the Navy's subject matter expert for merchant mariner licensure and civilian training requirements.

b. Administration of SSOs by CNRFC (N14) is indirect. Communications are completed remotely using the internet, phone, fax, e-mail and mail. This structure is tailored to accommodate the scheduling needs of sailing merchant mariners and the disparate geographic distribution of the membership. The SSO Program Manager (PM) maintains direct and frequent contact with supported command(s), Deputy Chief of Naval Operations (DCNO) (N42), Commander, Military Sealift Command (COMSC), and the National Shipping Authority/U.S. Maritime Administration (MARAD) on training and support requirements. The program office can be contacted as follows:

Commander,
Navy Reserve Forces Command (N14)
1915 Forrestal Drive
Norfolk, VA 23551-4615

Phone: (800) 535-2580
DSN: 262-2444
Fax: (757) 444-7597
E-mail: MMR_Program_Office@navy.mil

Additional information and resources are also available on the CNRFC (N14) Navy Reserve Homeport, https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/default.aspx. Consulting the Homeport on a quarterly basis for program updates is advised.

c. Health Records. Per reference (e), SSRG officers remain members of the IRR. However, their records are maintained by NOSCs with coordination from the SSO Program Office. Documents received by CNRFC (N14), which should be a part of an officer's health record, may be delivered to the local NOSC for insertion into the applicable record.

7. Action. The following actions are assigned to specified commands/officers.

a. SSO Program Office CNRFC (N14) shall:

(1) Serve as the SSO Program Manager (SSOPM), acting as Commanding Officer for SSRG in Reserve Unit Identification Code (RUIC) 2525M;

(2) Serve as the point of contact for SSO officers in the SSRG;

(3) Assign training to SSRG officers, as necessary, to meet the objectives of the program;

(4) Assign SSRG officers to contributory support ADT as requested by active duty commands;

(5) Coordinate, endorse and process SSRG requests for:

(a) Pay/non-pay/additional ADT per current policy

(b) Inactive Duty Training (IDT) orders

(c) Retirement point credit

(d) Uniform allowance claims

(e) ADT waivers;

(6) Obtain availability from active duty commands for SSRG officer training;

(7) Maintain an electronic tracking system which will monitor individual officer performance, per reference (f), and current SSO program status, and prepare required reports. Items monitored include, but are not limited to, USCG MMC expiration, Standards for the Training and Certification of Watch-standing (STCW) endorsement, rank, ADT performance, annual report submission, sailing status, and additional information as required;

(8) Provide documents to NAVPERSCOM (PERS-3) via BUPERS online e-submission or U.S. Mail, for inclusion in SSRG Officer Official Military Personnel File (OMPF);

(9) Nominate qualified SSRG officers for promotion selection board membership, Naval War College, National Defense University courses, and any other program requiring a command endorsement;

(10) Maintain the SSO Homeport which provides SSRG officers with information regarding their current program qualifications and requirements;

(11) Provide Selected Reserve affiliation or affiliation waiver recommendations for SSRG officers;

(12) Endorse all requests for SSO designation;

(13) Monitor the SSO, USNR midshipman program graduates' fulfillment of the commissioned service requirements and Training and Service Agreement (TSA);

(14) Monitor performance of program members. Report officers who fail to meet their military obligations to NAVPERSCOM (PERS-911). The SSOPM will be the final determination of an individual's SSOP compliance;

(15) Act as a liaison with COMSC (Flag Sponsor), Chief of Naval Operations (Program Sponsor), and MARAD/National Shipping Authority;

(16) Manage and administer Reserve Personnel Navy (RPN) and Operation and Maintenance, Navy Reserve (OMNR) budgets;

(17) Manage Selected Reserve affiliations and assignments by coordinating with CNRFC (N1) and COMNAVCRUITCOM;

(18) Act as a liaison with NAVPERSCOM (PERS-931) and CNRFC (N35) on mobilization issues affecting the SSO;

(19) Act as a liaison with NETC/NSTC on midshipman commissioning and training issues;

(20) Administer the SSO Mentoring Program; and

(21) Act as a liaison with Bureau of Naval Personnel (BUPERS) (BUPERS-318) concerning SSO community management issues.

b. CNRFC (N3) and (N7) shall: Obtain availability and provide specific ADT reporting instructions for shipboard units or schools as requested by CNRFC (N14). CNRFC (N7) will provide additional support for schools and training.

c. NAVOPSPTCEN COs shall:

(1) Provide appropriate medical and dental support for all SSRG officers, either voluntary or required participation, to include: Physical Health Assessment (PHA), Human Immunodeficiency Virus (HIV) testing, Physical Fitness Assessment (PFA) and Body Composition Assessment (BCA) measurements pursuant to reference (g). Forward associated documentation to the SSO Program Office, as requested;

(2) Provide support to the SSO Program Office in cases of SSRG disciplinary actions, as requested; and

(3) Provide support to the SSO Program Office in cases of SSRG medical issues, as requested.

RESPERSMAN 1534-020

STRATEGIC SEALIFT READINESS GROUP REQUIRED PARTICIPATION

Responsible Office	COMNAVRESFORCOM (N14)	Phone:	DSN	262-2613
			COMM	(800) 535-2580
			FAX	(757) 444-7598

References	(a) OPNAVINST 1534.1D (b) BUPERSINST 1001.39F (c) BUPERSINST 1610.10D (d) OPNAVINST 6110.1J (e) SECNAVINST 1920.6D (f) DODFMR, Vol 9 (g) OPNAVINST 1740.4D
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1. **Purpose**. To issue information and amplifying guidance under reference (a), for the compliance requirements for members of the Strategic Sealift Readiness Group (SSRG). Updated information and links can be found on Commander, Navy Reserve Forces Command (CNRFC) Strategic Sealift Officer (SSO) Program (N14) website Navy Reserve Homeport https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/default.aspx.

2. **SSRG Participation Requirements**

a. Active Duty Training (ADT). All SSRG members are required to complete 12 days of ADT each Fiscal Year (FY). Procedures for requesting and processing ADT, or obtaining an ADT waiver, are available on the CNRFC (N14) website Navy Reserve Homeport https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/default.aspx.

(1) ADT will be scheduled by all SSRG officers each FY between 1 October and 31 March. Waivers are processed per reference (a). ADT may be performed throughout the FY.

(2) Applications must be submitted in the Navy Reserve Order Writing System (NROWS) no later than (NLT) 30 calendar days prior to the start date if travel is required or NLT 15

calendar days prior if member resides within commuting distance of the gaining command's location.

(3) The SSO Program Office Non-Defense Entry Agent (NDEA) will make all travel arrangements via DTS, including flights and rental cars. Travel arrangements that are created by the SSRG officer will be removed and returned.

(4) SSRG officers are required to complete a travel voucher within 5 business days per reference (f). Failure to submit a travel voucher will preclude SSRG officers from receiving future paid orders.

b. Annual Reporting. SSRG officers will report their current contact information and Civilian Employment Information (CEI) annually to CNRFC (N14) via Navy Standard Integrated Personnel System (NSIPS). The SSO Program Office may require additional forms of reporting as directed.

c. Administrative Requirements. SSRG officers are required to answer all official correspondence, maintain their NSIPS electronic service record (ESR), and inform the SSO Program Office of all address, phone number, employment and e-mail changes. Verification of the Dependency Data section in NSIPS shall be completed no less than once every 180 days. SSRG officers are required to submit Family Care Plan documents per reference (g).

d. Physical Examination Requirements. Per references (a) and (c), SSRG officers are required to obtain Periodic Health Assessments (PHAs) annually and notify CNRFC (N14) when there is a change in physical condition that may interfere with fulfillment of their Reserve obligations. SSRG officers are also required to comply with Navy body composition assessment (BCA) and fitness standards. The procedures for obtaining required PHAs are available on the CNRFC (N14) website Navy Reserve Homeport https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/default.aspx.

e. Physical Fitness Assessment Requirements. Per reference (a), SSRG officers are required to maintain physical fitness

standards and complete Physical Fitness Assessments (PFA). PFA requirements are discussed in RESPERSMAN 1534-050.

f. Active U.S. Coast Guard (USCG) Merchant Mariner Credential (MMC). This can be as a Deck or Engineering Officer. The MMC must be endorsed for either Unlimited tonnage (deck) or Unlimited horsepower (engine), and be valid on all oceans. A Standards for Training and Certification of Watch-standing (STCW) endorsement as Officer in Charge of Navigational Watch (OICNW) or OIC of Engineering Watch (OICEW) or higher is required. The SSRG is an unlimited tonnage, oceans program and all members must be licensed to sail unlimited tonnage/horsepower (HP) vessels internationally.

(1) SSRG officers who, through their own misconduct or dereliction, fail to maintain the professional licenses necessary to perform military duties as an SSO are subject to administrative separation from the Navy Reserve per reference (e), enclosure (3), paragraph 1(b)(10), and/or transfer to inactive status pending resolution of their licensing requirements.

(2) Per reference (a) and (b), members may submit a waiver request to Commander, Military Sealift Command via the SSO Program Manager. Waivers will only be granted once in a SSO's career and do not provide sanctuary from annual training requirements.

g. SSO Post Commissioning Indoctrination (PCI) Course. SSOs must complete the SSO PCI course by the end of the FY following their commissioning date or date of re-designation to 1665. SSOs shall contact the PCI Course Administrator within one (1) month after commissioning or re-designation to 1665 to provide current contact information and request a PCI course quota. Contact information for the PCI Course Administrator can be obtained by emailing MMR_Program_Office@navy.mil. Only 1665 designated SSOs are permitted to attend the SSO PCI course.

h. Security

(1) The SSO Program Manager serves as the Security Manager for all SSRG officers. All SSRG officers are required

to maintain eligibility for a Secret security clearance. Secret security clearances must be renewed every 10 years. Clearance renewal is at the discretion of the Security Manager.

(2) All SSRG officers are required to have a Non-Disclosure Agreement (NDA) on file and reflected in the Joint Personnel Adjudication System (JPAS). NDAs can be requested from the SSO Program Office. All NDAs must be signed by the SSRG officer along with a witness and submitted to the SSO Program Office via mail to: Commander, Navy Reserve Forces Command (N14) 1915 Forrestal Drive Norfolk, VA 23551-4615.

RESPERSMAN 1534-030

STRATEGIC SEALIFT READINESS GROUP VOLUNTARY PARTICIPATION

Responsible Office	COMNAVRESFORCOM (N14)	Phone:	DSN	262-2613
			COM	(800) 535-2580
			FAX	(757) 444-7598

References	(a) OPNAVINST 1534.1D (b) BUPERSINST 1001.39F (c) OPNAVINST 6110.1J (d) BUPERSINST 1610.10C
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1. General

a. The Strategic Sealift Readiness Group (SSRG) program's mandatory participation requirements do not provide sufficient retirement points for an officer to achieve a qualifying year for retirement purposes. As a result, SSRG officers are provided additional training opportunities to acquire necessary points.

b. The Strategic Sealift Officer Program (SSOP) authorizes participation of Strategic Sealift Officers (SSOs) in the SSRG to perform voluntary non-pay Inactive Duty Training (IDT) with Selected Reserve units.

2. Voluntary Participation

a. Correspondence Courses. SSRG officers are encouraged to complete correspondence courses approved by Naval Education and Training Center (NETC) and Navy Knowledge Online (NKO).

b. Inactive Duty Training (IDT) Individual Participation Authority (IPA) Orders. SSRG officers desiring to acquire additional training and obtain retirement points for a qualifying year, and whose sailing, and or work schedules permit, may participate in non-pay IDT periods under IPA orders. In order to qualify for IPA orders an officer must be compliant with all other SSOP requirements. IPA orders are issued in a non-pay status, without reimbursement for travel, for duty performed with an approved Navy Reserve unit in the officer's geographic location. COMNAVRESFORCOM (N14) authorizes and issues IPA orders for the officer to participate in scheduled IDT periods with a specific Navy Reserve unit. IPA orders are not authorized for service in imminent danger zones.

c. Active Duty Training (ADT). SSRG officers are eligible to perform ADT in addition to that required by reference (a). Additional ADT periods may be requested and performed in a pay or non-pay status. SSRG officers requesting to perform a second paid ADT in a Fiscal Year (FY) may request (but are not guaranteed) additional ADT after 31 March.

d. Retirement Points. The following outlines specific retirement point values assessed for professional training attained in a civilian capacity. In all cases, courses completed while on orders (ADT/Annual Training/IDT/IPA) are not permissible. Reference (b) provides more detail in the application and permissibility of retirement points. The retirement point process map and documentation can be viewed on the Navy Reserve Homeport <https://www.navyreserve.navy.mil> under COMNAVRESFORCOM (N14) homepage.

(1) For non-Standards for the Training and Certification of Watchstanders (STCW) professional training, one point per day is awarded for each day of training. No more than five points total may be credited in any anniversary year.

(2) For STCW Professional Training courses, one point per four hours is awarded. No more than 35 points total may be credited in any anniversary year.

(3) For military courses, one point per four hours is awarded. No more than 35 points total may be credited in any anniversary year. Completion certificates for military courses must have a Department of Defense (DoD) Navy Identification Number (NIN) printed on them to be eligible for retirement points.

(4) U.S. Coast Guard (USCG) Merchant Mariner Credentials (MMC) renewal, upgrade or initial issuance will be credited a maximum of 35 points per anniversary year. All MMC points requests must be accompanied by a valid STCW endorsement.

(a) STCW Courses, upgrades, renewals or initial MMC completed prior to 10 July 1998 are not eligible for retirement points.

(5) Credit for Extended Sea Service. SSOP Manager (SSOPM) may credit compliant SSRG officers with 35 retirement points for service over 180 cumulative days at sea in an anniversary year, per reference (a):

(a) Above days at sea must be documented by USCG discharge papers or letter of sea service from Military Sealift Command (COMSC). Time employed aboard Ready Reserve Force (RRF) ships, even in reduced operating status, count as sea days. Service must be on an unlimited tonnage vessel in ocean service while signed on in a licensed capacity.

(b) Awarding of points for extended sea time will not be issued unless the officer is in compliance with all other SSOP requirements specified in this paragraph. The awarding of points for extended sea service commenced from 1 January 2006 and is not retroactive from this date.

(6) Credit for Harbor Pilots. The SSOPM may credit harbor pilots with up to 20 retirement points per anniversary year for qualifying service of at least 100 days of 180 trips completed. Criteria are as follows:

(a) The harbor pilot must be compliant with all other SSOP requirements.

(b) The officer must be a current member of a recognized pilot organization and an active member of the SSRG harbor pilot group as determined by the SSOPM.

(c) Pilotage for any of the time must be obtained onboard an unlimited tonnage vessel; and be determined by days onboard or trips completed while piloting a vessel, as documented by the member and verified by the SSOPM.

(d) Standby time will not count.

(e) Each request for pilotage retirement points must be accompanied by a letter from the pilot organization stating that the individual is a member in good standing and provide a copy of the state issued license or certification as applicable.

(f) Final determination as to the amount of time to be recognized per each request for pilotage shall be made by the SSOPM and based upon the aforementioned criteria.

2. Inactive Duty Training (IDT)

a. Policy

(1) Officers must be in good standing and fully compliant to be eligible to voluntarily participate with Selected Reserve units.

(2) Officers must have completed a Periodic Health Assessment (PHA) and a Physical Fitness Assessment (PFA), per reference (c), within the last year in order to be eligible to voluntarily participate with Selected Reserve units.

(3) IDT drills shall not be conducted in designated imminent danger areas per reference (b).

(4) IDT period duration: No more than two IDT periods may be performed in one day. The minimum duration of a single non-pay drill by a member in a non-pay status is three hours. If two non-pay IDT periods are performed in the same day, the minimum drill time is four hours each. The maximum duration of an IDT period is 24 hours. Time allotted for meals cannot be credited towards the required length of IDT periods, but the meal period must be included as part of the drill period. For example, the morning IDT period commences at 0730 and expires at 1230. The afternoon IDT period commences at 1230 and expires at 1630. A 1-hour meal period was included during the morning IDT period. Hence, two 4-hour IDT periods were performed.

(5) IDT period credit: All members reporting for their IDT period at the scheduled time and place will be mustered for the purposes of drill accounting and establishing Uniform Code of Military Justice (UCMJ) authority. A member who is present for the prescribed IDT period will be authorized one retirement point credit for each satisfactory drill performed. If the Commanding Officer (CO) to whom the member reports for drill determines the member's performance during the IDT period is unsatisfactory, the member's IDT period may be declared unsatisfactory.

(6) IDT scheduling: Officers will coordinate with the supporting Navy Reserve Activity (NRA) to establish in advance of the upcoming FY drill schedule. If the unit has a drill weekend schedule, the officer and the NRA should make every effort to schedule drills for the individual during these weekends. IDT IPA drills need to be scheduled and authorized in advance by the SSOPM. Members are not authorized to perform IPA drills without an official muster form signed by the SSOPM.

(7) IDT reschedule: Once drills are scheduled, they must be adjudicated or rescheduled. IDT periods may not be rescheduled after the fact. If a member cannot make a scheduled drill due to unforeseen circumstances, they are required to request that drill to be rescheduled in writing prior to the date of said drill period. Failure to do so will result in the drill being adjudicated as unexcused.

(8) Unexcused drills: Drills that are determined to be unexcused by the SSOP Office will be adjudicated as such. A trend of unexcused drills will be considered abuse of the IPA program and could lead to disapproval of future IPA requests.

(9) Completed muster forms shall be forwarded to the SSOPM by close of business on the fourth day after the drills were performed. Failure to provide the SSOPM with a completed muster form will be considered as unexecuted and will be processed accordingly.

b. Responsibilities

(1) SSO Program Office shall:

(a) Act as the final approval authority for all IPA requests.

(b) Prepare and process official muster forms.

(c) Provide oversight and ensure compliance with [RESPERSMAN 1534-010](#), [RESPERSMAN 1534-020](#), [RESPERSMAN 1534-040](#).

(2) NRA CO shall:

(a) Conduct PFAs per reference (a) for members who perform IPAs.

(b) Conduct PHAs for members who perform IPAs.

(c) Forward properly completed official muster form for drills performed.

(3) Navy Reserve Unit COs shall:

(a) Forward requests that have approval recommendations to the SSO Program Office for final determination.

(b) Provide information on the tasks to be accomplished during approved IPAs using the IPA feeder request.

(c) Certify SSRG officer attendance at IDT training periods under IPA orders and ensure Navy training provided is consistent with SSO mission. Forward completed IPA forms to COMNAVRESFORCOM (N14).

(d) Submit Fitness Reports (FITREPs) as the Regular Reporting Senior for SSRG Officers assigned to their unit performing IPA orders for more than 90 days; with a minimum of 80 percent drill attendance per reference (b).

(4) SSO members shall:

(a) Contact the NRA and obtain written endorsement from the CO, Executive Officer (XO) or Officer in Charge (OIC) to participate.

(b) Contact the NRA to coordinate the scheduling of a PHA prior to executing the requested IPA.

(c) Contact the NRA to coordinate the scheduling of a PFA per reference (a) prior to executing the requested IPA.

(d) Coordinate with gaining unit and SSO Program Office for any changes to approved IPA schedule.

3. **SSRG Fitness Reports (FITREPs)**. SSRG officers do not have a regular reporting senior and do not receive a regular, annual FITREP. Regular FITREPs on SSRG officers will be submitted under the following conditions:

a. SSRG officers authorized by COMNAVRESFORCOM (N14) to participate with a Navy Reserve unit under IPA orders, and who participate consecutively with that unit for a period of 90 days or more; and participating in at least 80 percent of the drills will receive a regular FITREP. For these reports, the CO of the Navy Reserve unit with which the SSRG officer trained, will be the "Regular Reporting Senior."

b. Reference (d) requires submission of regular FITREPs on all SSRG officers performing more than 90 consecutive days of ADT.

c. A "Not Observed" FITREP, with a brief description of duties and accomplishments for SSRG officers is required for ADT periods less than 90 days.

d. All SSRG FITREPs must have an entry in Block 20 of the FITREP. Most SSRG will have codes of B, F or N. The N code should be used sparingly and the member should notify the program office if that code is used on their FITREP.

RESPERSMAN 1534-040

STRATEGIC SEALIFT OFFICER PROGRAM SELECTED RESERVE AND VOLUNTARY TRAINING UNIT MEMBERSHIP

Responsible Office	COMNAVRESFORCOM (N14)	Phone:	DSN	262-2613
			COM	(800) 535-2580
			FAX	(757) 444-7598

References	(a) OPNAVINST 1534.1D (b) Merchant Marine Act, 1936, Title XIII (c) CNSTC 1533.2 ROD (d) BUPERSINST 1001.39F (e) BUPERSINST 1610.10C (f) OPNAVINST 6110.1J
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1. **Purpose.** To issue information and amplifying guidance, per references (a) through (f), for the training and administration of Navy Reserve officers in the Strategic Sealift Officer Program (SSOP).

2. **Selected Reserve (SELRES) and Voluntary Training Unit (VTU) Affiliation by a Strategic Sealift Readiness Group (SSRG) Officer**

a. **Eligibility.** SSRG officers who can satisfy the SELRES participation requirements are eligible for affiliation provided they meet the following conditions:

(1) Designator is 1665.

(2) Participates satisfactorily in the SSOP.

(3) Possesses a valid and current U.S. Coast Guard Merchant Marine Credential (MMC) as noted in reference (a).

b. **Affiliation Procedures.** SSRG officers who meet the eligibility criteria for affiliation as a SELRES should contact a Navy Officer Recruiter to identify an available billet. Strategic Sealift Officers (SSOs) are required to fill open SSO designated billets, or billets with a SSO Reserve Functional Area and Sex code first. Only after all open SSO billets are filled, will a SSO be allowed to fill other billets. Per reference (a), SSO SELRES are eligible to fill 1XXX and 1050 coded billets. The SSOP Manager is the point of contact for all

SSO SELRES affiliation questions and approves affiliation packages from Commander, Navy Recruit Command.

c. Accession Procedures. Direct Commission Officers (DCO) can access provided that they have at minimum an unlimited tonnage Chief Mate or 1st Assistant Engineer MMC with commensurate Standards for the Training and Certification of Watchstanders (STCW) endorsement. They must also meet all other Reserve Component requirements, provided that Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N14) authorizes accessions. All DCOs must commission into the SSRG and can be considered for SELRES affiliation after completing the initial SSO Post Commissioning Indoctrination course. The SSO Program Manager (SSOPM) must endorse all DCO accessions into the SSRG.

3. SSO SELRES and VTU Procedures

a. Professional points requests for SSO SELRES are forwarded to the SSOP for handling. Refer to [RESPERSMAN 1534-030](#) for more information.

b. All SSOs are required to maintain an active U.S. Coast Guard (USCG) MMC. This can be as a Deck or Engineering officer. The MMC must be endorsed for either Unlimited tonnage (deck) or Unlimited horsepower (engine), and be valid on "all oceans". A STCW endorsement as Officer in Charge of a Navigational Watch or Officer in Charge of an Engineering Watch or higher is required. The SSRG is an unlimited tonnage, oceans program and all members must be licensed to sail unlimited tonnage/horsepower vessels on international water, into foreign ports.

(1) Members who through their own misconduct or dereliction, fail to maintain those professional licenses necessary to perform military duties as a SSO, are subject to administrative separation from the Naval service per reference (f), enclosure (3), paragraph 1(b)(10), and/or transfer to inactive status pending resolution of their licensing requirements.

(2) Per reference (a), members may submit a waiver request to Commander Military Sealift Command via SSOPM. Waivers can only be granted once in a SSO's career and do not provide sanctuary from annual training requirements.

c. SSO SELRES and VTU members are not authorized SSRG Active Duty Training funding.

d. SSO SELRES and VTU members may return to the SSRG contingent on the following requirements:

- (1) Must possess a valid MMC and STCW.
- (2) Cannot be on the Ready Mobilization Pool list.
- (3) Must meet all participation requirements outlined in reference (a).

4. **Re-Affiliation Procedures to SSRG from SELRES and VTU**

a. Eligibility. SELRES and VTU members are eligible to re-affiliate with the SSRG provided they meet the following criteria:

- (1) Designator is 1665.
- (2) Must have maintained satisfactory participation in the SELRES/VTU per reference (d).
- (3) Possess a valid and current USCG MMC with valid and current STCW endorsements per reference (a).
- (4) Must not be identified for mobilization.

b. Responsibilities

- (1) COMNAVRESFORCOM (N14) shall:
 - (a) Counsel SELRES/VTU member on SSRG requirements, eligibility, and procedures.
 - (b) Supply a prepared NAVPERS 1200/1, Ready Reserve Agreement, and NAVPERS 1070/613, Administrative Remarks, to the re-affiliating officer.
 - (c) Route command-endorsed NAVPERS 1200/1, Ready Reserve Agreement, to the Commander, Navy Personnel Command (COMNAVPERSCOM) (PERS-911C) for adjudication.
 - (d) Send completed NAVPERS 1070/613, Administrative Remarks, to COMNAVPERSCOM (PERS-3) for inclusion in re-affiliating officer's Official Military Personnel File (OMPF).

(e) Forward approved NAVPERS 1200/1, Ready Reserve Agreement, from COMNAVPERSCOM (PERS-911C) to COMNAVRESFORCOM (N12) to generate transfer orders.

(f) Process gain transactions for re-affiliating officers.

(2) COMNAVRESFORCOM (N12) shall:

(a) Generate transfer orders for SELRES and VTU members re-affiliating with the SSRG (Reserve Unit Identification Code (RUIC) 2525M) upon receipt of approved NAVPERS 1200/1, Ready Reserve Agreement, from COMNAVRESFORCOM (N14).

(3) Navy Reserve Activity Commanding Officers shall:

(a) Perform a Navy Standard Integrated Personnel System check-out transaction to RUIC: 2525M upon receipt of transfer orders to SSRG.

(4) Eligible SELRES/VTU Officers shall:

(a) Contact the SSOPM to re-affiliate with the SSRG.

(b) Return the signed NAVPERS 1200/1, Ready Reserve Agreement to COMNAVRESFORCOM (N14) for processing.

(c) Return the signed NAVPERS 1070/613, Administrative Remarks to COMNAVRESFORCOM (N14) for inclusion into OMPF.

RESPERSMAN 1534-050

PHYSICAL READINESS STANDARDS COMPLIANCE REQUIREMENTS FOR MEMBERS
OF THE STRATEGIC SEALIFT READINESS GROUP

Responsible Office	COMNAVRESFORCOM (N14)	Phone:	DSN	262-2613
			COM	(800) 535-2580
			FAX	(757) 444-7597

References	(a) OPNAVINST 1534.1D (b) BUPERSINST 1001.39F (c) OPNAVINST 6110.1J (d) NAVADMIN 178/15
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1. **General.** Per references (a) and (b), all members of the Strategic Sealift Readiness Group (SSRG) must meet minimum Physical Readiness Standards. Strategic Sealift Officers (SSO) in the SSRG perform increasingly important short notice operational Active Duty Training (ADT), Active Duty for Special Work (ADSW), Mobilizations (MOB) and recall assignments both in the continental United States (CONUS) and outside the continental United States (OCONUS). To ensure the operational capabilities of the SSRG, members must maintain minimum prescribed levels of physical readiness necessary for world-wide deployment.

2. **Policy.** All SSRG members shall meet minimum physical readiness standards for continued Naval service. Eligibility for orders is contingent on satisfactory compliance.

a. SSRG members must maintain a current Periodic Health Assessment (PHA). PHAs are valid for 365 days from the date of completion.

b. Effective Fiscal Year 2013, SSRG members must complete one Physical Fitness Assessment (PFA) per calendar year; the PFA may be completed during either Cycle 1 (January-June) or Cycle 2 (July-December). Per references (c) and (d), a failure of any

PFA component constitutes a PFA failure. Failure to complete a PFA each calendar year constitutes a PFA failure.

(1) SSRG members are not required to complete a PFA in the calendar year they were commissioned. PFA completion is required for all SSRG members attending SSO Post Commissioning Indoctrination.

(2) Per reference (c), the PFA is administered by a qualified Command Fitness Leader (CFL) of a Navy Reserve Activity (NRA) or Active Component (AC) command. All SSRG members shall complete a NAVPERS 6110/3 Physical Activity Risk Factor Questionnaire (PARFQ) via Physical Readiness Information Management System (PRIMS) <https://www.bol.navy.mil> prior to participating in a PFA.

(3) Body Composition Assessment (BCA) must be completed by a certified CFL and forwarded by the CFL to Commander, Navy Reserve Forces Command (CNRFC) (N14). CNRFC (N14) is the CFL for the SSRG, Reserve Unit Identification Code (RUIC) 2525M.

c. SSRG members with a failing PFA in the most recent calendar year without a passing PFA in the current calendar will not be authorized access to SSRG ADT funding until the PFA is passed.

d. Waivers will be authorized for PFA requirements per reference (c). Waiver requirements and template can be found on Navy Reserve Homeport, <https://www.navyreserve.navy.mil> under CNRFC (N14) homepage. PFA waivers do not constitute a waiver of required participation delineated in [RESPERSMAN 1534-020](#).

(1) In the event a medical waiver is granted for all or part of the PRT, SSRG members must still complete the BCA component unless it is also medically waived.

3. **Responsibilities**

a. CNRFC (N14) shall:

(1) Provide oversight and ensure compliance with applicable directives.

b. NRA shall:

(1) Conduct PFAs for SSRG members per reference (c). The CFL is responsible for conducting a safe PFA and shall complete the PFA checklist in the Operating Guide. All events of the PRT shall be performed per the Operating Guide.

(2) Conduct PHAs for SSRG members.

(3) Forward results of PFA to CNRFC (N14).

c. SSRG members shall:

(1) Contact the NRA to coordinate the scheduling of a PHA.

(2) Contact the CFL to coordinate the scheduling of a PFA per reference (c).

(3) Coordinate with gaining unit and CNRFC (N14) for opportunities to perform PHA/PFA while on ADT.

RESPERSMAN 1534-060

STRATEGIC SEALIFT OFFICER PROGRAM WARFARE INSIGNIA

Responsible Office	COMNAVRESFORCOM (N14)	Phone:	DSN	262-2613
			COM	(800) 535-2580
			FAX	(757) 444-7598

References	(a) OPNAVINST 1534.1D (b) RESPERSMAN 1534-020 (c) RESPERSMAN 1534-040 (d) RESPERSMAN 1534-050 (e) BUPERSINST 1001.39F (f) NAVPERS 15665I
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1. **Purpose.** To issue information and amplifying guidance under reference (a) for the demonstrated recognition of professional expertise of personnel trained in strategic sealift operations who are authorized to wear the Strategic Sealift Officer (SSO) Warfare Insignia (WI). Only those officers who have completed the requirements outlined in references (a) through (e) will be eligible to wear the SSO WI.

2. **Eligibility**

a. The following officers in an active status per reference (e) are eligible to wear the SSO WI:

(1) SSOs who graduated before 10 June 2011 possessing active United States Coast Guard (USCG) Merchant Mariner Credentials (MMC); or

(2) SSOs who received a commission on or after 10 June 2011 and before 1 April 2013 who have completed the SSO Ensign Post Commissioning Indoctrination (PCI) Course and possess active USCG MMC; or

(3) SSOs who received a commission on or after 1 April 2013, completed the SSO WI Personnel Qualification Standards (PQS) and possess an active USCG MMC.

b. Officers who were previously designated as 1625, 1665, or 1675 are eligible to wear the SSO WI.

(1) Officers previously designated in an eligible designator may request authorization to wear the SSO WI by emailing Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N14) at MMR_Program_Office@navy.mil. The request must contain current recall information (e.g. full name, email, phone number and address), a current Officer Summary Record (OSR), USCG MMC or expired Merchant Mariner Document, and a source document (i.e. NAVPERS 1000/4, Officer Appointment Acceptance and Oath of Office, DD Form 214, Certificate of Release or Discharge from Active Duty, NAVPERS 1200/1, Ready Reserve Agreement) of previous designation. COMNAVRESFORCOM (N14) will provide a NAVPERS 1070/613, Administrative Remarks for officers approved to wear the SSO WI.

(2) NAVPERS 1070/613, Administrative Remarks, is not required for officers currently designated as SSO.

(3) Officers who have earned a retirement and transferred to the retired reserve status are authorized to wear the SSO WI.

3. Prescribed Wear

a. Wearing of the SSO WI is stipulated in reference (f).

(1) The former Merchant Marine Reserve (MMR) insignia is not an authorized Navy qualifications designation insignia and shall not be worn on a Navy uniform.

(2) Previously qualified MMR SSOs shall remove and replace the MMR insignia with the SSO WI on all Navy uniforms.

4. Ineligible Officers

a. Midshipmen

b. SSOs who have not earned a retirement and without an active USCG MMC in an inactive status per reference (e). Revocation of eligibility is detailed in reference (a). Members who fail to retain an active USCG MMC and are subsequently transferred to an inactive status will be notified of the revocation of authority to wear the SSO WI.

c. United States Merchant Service (USMS) personnel who do not meet one of the criterion in paragraph (2).

3. SSO WI PQS. The PQS is a requirement for all members of the SSO Program (SSOP) commissioning on or after 1 April 2013, but is recommended for all SSOs. SSO eligibility and qualification requirements are delineated in references (a) through (e).

a. The SSO WI PQS must be completed within five years of commissioning. SSOs that fail to complete the PQS within the prescribed time will be ineligible for subsequent Active Duty for Training (ADT) and will be reassigned to an inactive status or may be administratively separated per reference (a).

b. The SSO WI PQS consists of USCG documentation, fundamental, and service requirements. Officers should complete all fundamental requirements before starting the service requirements.

(1) USCG Documentation Requirements

(a) Hold a current unlimited tonnage/horsepower, oceans, third mate or third assistant engineer USCG MMC.

(b) Possess a current "Standards for the Training and Certification of Watch-standers" (STCW) endorsement from the USCG.

(2) Fundamental Requirements

(a) Complete SSO PCI course;

(b) Complete Military Sealift Command (MSC) 101 on Navy Knowledge Online (NKO): CNRFC-MS101-2;

(c) Complete Navy Reserve Fundamentals on NKO: NAVRESFOR-NRF-3.0; and

(d) Complete Primary Professional Military Education (CWOs and O1 to O4) Blocks 1-7 on NKO: PPME-JO-B1.v4 - PPME-JO-B7.v4.

(3) Service Requirements. There are two methods to fulfill this requirement.

(a) Method 1

1. Upgrade USCG MMC one grade to Second Mate or Second Assistant Engineer and

2. Complete 12 days of ADT.

a. SSO PCI course must be completed prior to executing ADT orders for this requirement.

b. ADT orders to the PCI course do not count towards 12 day requirement.

(b) Method 2

1. Complete 24 days of ADT with a minimum of 12 days at MSC.

a. SSO PCI course must be completed prior to executing ADT orders for this requirement.

b. ADT orders to the PCI course do not count towards 24 day requirement.

c. **Completion of PQS**

(1) Officers will submit the following to the SSOP Office for qualification consideration:

- (a) All Fundamentals NKO Certificates
- (b) All FITREPs;
- (c) Latest Periodic Health Assessment results;
- (d) Latest Physical Fitness Assessment results; and
- (e) USCG MMC and STCW.

(2) Strategic Sealift Officer Warfare (TP1) additional qualification designation (AQD) will be entered into the officer's OSR indicating qualification.

d. In accordance with reference (a) the SSOPM has the authority to change the SSO WI PQS as required. All questions regarding the SSO WI are to be directed to the SSOP Office via email at MMR_Program_Office@navy.mil.

RESPERSMAN 1570-010

INACTIVE DUTY TRAINING ADMINISTRATION

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN COMM FAX	444-3625 (757)444-3625 (757)444-7598
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References	(a) DoDINST 1215.06 (b) DoD Financial Management Regulation Volume 7A (c) MILPERSMAN 1133-061
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1. **Definition.** Inactive Duty Training (IDT) is authorized training performed by Selected Reserve (SELRES) and Voluntary Training Unit (VTU) Sailors and consists of regularly scheduled unit training periods and additional IDT periods. The primary purpose of regular IDT is to provide individual and/or unit readiness training.

a. **Enhancement for Drill Management (EDM).** EDM is an automated Navy Reserve drill management module in the Navy Standard Integrated Personnel System (NSIPS) through which individual Sailors request to reschedule drills and request additional drills. All reschedule, additional drills, and Funeral Honors Duty requests shall be processed in EDM.

2. **Participation Requirements.** Reserve Sailors acknowledge their understanding of the Navy's policy concerning IDT by signing a [NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences](#) form at time of affiliation with the Navy Reserve. If not completed at time of affiliation, the form must be signed and witnessed within 30 days of affiliation. This form outlines attendance and communication requirements and procedures for missed IDT periods. Satisfactory participation requirements are outlined in [RESPERSMAN 1001-010](#).

a. Performance of regular or rescheduled drills (pay or non-pay) counts toward satisfactory drill participation.

b. IDT period attendance will be computed on a rolling year basis and not on an anniversary, fiscal, or calendar year basis. This attendance is computed by counting drill attendance, starting from and including the month of the last regular IDT period and counting back 12 months. Example: If the Sailor's last IDT period was 16 March, only those IDT periods back through the previous April will be considered in determining satisfactory participation.

c. Sailors will be designated as unsatisfactory participants when nine or more IDT periods in a progressive (rolling) 12-month period are declared unsatisfactory, or are unexcused absences.

3. IDT Period Duration

a. SELRES. The minimum duration of a paid IDT period is four hours.

b. SELRES, VTU and SSRG. The minimum duration of a single non-pay drill is two hours. However, if two non-pay drills are performed in the same day, the minimum drill time is four hours each.

c. The maximum duration of a pay or non-pay IDT period is 24 hours.

4. IDT Period Limitations

a. No type of IDT shall be conducted in designated imminent danger areas per reference (a).

b. No more than two IDT periods may be performed in one day.

c. During the FY in which affiliated, new Sailors are limited to performing a pro-rated number of regular IDT periods based on the number of months remaining in the FY. Example: A Sailor who affiliated prior to the drill weekend in March (with seven months remaining in the FY) is authorized to execute 28

regular IDT periods during that FY. IDT period credit is not authorized for affiliation processing.

d. Sailors who discontinue drilling prior to the end of the FY are only eligible to be scheduled and paid and/or receive points for the same pro-rated number of IDT periods for the time they are affiliated (i.e., four IDT periods each month the Sailor is in a drilling status).

e. Rescheduled drills must be performed during the same fiscal year in which the original regular drills were scheduled.

f. **AT/ADT/Active Duty for Special Work (ADSW)/ Mobilization Conflict**. Sailors can request to reschedule IDT periods that conflict with dates of AT/ADT/ADSW/Mobilization. Sailors may perform RS IDTs either before or after the conflicting training periods provided the RS training periods are completed within the same FY, and are in support of the command to which they are assigned in an IDT status, or preparing for the upcoming period of active duty. RS IDTs completed after the conflicting training period can only be executed after being officially released from active duty. RS IDTs only cover the pay and entitlements associated with IDT periods and do not include any travel entitlements. Sailors may not receive more than 365, 366 in a leap year, retirement points in an anniversary year.

(1) NRAs shall adjudicate all drills within the current FY for Sailors that have an AT/ADT/ADSW/Mobilization conflict as RS prior to Sailor's commencement of orders, or authorized absence (AA) shall be given monthly following the IDT weekend.

(a) In instances where a Sailor's active duty crosses the FY and the FY drill schedule has not been established in EDM, the NRA shall enter the RS on the Sailor's behalf.

(2) Unit CO or designated representative shall ensure Sailors RS IDT requests are submitted in NSIPS/EDM prior to commencing active duty.

(a) In instances where a Sailor's active duty crosses the FY and the FY drill schedule has not been established in NSIPS/EDM, the Unit CO or designated representative shall provide the RS IDT request to the NRA in writing.

(3) Sailors are responsible for submitting rescheduled IDT requests in EDM before commencing active duty.

(a) In instances where active duty orders cross the FY and the FY drill schedule has not been established in NSIPS/EDM, the Sailor must submit an RS IDT request in writing to the NRA via their unit.

5. **Advance IDT.** Rescheduled IDT periods may be performed in advance of regularly scheduled unit IDT periods only if the Sailor is expected to remain in a drilling status through the end of the month for which the advance IDT periods were rescheduled.

a. Take into consideration the following when scheduling advance IDT: anniversary year, Expiration of Obligated Service (EOS), High Year Tenure (HYT), mandatory transfer, retirement, mobilization and satisfactory participation. Sailors who do not fulfill their fiscal year drill requirement may face recoupment of drill pay/points for any periods not authorized.

b. SELRES in an In Assignment Processing (IAP) status are not authorized to drill more than 2 months in advance.

6. **Unit IDT Scheduling.** Reserve units will coordinate with the supporting Navy Reserve Activity (NRA) to establish the upcoming FY regular IDT weekends and all drills must be scheduled in NSIPS prior to the commencement of the FY. When scheduling regular IDT, operational support is paramount. However, completion of all Navy administrative requirements is mandatory.

a. Units that have an established training plan for the FY that require deviation from the NRA's FY regular IDT weekend are required to route the training plan with IDT dates to the Echelon IV for approval. Upon receiving Echelon IV approval for the unit

to deviate from the NRA's FY regular IDT weekend, NRAs are required to schedule the new dates in NSIPS, prior to the commencement of the FY.

(1) Refer to [RESPERSMAN 1570-020](#) for FLEX drill scheduling and administration.

b. Deviation from the NRA's FY regular IDT weekend does not absolve the unit/Sailors from completing their administrative requirements to include, but not limited to urinalysis, Physical Fitness Assessment, Physical Health Assessment and General Military Training.

7. **Rescheduling Regular Unit IDT.** Reschedule Unit IDT to meet Navy requirements only. Rescheduled IDT must be scheduled in EDM in advance, within a reasonable commuting distance, unless the Sailor signs a [NAVPERS 1070/613, Administrative Remarks](#) agreeing to drill outside their reasonable commuting distance. Unit Commanding Officer (CO) or designated representative is authorized to direct performance of rescheduled IDT periods to:

a. Take advantage of emergent training opportunities, including IDTT evolutions; or

b. Accommodate non-availability of training resulting from schedule changes, equipment breakdown, or when access to drill/training sites is impossible due to adverse weather conditions, civil disturbances, or increased threat condition (THREATCON) levels.

c. Ensure completion of medical or administrative requirements as determined by the NRA.

8. **IDT Pay and or Retirement Point Credit.** All Sailors reporting for their IDT period at the scheduled time and place will be mustered for the purposes of drill accounting and establishing Uniform Code of Military Justice (UCMJ) authority. A Sailor who is present for the prescribed IDT period will be authorized drill pay and retirement point credit per reference (b) if in a pay assignment, or retirement point credit if in a

non-pay assignment. Payment for each IDT period, if authorized, will be at the rate of one-thirtieth of the basic pay prescribed for the Sailor's grade and years of service.

9. IDT Pay Authorization. [DD Form 577, Appointment/Termination Record-Authorized Signature](#), is required to be on file at the NRA for all NRA personnel responsible for authorizing and releasing drill pay (i.e. regular IDT, additional IDT), special pays associated with the performance of these drills and Funeral Honors Duty Allowance prior to performing financial transactions.

10. **Unit IDT Guidance**

a. Before the Unit IDT, the NRA shall prepare the NAVRES 1570/21, Unit/Partial Unit Individual Participation Record (IPR). All known absences of unit Sailors will be properly adjudicated in NSIPS.

b. The morning of the Unit IDT, the NRA shall provide the NAVRES 1570/21, Unit/Partial Unit IPR to the unit certifying official (Unit CO or designated representative identified in writing with signature, or [DD Form 577, Appointment/Termination Record-Authorized Signature](#)). Additionally, the NRA shall provide the Unit CO with IDT reports listed in [RESPERSMAN 1570-050](#).

c. The unit certifying official shall conduct muster, annotating in black ink either Present (P) or Absent (A) for each person. For all personnel marked absent, adjudicate as AA, unexcused absence (UA) or RS. For RS IDTs provide future drill dates. Unit certifying officials shall ensure the RS IDT requests are submitted via EDM prior to the end of the Unit IDT period(s). Sailors marked as absent without justification in the remarks column shall be adjudicated as unexcused (U). Refer to paragraph 14 of this article for reclama procedures.

d. By the end of the IDT period(s), the unit certifying official will print name, sign and date the IPR, thus validating certifying official's remarks and that each Sailor authorized

IDT pay/points was present. The unit certifying official is not authorized to self-muster. Therefore, an alternate unit certifying official, as designated in writing or by [DD Form 577, Appointment/Termination Record-Authorized Signature](#) shall countersign by printing name, signing and dating the muster on the page where the unit certifying official is listed.

e. At the conclusion of the final IDT period the authorized unit certifying official shall deliver the signed NAVRES 1570/21, Unit/Partial Unit IPR to the NRA. When IDTs are performed away from the NRA, the NAVRES 1570/21, Unit/Partial Unit IPR may be scanned and submitted via encrypted e-mail to the NRA.

f. The following actions shall be taken within three working days after the Unit IDT by the NRA:

(1) Record the IDT attendance data into NSIPS and verify that any individual IDT schedule changes annotated on the unit IPR have been requested through EDM. If the Sailor and/or unit CO/designated representatives do not enter RS request, the NRA shall enter the RS request on behalf of the Sailor. Sailors marked absent without justification in the remarks column shall be adjudicated as an UA.

(2) Print the IDT verification report from NSIPS and the Electronic Muster Use report from EDM. Deliver the IDT verification report, IDT Muster Status report and NAVRES 1570/21, Unit/Partial Unit IPR to the NRA CO or designated representative (E7 and above) who will review and sign the IDT verification report authorizing the NSIPS supervisor to release IDT data for transmission.

(3) Ensure the NRA CO or designated representative verifies and signs the retain transmittal log. Annotate and date all action taken to correct errors reflected on the report.

11. **Individual IPR Guidance**. EDM is used when the Sailor is performing IDT separately from their unit. NAVRES 1570/22, Individual IPRs are requested in EDM for rescheduled and

additional drills. Funeral Honors Duty (FHD) is scheduled and mustered in EDM by the NRA Funeral Honors Coordinator.

a. **Responsibilities**

(1) NRA shall access EDM daily to review IDT pending approval/certification from the unit certifying official. Once the unit certifying official has certified the IDT, the NRA will process the IDTs for payment within 3 days.

(a) Print the IDT verification report from NSIPS and the Electronic Muster Use report from EDM. Deliver the IDT verification report, IDT Muster Status report and NAVRES 1570/22, Individual IPR to the NRA CO or designated representative (E7 and above) who will review and sign the IDT verification report authorizing the NSIPS supervisor to release IDT data for transmission.

(2) Unit CO or designated representative shall adjudicate reschedule and additional drill requests for assigned Sailors within 3 days in EDM. Once Sailors have been mustered in EDM, the unit certifying official will certify the IDT within 3 days of completion in EDM.

(3) Sailors shall access EDM to create and submit requests to reschedule existing or schedule additional drills no less than 5 days prior to the requested drill date. In emergent circumstances, Sailors may request to reschedule their current day drills in EDM. Sailors are not authorized to perform IDT until the drill is approved by NRA. Sailors are required to ensure they are properly mustered in EDM at the time of the IDT.

(4) Any military Sailor E6 and above or a civilian employee GS5 or above will access EDM to muster the Sailor at the time of the IDT.

12. **Emergent Individual IDT Processing Procedures**

a. Unit COs or designated representatives unable to approve rescheduled and additional IDTs for their assigned personnel in EDM shall communicate their approval to the NRA via official email.

b. NRAs shall enter the rescheduled/additional IDT requests on behalf of the Sailor in EDM per the Unit CO or designated representative's approval. NAVPERS 1570/22, Individual IPR shall be downloaded/printed and forwarded to the Sailor's Unit CO or designated representative for mustering purposes. A copy of the approval e-mail must be kept in the individual IDT folder at the NRA.

c. Mustering officials shall validate Sailor's attendance in EDM or by digitally/physically signing the NAVPERS 1570/22, Individual IPR. If Sailor was not mustered in EDM, the mustering official shall return the signed NAVRES 1570/22, Individual IPR to the unit certifying official upon completion of drill.

d. Unit certifying official shall certify the Sailor's attendance in EDM or by digitally/physically signing the NAVPERS 1570/22, Individual IPR. If Sailor was not certified in EDM, the certifying official shall return the signed NAVRES 1570/22, Individual IPR to the NRA within 3 days of completion.

e. NRA shall upload received NAVRES 1570/22, Individual IPRs into the Sailors EDM record for pay processing within 3 days of receipt.

13. **Missed IDT Periods**. Individuals miss regular IDT periods for a variety of reasons. Reasons to excuse absences on the day they occur include: sickness, injury, or other circumstances beyond a Sailor's reasonable control. It is the Sailor's responsibility to contact the unit or assigned NRA when absent from IDT periods before the end of the IDT period(s). The unit shall contact Sailors prior to the end of the Unit IDT if they fail to contact the unit. Unit COs will make one of the following determinations by close of an IDT weekend in all cases concerning missed IDT periods:

a. **Rescheduled (RS) IDT**

(1) Unit COs may RS the individual IDT when there is a valid Navy mission or when valid training opportunities are available. IDT periods may not be rescheduled after the fact.

(2) Annotate the RS dates in the remarks section of the Unit IPR. Ensure the Sailor enters the reschedule request in EDM for approval. If the Sailor is unable, the unit certifying official is responsible for submitting reschedule request on behalf of the Sailor.

(3) RS IDT periods that are missed, must be adjudicated by the Unit CO as AA or UA, depending on the circumstances of each case.

b. **Authorized Absence (AA)**. Assign AAs when valid training or mission support opportunities for RS do not exist and the Unit CO determines that the absence is excused. NRA staff will enter the AAs into NSIPS. This will reduce the Sailor's total number of authorized IDT periods for the FY. AAs do not count toward retirement credit. Sailors are still required to obtain 50 retirement points for a qualifying anniversary year towards a non-regular (Reserve) retirement. Assignment of AA may impact incentive entitlements and monthly debt for Servicemember Group Life Insurance (SGLI)/Family SGLI premiums will continue to accrue. AAs may be assigned for the following reasons:

(1) **Demobilization**. Demobilized Sailors shall be offered a 4 month AA period. AA period post mobilization may be extended up to 6 months. Sailors who desire to use this option are required to submit a [Special Request Authorization, NAVPERS 1336/3](#), via their chain of command to the Unit CO for approval and are also required to sign an [AA NAVPERS 1070/613, Administrative Remarks](#). Unit COs are required to make monthly contact with Sailors during the AA period to ensure there are no outstanding medical/dental or administrative requirements (such as physical/dental exam, or GMT. Upon completion of monthly contact, Unit COs shall notify the NRA CO with updates on Sailors' status. NRAs shall refer to [RESPERSMAN 6000-010](#) to ensure Physical Health Assessment dates are properly reset in the Medical Readiness Reporting System prior to start of the AA

period for those who demobilize through a Navy Mobilization Processing Site.

(2) **Temporary work conflicts/personal hardships.**

Sailors may be approved up to 24 IDT periods (consecutive or non-consecutive) of authorized absences on a rolling year basis to accommodate work conflicts/personal hardships.

(a) **Responsibilities**

1. NRA shall retain Sailors in their present unit and billet in an AA status up to 24 IDT periods with approval from the Unit CO. Upon approval, the NRA will ensure Sailors sign the [AA NAVPERS 1070/613, Administrative Remarks](#) prior to commencing an AA period. Sailors with conflicts beyond 24 IDT periods shall be immediately transferred to the Active Status Pool (ASP).

a. Refer to [RESPERSMAN 1100-010](#) for bonus termination.

b. Refer to [COMNAVERSFORINST 1780.1C](#) for MGIB-SR termination process.

c. Email [COMNAVRESFORCOM \(N11\)](#) within 3 business days of transferring NAT sailors involuntarily to the IRR-ASP.

d. Per reference (c), PRISE-R Sailors who fail to make their rate permanent shall be transferred to the IRR-ASP in their permanent rate. NRA's shall email [COMNAVRESFORCOM \(N15\)](#) within 3 business days of transferring all PRISE-R Sailors to the IRR-ASP.

2. Unit COs shall consider the impact on unit readiness and manning when reviewing requests for retention based on temporary work conflicts/personal hardships. If the Unit CO does not recommend retention, process Sailor for transfer to the ASP as soon as possible, or process for discharge if warranted. Unit CO will ensure Sailors sign the [AA NAVPERS 1070/613, Administrative Remarks](#) prior to commencing an AA period.

3. Sailors are required to submit a [NAVPERS 1336/3, Special Request Authorization](#), to request periods of authorized absences. Upon approval of the authorized absence period Sailors are required to sign an [AA NAVPERS 1070/613, Administrative Remarks](#) acknowledging understanding of their responsibilities while in an AA status.

(3) Medical/Dental Non-Drillers. Sailors in Temporary Not Physically Qualified, Temporary Not Dentally Qualified or Medical Retention Review who are not authorized to perform IDTs will have their drills adjudicated as AA monthly until a final determination on their case is made. Ensure proper MAS code is assigned in accordance with [RESPERSMAN 3060-010](#).

c. Unexcused IDT (U). Unit/Command COs shall determine if a missed IDT period is unexcused.

14. Processing Missed/Unexcused/Unsatisfactory IDT Periods.

Process missed IDT periods as follows:

a. For regularly scheduled unit IDTs, the unit certifying officials will document approvals of RS/AAs on the Unit IPR. RS IDTs must be submitted in EDM prior to the end of the regularly scheduled unit IDT.

b. If a RS IDT period is missed, the Unit CO is responsible for adjudicating the IDT as AA or Unexcused Absence (UA) by selecting the appropriate box in EDM.

c. Unit certifying officials will document unexcused absences as "U"s in the remarks section of the Unit IPR or via EDM for Individual IPR. NRAs will record unexcused absences on the [NAVRES 1570/2, Satisfactory Participation Requirement/Record of Unexcused Absences](#), and send a signed copy to the Sailor by mail within 5 working days of the unexcused IDT period. File the original [NAVRES 1570/2, Satisfactory Participation Requirement/Record of Unexcused Absences](#) and one signed copy in the Sailor's Individual IDT folder and provide a signed copy to the Unit CO.

(1) Unit COs shall refer to [RESPERSMAN 1001-010](#) for requirements on processing enlisted Sailors and officers who incur nine or more unexcused/unsatisfactory IDTs during a progressive 12 month period.

(2) NRA shall follow directions outlined in [COMNAVRESFORINST 3060.7B](#) for Sailors identified for mobilization.

d. Administrative unsatisfactory participation (Admin U). Drills may be administratively adjudicated as unsatisfactory when Unit CO (or NRA CO in coordination with Unit CO) to whom the Sailor reports for drill determines his/her performance during the IDT period does not meet the minimum standards required to maintain the proficiency of the unit and the skill of the individual, or when disciplinary action has been taken under the UCMJ, per [RESPERSMAN 1001-010](#).

(1) Unit CO or designated representative will document the IDT period as "P" on the Unit IPR or via EDM for Individual IPR, and annotate unsatisfactory participation in the remarks section. The NRA CO will annotate the administrative unsatisfactory participation as "Admin U" on the [NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences](#) and send a signed copy to the Sailor by mail within 5 working days of the unsatisfactory IDT period. File the original NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences and one signed copy in the Sailor's Individual IDT folder and provide a signed copy to the Unit CO.

15. **Removal of Unexcused/Authorized Absence and Admin U.** IDT periods adjudicated as UA, AA, or Admin U cannot be removed without a letter from the Unit CO explaining the circumstances causing the error and steps taken to prevent further inaccurate drill adjudication. The intent of this removal process is to fairly compensate eligible Sailors for work performed.

a. **Processing Timeline**

(1) Unit CO shall submit request to remove UA, AA, or Admin U within 45 days of the drill date to the NRA CO for adjudication.

(2) NRA CO shall adjudicate UA, AA, or Admin U removals within 15 days of receipt, and removal authority shall not be delegated. A copy of all correspondence shall be maintained in the Individual IDT Folder.

(3) Echelon IV Commanders shall serve as the appeal authority for NRA CO adjudications of UA, AA or Admin U removals. CNRFC (N1) is the final appeal authority for Echelon IV Commander adjudications.

16. **Reporting of IDT Periods Over 12 Months Old.** Reporting IDT periods over 12 months old must be processed via service request to the NSIPS Help Desk.

17. **Drilling Status Changes - Pay.** Personnel in a pay status who have performed IDT in good faith before being notified that their assignment has been terminated will be paid for those IDT periods upon CNRFC (N11) approval. This will be resolved by the NRA sending a letter to Defense Finance and Accounting System - Cleveland (DFAS-CL) via CNRFC (N11) with explanation and supporting documents.

RESPERSMAN 1570-020

OTHER INACTIVE DUTY TRAINING AND INACTIVE DUTY

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN	262-2651
			COMM	(757)322-2651
			FAX	(757)444-7598

References	(a) DoD Instruction 1215.06 (b) COMNAVRESFORINST 4650.1 (c) COMNAVRESFORCOMNOTE 5400 (d) COMNAVRESFORINST 1000.9A (e) DoD Instruction 1300.15 (f) DoD Financial Management Regulation, Vol 7A (g) OPNAVINST 1120.3A (h) BUPERSINST 1610.10D
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1. **Definitions**

a. All drills shall be approved and scheduled in Navy Standard Integrated Personnel System (NSIPS) or Enhancement for Drill Management (EDM) prior to execution.

b. Inactive Duty Training (IDT) includes Additional IDTs, Inactive Duty Training Travel (IDTT), Flexible (FLEX) IDTs, Incremental IDTs, Telework and the Training in Medical Specialty (TMS)/Hospital Corpsman to Bachelor of Science in Nursing (HM to BSN)/Critical Shortage Specialties (CSS) FLEX IDT option. These IDTs shall be approved by the Unit Commanding Officer (CO) or designated representative prior to execution.

c. Inactive Duty includes Funeral Honors Duty (FHD). FHD shall be approved by the Navy Reserve Activity (NRA) CO.

2. **Additional IDT Periods**

a. Reference (a) establishes policy for authorizing and scheduling additional IDT periods. There are three types of Additional IDT periods (i.e. Additional Training Periods (ATPs), Additional Flying and Flight Training Periods (AFTPs), Readiness Management Periods (RMPs)). Additional IDT periods provide individuals and units the opportunity to achieve and maintain

required mobilization readiness levels when 48 regular IDT periods are insufficient enough to meet training objectives.

b. Sailors shall access EDM to create and submit requests for additional IDT periods no less than 5 days prior to the requested drill date. In emergent circumstances, Sailors may request additional IDT periods on the same day. Sailors are required to ensure they are properly mustered in EDM at the time of the IDT.

c. Additional IDT periods shall not be performed during a unit's regularly scheduled IDT weekend.

d. Duration of Additional IDT Periods. Minimum duration of an additional IDT period is 4 hours.

e. Authorization and funding additional IDT periods. Unit requirements stipulated by the supported command, along with Navy Reserve budget constraints, will dictate the actual number of additional IDT periods allocated to each unit. This includes all types of additional IDT periods. Supported command allocations will be determined based on the Operational Support Officer's (OSO) input to Commander, Navy Reserve Forces Command (CNRFC) (N31). Unit COs (working with OSOs) determine distribution within their units and OSOs will manage drill accounts as necessary to complete their missions based on their additional IDT budget and the individual limits discussed below.

(1) Unit COs shall ensure a letter/memorandum identifying Sailor and drill allocation is retained in Unit IDT folder at the NRA.

f. Individual limits of additional IDT periods:

(1) ATPs provide units and individuals the ability to complete additional required training. Per reference (a), the number of these training periods shall not exceed 36 each Fiscal Year (FY) for any member. Two ATPs are authorized per day for a minimum of 8 hours training in formal or informal On the Job

Training (OJT), which contributes to unit or individual mobilization readiness as follows:

(a) Any schools/class that enhance the member's mobilization readiness.

(b) Informal OJT such as aircraft maintenance training, phased maintenance training and administrative procedure training.

(c) Administrative requirements associated with the mobilization billet such as preparing enlisted evaluations or fitness reports or other general administrative duties are not authorized. The training must be specific to the mobilization billet or rate/designator training.

(2) AFTPs provide aircrew members additional flight training to achieve and maintain aircrew proficiency and sustain mobilization readiness. The number of these training periods shall not exceed 72 each FY for any member per reference (a).

(a) Two AFTPs shall be authorized per day only when an individual is scheduled for an actual flight or readiness training simulator event and completes a minimum of 8 hours of work.

(b) Only one AFTP shall be authorized per day for an individual performing flight-related ground training (Naval Air Training and Operating Procedures Standardization ground training, annual flight physicals, aviation physiology and swim qualification, or other OPNAVINST 3710.7 flight training requirements).

(3) RMPs are intended for use by drilling Reserve members to support the following functions in preparing their unit for training: The ongoing day-to-day operation of the unit; accomplishing unit administration; training preparation; support activities and maintenance functions. Per reference (a), the number of RMPs performed in a FY by any member shall

not exceed 36 and not more than one RMP shall be performed by an individual in one calendar day.

(4) For those other than aircrew members, the combination of ATPs and RMPs shall not exceed 72 per FY. For aircrew members, the combination of AFTPs, ATPs and RMPs shall not exceed 84 per FY or as determined by reference (a).

3. **IDTT**

a. Must be executed in accordance with reference (b).

b. IDTT orders delineate travel and per diem entitlements only. Pay and allowance are processed using regular or additional IDTs.

c. All drills must be scheduled in EDM prior to routing IDTT orders. Performance of ATPs, RMPs or AFTPs must follow existing rules for accounting.

(1) Compensation (pay/points) will not be authorized on a travel day unless the member provides documentation that work/class was conducted on the travel day.

(2) Sailors are required to ensure they are properly mustered in EDM at the time of the IDT.

d. Per reference (a), IDT is prohibited in imminent danger areas and Imminent Danger Pay is not authorized for IDTT orders.

4. **Telework**. Telework IDTs will be administered per reference (d). Participants must meet all administrative and medical requirements to be eligible to perform Telework IDT.

5. **FLEX Drill Scheduling and Administration**. The FLEX IDT Drill option offers added flexibility for members to best meet the requirements of their supported command. Member participation in the FLEX IDT drill option is voluntary. FLEX Drills can be performed consecutively using regular IDT or additional IDT.

a. Units who operate with variable/flexible drill schedules, often referred to as "FLEX drill units" will schedule at least 12 regular IDT periods per quarter. These drills may be scheduled at the end of each quarter initially with the expectation they will be rescheduled as IDT periods require.

b. FLEX IDT may be performed separately or in conjunction with Annual Training (AT), Active Duty for Training or IDTT unless prohibited by reference (c).

c. Unit leaders (CO, Executive Officer, Senior Enlisted Leader) participating in FLEX IDT remain fully responsible and accountable for their unit's administration and readiness. Unit leaders may find it necessary to limit their FLEX IDT or perform additional non-pay IDT to accomplish unit management.

d. Unit COs shall:

(1) Approve/disapprove member's request to participate in FLEX IDT.

(2) Ensure members submit RS IDT request via EDM per the advance IDT policy outlined in RESPERSMAN 1570-020.

(3) Counsel members on FLEX IDT requirements and have member sign the [FLEX IDT Drill Option NAVPERS 1070/613, Administrative Remarks](#) acknowledging understanding. Personnel authorized to Telework shall do so in accordance with reference (d).

(4) Oversee and coordinate the scheduling of FLEX IDTs with the supported command, supporting NRA and the unit member as far in advance as possible to prevent pay and billeting problems and to ensure IDT will best meet mission and/or readiness training requirements. This is particularly important for FLEX IDT periods performed before the normal IDT periods.

(5) Ensure all administrative requirements (i.e. urinalysis and Physical Fitness Assessment (PFA)) are completed at either the NRA or the supported command using paid or non-paid IDT as appropriate.

(6) Forward unit members' completed IPR to the NRA within 3 business days of IDT completion to ensure timely payment and proper recording of retirement points.

e. Members shall:

(1) Request the FLEX IDT Drill Option through their unit chain of command.

(2) Sign the [FLEX IDT Drill Option NAVPERS 1070/613, Administrative Remarks](#) acknowledging their drill requirements.

(3) Upon approval, ensure drills are scheduled in NSIPS prior to performing the IDTs.

(4) Provide completed IPR to the Unit CO after IDT completion.

6. **Incremental Accrual of IDT Periods**. Incremental IDT (regular and additional IDT) periods provide an opportunity for unit personnel to receive Reserve IDT pay, training credit and/or retirement points. This program will be administered in the following manner:

a. Unit COs shall:

(1) Approve/disapprove member's request to perform Incremental IDTs.

(2) Counsel members on Incremental IDT requirements and have member sign the Incremental IDT NAVPERS 1070/613, Administrative Remarks acknowledging understanding. Personnel authorized to telework shall do so in accordance with reference (d).

(3) Ensure the IDT is scheduled in NSIPS prior to performing initial Incremental IDT period.

(4) Track and ensure personnel approved to perform Incremental IDTs, do so in hourly increments, earning credit for each hour until 2 hours for a nonpaid IDT or 4 hours for a paid IDT, which equates to one IDT period.

(5) Forward unit members' completed IPR to the NRA within 3 business days of IDT completion to ensure timely payment and proper recording of retirement points.

b. Members shall:

(1) Request the Incremental IDT option through their unit chain of command.

(2) Sign the Incremental IDT NAVPERS 1070/613, Administrative Remarks acknowledging their drill requirements.

(3) Upon approval, ensure drill is scheduled in NSIPS prior to performing initial Incremental IDT period.

(4) Perform Incremental IDTs in hourly increments, earning credit for each hour until 2 hours for a nonpaid IDT or 4 hours for a paid IDT, which equates to one IDT period.

(5) Provide completed IPR to the Unit CO after IDT completion.

7. **Military FHD**. Ready Reserve members (Selected Reserve (SELRES), Voluntary Training Unit (VTU), and Active Status Pool (ASP)) and retirees may volunteer to perform FHD.

a. Per references (a) and (e), FHD includes the preparation/training for the actual performance of rendering military funeral honors.

(1) A period of FHD must be at least 2 hours. Honors may be performed at more than one funeral on a given day. However, only one FHD payment and one retirement point (if applicable) will be authorized per calendar day.

(2) The processing of FHD payment and points (if applicable) is authorized to support up to two FHD training periods per Sailor, per year.

b. **Compensation**

(1) SELRES, VTU and ASP members will receive compensation in the form of Funeral Honors Duty Allowance (FHDA) per reference (f).

(2) Per reference (f), retirees receive a tax free \$50 stipend with no retirement point credit.

c. **Responsibilities**

(1) CNRFC (N11) shall submit and track all FHDA payments for ASP personnel.

(2) NRAs shall:

(a) Approve/disapprove Ready Reserve Sailors' request to participate in FHD. Retirees must receive authorization from the Regional FHD Coordinator.

(b) Counsel Sailors on FHD requirements and have member sign the [FHD NAVPERS 1070/613, Administrative Remarks](#) acknowledging their understanding of the program.

(c) Appoint FHD Coordinators in writing (i.e. designation letter with signature or DD Form 577, Appointment/Termination Record-Authorized Signature) as Mustering Officials and Training Coordinators.

(d) Schedule FHD in EDM prior to execution for SELRES and VTU members.

(e) Muster Sailors visually or by phone prior to and after scheduled training and or funeral/memorial service. EDM Funeral Honors Transaction report.

(f) Process FHDA in NSIPS for SELRES and VTU members upon receipt of Sailor's attestation and within three days of completion. File the EDM Funeral Honors Transaction report with the attestation in the Sailor's individual pay folder.

1. FHDA shall be used as the primary means to fund and support regional Commander, Naval Installation Command (CNIC) requirements. However, if an emergent Military Funeral Honors requirement occurs during an IDT period and a member of the Ready Reserve volunteers to perform the funeral honor and associated duty, these duties may be performed during the IDT period via Unit CO approval. Individuals will be paid and get service credit, for the IDT period. Under no circumstances will members receive both the FHDA and IDT compensation for the same event. Additionally, the existing 48 regular IDT drill limitation per FY shall not be exceeded.

(g) Track payments for SELRES and VTU members using the NRA Earning Statement Report.

(h) Forward [NAVRES 1770/16, Funeral Honors Duty Participation Statement](#) signed by the NRA CO with CNIC Funeral Honor Request to CNRFC (N11) for ASP Sailors within three days of completion.

(i) Forward [NAVRES 1770/16, Funeral Honors Duty Participation Statement](#) signed by the NRA CO to CNIC Regional Funeral Honors Coordinator for retirees within three days of completion.

(j) Submit FHD after action report with 24 hours of completion to CNIC via the Honor Tracker and maintain a copy of the report in the Unit IDT Participation Record Folder.

(h) Train Sailors in accordance with CNIC training requirement and ensure no more than two FHD training periods per Sailor, per year are authorized.

(3) Sailors shall:

(a) Request to be a part of the NRA FHD detail via their unit chain of command.

(b) Sign the [FHD NAVPERS 1070/613, Administrative Remarks](#) acknowledging their understanding and acceptance of FHD program requirements.

(c) Muster visually or by phone with the NRA FHD Coordinator prior to and after scheduled funeral/memorial services.

(d) Attest to completion of funeral honors duty via email to the NRA FHD Coordinator upon completion of the funeral/memorial services.

8. Special Medical Drilling Categories

a. TMS and HM to BSN FLEX IDT Drill Options. The TMS and HM to BSN drill options allow medical healthcare professionals an opportunity to earn Reserve drill pay, training credit and retirement points by completing civilian training programs that would enhance their reserve mobilization readiness. Members will normally be assigned to Operational Health Support Units (OHSUs) supporting medical treatment facility units but may request assignment to billets outside Budget Submitting Office (BSO)-18 (i.e. Marine units, Reserve Force Squadrons, Seabees,

etc.). Members shall be assigned Projected Rotation Dates (PRDs) that coincide with the completion of their training or schooling program and additional related obligated service. PRDs will reflect on the member's orders and be entered into NSIPS. In addition to the FLEX IDT Drill Option, participants must sign the addendum NAVPERS 1070/613, Administrative Remarks acknowledging their additional drill responsibility and obligation requirements for the TMS or HM to BSN drill options. NRA COs do not have authority to approve participation in the TMS program. This program may be cancelled at any time based upon the needs of the Navy.

b. Participation criteria:

(1) Officers requesting the TMS FLEX IDT Drill Option must comply with the following:

(a) Pursue a full-time residency or fellowship in a medical discipline that is defined as a Reserve Component Wartime Health Care Critical Skills Shortage (CSS), which enhances the member's mobilization readiness. CSS are defined bi-annually by Assistant Secretary of Defense (ASD) (Health Affairs (HA)) as those areas where Department of Defense (DoD) will have difficulty in meeting the need for wartime health professionals. ASD (HA) is responsible for defining CSS in the Navy Reserve Medical Community.

(b) Request TMS status via the Corps specific community manager (Reserve Affairs Officer (RAO)) at Navy Bureau of Medicine and Surgery (BUMED).

1. BUMED RAOs via Professional Review Boards are the final and only approval authority for entry and participation in the TMS Drill Option Program. BUMED endorsement will be made following a board held for formal professional review.

2. Approval by BUMED of a TMS FLEX IDT Drill Option will follow any initial service obligation.

(c) Those training for sub-specialties listed on the DoD CSS as promulgated by ASD (HA), are exempt from mobilization until the completion of their training program. All other personnel must apply for exemption in the event of a mobilization.

(d) Request authorization from the Unit CO or designee, prior to executing any drills.

(e) Perform a minimum of four IDTs per quarter (these drills do not have to be performed at the supporting NRA), in addition to the four required IDT periods (two IDTs semi-annually) at their unit or supporting NRA to complete required Navy administration requirements (PFA, General Military Training (GMT), medical readiness).

(f) If requesting assignment to other than a BSO-18 Unit, will be required to perform the normal allowance of drills required of these non-BSO-18 Unit's members.

(g) Agree to provide an annual official letter from their educational institution that adequately identifies the applicant by name and social security number. The letter must certify member's full enrollment status (full enrollment is defined as year round attendance with applicable course load); the program the applicant is enrolled in, official start date and estimated completion (graduation) date.

(h) Personnel assessed with critical sub-specialty credentials cannot participate in the TMS drill option until they have completed all other drilling obligations.

(i) Training for critical sub-specialty and receiving a stipend (offered at the time of recruitment) will incur a SELRES obligation equal to 1 year for each 6 month period or portion thereof received, upon completion of training, per the Navy's stipend written agreement.

(j) All non-stipend TMS participants incur a 3 year service commitment (members become a mobilization asset in the final year of this 3 year commitment) following completion of training. Acknowledgement of this requirement shall be made by signing a NAVPERS 1070/613, Administrative Remarks.

(k) TMS participants enrolled in a full-time residency training program are automatically waived from AT requirements while enrolled; however, this does not waive the Direct Commission Officer obligation requirement per reference (g).

(l) TMS participants agree that upon completion of full-time residency or subspecialty training program, they will

provide proof of credentials in new sub-specialty to notify the Unit CO and/or NRA CO to ensure the TMS Manpower Availability Status (MAS) code is removed in NSIPS and qualifying Navy Officer Billet Codes and Sub-specialty Codes are entered in NSIPS.

(m) TMS participants dropping out of their training program will serve out their obligated 3 years in a General Medical Officer billet.

(n) TMS participants are considered SELRES upon affiliation in the Reserves and will not be considered for bonuses as they move into their new sub-specialty upon completion of their course of study.

(2) Minimal drill requirements are at least quarterly (4 drills, or 16 hours), these drills do not need to be accomplished at the NRA. These are in addition to the mandatory twice-annual 16 hours (4 drills, usually 2 in spring and 2 in fall for Periodic Health Assessment/PFA) that must be performed at the NRA. Should emergent supported command needs arise, more drills may be required.

(3) Specialties that are dropped from the DoD CSS list are authorized to complete their billet/training tenure. Members switching sub-specialties or extending training beyond original PRD are required to obtain authorization from the BUMED RAO to remain in TMS. Members switching from a CSS to a non-CSS will require BUMED authorization for exemption. Members pursuing a CSS are exempt from mobilization during training.

(4) If the member already holds a critical specialty and is accessed with such credentials, the member CANNOT participate in the TMS drill option until any previously obligated drill requirement is completed.

(5) All TMS students are credentialed by Centralized Credentials and Privileging Department, Jacksonville at the lowest level for their Corps (e.g., if Medical Corps, as a General Medical Officer/Primary Care Medical Officer; if Dental Corps, as a General Dentist etc.).

(6) Additionally, participants in the TMS FLEX IDT Drill Option must:

(a) Be enrolled in a full-time residency or fellowship training program necessary for member to attain full privileging and/or licensing in their area of expertise.

(b) Be enrolled in a full-time residency or fellowship training program to attain board certification in a medical specialty or sub-specialty required by the Navy (classified as a critical short wartime specialty).

(c) Maintain Navy standards for physical readiness.

c. Enlisted HM requesting the HM to BSN option shall:

(1) Be enrolled in a full-time program to attain a BSN degree.

(2) Complete four IDTs semi-annually (one full weekend semi-annually) at their supporting NRA to complete Navy required administration (i.e. PFA, GMT, medical readiness, etc.).

d. Drill Administration of TMS/HM to BSN Sailors. Unit COs shall:

(1) Maintain monthly contact with TMS/HM to BSN students.

(2) Ensure monthly IDTs are recorded as present on the IPR on behalf of all students authorized accession into the TMS program.

(3) Assign an appropriate Medical Community mentor to ensure the participant fully understands the flexibility and desirability of additional participation whenever feasible.

(4) On an as needed basis, ensure that updates from RAOs are properly recorded, TMS status is maintained and notify RAO on TMS participant status changes (completion, drops, additional training).

(5) Collect signed NAVPERS 1070/613, Administrative Remarks and matriculation letters from TMS participant and forward to the RAOs of the respective Corps.

(6) Ensure the MAS code TMS is removed immediately following the successful completion of the member's full-time training program.

e. Critical Skills Shortage FLEX IDT Drill Option. The CSS drill option is designed to allow healthcare professionals holding specialties on the biannually sanctioned CSS list the ability to earn a satisfactory year for retirement without the obligation of completing 48 IDTs. Such members upon accession by definition are advanced practitioners ready for mobilization after initial Reserve training (usually, 84 drills or 21 months). CSS is a career neutral program with participants being considered for promotion based on their actual performance. Submit Fitness Reports per reference (h). Additional drill participation beyond basic drill requirements is highly encouraged and makes officers more competitive for promotion. This program may be cancelled upon the needs of the Navy. To participate in the CSS FLEX IDT Drill Option, members shall:

(1) Sign the FLEX IDT Drill Option NAVPERS 1070/613, Administrative Remarks as well as the addendum NAVPERS 1070/613, Administrative Remarks acknowledging their unique drill obligation/requirements for the CSS option.

(2) Be assigned to OHSUs with orders issued and a PRD assigned. Members whose sub-specialties are dropped from the DoD CSS list are authorized to complete their billet tenure. Senior officer (O5/O6) members must use the APPLY program to obtain a billet at the end of their tenure. Members who desire to drill with units other than the OHSU will be required to perform the normal allowance of drills required of unit members.

(3) Request authorization from their Unit CO, or designee, prior to executing any drills.

(4) Perform a minimum of four IDTs per quarter at their supporting NRA to complete required Navy administration (i.e., PFA, GMT, medical readiness, etc.). All other drills are optional. Drill credit and pay are only earned for drills performed.

(5) Perform AT if member has a drilling obligation due to receiving a stipend, loan repayment incentive, or bonus. See RESPERSMAN 1571-010 for AT waiver guidance. AT waivers are available for members who are not under a drilling obligation.

(6) Be eligible to perform up to a maximum of 35 points for members in the SELRES and 20 points for members in the VTU Continuing Medical Education per anniversary year.

(7) Drill Administration. Unit COs shall:

(a) Assign an appropriate Corps mentor to ensure the participant fully understands the flexibility and desirability of additional participation whenever feasible, which will help the member's career development and Navy indoctrination.

(b) Assign Authorized Absences for drills the member elects not to perform other than those required.

RESPERSMAN 1570-030

INDIVIDUAL INACTIVE DUTY TRAINING (IDT) RECORD MAINTENANCE

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN COMM FAX	262-2651 (757)322-2651 (757)444-7598
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References	(a) BUPERSINST 1001.39F (b) SECNAVINST 5211.5E (c) SECNAVINST 5210.8D (d) ASN Memo of 29 Jan 15
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1. **Purpose**. This article addresses the proper administration of individual Inactive Duty Training (IDT) record maintenance in accordance with references (a) through (c).

2. **Navy Reserve Activity (NRA) Responsibilities**. The NRA shall establish and maintain individual IDT folders for Sailors assigned to the NRA. In accordance with reference (d), all documentation that supports financial statement balances shall be retained by the NRA for 10 years.

a. Maintain individual IDT folder as follows:

(1) Left side of folder

(a) IDT History Review report

(b) IDT Detail Review report

(2) Right side of folder

(a) Copies of orders to current unit

(b) Original NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences

(c) Copies of all NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences

notifying the member of their unexcused/unsatisfactory IDT periods.

(d) Copies of correspondence (i.e., letters, memos) relating to IDT, Notice of Basic Eligibility (NOBE), Funeral Honors Duty (FHD) and Casualty Assistance Calls Officer (CACO) Support participation, as well as pertinent NAVPERS 1070/613s (does not include Individual Performance Record (IPR)).

(e) Completed Annual Training (AT)/Active Duty for Training (ADT)/Active Duty for Special Work (ADSW)/mobilization/Inactive Duty Training Travel (IDTT) orders with reporting and detaching endorsements, including any documents reflecting payments made during execution of the orders and/or documentation for an AT waiver. In the rare and exceptional circumstance where a paper IPR was generated for a set of IDTT orders, ensure paper IPR is filed with the corresponding IDTT orders.

(f) For all loss transactions refer to RESPERSMAN 1900-010 for key supporting documents that shall be retained.

b. For members transferring to a new NRA, the current NRA shall:

(1) Generate a copy of the member's IDT history review.

(a) Email an encrypted copy to the gaining NRA, who will retain the emailed copy in the unit correspondence folder.

(b) File a copy on the right side of the individual IDT folder.

(2) Mail the individual IDT folder to the gaining NRA within 5 days of completing the NSIPS Check-out transaction.

c. For members retiring, being discharged or transferring to the Inactive Ready Reserve Active Status Pool, the NRA shall maintain a copy and mail the original individual IDT folder to the Sailor within 5 days of completing the NSIPS strength loss

transaction. NRAs are encouraged to use Total Records Information Management (TRIM) Application, which is the Navy's official storage solution for electronic records.

RESPERSMAN 1570-040

UNIT INACTIVE DUTY TRAINING (IDT) RECORD MAINTENANCE

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN	262-2651
			COMM	(757)322-2651
			FAX	(757)444-7598

References	(a) BUPERSINST 1001.39F (b) SECNAVINST 5211.5E (c) SECNAVINST 5210.8D (d) ASN Memo of 29 JAN 15
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1. **Purpose.** This article addresses the proper administration and execution of all Inactive Duty Training (IDT) unit record maintenance per references (a) through (d).

2. **Navy Reserve Activity (NRA) Responsibilities.** The NRA shall establish and maintain Unit IDT Accounting folders for each assigned unit. In accordance with reference (d) all documentation that supports financial statement balances shall be retained for 10 years.

a. Maintain unit IDT Participation Record Folders as follows:

(1) Unit designation letters and/or DD Form 577s, Appointment/Termination Record-Authorized Signature;

(2) Completed NAVRES 1571/21, Unit IDT Participation Record;

(3) Unit IDT Unadjudicated Report with corrective actions taken;

(4) Unit Recall Roster;

(5) FHD After Action Report

b. Navy Standard Integrated Personnel System (NSIPS) IDT Verification Record Folder. This folder will maintain the IDT Verification Reports approved, signed and dated by NRA CO or designated representative (E7 or above designated in writing).

c. Earnings Statements. This folder will maintain the earnings report with annotated corrective actions, signed and dated by the verifying staff member.

RESPERSMAN 1570-050

INACTIVE DUTY TRAINING (IDT) REPORTS MAINTENANCE

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN	262-2651
			COMM	(757)322-2651
			FAX	(757)444-7598

References	(a) BUPERSINST 1001.39F (b) SECNAVINST 5211.5E (c) SECNAVINST 5210.8D (d) ASN Memo of 29 Jan 15 (e) MILPERSMAN 1133-061
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1. **Purpose.** This article addresses the proper administration and execution of all Inactive Duty Training (IDT) reports per references (a) through (c).

2. **Background/Financial Improvement and Audit Readiness (FIAR)**

a. Background. The IDT process, from scheduling to final payment, has many detailed steps. The IDT reports facilitate this process providing workflow status and current information for the individual steps, as well as, providing historical summaries. Additionally and equally important, many of these reports are Key Supporting Documents (KSD) for FIAR efforts.

b. Financial Improvement and Audit Readiness Reports

(1) The DON FIAR Program's goal is to produce financial information with greater accuracy, reliability, and accessibility. This article discusses reports and processes necessary, but not all-inclusive, for Navy Reserve Force commands to be in compliance with FIAR objectives.

(2) In accordance with reference (d), retain all IDT documents that support financial statement balances for 10 years to include but are not limited to, the following:

- (a) IDT muster sheets: NAVRES 1570/21 (Unit Muster), NAVRES 1570/22 (Individual Muster) and Enhancement of Drill Management (EDM) Electronic Muster Use Report;
- (b) Earning Statements;
- (c) Verification Reports;
- (d) Inactive Duty Training Travel (IDTT) orders with reporting and detaching endorsements; and
- (e) Annual Training (AT)/Active Duty for Training (ADT)/Active Duty for Special Work (ADSW) and Mobilization orders with reporting and detaching endorsements either filed with the member's travel claim or in the member's IDT folder if the order does not include travel.

3. **IDT Pay Processing reports.** These reports are part of the Navy Reserve Activity (NRA) IDT pay process.

a. Prior to release of pay transactions

(1) Pending Transactions Report

(a) Purpose: Lists all work saved but not yet released; sorted by operator and supervisor.

(b) Action: Generated in NSIPS, it shall be run daily to identify all transactions requiring release or recycling back to the clerk for corrective action.

(2) IDT Verification Report

(a) Purpose: Lists all IDT periods for payment and/or points that are ready to be released for processing. It provides the supervisor an opportunity to review/approve prior to final transmission.

(b) Action: Generated from NSIPS, the NRA runs this report each time pay is processed for release. The supervisor must verify the listed IDTs match the respective NAVRES 1570/21,

Unit/Partial Unit Inactive Duty Training Participation (IPR) record/ NAVRES 1570/22, Individual IPR - Individual or EDM. Once verified, the NRA CO, or designated representative (E7 or above designated in writing), will sign and date the report which shall be filed in the Unit IDT folder.

b. **After release of pay transactions**

(1) Retained Transmittal Log

(a) Purpose: Provides a list of all messages and transactions released for processing. They are grouped by:

1. Section I - Social Security Number (SSN);
2. Section II - Reserve Unit Identification Codes (RUICs); and
3. Section III - Local database updates and actions that do not generate transactions to other systems.

(2) Action:

1. Generated in NSIPS, it shall be run daily. Review, sign, date, and annotate corrective actions taken for all transactions failing RHS/Inactive Manpower and Personnel Management Information System (IMAPMIS) edits. These transactions will be reflected on the "error record" in the log.
2. File cover sheets chronologically by date of transmission to Unit IDT folder.

(1) Feedback Report

(a) Purpose: Used to verify submitted transactions have been processed. The report reflects feedback of all transactions that have been acknowledged, accepted, or rejected.

(b) Action: Generated in NSIPS, this shall be run daily. Annotate corrective actions taken for all rejected items and file in the Unit IDT folder.

(2) Pending Feedback Report

(a) Purpose: List of all transactions released for pay and/or processing for which feedback has not yet been received. This report shall be produced in conjunction with the feedback report.

(b) Action: Generated in NSIPS, this shall be run daily. Transactions pending feedback over seven days shall be researched to determine the cause.

(3) Rejected Drills Report

(a) Purpose: Identifies IDT periods that have been rejected by NSIPS or the Reserve Headquarters System (RHS). This report can be generated by RUIC or by SSN.

(b) Action: Generated in NSIPS, this report shall be run weekly or as warranted with listed items to be researched and corrected.

4. **Manager's Internal Control (MIC) Reports.** These reports support the command's larger MIC program that provides a means to assess the IDT pay program's integrity and control effectiveness throughout the organization.

a. IDT Unadjudicated Report

(1) Purpose: Generated from NSIPS, it identifies members whose IDT periods reflect as scheduled but have not been completely processed and released.

(2) Action: This report shall be produced weekly and used to ensure proper disposition of each unadjudicated drill. All IDTs listed shall be reviewed for determination of status. If the NRA has not received a completed/electronically certified

IPR within three working days of the drill date, it shall be adjudicated as unexcused.

b. Electronic Muster Status Report

(1) Purpose: Similar to the IDT Unadjudicated Report but specific to EDM scheduled drills. The report provides the status of pending electronic muster reports for Individual IDT Request(s) that have been approved by the NRA.

(2) Action: This report shall be produced weekly and used to ensure proper disposition of each unadjudicated drill. All IDTs listed shall be reviewed for determination of status. If the NRA has not received a completed/electronically certified IPR within three working days of the drill date, it shall be adjudicated as unexcused.

c. Earnings Statement Report

(1) Purpose: E-mailed weekly to the NRA from RHS, it contains information from Defense Joint Military Pay System - Reserve Component (DJMS-RC) on the final status of transactions previously submitted for the upcoming pay period. Information includes all reserve pay related transactions to include but not limited to Electronic Funds Transfer (EFT) enrollment, drill pay, AT/ADT pay, Special Duty Assignment Pay (SDAP), Incentive pay, Servicemembers' Group Life Insurance (SGLI) and Family Servicemembers' Group Life Insurance (FSGLI).

(2) Action:

(a) Verify this report against supporting documentation i.e. IDT verification report, incentive/SDAP certification/recertification letters, and SGLI/FSGLI forms within five working days of receipt, annotating all corrective action taken. This report shall be signed, dated and filed in the Unit IDT Record.

(b) NRAs shall notify their Echelon IV with changes to staff e-mail addresses and/or difficulties with receiving the

earnings statement. Echelon IVs are responsible for updating RHS POC information. Use Courier New font, 8-pitch, and print in landscape format to avoid "wrapped around" information.

(c) Provide a copy of the Earnings Statement Report to the N3 Department for AT/ADT pay and allowance auditing and corrective action. This report will be verified against supporting documentation i.e. endorsed AT/ADT orders and NAVPERS 1070/602, Record of Emergency Data/Dependency Application.

d. EDM Electronic Muster Use Report

(1) Purpose: Captures the electronic muster report for Individual IDT periods that have been scheduled or rescheduled in EDM and certified by the Unit CO and the NRA.

(2) Action: Replaces the NAVRES 1570/22 for all rescheduled regular drills, additional drills, and Funeral Honors Duty Drills. Used by NSIPS supervisor in review of IDT verification report.

5. Reports provided to the Unit CO. These reports provide the Unit CO visibility on all members' drill status and history from which the CO can then best manage the overall IDT program.

a. IDT Unit Summary Report

(1) Purpose: Lists all IDTs (pay and non-pay) scheduled/performed within the current FY by member separated by type of drills and if performed or pending. It also includes each member's unit report date. This report is a snapshot of where each unit member stands for FY drill attendance.

(2) Action: Provided to Unit COs, prior to the beginning of the IDT weekend, for their review of status for each member for current drill execution management.

a. Inactive Duty Training Additional Report

(1) Purpose: Lists additional IDTs scheduled/performed within the current FY. IDTs are separated by type of additional

drills (Additional Flight Training Period (AFTP), Additional Training Period (ATP) or Reserve Management Period (RMP)).

(2) Action: Sort report by Reserve Unit Identification Code (RUIC) and forward to Unit COs prior to each drill weekend. Unit COs can use this to coordinate drill management with OSOs.

b. Inactive Duty Training Authorized Absences (AA) Report

(1) Purpose: Lists personnel who have had AAs within a running 12 month period. Unit COs will track to ensure that a member has received no more than 24 AA drill periods with the exception of ADT, AT, ADSW and mobilization periods per [RESPERSMAN 1570-010](#).

(2) Action: If Sailor received more than 24 AA drill periods, the NRA shall coordinate with the Unit CO to immediately transfer Sailor to Individual Ready Reserve (IRR)-Active Status Pool (ASP).

(a) Refer to [RESPERSMAN 1100-010](#) for bonus termination process.

(b) Refer to [COMNAVRESFORINST 1780.1C](#) for MGIB-SR termination process.

(c) Email [COMNAVRESFORCOM \(N11\)](#) within 3 business days of transferring NAT Sailors involuntarily to the IRR-ASP.

(d) Per reference (c), PRISE-R Sailors who fail to make their rate permanent shall be transferred to the IRR-ASP in their permanent rate. NRA's shall email [COMNAVRESFORCOM \(N15\)](#) within 3 business days of transferring all PRISE-R Sailors to the IRR-ASP.

6. **Reports provided directly to members.** These reports are provided annually to the individual member providing them visibility on their own drill history.

a. IDT History Review Report

(1) Purpose: Lists all pay and non-pay IDTs by the type of IDT over a progressive year and on a FY basis, covering 14 months for a unit. Generated from NSIPS within 30 days prior to the member's anniversary, transfer or separation date.

(2) Action: Members to review for accuracy. NRA to file to the Individual IDT Record folder when complete.

b. IDT Detail Review

(1) Purpose: Lists all IDT periods stored on the database and the status of each in date order for an individual for up to the last 10 years. Generate from NSIPS within 30 days prior to the member's anniversary date, transfer or separation.

(2) Action: File to the Individual IDT Record folder when complete and maintain for 1 year or until following anniversary year report is filed.

7. **EDM Reports.** The following EDM reports are for management purposes only and can be generated by the NRAs and Unit leadership:

a. IDT Scheduling Timeliness Report

(1) Purpose: Provides the timeliness for Individual IDT Request(s) that are placed into workflow and timeline for the approval or disapproval process.

(2) Action: NRA shall review monthly to identify workflow trouble-points for corrective action.

b. Workflow Status Report

(1) Purpose: Provides the current status and number of days in workflow of a submitted individual IDT request(s).

(2) Action: Identify and address pending requests associated with respective stakeholders.

RESPERSMAN 1571-010

ANNUAL TRAINING AND ACTIVE DUTY TRAINING

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN COMM FAX	262-2651 (757) 322-2651 (757) 444-7598
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References	(a) BUPERSINST 1001.39F (b) COMNAVRESFORCOMINST 1571.1D (c) COMNAVRESFORNOTE 1001
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1. **Definition.** Annual Training (AT) and Active Duty Training (ADT) are limited periods of Active Duty with an automatic reversion to Inactive Duty (ID) when the specified period is completed.

2. **AT Requirements.** Selected Reserve personnel must perform 12 to 14 days AT/ADT each fiscal year as scheduled by the Unit Commanding Officer (CO) and per COMNAVRESFORCOMNOTE 1001 (Fiscal Year (FY) Force Execution Guidance). Failure to perform AT or obtain a waiver will result in unsatisfactory participation for the fiscal year per reference (a). AT that overlaps two fiscal years may be considered as satisfying the requirement for either fiscal year; however, retirement point credit will be applied only to the anniversary year in which it was earned. Members of the Individual Ready Reserve (IRR), including Volunteer Training Unit (VTU) are not authorized to perform AT.

3. **Exceptions.** Exceptions to the AT requirements are included in reference (a) and the following:

a. Performance of fewer than 14 days AT in a FY will satisfy the annual requirement under the following circumstances:

(1) If individual AT is performed at an activity that operates on a normal weekday schedule, completion of 12 days (first working day of the first week through the last working day of the second week) will satisfy the AT requirement.

(2) If members, through no fault of their own, are released from AT prior to completing the minimum 12-14 day requirement, the AT requirement is satisfied. It is not beneficial to the Navy or the members to require performance of

one or two days of AT simply to satisfy the day-for-day requirement.

4. **Substitution.** Per references (b) and (c), ADT or other active duty periods totaling the COMNAVRESFORCOMNOTE 1001 requirement, will satisfy the AT requirement for a satisfactory year.

5. **AT Waivers.** The [Annual Training Waiver Request form](#) must be submitted in accordance with COMNAVRESFORCOM's (N3) established policy per reference (c). Basic guidance follows:

a. Approved waivers satisfy requirements for satisfactory participation and advancement eligibility.

b. A waiver does not change the requirement to earn a minimum of 50 retirement points per anniversary year to achieve a year of qualifying service creditable toward a non-regular (Reserve) retirement (with pay). AT retirement points are not credited when AT is waived.

c. Approved waivers will be retained by the parent NRA in individual inactive duty training folder and documented in Navy Standard Integrated Personnel System (NSIPS).

d. AT waiver submissions are due to NRA CO no later than 1 May.

6. **ADT.** ADT is a period of Active Duty that is intended to support a specific training requirement and assist a command that has ADT funding available. Members may request ADT orders when they are requested by a command. The command requesting ADT orders for a member to support the command will provide the funding for the orders. Periods of ADT satisfy the AT requirement per reference (b).

a. ADT for members of the VTU

(1) Members of the IRR (including USNR-R Volunteer Training Unit (VTU) and Strategic Sealift Readiness Group members) may perform ADT with pay, funds permitting, or without pay if ADT is desired and authorized.

(2) USNR-S1 VTU members are limited to non-pay ADT orders only and may not receive pay or travel allowances.

RESPERSMAN 1900-010

PERSONNEL LOSS TRANSACTIONS

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN	262-2261
			COM	(757) 322-2261
			FAX	(757) 444-7598

References	(a) 10 U.S.C. (b) COMNAVRESFORINST 5222.1 (b) SECNAVINST 5210.8D (c) ASN Memo of 29 Jan 15 (d) SECNAVINST 1920.6C (e) OPNAVINST 1820.1B (f) BUPERSINST 1001.39F (g) MILPERSMAN 1070-330 (h) MILPERSMAN 1910 Series (i) MILPERSMAN 1920 Series (j) MILPERSMAN 1160-120
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1. **Purpose.** To issue guidance and procedures, per references (a) through (j), for processing Selected Reserve (SELRES) and Voluntary Training Unit (VTU) losses and maintenance of key supporting documents to justify the applicable loss transactions.

2. **Definitions**

a. Discharge. Complete severance from all military status gained by the member's enlistment or inductions.

b. Loss or Separation. A general term that includes discharge, release from active duty, release from custody and control of the Naval Service, transfer to the Individual Ready Reserve-Active Status Pool (IRR-ASP), and similar changes in active or Reserve status.

c. Separation Authority. An official authorized by the Secretary of the Navy to take final action with respect to a specific type of separation.

d. Non-Regular (Reserve) Retirement. Transfer of inactive duty Reserve enlisted and officers to the Retired Reserve when the requirements specified in reference (a), section 12731, have been met.

3. Responsibilities

a. CNRFC (N11) shall:

(1) Develop standard operating procedures for processing losses, which will be posted in [ProcessQuik](#) application in accordance with reference (b) on the Navy Reserve HomePort.

(2) Provide oversight and training to subordinate commands for loss transactions.

(3) Adjudicate loss packages (e.g., IRR requests for Sailors with a drilling obligation) within 10 business days of receipt.

b. Echelon IV Commanders shall:

(1) Endorse loss packages within 10 business days of receipt and forward to CNRFC (N11) (e.g., IRR requests for Sailors with a drilling obligation).

(2) Provide oversight and training to subordinate commands for loss transactions.

c. Navy Reserve Activities (NRA) shall:

(1) Counsel Reserve Sailors on their affected benefits and incentives associated with transition from a Selected Reserve status. Additionally, these Sailors shall be made aware of their drilling requirement pending adjudication of their loss transaction.

a. Continued Health Care Benefit Program (CHCBP). SELRES members and their families enrolled in TRICARE Reserve Select (TRS) may purchase CHCBP at full premium for up to 18 months upon termination of their TRS coverage (e.g., when member enters the IRR and no longer qualifies for TRS) and must be purchased within 60 days of the loss of TRICARE eligibility. To enroll, members may call Humana Military at 1-800-444-5445 or enroll online at <https://www.humanamilitary.com/beneficiary/plans-and-programs/chcbp>.

(2) Process loss transactions within 10 business days of receipt of a completed loss package. Administrative separation packages must be processed as outlined by the separation authority.

(3) Assign the appropriate MAS code in NSIPS in accordance with [RESPERSMAN 3060-010](#).

(4) Maintain key supporting documents for 10 years, in accordance with references (b) and (c), to validate loss transactions in accordance with the following matrix:

Loss Type	Key Supporting Documents	Location of KSDs
Administrative Separation (ADSEP), Enlisted	(1) Letter of Transmittal; (2) Separation Message; (3) (a) If honorable characterization of service: NAVPERS 1070/615, Record of Discharge (b) For other characterizations: NAVPERS 1070/613, Administrative Remarks	(1) Official Military Personnel File (OMPF) (2) Individual Retain File
Administrative Separation (ADSEP), Officer	(1) Letter of Transmittal; (2) Separation Order and Discharge from the United States Navy Reserve	OMPF
Definite Recall to Active Duty (MPN or RPN, including Canvasser Recruiter Recall)	(1) Recall Orders	Individual IDT Folder
Expiration of Obligated Service (EOS) Discharge	(1) NAVPERS 1070/615, Record of Discharge; (2) NAVPERS 1070/613, Transfer from SELRES Status Counseling	(1) Individual IDT Folder (2) OMPF
Full Time Support (FTS) Recall	(1) FTS Recall Orders; (2) Enlisted: DD Form 4, Enlistment/Reenlistment Document	(1) Individual IDT Folder (2) OMPF
High Year Tenure Separation	(1) If discharged: NAVPERS 1070/615, Record of Discharge (2) If transferred to VTU: (a) NAVPERS 1070/613,	(1) Individual IDT Folder (2) OMPF

	Transfer from SELRES Status Counseling (b) VTU NAVRES 1326, Inactive Duty Training Transfer Orders	
Indefinite Recall to Active Duty	(1) Indefinite Recall Orders (2) (a) For Officers: NAVPERS 1000/4, Officer Appointment Acceptance and Oath of Office (b) For Enlisted: DD Form 4, Enlistment/Reenlistment Document	(1) Individual IDT Folder (2) OMPF
Inter-service Transfer	(1) DD Form 368, Request for Conditional Release (2) (a) For Officers: Separation Order and Discharge from the United States Navy Reserve (b) For Enlisted: NAVPERS 1070/615, Record of Discharge	OMPF
Non-Regular (Reserve) Retirement	(1) Notice of Eligibility (NOE) or Annual Retirement Point Record/Annual Statement of Service History (ARPR/ASOSH) (2) Non-regular Retirement Orders	OMPF
Officer Involuntary Separation	(1) Officer Screening Letter (2) Separation Order and Discharge from the United States Navy Reserve	OMPF
Officer Resignation	(1) Resignation Request Letter (2) Voluntary Separation Order and Discharge from the United States Navy Reserve	OMPF
Transfer to the Individual Ready Reserve (IRR), Involuntary	(1) NAVPERS 1070/613, IRR Counseling (2) IRR Transfer Orders	(1) Individual IDT Folder (2) OMPF

Transfer to the Individual Ready Reserve (IRR), Voluntary	(1) NAVRES 1300/4, Application for Transfer to the IRR (2) NAVPERS 1070/613, IRR Counseling (3) IRR Transfer Orders	Individual IDT Folder
Transfer to the Standby Reserve	(1) Request for Transfer to the Standby Reserve (if applicable) (2) Change in Status Letter	OMPF
Permanent Disability Retired List (PDRL) / Temporary Disability Retired List (TDRL)	(1) DD Form 214 (if applicable) (2) Orders via Naval Message	OMPF

d. Reserve Sailors shall:

(1) Submit voluntary requests for separation, resignation, transfer to the IRR (VTU/ASP), status change, or retirements no later than 90 days prior to the requested effective date.

4. **Policy for Specific Types of Losses:**

a. Non-Regular (Reserve) Retirements. Transfers to the Retired Reserve shall be performed in accordance with references (c) and (d). In order to ensure proper advertisement of SELRES billets which will be vacated due to retirement, NRA must request PRD adjustment using Reserve Force Manpower Tools (RFMT) via Echelon IV Command to coincide with requested retirement date and assign the member a MAS code of "ARR" in NSIPS.

b. Voluntary Transfers to the IRR (VTU/ASP). Requests for transfer to the IRR shall be submitted in writing no later than 90 days prior to the requested transfer date using [NAVRES 1300/4, Application for Transfer to the Individual Ready Reserve](#), and accompanying [NAVPERS 1070/613, Administrative Remarks](#).

(1) Sailors who have incurred a drilling obligation as a result of accepting a bonus or drilling obligation of any type will forward a transfer request, using [NAVRES 1300/4, Application for Transfer to the Individual Ready Reserve](#) and

accompanying [NAVPERS 1070/613, Administrative Remarks](#) to CNRFC (N11) via the NRA and Echelon IV Commanders for adjudication.

c. Transfers to the Standby Reserve. Requests to transfer to the Standby Reserve must be forwarded to NAVPERSCOM (PERS-911) for officers and NAVPERSCOM (PERS-913) for enlisted Sailors for final adjudication.

(1) Members who have incurred a drilling obligation as a result of accepting a bonus or drilling obligation of any type will forward their transfer request to CNRFC (N11) for endorsement prior to submitting to NAVPERSCOM (PERS-911/PERS-913).

RESPERSMAN 3060-010

MANPOWER AVAILABILITY STATUS CODES

Responsible Office	COMNAVRESFORCOM (N3)	Phone:	DSN	262-3091
			COM	(757) 322-3091
			FAX	(757) 444-7568

1. **General**. Manpower Availability Status (MAS) codes are used to assist in determining and tracking the pre-mobilization administrative and medical status of Selected Reservists. Ensuring that a Selected Reservist's Navy Standard Integrated Personnel System (NSIPS) and Reserve Headquarters System (RHS) record reflect correct and updated MAS codes is essential to ensuring supported commands, Unit Commanding Officers (COs), Operational Support Officers (OSOs), and Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N35) can accurately evaluate the current status on each Reservist.

2. **Responsibilities**

a. COMNAVRESFORCOM (N35) shall:

(1) Identify circumstances that affect mobilization availability and provide MAS codes that can be used in a Selected Reservist's personnel record to track and evaluate mobilization availability.

(2) Annually provide a Force-wide MAS code report to Echelon IV Commands/Navy Reserve Activities (NRAs) identifying Selected Reservists with MAS codes that are greater than one year old.

b. COMNAVRESFOR (N9) shall:

(1) Review monthly all medical MAS codes assigned to Selected Reservists that are greater than six months old to ensure Medical Retention Review (MRR) packages have been submitted, as appropriate.

c. Echelon IV Commanders shall:

(1) Ensure NRAs are conducting monthly reviews and updating MAS codes for all Selected Reservists assigned.

(2) Review the annual COMNAVRESFORCOM MAS code report and ensure assigned NRAs update NSIPS, as appropriate.

(3) Verify MRR packages are submitted, as required.

d. NRAs shall:

(1) Assign a MAS Code Coordinator on the command collateral duty notice.

(2) Ensure NSIPS is updated with appropriate MAS codes.

(3) Ensure MAS codes designated as Echelon V level controlled MAS codes are annotated in a Selected Reservist's NSIPS record.

(4) Provide Unit COs the current medical/dental status of each Sailor assigned on a monthly basis.

(5) Ensure Unit COs review and confirm MAS code status monthly for each assigned Sailor.

e. NRA MAS Code Coordinator shall:

(1) Be the point of contact to assign/update MAS codes in NSIPS using this article for guidance and information on Navy Reserve Homeport <https://www.navyreserve.navy.mil> under the COMNAVRESFORCOM (N35) homepage.

(2) Provide the "NSIPS MAS Listing" report monthly to Unit COs at the beginning of drill weekends. For units that do not drill at the NRA, provide report via encrypted e-mail to the Unit CO.

(3) Initiate a Space and Naval Warfare Systems Command (SPAWAR) Help Desk service request for resolution of erroneous codes once an individual or unit has been identified for activation and has a frozen MAS code.

(4) Coordinate MAS code updates with medical, training, and the units as required to ensure accuracy.

f. Unit COs shall:

(1) Review MAS codes for assigned unit members every month for accuracy. This monthly review should include a review

of each unit member that has a blank MAS code to ensure a MAS code is not missing.

(2) Report completion of the monthly MAS code review to the NRA, and ensure all updates are completed at least monthly, preferably by the end of the drill weekend.

3. **MAS Code Definitions.** MAS code definitions and precedence listing can be found on the Navy Reserve Homeport <https://www.navyreserve.navy.mil> under the COMNAVRESFORCOM (N3) homepage. Echelon IV/NRA manpower and mobilization officers should be familiar with this information and ensure MAS code instructions are followed. All questions concerning this guidance or MAS codes in general should be directed to COMNAVRESFORCOM (N35).

RESPERSMAN 3060-020

INDIVIDUAL MOBILIZATION STATUS CODES

Responsible Office	COMNAVRESFORCOM (N3)	Phone:	DSN	262-3091
			COM	(757) 322-3091
			FAX	(757) 444-7568

- General.** Individual Mobilization Status (IMS) Codes are used to track Selected Reservists through the activation process, from identification for mobilization through the end of their post deployment dwell time. The codes provide Commander, Navy Reserve Forces Command, (COMNAVRESFORCOM) (N35), Echelon IV Commands, and Navy Reserve Activities (NRAs) an automated accounting of the status of Selected Reservists. IMS codes do not apply to members of the Volunteer Training Unit (VTU)/Individual Ready Reserve (IRR).
- Selected Reservists identified for mobilization are administratively processed and tracked in the Reserve Headquarters System (RHS)/Navy Standard Integrated Personnel System (NSIPS) using IMS codes. IMS codes provide a method to keep a detailed, automated accounting of the status of Selected Reservists during both the activation and post-activation phases of mobilization.
- IMS codes should not be confused with Manpower Availability Status (MAS) codes, which are used as a tool to identify and track the pre-mobilization readiness of Selected Reservists.
- IMS code entries and updates should be initiated at the level in the chain of command where the processing takes place, e.g. NRAs should update the IMS codes promptly in NSIPS when a Selected Reservist has been notified of selection for mobilization. This NSIPS transaction will reflect in RHS within 24 hours informing COMNAVRESFORCOM (N35) that the Selected Reservist has been notified of their mobilization.
- IMS codes should not be changed or deleted outside the mobilization chain of command. A Selected Reservist's pay status can be affected if IMS codes are assigned out of sequence or incorrectly. All questions concerning IMS codes in general should be directed to COMNAVRESFORCOM (N35) and incorrect IMS code assignments should be reported immediately.

6. **Responsibilities**

a. COMNAVRESFORCOM (N3) shall:

(1) Provide the Mobilization Notification Report daily to the Echelon IV's.

(2) Monitor IMS code updates and ensure notifications and mobilization processing are being reported.

b. Echelon IV Commanders shall:

(1) Assign a Mobilization Coordinator.

(2) Ensure Manpower Officers and Mobilization Coordinators are familiar with IMS guidance and that IMS code instructions are followed.

(3) Ensure Echelon V commands are assigning IMS codes as appropriate and within the prescribed time requirements. If the Echelon V command is unable to update the IMS code, the Echelon IV shall update IMS code for their respective Echelon V commands. Once a Selected Reservist has been identified for mobilization, readiness and availability are tracked using IMS codes only. MAS codes are no longer used to track the status until they complete or are released from mobilization.

c. Echelon IV Mobilization Coordinator shall:

(1) Provide the IMS Mobilization Notification Report to their NRAs.

(2) Monitor IMS code updates and direct follow-up action by NRAs.

(3) Report to COMNAVRESFORCOM (N35) any issues with contacting Selected Reservists identified for mobilization.

d. NRAs shall:

(1) Assign a Mobilization Coordinator.

(2) Ensure mobilization notification and processing occurs as directed.

(3) Ensure Unit COs review and confirm IMS code status monthly for each assigned Sailor.

e. NRA Mobilization Coordinator shall:

(1) Review the COMNAVRESFORCOM (N3) Mobilization Notification Report daily and ensure mobilization notification for Selected Reservists are conducted per notification guidance located at Navy Reserve Homeport <https://www.navyreserve.navy.mil> under the COMNAVRESFORCOM (N35) homepage.

(2) Transmit IMS code updates to COMNAVRESFORCOM via NSIPS, as required.

7. **IMS Code Definitions.** IMS code descriptions and definitions can be found on Navy Reserve Homeport <https://www.navyreserve.navy.mil> under the COMNAVRESFORCOM (N35) homepage.

RESPERSMAN 6000-010

SELECTED RESERVE MEDICAL

Responsible Office	COMNAVRESFOR (N9)	Phone:	DSN	262-5643
			COMM	(757) 322-5643
			FAX	(757) 444-7545

References	(a) DoDI 6025.19 (b) SECNAVINST 1850.4E (c) MILPERSMAN 1910-158 (d) MILPERSMAN 1300-318 (e) BUPERSINST 1001.39F (f) BUMEDINST 1300.3 (g) SECNAVINST 1770.3D (h) MILPERSMAN 6110-020
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1. **Background.** Commander, Navy Reserve Forces (COMNAVRESFOR), Force Surgeon shall establish policy and issue guidance for Navy Reserve Force health protection and management. Lower echelon Navy Reserve Activity (NRA) Commanding Officer (CO), Officers in Charge (OIC) and Unit Leaders shall ensure Reserve Force health protection policy and guidance parameters are met.

2. **Responsibilities**

a. NRAs shall:

(1) Ensure drilling Reservists and Strategic Sealift Readiness Group (SSRG) members, but not to include Selected Reservists who have not completed their initial active duty for training, complete all Individual Medical Readiness (IMR) requirements per reference (a). Failure to report for required physical examinations 90 days after the member's required annual update may result in the member being processed for separation by reason of unsatisfactory participation per references (b) and (c).

(2) Administratively manage all Temporarily Not Physically Qualified (TNPQ) and Temporarily Not Dentally Qualified (TNDQ) cases. TNPQ and TNDQ status is used when a member has a medical or dental condition that is not service connected and is expected to be resolved in less than 180 days per reference (c). See paragraph 2.a.(2)(d) below for extensions beyond 180 days. By default, TNDQ status equates with Dental Class III.

(a) Members in a TNPQ/TNDQ are eligible for Inactive Duty Training (IDT) at NRA CO and Unit Leadership discretion.

Members may request consideration for Inactive Duty Training Travel (IDTT), Annual Training (AT), and Active Duty Training (ADT). NRA CO, in conjunction with Unit Leadership, shall consider these requests on a case-by-case basis and may approve when less than 29 days and CONUS assignment based.

(b) Members in TNPQ/TNDQ status shall be retained in their unit, except where precluded by policy (i.e. High Year Tenure, unsatisfactory participant).

(c) Members in TNPQ/TNDQ status must provide monthly updates on their treatment progress to their NRA Medical Department Representative (MDR). In the event a given medical or dental condition does not require a clinical visit in a given month, TNPQ/TNDQ members must still contact the NRA MDR. Failure to comply with provision of monthly updates may result in administrative action to include administrative separation per reference (b). The NRA MDR is required to update the member's medical record and the Medical Readiness Reporting System (MRRS) monthly per reference (c).

(d) All requests for extensions of TNPQ/TNDQ shall be submitted up the Chain of Command (CoC) to COMNAVRESFOR (N9) for approval using the TNPQ or TNDQ module of MRRS. No extension shall be granted beyond 365 days without the approval of Deputy, COMNAVRESFOR.

(e) Members completing their course of care shall immediately notify the NRA MDR and provide all available documentation in support of their course of treatment. The NRA MDR shall place the records in member's medical record and annotate member completion of their treatment course on a SF 600. Ordinarily, completion of a course of treatment implies resolution and the TNPQ/TNDQ status can be removed. For questions, the NRA MDR may consult with local providers if available and move queries up the CoC to the next higher echelon medical department (N9). COMNAVRESFOR (N9) will serve as final authority for removal of TNPQ/TNDQ status when necessary.

(3) Administratively manage all orthodontic appliance (braces) and/or orthognathic treatment (surgical jaw repositioning) cases.

(a) Members who decide to undergo active orthodontic treatment and/or combined orthodontic/orthognathic treatment are required to notify their Unit CO/OIC and the supporting NRA MDR. The NRA MDR will provide counsel to the member on the Navy's recall and deployment policy on personnel who choose to undergo this treatment.

(b) Refer to Expeditionary Medical Screening Checklist (NAVMED 1300/4) and specific Area of Responsibility (AOR) requirements for restrictions on orthodontic appliances.

(c) Members undergoing active treatment shall not be placed TNDQ nor are they to be classified as dental class III. Member can be dental class I or II and be under active treatment.

(d) Specific deployment requirements will dictate if members who execute active duty orders greater than 29 days are required to have their active orthodontic treatment (braces) deactivated. The member's treating dentist or orthodontist must certify that the member's orthodontic appliances have been placed in a stabilized and deactivated status.

(e) Members choosing to undergo combined orthodontic/orthognathic treatment shall be placed TNDQ-Non-Drill status until an oral surgeon has certified all surgical devices have been removed and adequate healing of the bones and jaw have occurred.

(4) Administratively manage all Medical Retention Review (MRR) cases.

(a) When the NRA MDR determines that a Reservist has developed or had a material change in a medical condition that will likely prevent the member from safely or effectively fulfilling responsibilities of their rank or rating or interfere with mobilization a MRR will be initiated. If the NRA MDR is not able to determine whether a given medical condition will likely prevent the service member from fulfilling the responsibilities of rank/rating or interfere with mobilization, queries will be directed up the Navy Reserve Force medical CoC. Final authority for decision making rests with COMNAVRESFOR (N9) as necessary.

(b) The NRA MDR has 60 days to work with the member and gather documentation for package completion with routing up the CoC for adjudication by Navy Personnel Command (NAVPERSCOM) (PERS-95). Echelon IV commands will review packages for completion, ensure timely upload of documents into the electronic system, within five business days, and monitor package timelines at both Bureau of Medicine and Surgery (BUMED) and NAVPERSCOM; reporting BUMED held packages in excess of 30 days and NAVPERSCOM packages held in excess of 14 days to COMNAVRESFOR (N9).

(c) Not all medical conditions require a MRR and for those members whose condition has been deemed stable by a Military Physician, Dentist, Advanced Practice Nurse, Physician Assistant or an Independent Duty Corpsman, a SF 600 entry will be made

outlining decision considerations and placed in the medical record.

(d) Members in a MRR status are eligible for Inactive Duty Training (IDT) at NRA CO and Unit Leadership discretion.

(e) Physical Risk Classification (PRC) per reference (d):

1. PRC A: Unrestricted IDT, IDTT, AT, and ADT.

2. PRC B: OCONUS and greater than 30 day CONUS assignment require a waiver, otherwise unrestricted IDT, IDTT, AT, and ADT.

3 PRC 4: IDT encouraged at NRA CO and Unit Leadership discretion.

4 PRC 5: Correspondence courses only.

(f) Members in MRR status shall be retained in their unit, except where precluded by policy (i.e. High Year Tenure, unsatisfactory participant).

(5) Ensure NRA MDR notifies NRA Manpower Department of the appropriate Manpower Availability Status (MAS) code for any changes in member's medical or dental status.

(6) Administratively manage all Line of Duty (LOD) cases. LOD cases will be submitted to higher echelon activities for review. Echelon IV activities will review packages for completion and submit to NAVPERSCOM (PERS-95). Reference (e) and the LOD Desktop Guide serve as guides for proper package compilation and submission processes.

(7) Administratively manage the Deployment Health Assessment (DHA) process.

(a) Ensure the Pre-Deployment Health Assessment (PDHA), Post-Deployment Health Assessment (PDHA) and Post-Deployment Health Re-Assessment (PDHRA) are completed per reference (f). Ensure all members with a mobilization history have required hard copy forms in their medical record.

(b) For members heading forward as part of a scheduled event ensure proper screening occurs per references (g) and (h).

(c) Ensure all members checking in and out of the command are medically reviewed for deployment history; ensure all

members with a mobilization history have required hard copy forms in their medical record.

(d) Coordinate members with history of deployment and need for a referral with Echelon IV activities to ensure Psychological Health Research Program (PHOP) team members are aware of referral need.

(8) Transfer members in a Not Medically Ready Status (TNPQ, TNDQ, MRR, LOD) upon direction of COMNAVRESFORCOM (N12).

b. NRA MDR shall:

(1) Track completion of IMR requirements on an annual basis for all drilling Reservists.

(2) Recommend to NRA CO whether a member should be placed in a TNPQ, TNDQ, LOD, or MRR status.

(3) Recommend TNPQ/MRR-Drill or TNPQ/MRR-Non-Drill status to the Unit CO/OIC and supporting NRA CO.

(4) Track the dental status of new accessions.

(a) New accessions shall have a military Type 2 dental examination or completed DD Form 2813 within the first year of enlistment in the Navy Reserve.

(b) New accessions shall not be placed TNDQ in the first year of their enlistment. New accessions who are dental class III in the beginning of their second year of enlistment shall be placed TNDQ.

(5) Counsel members on their responsibility to submit monthly medical/dental treatment documentation to the supporting NRA medical department.

(a) Members in an MRR status are required to submit medical documentation within 30 days of medical appointment. In the event a given medical or dental condition does not require a clinical visit in a given month, MRR members must still contact the NRA MDR. Failure to provide required documentation may result in administrative action.

(b) Submit dental treatment information on NAVMED 6600/12.

(6) Update the member's medical/dental record in MRRS monthly; ensuring all supporting documentation is filed into the

member's medical/dental record. When there is no supporting NRA medical officer, the NRA MDR shall consult the COMNAVRESFOR (N9) or should there be questions concerning the determination of fitness by the member's civilian provider.

(7) Request an extension of TNPQ/TNDQ status beyond 180 days from COMNAVRESFOR (N9) using MRRS. Members who remain in a TNDQ status and do not attend required dental examinations may be processed for separation by reason of unsatisfactory participation per references (b) and (c).

(8) Counsel members on NAVPERSCOM (PERS-95) determination and provide guidance on appealing the Physical Examination Board (PEB) as necessary per reference (i). Members requesting a PEB are not authorized to drill until the final disposition is made by the PEB. Members requesting a PEB shall be transferred to the Administrative Processing Unit (APU) until final disposition is made by the PEB.

(9) Track compliance with the Deployment Health process and ensure the PDHA (Pre and Post) and PDHRA are completed when required.

(10) Ensure all mobilized Reservists are screened for suitability per current Department of Defense and Department of the Navy guidance.

(11) Adjust Periodic Health Assessment (PHA) due date to 180 days after departure from the Navy Mobilization Processing Site (NMPS) after a demobilization and when otherwise Fully Medically Ready.

(a) Update current date in MRRS PHA field.

(b) Document in MRRS status tab and with an SF-600 record entry with the following: "PHA due date has been reset to the following new date per RESPERSMAN 6000-010".

c. Unit CO/OIC shall:

(1) Ensure drilling Reservists assigned to unit are monitored for IMR, using Navy Reserve Readiness Module (NRRM).

(2) Report any significant changes in medical readiness of any unit member to NRA MDR.

(3) Require periodic updates to be submitted for any unit members required to do so (e.g. TNPQ, TNDQ, MRR, LOD, etc.)

d. Navy Reserve members shall:

(1) Ensure they monitor IMR via Bureau of Naval Personal (BUPERS) Online (BOL) and complete all IMR requirements in a timely manner.

(2) Report any significant change(s) in medical readiness to NRA MDR.

RESPERSMAN 7220-010

RESERVE PAY

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN	262-2651
			COMM	(757)322-2651
			FAX	(757)444-7598

References	(a) DoD Financial Management Regulation, Volume 7A (b) OPNAVINST 7220.14 (c) BUPERSINST 1001.39F (d) OPNAVINST 7220.18 (e) OPNAVINST 7220.7G
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1. **Definition.** This article refers to the proper administration and execution of Reserve pay including special and incentive pay. Special pay is an entitlement earned by a member who meets the particular requirements set forth below. In addition to basic pay, a member may be entitled to one or more types of special pay depending upon the member's status, qualifications, or duty assignment.

2. **Responsibilities**

a. Echelon IV Commanders shall:

(1) Contact Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N11) Reserve Pay Assistance Team (RPAT) at cnrfc_rpat@navy.mil for any issues not sufficiently resolved through the Space and Naval Warfare Systems (SPAWAR) Help Desk nsipshelpdesk@navy.mil.

(2) Research Reserve Headquarters System (RHS), Inactive Manpower and Personnel Management Information and Defense Finance and Accounting Service (DFAS) databases to resolve pay problems.

(3) Review all REMEDY service requests logged for their subordinate commands on a weekly basis to ensure all efforts are being made to resolve pay problems expeditiously.

(4) Provide service request feedback to subordinate commands for corrective action.

(5) Verify all information provided for accuracy and forward to COMNAVRESFORCOM (N11) for update.

b. Navy Reserve Activity (NRA) Commanding Officers (COs) shall ensure:

(1) All Reserve Sailors are enrolled in Electronic Funds Transfer (EFT). Grant individual exceptions to EFT enrollment per the exceptions guideline provided in Appendix C of reference (a).

(2) Correct procedures are followed in resolving pay discrepancies in an expeditious manner.

(3) Special pay and allowances are properly maintained and tracked.

(4) Reserve Sailors are only authorized access to Navy Standard Integrated Personnel System (NSIPS) for the duration of time ordered to the NRA during periods of active duty other than Annual Training (AT).

c. NRA staff shall ensure:

(1) New accessions have been counseled on mandatory participation in EFT. A [NAVPERS 1070/613](#) entry is required.

(2) NSIPS entries are made for reporting state and federal tax status changes to DFAS-Cleveland.

(3) NSIPS is used to report home address changes to DFAS-Cleveland for Reserve Sailors on Inactive Duty Training orders.

NOTE: NSIPS home address change does not automatically update state tax election; members must submit DD Form 2058, State of Legal Residence Certificate.

(4) All pay problems that cannot be resolved locally are reported within 3 working days to the SPAWAR Help Desk for entry into the REMEDY system for tracking and research.

(5) When feedback from service request is received, corrective action is initiated, adjudicated, and verified. Upon completion, report the resolution to the SPAWAR Help Desk to close the service request.

(6) Special pay and allowances are properly maintained and tracked. Provide all documentation that verifies

entitlement to the COMNAVRESFORCOM (N11) RPAT in order for proper updates to ensure receipt of entitlement.

d. Unit COs shall verify documentation and eligibility and provide all documentation to the NRA staff.

e. Members shall notify Unit CO of qualifications and provide all documentation showing entitlement to special pay.

3. Special and Incentive Pay

a. Career Sea Pay (CSP). Per reference (b), CSP is earned while performing AT, Active Duty Training, or Active Duty for Special Work and shall be updated in NSIPS upon initial computation of CSP and as changes occur. A NAVPERS 1070/613 entry is required to document the member's counter. Quarterly summary entries are authorized for personnel who complete a large number of brief sea duty periods.

b. Diving Duty Pay. Members shall be counseled on their responsibilities for ensuring their qualifications are completed in a timely manner and submitted to COMNAVRESFORCOM (N11) via their chain of command for update in RHS. Qualifications must be updated every 6 months per MILPERSMAN 1220-260 and a recertification letter sent to COMNAVRESFORCOM (N11).

c. Aviation Career Incentive Pay and Career Enlisted Flyer Incentive Pay (ACIP and CEFIP). References (c) and (d) outline specific procedures and limitations. Commands maintaining Naval Air Training and Operating Procedures Standardization records shall track and verify payment for the proper gates.

(1) For members experiencing problems receiving ACIP or CEFIP, initiate a service request via Unit CO and NRA. Forward a letter to Commander, Navy Personnel Command (PERS-911) for ACIP and to COMNAVRESFORCOM (N11) for CEFIP, providing member's name, Social Security Number, Aviation Service Indicator code, Aviation Service Entry Date, Months of Flying and Career Months of Flying.

d. Special Duty Assignment Pay (SDAP). Members may be eligible for SDAP per reference (a). Members holding a qualifying Navy Enlisted Classification code and assigned to designated billets as specified in the current NAVRESFOR message on the subject are qualified for SDAP. Forward a certification letter to COMNAVRESFORCOM (N11) upon member's assignment or no later than 31 August of the current fiscal year to

initiate/continue payment. The letter must contain the member's name, billet, billet identification, and SDAP level.

e. Foreign Language Proficiency Bonus. Paid to members who possess and maintain proficiency in foreign languages per reference (e). NRA COs must submit a certification letter and official test scores after verification of satisfactory participation to COMNAVRESFORCOM (N11).

f. Medical Special Pay. Medical officers may be entitled to special pay per references (a) and (c) and in accordance with current Bureau of Medicine and Surgery guidance found at http://www.med.navy.mil/bumed/Special_Pay/Pages/default.aspx.