



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

IN REPLY REFER TO:

5215  
COMNAVRESFOR N1C2  
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.

L. S. LITTLE  
Deputy

Distribution:  
Electronic copy via COMNAVRESFOR Web site  
<https://www.navyreserve.navy.mil>

# **NAVY RESERVE PERSONNEL MANUAL**



NAVY RESERVE PERSONNEL MANUAL TABLE OF CONTENTS			
Article			Primary Cognizance
<b>1000-1999 RESERVE MILITARY PERSONNEL</b>			
<b>1000 RESERVE MILITARY PERSONNEL</b>			
	<b>1000-010</b>	<b>Selected Reserve Functional Area and Sex (RFAS) and other Reserve Unit Assignment Document (RUAD) Codes</b>	<b>N12</b>
	<b>1001-010</b>	<b>Satisfactory Participation in the Navy Reserve</b>	<b>N11</b>
	<b>1040-010</b>	<b>Reserve Unit Career Counselor (UCC) Program</b>	<b>N15</b>
<b>1100 RESERVE PROGRAMS</b>			
	<b>1100-010</b>	<b>Reserve Incentive Programs</b>	<b>N11</b>
	<b>1100-020</b>	<b>Reserve Enlisted Incentives</b>	<b>N11</b>
	<b>1100-030</b>	<b>Reserve Officer Incentives (Non Healthcare Professionals)</b>	<b>N11</b>
	<b>1100-040</b>	<b>Reserve Officer Incentives for Healthcare Professionals</b>	<b>N11</b>
<b>1200 RESERVE CLASSIFICATION PROGRAM</b>			
	<b>1221-010</b>	<b>Reserve Navy Enlisted Classification (NEC) Program</b>	<b>N11</b>
<b>1300 RESERVE ASSIGNMENTS</b>			
	<b>1300-010</b>	<b>Selected Reserve Assignments</b>	<b>N12</b>
	<b>1300-020</b>	<b>Drilling Reservists Residing Overseas and Performance of Inactive Duty Training (IDT) Overseas</b>	<b>N12</b>
	<b>1300-030</b>	<b>Voluntary Training Unit (VTU)</b>	<b>N12</b>
	<b>1300-040</b>	<b>Operational Support Unit (OSU)</b>	<b>N12</b>
	<b>1300-050</b>	<b>Administrative Processing Unit (APU)</b>	<b>N12</b>
	<b>1301-010</b>	<b>Officer Selected Reserve Assignments</b>	<b>N122</b>
	<b>1306-010</b>	<b>Enlisted Selected Reserve Assignments</b>	<b>N121</b>
<b>1500 INACTIVE DUTY TRAINING/ANNUAL TRAINING</b>			
	<b>1534-010</b>	<b>Strategic Sealift Officer Program (SSOP)</b>	<b>N14</b>
	<b>1534-020</b>	<b>Strategic Sealift Readiness Group (SSRG) Required Participation</b>	<b>N14</b>
	<b>1534-030</b>	<b>Strategic Sealift Readiness Group (SSRG) Voluntary Participation</b>	<b>N14</b>
	<b>1534-040</b>	<b>Strategic Sealift Officer Program (SSOP) Selected Reserve (SELRES) and Voluntary Training Unit (VTU) Membership</b>	<b>N14</b>
	<b>1534-050</b>	<b>Physical Readiness Standards Compliance Requirements for Members of the Strategic Sealift Readiness Group (SSRG)</b>	<b>N14</b>

	<b>1570-010</b>	<b>Inactive Duty Training (IDT) Administration</b>	<b>N11</b>
	<b>1570-020</b>	<b>Other Inactive Duty Training and Inactive Duty</b>	<b>N11</b>
	<b>1570-030</b>	<b>Inactive Duty Training (IDT) Record and Report Maintenance</b>	<b>N11</b>
	<b>1571-010</b>	<b>Annual Training (AT) and Active Duty for Training (ADT)</b>	<b>N11</b>

Page 2 of 2

<b>NAVY RESERVE PERSONNEL MANUAL TABLE OF CONTENTS</b>			
<b>Article</b>			<b>Primary Cognizance</b>
<b>3000-3999 OPERATIONS AND READINESS</b>			
	<b>3060-010</b>	<b>Manpower Availability Status (MAS) Codes</b>	<b>N35</b>
	<b>3060-020</b>	<b>Individual Mobilization Status (IMS) Codes</b>	<b>N35</b>
<b>6000-6999 SELECTED RESERVE MEDICAL AND DENTAL</b>			
	<b>6000-010</b>	<b>Selected Reserve Medical</b>	<b>N9</b>
<b>7000-7999 FINANCIAL MANAGEMENT</b>			
	<b>7220-010</b>	<b>Reserve Pay</b>	<b>N11</b>

## RESPERSMAN 1000-010

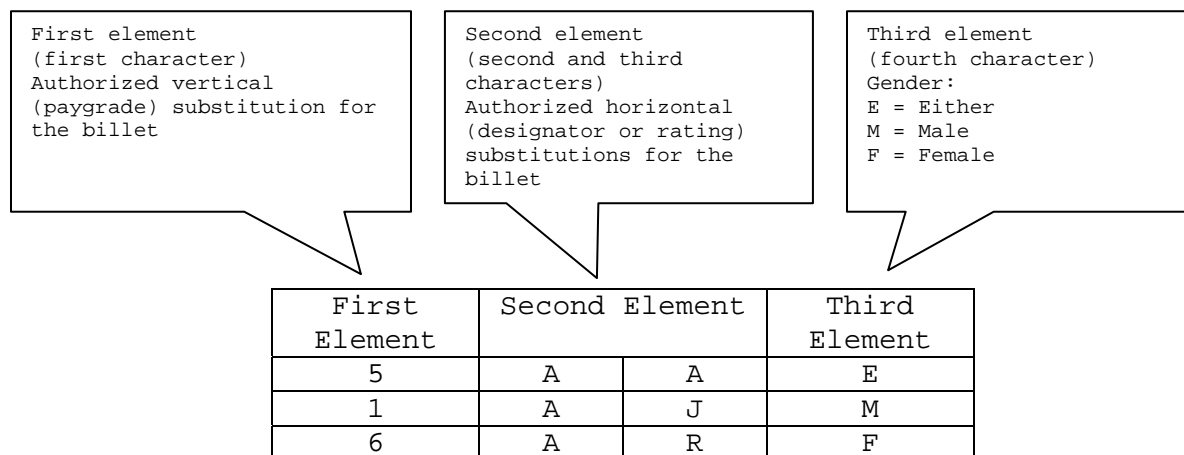
### SELECTED RESERVE FUNCTIONAL AREA AND SEX AND OTHER RESERVE UNIT ASSIGNMENT DOCUMENT CODES

<b>Responsible Office</b>	COMNAVRESFORCOM (N12)	Phone:	DSN	262-2596
			COM	(757) 322-2596
			FAX	(757) 444-7598

<b>References</b>	(a) NAVPERS 15839I
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1. **Discussion**. The Reserve Unit Assignment Document (RUAD) is the official manning document and manpower authorization for Selected Reserve units. RUADs contain specific billet requirements for paygrade, designator/rating, and required Naval Officer Billet Classification (NOBC)/Navy Enlisted Classification (NEC) codes. Since exact paygrade, designator/rating, or NOBC/NEC matches are not always possible, RUADs list Reserve Functional Area and Sex (RFAS) codes which identify allowable substitutions.

2. **General**. RFAS codes are used to provide assignment flexibility per coordination between Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N12) and Operational Support Officers (OSOs). RFAS codes consist of three elements (four characters).



3. **Billet Assignment Substitution Policy**. When exact paygrade, designator/rating, or Additional Qualification Designator (AQD)/Subspecialty (SSP)/NEC matches are not possible, the RFAS Code Charts in paragraphs 4 and 5 shall be utilized to identify allowable substitutions. For more information on billet assignment, coding, and structuring, refer to the

COMNAVRESFORCOM Force Structure (N123) website at <https://www.navyreserve.navy.mil>, under COMNAVRESFORCOM (N1) homepage.

4. **RFAS Changes**. Submit requests to change RFAS codes for specific mobilization requirements via the supported command OSO to COMNAVRESFORCOM (N12).

5. **Enlisted RFAS Codes**

a. Enlisted "Vertical" Paygrade Substitution Codes (1<sup>st</sup> Character)

Code	Billet Criteria	Authorized Personnel 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								

b. Enlisted "Horizontal" Skill Substitution Codes (2<sup>nd</sup> and 3<sup>rd</sup> characters).

RFAS	DESCRIPTION
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

RFAS	DESCRIPTION
AH	ABE, ABH, ABF, AS
AJ	ET, ST, FC
AK	GM, MN, TM
AM	ET, IT, CTN
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
BB	Any source rating of the required NEC <u>and</u> holding the NEC or component NEC per NAVPERS 18068F, chapter IV
CC	Any rate, must hold NEC or component NEC per NAVPERS 18068F, chapter IV
CD	AG, CT, IT, IS
CN	CTI, CTM, CTN, CTR, CTT
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

6. **Enlisted Number Drills Billet Codes**. COMNAVRESFORCOM (N12) assigns one of the following codes to the billet field to designate specific functions in coordination with OSOs:

- a. A = Standard augment billet
- b. V = TS/SCI security clearance required
- c. Z = Withheld from advertisement in CMS-ID

7. Officer Rank Legend (reference (a) Part A)

G = CAPT
H = CDR
I = LCDR
J = LT
K = LTJG
L = ENS
M = CWO4
N = CWO3
O = CWO2
R = CWO5

a. Officer "Vertical" Paygrade Substitution Codes (1<sup>st</sup> character).

Code	Billet Criteria	Authorized Personnel Substitution									
		O6	O5	O4	O3	O2	O1	W5	W4	W3	W2
1	O6 through O4	Exact Paygrade Match Only									
M	O6 through O3 (200X, 210X, 220X, 230X, 290X only)	X	X	X	X						
I	O4 through O1			X	X	X	X				
X	O4 through W2			X	X	X	X	X	X	X	X
W	W5 through W2							X	X	X	X

b. Officer "Horizontal" Skill Substitution Codes (2<sup>nd</sup> and 3<sup>rd</sup> Characters; reference (a) part A for designator descriptions and requirements).

Code	Eligible Billets	Authorized Personnel Substitution
AA	Any	Must match designator and any coded SSP or AQD
AB	Any	Must match designator; if NOBC, AQD and/or SSP coded, member must sign NAVPERS 1070/613 and earn NOBC, AQD and/or SSP within three years
AC	Any	Must match designator
AJ	1XXX	1XXX
AL	1XXX, 6XXX, 7XXX	1XXX, 6XXX, 7XXX
AQ	11XX, 13XX	11XX, 13XX
ED	112X	110X, 111X, 112X, 62XX, 72XX
FE	131X, 132X	131X, 132X
FK	13XX	130X, 131X, 132X
GU	144X	110X, 111X, 112X, 144X, 613X, 614X, 618X, 623X, 626X, 713X, 714X, 716X, 717X, 718X, 723X, 724X, 726X, 727X; engineering or technical degree required; if NOBC coded, member must sign NAVPERS 1070/613 and earn NOBC within three years
HB	13XX, 151x, 152X (NAVAIRSYSCOM)	13XX, 151X, 152X; with requisite Engineering System Development (for 151X billet) or Aviation Maintenance (for 152X billet) background/experience
JS	200X, 210X, 220X, 230X, 290X	210X, 220X, 230X, 290X
KP	310X, 651X, 751X	310X, 651X, 751X (Supply)
LB	510X, 653X, 753X	510X, 653X, 753X
LW	6XXX, 7XXX	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)
MO	111X, 166X	111X, 166X

Code	Billet Criteria	Authorized Personnel Substitution
OM	181X, 644x, 744X	181X, 644X, 744X
ON	183X, 645X, 745X	183X, 645X, 745X
OP	182X, 642X, 742X	182X, 642X, 742X
OR	18XX	18XX, 642X, 644X, 645X, 646X, 742X, 744X, 745X or any designator holding a VSX AQD
OS	Any	Any designator holding a VS1 through VS4 AQD (Space Cadre)
SU	100X (NEPLO Only)	1XXX, Staff Corps

8. **Officer Number Drills Billet Codes**. COMNAVRESFORCOM (N12) assigns one of the following codes to the billet field to designate specific functions in coordination with OSOs:

- a. A = Standard augment billet
- b. E = BUMED Senior Executive
- c. K = Commanding Officer
- d. O = Officer in Charge
- e. P = Post Command
- f. X = Executive Officer
- g. V = TS/SCI security clearance required
- h. Z = Withheld from advertisement in Apply/JO-Apply

## RESPERSMAN 1001-010

### SATISFACTORY PARTICIPATION IN THE NAVY RESERVE

<b>Responsible Office</b>	COMNAVRESFORCOM (N11)	Phone:	DSN COMM FAX	262-2651 (757)322-2651 (757)444-7598
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<b>References</b>	(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 request through the Unit CO via supported command Operational Support Officer and to NRA CO 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 Satisfactory Participation Requirements/Record of Unexcused Absences (NAVRES 1570/2) 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.

d. 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.

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

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

(3) 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.

(4) Document the unsatisfactory IDT period per **RESPERSMAN 1570-010**.

e. 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.

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

(1) Transfer member to the VTU, assign appropriate MAS code per **RESPERSMAN Article 3060-010** and process for administrative separation per reference (a) for enlisted members or transfer to the Active Status Pool (ASP)/IRR for officers. Transfer of APPLY selected officers must be coordinated with COMNAVRESFORCOM (N12); or

(2) For enlisted members, 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. A NAVPERS 1070/613 detailing the member's probationary status must be entered into NSIPS by the NRA per reference (a).

g. 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 the actions described above.

## RESPERSMAN 1040-010

### RESERVE UNIT CAREER COUNSELOR PROGRAM

<b>Responsible Office</b>	COMNAVRESFORCOM (N15)	Phone:	DSN	262-2490
			COM	(757) 322-2490
			FAX	(757) 444-7598

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<b>References</b>	(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 (CRF)), 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 because the absence of the key person (permanently or temporarily) disables the program. 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. Navy Reserve Activity (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 (OICs) shall:

(1) Coordinate with their Operational Support Officer (OSO) to ensure their assigned billets are structured to meet the requirement 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 (CI); ensure the UCC is apprised of the latest Career Counselor (CC) functions by enabling UCC attendance at monthly CDT meetings facilitated by the NR or Immediate Superior in Command (ISIC) CC.

(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 (RC).

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. UCC must attend the Reserve Career Information Course (R-501-0005) within 180 days of assignment as UCC.
- d. UCCs must attend the Reserve Career Development Training Course (R-CDTC). R-CDTC can be facilitated locally by the NRA CCC. R-CDTC course guides are available on the Commander Navy Reserve Forces Command (COMNAVRESFORCOM) (N15) website Navy Reserve Homeport [https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/cnrfc\\_N15/SitePages/Home.aspx](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/cnrfc_N15/SitePages/Home.aspx).
- e. Career Counselor feedback reports must be submitted via the chain of command for every attendee of the two week Career Counselor Course within six months of completion of the course.

## RESPERSMAN 1100-010

### RESERVE INCENTIVE PROGRAMS

<b>Responsible Office</b>	COMNAVRESFORCOM (N11) COMNAVRESFOR (N1C2)	Phone:	DSN COM FAX	262-2002 (757) 322-2002 (757) 444-7598
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<b>References</b>	(a) DoD Instruction 1205.21 (b) OPNAV Instruction 5300.10A (c) COMNAVCRUITCOMINST 1130.8J
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1. **General**. Selected Reserve Bonus (SRB) 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 website at Navy Reserve Homeport, <https://www.navyreserve.navy.mil> under COMNAVRESFORCOM (N1) homepage. Officer written agreements are provided by the COMNAVRESFORCOM (N11) Officer Bonus Shop after quota 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 SRB cannot have more than 20 years of TFMS AND their service obligation shall not exceed retirement eligibility date.

c. Enlisted and 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.

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.

## 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 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 quotas based on verification of member's application documentation received from COMNAVCRUITCOM officer recruiters. Complete and forward the specific incentive written agreements to COMNAVCRUITCOM recruiters 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.

(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 drilling Reserve. Submit applications electronically to [cnrfc\\_bonus\\_shop@navy.mil](mailto:cnrfc_bonus_shop@navy.mil) for enlisted members or [cnrfc\\_officerbonus\\_shop@navy.mil](mailto:cnrfc_officerbonus_shop@navy.mil) for officers. Include a copy of the specific incentive written agreement with application.

(d) Monitor drill participation of members enrolled in incentive programs and be fully aware of continued eligibility requirements.

(e) If member declines to accept a bonus for which they are eligible, have member sign a Page 13 to document. Declination Page 13 can be downloaded from the website at Navy Reserve Homeport <https://www.navyreserve.navy.mil> under COMNAVRESFORCOM (N1) enlisted incentives webpage.

(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, members will be transferred to the Individual Ready Reserve (IRR), suspended from the incentive program, and shall not receive any payments during the period of suspension. Submit Incentive Program Suspension Letters electronically to COMNAVRESFORCOM (N11) Reserve Pay Assistance Team (RPAT) at [cnrfc\\_rpat@navy.mil](mailto:cnrfc_rpat@navy.mil) for those members requesting to voluntarily transfer to the IRR for an approved period of nonavailability. Sample letter may be found at Navy Reserve Homeport <https://www.navyreserve.navy.mil> under COMNAVRESFORCOM (N1) homepage.

**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) RPAT at [cnrfc\\_rpat@navy.mil](mailto: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 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 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, via Echelon IV (Reserve Component Command (RCC)/Wing, etc.), to COMNAVRESFORCOM (N11) RPAAT at [cnrfc\\_rpat@navy.mil](mailto:cnrfc_rpat@navy.mil) when members fail to maintain continued eligibility requirements. Sample letter can be downloaded from the Navy Reserve Homeport, <https://www.navyreserve.navy.mil> under COMNAVRESFORCOM (N1) enlisted and officer incentives webpage.

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 (Full-Time Support (FTS) or Canvasser Recruiter (CANREC)) 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.

(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 the Selected Reserve immediately after release from a period of voluntary or involuntary order to Active Duty for Special Work (ADSW) or mobilization.

NOTE: 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 (FTS or CANREC), 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, 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 (FTS and CANREC). Members currently serving under an approved incentive contractual obligation in a Selected Reserve status who voluntarily enlist or voluntarily accept orders to AD (FTS or CANREC) 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 Immediate Reenlistment Contract (NAVPERS 1070/601) 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 (N11) to establish bonus eligibility and authorize bonus payment.

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.

(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

<b>Responsible Office</b>	COMNAVRESFORCOM (N11)	<b>Phone:</b>	DSN COM FAX	262-2002 (757) 322-2002 (757) 444-7598
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<b>References</b>	(a) MILPERSMAN (b) BUPERSINST 1001.39F (c) DoD Instruction 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 Veteran (OSVET) approved for affiliation/enlistment via the RESCORE-R/PRISE-R or per reference (e), in the Direct Procurement Enlistment Program (DPEP) 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 Career Transition Office (CTO) letter.

(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 letter can be found at Navy Reserve Homeport <https://www.navyreserve.navy.mil> under COMNAVRESFORCOM (N1) Enlisted Incentives (N112).

6. Termination and Recoupment. See **RESPERSMAN 1100-010** for termination and recoupment information.

## RESPERSMAN 1100-030

### RESERVE OFFICER INCENTIVES (NON HEALTHCARE PROFESSIONALS)

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

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<b>References</b>	(a) DoD Financial Management Regulation, Volume 7A, Chapters 5 and 56 (b) DoD Instruction 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), or any other contractual agreement to serve in the Selected Reserve.

(2) Be a commissioned officer affiliating with the Selected Reserve for the first time, having served on active duty and released under honorable conditions.

(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 within the 12 months preceding their current affiliation.

(6) Not have previously received this incentive.

b. **Application.** The application package for program participation approval must include a copy of the appropriate Incentive Written Agreement.

c. **Obligation**

(1) Incur a drilling 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.

d. **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. **Application.** The application package for program participation approval must include a copy of the appropriate Incentive Written Agreement.

c. **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.

d. **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. **Retention Bonus.** This incentive may be offered to commissioned Selected Reserve officers in specific critical skills and paygrades. See current NAVADMIN for eligibility criteria and requirements.

## RESPERSMAN 1100-040

### RESERVE OFFICER INCENTIVES FOR HEALTHCARE PROFESSIONALS

<b>Responsible Office</b>	COMNAVRESFORCOM (N11) COMNAVRESFOR (N1C2)	<b>Phone:</b>	DSN COM FAX	262-2002 (757) 322-2002 (757) 444-7598
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<b>References</b>	(a) DoD Financial Management Regulation, Volume 7A, Chapters 2, 5, 56, 60 and 62 (b) DoD Instruction 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.

(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. **Application.** NRA Incentive Program Coordinator shall submit an initial application for eligibility establishment to COMNAVRESFORCOM (N11) when a member affiliates. 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.

c. **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.

**d. 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.

**e. 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).

f. **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. **Application.** NRA Incentive Program Coordinator shall submit an initial application for eligibility establishment to

COMNAVRESFORCOM (N11) when member affiliates. The application must include a copy of the LRP Written Agreement.

**c. 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 to COMNAVRESFORCOM (N11) at [cnrfc\\_officerbonus\\_shop@navy.mil](mailto:cnrfc_officerbonus_shop@navy.mil) for payment processing.

**d. 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.

(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).

**e. 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.

f. **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. **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.

c. **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 ensure anniversary payments are received in a timely manner, member may contact COMNAVRESFORCOM (N11) Officer Bonus Shop at [cnrfc\\_officerbonus\\_shop@navy.mil](mailto:cnrfc_officerbonus_shop@navy.mil) up to 30 days prior to expected payment.

d. **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 1221-010

### RESERVE NAVY ENLISTED CLASSIFICATION (NEC) PROGRAM

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

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<b>References</b>	(a) MILPERSMAN (b) NAVPERS 18068F, Volume II, Navy Enlisted Classifications (NECs) (c) BUPERSINST 1001.39F
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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 (EPMAC 1221/2) form. 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 that are required by billet or unit collateral assignment, 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

<b>Responsible Office</b>	COMNAVRESFORCOM (N12)	Phone:	DSN	262-2261
			COM	(757) 322-2261
				(800) 535-2580
			FAX	(757) 444-7598

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<b>References</b>	(a) OPNAVINST 1000.16K (b) BUPERSINST 1001.39F (c) COMNAVCRUITCOMINST 1130.8J (d) DOD 5500.7R (e) DODI 1215.13 (f) MILPERSMAN 1160-130
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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) and Reserve Functional Area and Sex (RFAS) substitution codes 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 Reservists. Inactive Duty Training (IDT) billets are funded and structured billets to which Selected Reservists 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.

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 Navy Reserve Activity (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 are 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 Selected Reserve (SELRES) status will be coordinated and affected between Transition Assistants (TA) within the Career Transition Office (CTO) at Navy Personnel Command (NAVPERSCOM) (NAVPERS-97) and the appropriate billet assignment agent at COMNAVRESFORCOM

(N12). Billet assignment for officers may 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 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. **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.** COMNAVCRUITCOM controls enlisted accessions through a rating reservation system based on changing program requirements. Recruiters must have a recruiting reservation number or an approved accession waiver. If a recruiter has a valid reservation number, the NRA provides the recruiter a Reserve Unit Identification Code (RUIC) and unit name for the best fit unit. The NRA shall assist personnel in applying for a local or cross-assigned billet via CMS-ID after they have been gained.

b. **Officer Affiliation/Accession Procedures.** COMNAVCRUITCOM is responsible for recruiting drilling Reserve officers for IDT pay assignments per the Selected Reserve 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). USNR-S1/S2 applications must be submitted 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 use the APPLY website to identify vacant JO billets which meet RFAS criteria. The officer recruiter would then submit billet reservation requests to COMNAVRESFORCOM (N12) via COMNAVCRUITCOM.

c. Individual Ready Reserve(IRR)/ASP to VTU Transfers. Personnel desiring transfer from ASP status to a VTU should contact their local NRA or 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 7.

d. Re-affiliation/Reenlistment of Unsatisfactory Participants. Per references (b) and (c), recruiters must verify an individual's reenlistment eligibility as part of the affiliation process.

(1) Enlisted personnel discharged from the Navy drilling 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. All other services must apply for a waiver through COMNAVCRUITCOM (N32).

(2) Enlisted personnel transferred to non-pay status with a characterization of "Not Recommended for Re-affiliation/Reenlistment" require written approval from the NRA Commanding Officer (CO) to which the member will be assigned. The NRA CO should conduct a personal interview to determine if the individual is likely be a positive asset to the Navy Reserve. Recruiters shall include a re-affiliation waiver as part of the affiliation waiver package.

7. Gains/Transfers at NRA. NRAs shall:

a. Accept all recruiting packages regardless of billet availability. Navy Recruiters are required to submit a gain package for each affiliation to the NRA within three working days of the effective date of assignment.

b. Submit gain worksheet (available at: <https://cscweb.sscno.nmci.navy.mil/spawarcsc/request/gainform.doc>) to the Space and Naval Warfare Systems Command (SPAWAR) Help Desk within one working day of receipt of gain package and complete NSIPS "gain" within three 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. 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 appropriate local or cross-assigned billet via CMS-ID/JOAPPLY. Coordinate transfer with losing NRA.

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

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

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

8. **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 (d). 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 (d), NRAs should seek the advice of a

designated ethics counselor for situations that cannot be resolved. If additional assistance is necessary, contact NAVPERS (PERS-911).

9. **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.

10. **Execution of Orders.** NRAs shall execute the drilling assignment, or Training Unit Identification Code (TRUIC), portion of COMNAVRESFORCOM (N12) issued IDT orders in NSIPS within five 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.

11. **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 characterization 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 COMNAVRESFORNOTE 5400 for additional guidance.

12. **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. Selected Reserve Unit COs/OICs will be assigned to their supported command and ADDU to their COMNAVRESFOR Echelon IV command per BUPERSINST 1610.10C.

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

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

a. Reference (e) defines reasonable commuting distance for units which normally conduct four drills on two 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 three 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 (e) 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) <https://trips.safety.army.mil/navy> for Unit personnel who voluntarily commute beyond reasonable commuting distance.

14. **Waivers.** COMNAVRESFORCOM (N12) maintains final authority for all assignment waivers (e.g., Overgrade, RFAS). COMNAVRESFORCOM (N12), in coordination with the supported command OSO, will seek exact rate/rank/NEC or designator/grade/NOBC match whenever possible.

15. **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 will 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 three years if no matching billet is available either locally or by cross-assignment:

- a. Personnel receiving financial incentives.
- b. Direct Commission Officers and Limited Duty Officers (LDO)/Chief Warrant Officers (CWO) in their first three years of commissioned service.
- c. Enlisted personnel in 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).

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

- a. Cross-assigned personnel will perform Annual Training (AT) with their UMUIC. UMUIC concurrence is required for any active duty (Active Duty for Training (ADT), Active Duty for Special Work (ADSW), etc.) conducted outside of the Supported Command.
- b. The Training Reserve Unit (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 four months of billet tenure. Requests to replace cross-assigned personnel with local personnel within this four month vesting period will be made from the NRA to COMNAVRESFORCOM (12) via the cognizant Echelon IV 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.

17. **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 Reserve Unit. Transfer date is NSIPS generated.

b. Death. Date of death is loss date.

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

18. **Active Duty for Special Work (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 the current COMNAVRESFORNOTE 5400.

b. Personnel assigned to enlisted or JOAPPLY IDT billets who execute ADSW or voluntary orders to AD of less than six 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 six 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 (f), 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.

19. **Mobilized Personnel.** Mobilized personnel will remain assigned to their current unit and billet.

a. Management of officers mobilized from APPLY billets will be governed by current policy as stated in the current COMNAVRESFORNOTE 5400.

b. Personnel whose unit/billet is disestablished or relocated while mobilized will be assigned to an appropriate local vacant IDT billet. When a local vacant billet does not exist, individual may be cross-assigned to valid vacant billet per current policy.

c. Personnel who mobilize while in a pay status are eligible to remain in a pay status for up to six months following demobilization, except where precluded by law or HYT limits, and are expected to seek pay billets at the soonest opportunity.

(1) Per reference (f), enlisted personnel who reach HYT while mobilized shall not be demobilized due to this status. Upon demobilization, enlisted personnel who reached HYT while mobilized shall be transferred to non-pay status.

d. 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.

e. 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, may 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.

(1) 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.

20. **Administrative Action Pending**

a. Personnel undergoing administrative action that could result in separation (e.g., positive urinalysis, multiple PFA failures, inter-service transfer request) will normally remain

in their assigned unit pending resolution of their case and assigned the MAS code "AAP" in NSIPS.

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

(1) NRA shall coordinate with Echelon IV command to ensure VTU orders are generated in IDT orderwriter. The IDT orders shall include "transferred to the VTU for unsatisfactory participation" in the amplifying remarks.

c. Officers who fail to meet satisfactory participation requirements may have their drill assignment cancelled and be transferred to the IRR (ASP) per reference (b). After notifying NAVPERSCOM (PERS-911), 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. Additionally, officers may be recommended for separation for cause per SECNAVINST 1920.6C.

21. **Transfers to the IRR (VTU/ASP)**. Request for transfers to the IRR shall be submitted using NAVRES 1300/4 and accompanying NAVPERS 1070/613 (Page 13), which can be found on the Navy Reserve Homeport <https://www.navyreserve.navy.mil> under the COMNAVRESFORCOM (N1) homepage.

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).

c. Officers who fail to meet performance standards may be involuntarily transferred to the IRR/ASP per Section 1011 of reference (b). NRA CO shall forward involuntary IRR/ASP transfer recommendation to COMNAVRESFORCOM (N12) via Echelon IVs for adjudication.

22. **Transfers to the Retired Reserve.** In order to ensure proper advertisement of Selected Reserve billets which will be vacated due to retirement, NRA must request PRD adjustment using IDT Order Writer via Echelon IV to coincide with approved retirement date.

## RESPERSMAN 1300-020

### DRILLING RESERVISTS RESIDING OVERSEAS AND PERFORMANCE OF INACTIVE DUTY TRAINING OVERSEAS

<b>Responsible Office</b>	COMNAVRESFORCOM (N12)	<b>Phone:</b>	DSN COMM FAX	262-2593 (800) 621-8853 (757) 444-7598
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<b>References</b>	(a) DODI 1315.18 (b) COMNAVRESFORINST 1571.1D (c) COMNAVRESFOR P4000.1C (d) JFTR Appendix O, T4045 (e) DODI 1215.06 (f) DOD FMR Vol 7A, Chapter 10
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1. **Policy.** Overseas, as defined by reference (a) and upheld in reference (b), is anywhere outside the 48 contiguous United States (OCONUS). For purposes of this article, overseas does not include the areas of Alaska, Hawaii, Puerto Rico, and Guam as these areas contain Navy Reserve Activities (NRAs). Drilling reservists (Selected Reserve (SELRES) or Voluntary Training Unit (VTU) members) who reside overseas have the same drilling obligations and options available to them as a drilling reservist not living overseas. The below guidance delineates particular billet assignment processes unique to drilling reservists residing overseas and additional requirements for Inactive Duty Training (IDT) overseas.

#### 2. **Billet Assignments for Drilling Reservists Residing Overseas**

a. Officer and enlisted billet assignments are governed by **RESPERSMAN 1300-010**, **RESPERSMAN 1301-010**, and **RESPERSMAN 1306-010**. Overseas residents should annotate in their billet application the country in which they reside to facilitate proper assignment. In turn, Unit Commanding Officers (COs)/Officers in Charge (OICs) and Operational Support Officers (OSOs) should coordinate with COMNAVRESFORCOM (N12) to ensure billets are properly advertised with applicable overseas information. Reasonable efforts will be made to assign drilling Reservists residing overseas to billets whose supported command is within the same geographic region.

b. Drilling reservists residing overseas, except those awarded Apply billets, will normally be assigned to drill with units that regularly perform IDT overseas and whose supporting

NRA is Navy Operational Support Centers (NAVOPSPTCENS) Guam or Jacksonville as follows:

(1) NAVOPSPTCEN Guam: Shall be the primary assigned NRA for drilling reservists residing overseas in the Pacific Command area of responsibility (AOR).

(2) NAVOPSPTCEN Jacksonville: Shall be the primary assigned NRA for drilling reservists residing overseas in the European, Southern, Central and Africa Command AORs.

c. A list of units that regularly perform IDT overseas is posted on the COMNAVRESFORCOM (N12) website.

d. Officers assigned to Apply awarded billets shall be assigned to drill sites per the annual COMNAVRESFORNOTE 5400.

### 3. Administration of IDT Overseas

a. IDT administration, in general, is governed by **RESPERSMAN 1570-010** and **RESPERSMAN 1570-020**. "Other IDT" is defined as additional drills, Inactive Duty Training Travel (IDTT), Flexible (FLEX) IDT, Training in Medical Specialty/Critical Medical Specialty (TMS/CMS) flex drill, incremental accrual of IDT and telecommuting.

b. 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 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 (c). Per reference (d), it is the member's inherent responsibility to fund travel between their home and their normal drill location.

c. 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 NAVOPSPTCEN CO requesting the establishment of an alternate "permanent" drill site. The NAVOPSPTCEN 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.

d. Per reference (e), no IDT is authorized in imminent danger areas. Imminent danger areas may be found in reference (f).

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

f. Performing IDT overseas potentially incurs additional risk for the individual even when the IDT is performed in the foreign country in which the individual resides. If "other IDT" overseas is desired and will not be performed at the "permanent" drill site or under IDTT orders, Unit COs/OICs and supported command OSOs shall consider the following when reviewing a drilling reservist's request:

(a) Conflict of interest. Conflict of interest is specifically addressed in **RESPERSMAN 1300-010**. Unit COs/OICs shall ensure no conflict of interest exists for their drilling Reservists. Supported Command Immediate Superiors in Command (ISICs) shall ensure the same for their Unit COs/OICs.

(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, consult the Department of Defense Foreign Clearance Guide and comply with applicable clearance requirements.

4. **AT/ADT Overseas**. Annual Training (AT)/Active Duty Training (ADT) overseas is addressed in reference (b).

## RESPERSMAN 1300-030

### VOLUNTARY TRAINING UNIT

<b>Responsible Office</b>	COMNAVRESFORCOM (N12)	Phone:	DSN COMM FAX	<b>262-2613 (800) 535-2580 (757) 444-7598</b>
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<b>References</b>	(a) MILPERSMAN (b) BUPERSINST 1001.39F (c) DODI 1215.13
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1. **Voluntary Training Unit (VTU)**. The mission of the Voluntary Training Unit (VTU) 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 is a subset of the Individual Ready Reserve (IRR) which provides qualified personnel the opportunity to drill in a non-pay status at their local Navy Reserve Activity (NRA) and earn points creditable toward retirement. COMNAVRESFORCOM (N12) approval is required for assignment to any NRA outside reasonable commuting distance from a member's residence.

a. The NRA Commanding Officer (CO) is the reporting senior for the VTU; however, this authority may be delegated in writing to the senior officer assigned to the VTU.

b. VTU members must maintain assignment eligibility requirements per reference (b) to include medical, dental, and mobilization readiness.

c. VTU members must maintain satisfactory Inactive Duty Training (IDT) participation and may request Active Duty for Training (ADT) or Active Duty for Special Work (ADSW) orders if funding and appropriate training opportunities exist.

d. NRA COs will task VTU members with local support roles or operational support to other active commands. Local support roles may include participating with organizations such as the Navy Reserve Officer Training Corps (NROTC), Navy Junior Reserve Officers Training Corps (NJROTC), Navy Sea Cadet Corps (NSCC), Naval Academy Information Program (NAIP), Campaign Drug Free (CDF), and the Navy Reserve Support Element (NRSE) programs. The NRA CO determines the best use of the VTU to contribute to the needs of the Navy.

e. Personnel assigned to VTU may be eligible for Servicemembers' Group Life Insurance (SGLI) and Family Servicemembers' Group Life Insurance (FSGLI) coverage. Members will be provided the SGLI/FSGLI NAVPERS 1070/613 for Navy Reservists assigned to VTU/Administrative Processing Unit (APU). Refer to [www.VA.gov](http://www.VA.gov) for current rates and premium information. Defense Finance and Accounting Service (DFAS) will forward billing statements for SGLI premiums to VTU members.

f. Members in the Active Status Pool (ASP) may be considered for assignment to a VTU if qualified. Members must meet medical retention standards and be screened for eligibility and approved by NAVPERS (PERS-911/913). Refer to **RESPERSMAN 1300-010** for further information.

g. Officers in Restricted Line and Staff Corps communities which have specialized VTUs (e.g. Intelligence and Judge Advocate General Corps) will be assigned to their appropriate community-specific VTU when it is within DoD reasonable commuting distance from their home of record even when it is not the closest VTU to their home of record. If no community specific VTU is within reasonable commuting distance, personnel will be assigned to the closest general purpose VTU unless alternate assignment is specifically requested and approved by COMNAVRESFORCOM (N12).

**RESPERSMAN 1300-040**

**OPERATIONAL SUPPORT UNIT**

<b>Responsible Office</b>	COMNAVRESFORCOM (N12)	Phone:	DSN COMM FAX	<b>262-2613 (800) 535-2580 (757) 444-7598</b>
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1. **Operational Support Unit (OSU)**. The Operational Support Unit (OSU) shall be used to provide training and mobilization readiness support for cross-assigned out personnel who cannot receive adequate training from local units.

a. The Navy Reserve Activity (NRA) Commanding Officer (CO) is the reporting senior for the OSU; however, this authority may be delegated in writing to an officer in the Volunteer Training Unit. An officer assigned to the OSU shall not be designated as the reporting senior.

b. OSUs have no mobilization billets per se; therefore, personnel may be assigned initially in an In Assignment Processing (IAP) status while applying for assignment to a billet, and then in a cross assigned out status while assigned to a mobilization billet.

c. Personnel are encouraged to drill with their Unit Mobilization Unit Identification Code (UMUIC).

## RESPERSMAN 1300-050

### ADMINISTRATIVE PROCESSING UNIT

<b>Responsible Office</b>	COMNAVRESFORCOM (N12)	Phone:	DSN COMM FAX	262-5768 (757) 322-5768 (757) 444-7598
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1. **Administrative Processing Unit (APU)**. The Administrative Processing Unit (APU) is used to hold personnel who are undergoing administrative separation (ADSEP) proceedings for unsatisfactory participation or who have requested a Physical Evaluation Board (PEB). The APUs were previously titled "Transient Personnel Units (TPUs)", and have been renamed to avoid confusion with active duty Navy TPUs.

a. Personnel in the following categories will NOT be transferred to the APU:

1. Personnel undergoing administrative action that could result in separation (e.g., positive urinalysis, multiple PFA failures, unsatisfactory performance) will normally remain in their assigned unit pending resolution of their case per **RESPERSMAN 1300-010**.

2. Personnel Temporarily Not Medically Qualified (TNPQ), Temporarily Not Dentally Qualified (TNDQ), or undergoing a Medical Retention Review (MRR) shall remain in their assigned unit in either a drilling or non-drilling status per **RESPERSMAN 6000-010**.

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

c. APUs have no mobilization billets; therefore, personnel will be assigned to these units in an IAP status. Assign applicable MAS code per **RESPERSMAN 3060-010**.

d. APU personnel undergoing ADSEP for unsatisfactory participation are authorized to drill until final disposition of the ADSEP process. NRAs must adjudicate IDT periods each month per **RESPERSMAN 1570-010**.

e. APU personnel awaiting PEB disposition are not authorized to drill. NRA's must adjudicate IDT periods as Authorized Absence (AA).

f. The NRA CO will ensure the member signs a NAVPERS 1070/613 acknowledging assignment to the APU. Sample NAVPERS 1070/613 can be found on the COMNAVRESFORCOM Reserve Policy (N1C2) website at <https://www.navyreserve.navy.mil>, under COMNAVRESFORCOM (N1) homepage.

g. When personnel assigned to the APU are cleared to return to an augment billet/unit, reassignment from APU is accomplished through the billet assignment processes outlined in **RESPERSMAN 1300-010**.

## RESPERSMAN 1301-010

### OFFICER SELECTED RESERVE ASSIGNMENTS

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

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<b>References</b>	(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](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**

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

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<b>References</b>	(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 1534-010

### STRATEGIC SEALIFT OFFICER PROGRAM

<b>Responsible Office</b>	COMNAVRESFORCOM (N14)	Phone:	DSN	262-2613
			COM	(800) 535-2580
			FAX	(757) 444-7598

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<b>References</b>	(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 (g) Letter to NAVRESFOR from COMNAVRESFOR 081849Z AUG 11
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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 of only 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, 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 (COMNAVRESFORCOM) (N14), administers the SSRG. Both the SSRG and the SSO Program Office (COMNAVRESFORCOM (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 (NAVOPSPTCEN), serving as the exclusive manager for all SSRG officer training, administration, and compliance requirements.

(3) Selected Reserve. SSO officers in a drilling status are administered per references (d). Specific training for personnel in Strategic Sealift Unit (SSU) is directed by the supported command.

b. The training and administrative procedures for individuals in the SSOP are adequately covered in the references and amplified by information on Navy Reserve Homeport, <https://www.navyreserve.navy.mil> under COMNAVRESFORCOM (N14) homepage.

## 6. Program Support

a. SSO Program Office. COMNAVRESFORCOM (N14) serves as the single point manager for SSRG officer training. The SSO Program Office, COMNAVRESFORCOM (N14) is responsible for training and administration of over 2,500 officers. 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, liaise with maritime industry, and serve as the Navy's subject matter expert for merchant mariner licensure and civilian training requirements.

b. Administration of SSO personnel by COMNAVRESFORCOM (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. A yearly community meeting can be held for direct interaction. 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 Dr  
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 Navy Reserve Homeport, <https://www.navyreserve.navy.mil> under COMNAVRESFORCOM (N14) homepage. Consulting the Homeport on a quarterly basis for program updates is advised.

c. Personnel Service and Health Records. Per reference (g), SSRG officers remain members of the IRR; however, their records are maintained by NAVOPSPTCEN with coordination from the SSO Program Office. Documents received by COMNAVRESFORCOM (N14), which should be a part of an officer's health record, may be delivered to the local NAVOPSPTCEN for insertion into the applicable record. SSRG may be authorized by COMNAVRESFORCOM (N14) in writing to hand carry their medical records.

7. **Action**. The following actions are assigned to specified commands/officers.

- a. SSO Program Office COMNAVRESFORCOM (N14) shall
  - (1) Serve as the SSOPM; acting as CO for SSRG in UIC 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) Individual Participation Authority (IPA) orders

(c) Retirement point credit under the Professional Training option

(d) Uniform allowance claims

(e) ADT waiver

(6) Obtain availability from active duty commands for SSRG officer training.

(7) Maintain an electronic tracking system, which will monitor individual officer performance; current SSO program status, and prepare required reports. Items monitored include U.S. Coast Guard MMC expiration, STCW 95 certificate qualification, rank, ADT performance, annual report submission, sailing status, etc.

(8) Provide documents to NAVPERSCOM (PERS-3) for inclusion in SSRG Officer Official Military Personnel File (OMPF) and service/health records.

(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 TSA. Provide report noncompliance to the Program Sponsor.

(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 Military Sealift Command (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 COMNAVRESFORCOM (N1) and COMNAVCRUITCOM.

(18) Act as a liaison with NAVPERSCOM (PERS 931) 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.

(21) Act as a liaison with Bureau of Naval Personnel (BUPERS) (BUPERS-318) concerning SSO community management issues.

b. COMNAVRESFORCOM (N3) and (N7) shall: Obtain availability and provide specific ADT reporting instructions for shipboard units or schools as requested by COMNAVRESFORCOM (N14). COMNAVRESFORCOM (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: PHA, HIV testing, PFA and body fat measurements pursuant to reference (f). Forward associated documentation to the SSO Program Office as requested.

(2) Forward training documentation for SSRG officers participating in IDT periods under IPA orders with local Navy Reserve units.

(3) Provide support to the SSO Program Office in cases of SSRG disciplinary actions, as requested.

(4) Provide support to the SSO Program Office in cases of SSRG medical issues, as requested.

## RESPERSMAN 1534-020

### STRATEGIC SEALIFT READINESS GROUP REQUIRED PARTICIPATION

<b>Responsible Office</b>	COMNAVRESFORCOM (N14)	Phone:	DSN	262-2613
			COM	(800) 535-2580
			FAX	(757) 444-7598

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<b>References</b>	(a) OPNAVINST 1534.1D (b) BUPERSINST 1001.39F (c) BUPERSINST 1610.10C (d) OPNAVINST 6110.1J (e) COMSCINST 1534.1 (f) SECNAVINST 1920.6C
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1. **General**. 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 Navy Reserve Homeport <https://navyreserve.navy.mil> COMNAVRESFORCOM (N14) homepage.

## 2. **Policy**

### a. **Requirements**

(1) **Active Duty for 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 Navy Reserve Homeport <https://www.navyreserve.navy.mil> under COMNAVRESFORCOM (N14) homepage. ADT will be scheduled by all SSRG officers each FY between 1 October and 31 March. Waivers are processed per references (a) and (e). ADTs may be performed throughout the fiscal year.

(2) **Annual Reporting**. All SSO officers will report their current contact information and Civilian Employment Information (CEI) annually to COMNAVRESFORCOM (N14), via Navy Standard Integrated Personnel System (NSIPS). The SSO Program Office may require additional forms of reporting as directed.

(3) **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.

(4) Physical Examination Requirements. Per references (a), (b), and (e), SSRG officers are required to obtain Periodic Health Assessments (PHAs) every year and notify COMNAVRESFORCOM (N14) whenever 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 Navy Reserve Homeport <https://www.navyreserve.navy.mil> under COMNAVRESFORCOM (N14) homepage.

(5) Physical Fitness Assessment Requirements. Per references (a), (b), and (e), SSRG officers are required to maintain physical fitness standards and complete semi-annual Physical Fitness Assessments (PFA) beginning in FY 13. PFA requirements are discussed in **RESPERSMAN 1534-050**.

(6) Active 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 STCW endorsement as OICNW or OICEW or higher is required. The SSRG is an unlimited tonnage, oceans program and all members must be licensed to sail unlimited tonnage/HP vessels on international water, into foreign ports.

(a) 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 Navy Reserve per reference (f), enclosure (3), paragraph 1(b)(10), and/or transfer to inactive status pending resolution of their licensing requirements.

(b) Per references (a) and (e) 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.

## RESPERSMAN 1534-030

### STRATEGIC SEALIFT READINESS GROUP VOLUNTARY PARTICIPATION

<b>Responsible Office</b>	COMNAVRESFORCOM (N14)	Phone:	DSN	262-2613
			COM	(800) 535-2580
			FAX	(757) 444-7598

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<b>References</b>	(a) OPNAVINST 1534.1D (b) BUPERSINST 1001.39F (c) BUPERSINST 1610.10C (d) OPNAVINST 6110.1J
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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 for 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 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 DoD 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 (MSC). 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) 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 Fiscal Year (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. Inactive Duty Participation Authorization (IPA) drills need to be scheduled and authorized in advance by the Strategic Sealift Officer Program Manager (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 SSO Program 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 Commanding Officer (CO) 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) Conduct PFAs per reference (a) for members who perform IPAs.

(d) Conduct PHAs for members who perform IPAs.

(e) Forward properly completed official muster form for drills performed.

(3) Navy Reserve Unit COs shall:

(a) 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).

(b) 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 (f).

(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 (e) requires submission of regular FITREPs on all SSRG officers performing more than 90 consecutive days of Active Duty for Training (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

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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 under reference (a), 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. SSOs are required to fill open SSO designated billets, or billets with a SSO Reserve Functional Area and Sex (RFAS) 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 (COMNAVCRUITCOM).

c. Accession Procedures. Direct Commission Officers (DCO) can access provided that they have at minimum an unlimited tonnage chief mate or 1<sup>st</sup> Assistant Engineer MMC with commensurate Standards for the Training and Certification of Watchstanders (STCW) endorsement. They must also meet all other Reserve Component (RC) requirements, provided that 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 (PCI) course. The 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 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 STCW endorsement as Officer in Charge of a Navigational Watch (OICNW) or Officer in Charge of an 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 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 ADT funding.

d. SSO SELRES and VTU member may return to the SSRG contingent on the following requirement:

(1) Must possess a valid MMC and STCW.

(2) Cannot be on the Ready Mobilization Pool (RMP) list.

(3) Must meet all participation requirements outlined in reference (a).

## RESPERSMAN 1534-050

### PHYSICAL READINESS STANDARDS COMPLIANCE REQUIREMENTS FOR MEMBERS OF THE STRATEGIC SEALIFT READINESS GROUP

Responsible Office	COMNAVRESFORCOM (N14)	Phone:	DSN	
			COM	(800) 535-2580
			FAX	(757) 444-7597

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References	(a) OPNAVINST 6110.1J (b) OPNAVINST 1534.1D (c) BUPERSINST 1001.39F (d) COMSCINST 1534.1
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#### 1. General

a. All members of the Navy must meet minimum Physical Readiness Standards. Strategic Sealift Officers (SSO) in the Strategic Sealift Readiness Group (SSRG) perform increasingly important short notice operational Active Duty for 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 personnel shall meet minimum physical readiness standards for continued Naval service. Eligibility for orders is contingent on satisfactory compliance.

a. SSRG officers must complete, during the calendar year, one annual Periodic Health Assessment (PHA).

b. Effective fiscal year 2013, SSRG officers must complete two Physical Fitness Assessments (PFA) per calendar year; the first one to be completed during Cycle 1 (JAN-JUN), and the second during Cycle 2 (JUL-DEC).

(1) The PFA is administered by a qualified Command Fitness Leader (CFL) of a NRA or Active Component (AC) command. All SSOs shall complete a NAVPERS 6110/3 via Physical Readiness Information Management System (PRIMS) <https://www.bol.navy.mil> prior to participating in a PFA.

(2) Body Composition Assessment (BCA) must be completed by a certified CFL and forwarded by the CFL to COMNAVRESFORCOM (N14). COMNAVRESFORCOM (N14) is the CFL for Reserve Unit Identification Code (RUIC) 2525M.

c. Waivers will be authorized for PHA/PFA requirements per reference (a).

d. A failure of either the BCA or PRT component of the PFA constitutes a PFA failure. In the event a medical waiver is granted for all or part of the PRT, SSOs must still pass the BCA component unless it is also medically waived.

e. SSRG Officers with a failing PFA in the most recent cycle; without a passing PFA in the last two cycles; or without any PFA information in PRIMIS in the last two cycles will not be authorized access to SSRG ADT funding.

f. The SSOPM will grant waivers per reference (a). PHA or PFA waivers do not constitute a waiver of required participation delineated in **RESPERSMAN 1534-020**.

### 3. **Responsibilities**

a. SSO Program Office shall:

(1) Provide oversight and ensure compliance with applicable directives.

b. Navy Reserve Activity (NRA) shall:

(1) Conduct PFAs per reference (a).

(2) Conduct PHAs for members. The CFL is responsible for conducting a safe PRT and shall complete the PFA checklist in the Operating Guide. All events of the PRT shall be performed per the Operating Guide.

(3) Forward results of PFA to SSO Program Office.

c. SSO 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 (a).

(3) Coordinate with gaining unit and SSO Program Office for opportunities to perform PHA/PFA while on ADT.

## RESPERSMAN 1570-010

### INACTIVE DUTY TRAINING ADMINISTRATION

<b>Responsible Office</b>	COMNAVRESFORCOM (N11)	Phone:	DSN	262-2651
			COMM	(757)322-2651
			FAX	800-473-7729
				(757)444-7598

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<b>References</b>	(a) BUPERSINST 1001.39F (b) DoD Instruction 1215.06 (c) OPNAVINST 3710.7U (d) DoD Instruction 1215.13 (e) MILPERSMAN 1910-158 (f) DoD Financial Management Regulation (DoDFMR) Vol 7A
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1. **Definition.** Inactive Duty Training (IDT) is authorized training performed by Selected Reserve members and consists of regularly scheduled unit training periods and additional IDT periods. The primary purpose of IDT is to provide individual and/or unit readiness training.

2. **Performance Requirements.** Reservists acknowledge their understanding of the Navy's policy concerning IDT by signing a Satisfactory Participation Requirements/Record of Unexcused Absences Form (NAVRES 1570/2). This form outlines attendance and communication requirements and procedures for missed IDT periods. Satisfactory participation requirements are outlined in **RESPERSMAN 1001-010**. Failure to perform required IDT may result in adverse administrative action.

a. Performance of regular or rescheduled drills (pay and non-pay) counts toward satisfactory drill participation.

b. IDT period attendance will be computed on a progressive 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 member's last IDT period was 16 March, only those IDT periods back through the previous April will be considered in determining satisfactory participation.

c. Members will be designated as unsatisfactory participants when nine or more IDT periods in a running 12-month period are declared unsatisfactory, or are unexcused absences.

An individual who has eight unexcused absences or unsatisfactory IDT periods becomes an unsatisfactory participant upon the date of the accrual of nine unexcused absences or a combination of unexcused absences and unsatisfactory IDT periods in a 12-month period.

3. **IDT Period Duration.** The minimum duration of any pay IDT period is four hours. The minimum duration of a single non-pay drill by a member in a non-pay status (e.g., Volunteer Training Unit (VTU)) is three hours. The minimum duration of a non-pay additional IDT period 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.

#### 4. **IDT Period Limitations**

a. No more than two IDT periods may be performed in one day.

b. During the fiscal year in which affiliated, new members are limited to performing a pro-rated number of regular IDT periods based on the number of months remaining in the fiscal year. Example: A member who affiliated prior to the drill weekend in March (with seven months remaining in the fiscal year) is allowed 28 regular IDT periods during that fiscal year. IDT period credit is not authorized for affiliation processing. Members affiliating with a unit which has already performed its regular IDT periods in a given month may attend previously scheduled indoctrination training if available during the remainder of that month, as determined by the supporting Navy Reserve Activity (NRA) Commanding Officer (CO).

c. Members who discontinue drilling prior to the end of the fiscal year are only eligible to be scheduled and paid for the same pro-rated number of IDT periods for the time they are affiliated (i.e., four IDT periods each month the member is affiliated). A member is not authorized to perform IDT periods in advance of the normal drill schedule if the member is scheduled to be separated from the Selected Reserve (e.g.,

retired, discharged, status change) prior to the end of the month for which the IDT periods were rescheduled.

d. Rescheduled drills must be performed during the same fiscal year in which the original regular drills were scheduled.

5. **Advance IDT**. Rescheduled IDT periods may be performed in advance of regularly scheduled unit IDT periods only if the member is expected to remain in the SELRES (pay) through the end of the month for which the advance IDT periods were rescheduled.

a. IDTs performed in advance result in the same drill obligation as if the IDT periods had been performed when originally scheduled. Take into consideration the following when scheduling advance IDT: anniversary year, Expiration of Obligated Service (EOS), High Year Tenure (HYT), mandatory transfer, expiration of the Montgomery GI Bill-Selected Reserve (MGIB-SR) obligation, and satisfactory Selected Reserve participation. Members who do not fulfill their drill obligation may face recoupment of drill pay for any periods not authorized.

b. IAP Personnel. Refer to current COMNAVRESFORCOMNOTE 1001 prior to approving advance drills for personnel in IAP status.

6. **Unit IDT Scheduling**. Reserve units will coordinate with the supporting NRA to establish the upcoming FY regular IDT weekends and all drills must be scheduled in advance. When scheduling unit and individual regular IDT:

a. Operational support is paramount; however, completion of all Navy administrative requirements is mandatory.

b. Do not exceed FY IDT pay limits.

c. Do not jeopardize member's ability to earn qualifying service for a satisfactory year during the anniversary year.

d. Ensure satisfactory participation standards are met.

e. Schedule training into a comprehensive plan built on, but not limited to, regular weekly, monthly, or quarterly IDT/Inactive Duty Training Travel (IDTT) periods.

f. IDT, regular/additional drills shall not be conducted in designated imminent danger areas per reference (b).

7. **IDT Period Pay/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 drill pay/retirement point credit per reference (f) if in a pay assignment, or retirement point credit if in a non-pay assignment in a Volunteer Training Unit (VTU). Payment for each IDT period, if authorized, will be at the rate of one-thirtieth of the basic pay prescribed for the member's grade and years of service.

8. **IDT Weekend Guidance**

a. Before the IDT weekend, Full Time Support (FTS) staff shall prepare the Unit/Partial Unit Individual Participation Record (IPR) (NAVRES 1570/21); all known absences of unit members will be properly adjudicated in NSIPS.

b. Saturday morning of the IDT weekend, the FTS staff shall deliver the unit IPR to the unit mustering official (Unit CO or designated representative identified in writing with signature, or DD Form 577, E6 and above who completes the visual muster). Additional IDT, authorized absences (AA), rescheduled drills (RS), unexcused IDT (U) and Unit IDT Summary reports shall also be provided by the FTS staff to the unit at this time.

c. The mustering official shall conduct the required sight muster, annotating in black ink either Present (P) or Absent (A) for each person. For all personnel marked absent, include justification in the remarks section; for rescheduled (RS) IDTs provide future drill dates. Any member marked absent without justification in the remarks column shall be adjudicated as unexcused (U). Refer to paragraph 14 below for reclama procedures.

d. By the end of the IDT period(s)/weekend, the Unit CO or designated representative (E7 and above) will sign and date the IPR, thus validating that each member authorized IDT pay was present for at least four hours, and ensuring that for each member marked absent there is annotated AA, "U", or RS (with future drill date) in the remarks column.

e. Sunday afternoon, the authorized mustering official shall deliver the signed IPR to the NRA's designated representative. When IDTs are performed away from the NRA, the use of a fax machine or scan and e-mail to submit unit/individual IPRs is authorized.

f. The following actions shall be taken within three working days after the IDT weekend by the FTS staff:

(1) Record the IDT attendance data into NSIPS and re-enter any individual IDT schedule changes annotated on the unit IPR that occurred during the IDT weekend. Print the IDT verification report and Individual IPRs (NAVRES 1570/22) generated as a result of IDT scheduling changes during the recording process. Deliver the IDT verification report, Individual IPRs (NAVRES 1570/22) and Unit IPR (NAVRES 1570/21) 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) Ensure the NRA CO or designated representative verifies and signs all transmission reports. Annotate and date all action taken to correct errors reflected on the report.

9. **Individual IPR Muster.** The NSIPS generated Individual IPR (NAVRES 1570/22) is used when the member is performing IDT separately from their unit and is composed of four sections.

a. Section 1: Member's name, rank/rate, SSN, and individual's attendance. When recording the muster, annotate with a "P" for present followed by the number "1" (in the block with the #) or an "A" for absent followed by the number "0" (in the block with the #). This is to be done for each day's scheduled AM and PM drill.

b. Section 2: Optional comments.

c. Section 3: Task and accomplishments. List the work completed by the member during the drill.

d. Section 4: Signature block. The left side is the CO or designated representative (E7 and above). The right side is for the mustering official (Unit CO or designated representative identified in writing, E6 and above or equivalent who completed the visual muster). The mustering official must not be the member who completed the drill. All mustering officials are required to print their name legibly in addition to providing their signature.

NOTE: When the Unit CO or designated representative is unable to sign the Individual IPR (NAVRES 1570/22), and when approved and coordinated with the NRA, the Unit CO or designated representative may communicate approved rescheduled IDT and/or

muster for their unit members to the NRA via email. Copy of the approval email must be attached to the IPR and kept on file at the NRA.

e. Once the muster has been recorded in NSIPS, annotate the bottom of the NAVRES 1570/22 with the clerk's initials. Do not accept the NAVRES 1570/22 if it is not completely filled out and signed.

10. **Rescheduling Regular Unit IDT.** Reschedule Unit IDT to meet Navy requirements only. Rescheduled (RS) IDT must be scheduled in NSIPS in advance, within a reasonable commuting distance, unless the member has previously signed NAVPERS 1070/613 agreeing to drill outside their reasonable commuting distance. Unit COs are authorized to direct performance of RS IDT periods to:

a. Take advantage of emergent training opportunities, including IDTT evolutions.

b. Resolve conflicts with AT/Active Duty for Training (ADT).

c. 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.

11. **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 member's reasonable control. It is the member's responsibility to contact the unit or parent Reserve activity when absent from IDT periods before the end of the IDT period(s)/weekend. The unit shall contact the member prior to close of business of the drill weekend, if the member fails 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.** Unit COs may RS the IDT when there is a valid Navy mission, or when valid training opportunities are available. IDT periods may not be rescheduled after the fact. Commands can direct/document rescheduled IDT via training schedules, plan of the month, or IDT plans. Annotate the RS dates in the remarks section of the Individual

Participation Record (IPR). If a RS IDT period is missed, the Unit CO is responsible for adjudicating the IDT as Authorized Absence (AA) or Unexcused (U), depending on the circumstances of each case. Unit COs may communicate approved rescheduled IDT for their unit members to the NRA via e-mail when they are unable to sign the Individual IPR (NAVRES 1570/22) prior to IDT execution.

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. FTS staff will enter the AAs into Navy Standard Integrated Personnel System (NSIPS). This will reduce the member's total number of authorized IDT periods for the FY. AAs do not count toward retirement credit; members are still required to obtain 50 retirement points for a qualifying anniversary year towards a non-regular (Reserve) retirement. Assignment of AA does not impact incentive entitlement; members shall maintain bonus entitlement during the period in which AAs are assigned. Assignment of AAs shall not be used as a substitute for nonavailability periods. AAs may be assigned for the following reasons:

(1) AT/ADT/Active Duty for Special Work  
(ADSW)/Mobilization Conflict

(a) For periods of 179 days or less:

1. A member can request to reschedule IDT periods that conflict with dates of AT/ADT/ADSW/Mobilization. Members are responsible for submitting rescheduled IDT requests before commencing any training. Members may perform RS IDTs either before or after the conflicting training periods provided the RS training periods are completed within the same FY. All drills for the current FY of the member's mobilization shall be adjudicated in NSIPS as RS or AA prior to member's commencement of orders.

2. A member may request AAs for the missed IDT periods. FTS Staff will record the AAs in NSIPS following the training period for any drills not previously adjudicated.

(b) For periods of 180 days or greater: IDTs after the 180th day must be adjudicated as AAs.

(2) Demobilization. Demobilized personnel shall be offered a six month AA period. Members 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 a six month AA NAVPERS 1070/613. Unit COs are required to make monthly contact with members during the AA period to ensure there are no outstanding medical/dental or administrative requirements. Upon completion of monthly contact, Unit COs shall notify the NRA CO with updates on members' status. See RESPERSMAN 6000-010 to ensure Physical Health Assessment (PHA) dates are properly reset in the Medical Readiness Reporting System (MRRS) prior to start of the six month AA period for those who demobilize through a Navy Mobilization Processing Site (NMPS).

(3) Temporary work conflicts/personal hardships. Retain Selected Reservists and members of the VTU with valid, documented, short-term work conflicts/personal hardships. Keep individuals in their present unit in an AA status up to six months with approval from the Unit CO. For conflicts beyond six months, transfer the member to the Active Status Pool (ASP)/Individual Ready Reserve (IRR) immediately. If the member has a drilling obligation, contact COMNAVRESFORCOM (N11) via the chain of command for further guidance. In each case the Unit CO should consider the impact on unit readiness and manning when reviewing requests for retention based on temporary work conflicts or personal hardships. If the Unit CO does not recommend retention, process member for transfer to the ASP/IRR as soon as possible, or process for discharge if warranted. A NAVPERS 1070/613 will be completed. Record AAs in NSIPS for individuals retained per this paragraph.

(4) Medical/Dental Disqualification. Personnel in this status who are not approved to perform IDTs will be assigned AAs for IDT periods missed. Ensure proper MAS code has been assigned.

c. Unexcused IDT (U). Unit/Command COs shall determine if a missed IDT period is unexcused. Unexcused IDTs cannot be made up.

12. Processing Missed/Unexcused/Unsatisfactory IDT Periods.  
Process missed IDT periods as follows:

a. Document approvals of RS/AAs on the Unit IPR or Individual IPR in the remarks section.

b. Document unexcused absences as "U"s on the Unit/Individual IPR, annotate the NAVRES 1570/2, and send a signed copy to the member by certified mail within five working

days of the unexcused IDT period. File the original NAVRES 1570/2 and one signed copy in the member's IDT folder.

(1) For members with nine or more unexcused/unsatisfactory IDTs during a progressive 12 month period, the Unit CO has two options:

(a) Transfer member to the VTU, assign applicable MAS code and process for administrative separation per reference (e) for enlisted members or transfer to the ASP/IRR for officers per reference (a).

(b) Determine if the member has potential for future mobilization. If so, place member on six months probation per reference (a) and assign applicable MAS code.

13. **Administrative Unsatisfactory Participation (Admin U).** If the Unit 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 for administrative purposes only.

(1) Document the IDT period as "P" on the Unit/Individual IPR, and annotate unsatisfactory participation in the remarks section. Annotate the unsatisfactory participation as "Admin U" on the NAVRES 1570/2, and send a signed copy to the member by certified mail within five working days of the unsatisfactory IDT period. File the original NAVRES 1570/2 and one signed copy in the member's IDT folder.

14. **Removal of Unexcused/Authorized Absence and Admin U.** IDT periods adjudicated as "U", AA or Admin U cannot be removed or changed (to RS, AA, "U", or P) without NRA CO approval. Unit CO shall submit a letter to the NRA CO within 45 days of the unexcused/authorized absence or Admin U with a complete explanation of the circumstances causing the error and steps taken to prevent future inaccurate drill adjudications. NRA CO will make final determination of removal, and removal authority shall not be delegated. A copy of all correspondence shall be maintained in the Individual IDT Folder.

15. **Reporting of IDT Periods Over 12 Months Old.** Report IDT periods over 12 months old via service request to the NSIPS Help Desk.

16. **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 COMNAVRESFORCOM (N11) approval. This will be resolved by the NRA sending a letter to Defense Finance and Accounting System - Cleveland (DFAS-CL) via COMNAVRESFORCOM (N11) with explanation and supporting documents.

## RESPERSMAN 1570-020

### OTHER INACTIVE DUTY TRAINING AND INACTIVE DUTY

<b>Responsible Office</b>	COMNAVRESFORCOM (N11)	Phone:	DSN COMM FAX	262-2651 (757)322-2651 (757)444-7598
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<b>References</b>	(a) BUPERSINST 1001.39F (b) DoD Instruction 1215.06 (c) 10 U.S.C. 12503 (d) SECNAVINST 1770.3D (e) DoD Instruction 1300.15 (f) BUPERSINST 1610.10C (g) DoD Financial Management Regulation (DoDFMR) Vol 7A
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1. **Definition.** Other Inactive Duty Training (IDT) and Inactive Duty include additional drills, Inactive Duty Training Travel (IDTT), Flexible (FLEX) IDT drill option, incremental accrual of IDT, telecommuting, Funeral Honors Duty (FHD), and the Training in Medical Specialty/Critical Medical Specialty (TMS/CMS) flex drill option. All drills and applicable Inactive Duty shall be approved by the unit chain of command and scheduled in Navy Standard Integrated Personnel System (NSIPS) prior to execution.

#### 2. **Additional IDT Periods**

a. Reference (b) establishes policy for authorizing and scheduling additional IDT periods. Additional IDT periods provide individuals and units the opportunity to achieve and maintain required mobilization readiness levels when 48 regular IDT periods are not enough to meet training objectives.

b. Additional IDT periods must be scheduled in advance via unit training schedules, flight schedules, additional IDT schedules, plan of the month, or verbally in short fuse/emergent situations. Attendance shall be documented using the NSIPS Individual Inactive Duty Training Participation Record (IPR) NAVRES 1570/22.

c. Duration of Additional IDT Periods. Minimum duration of an additional IDT period with pay is four hours. IDT periods must be conducted aboard specifically authorized training activities only (e.g., Supported Command and NRA).

d. 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 COMNAVRESFORCOM (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 ensure a letter/memorandum identifying Sailor and drill allocation is retained in Unit IDT Folder at the NRA.

e. Individual limits of additional IDT periods

(1) Additional Training Periods (ATPs) provide units and individuals the ability to complete additional required training. Per reference (b), the number of these training periods shall not exceed 36 each fiscal year for any member.

(a) Two ATPs are authorized per day for a minimum of eight hours training in formal or informal On the Job Training (OJT), which contributes to unit or individual mobilization readiness as follows:

1. Any schools/class that enhance the member's mobilization readiness.

2. Informal OJT such as aircraft maintenance training, phase maintenance training and administrative procedure training. This OJT is not to include administrative requirements associated with the mobilization billet such as preparing enlisted evaluations or fitness reports, or other general administrative duties. The training must be specific to the mobilization billet or rate training.

(2) Additional Flying and Flight Training Periods (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 fiscal year for any member.

(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 eight hours of work. Only one AFTP shall be authorized per day for an individual performing flight-related ground training (Naval Air

Training and Operating Procedures Standardization (NATOPS)) ground training, annual flight physicals, aviation physiology and swim qualification, or other OPNAVINST 3710.7 flight training requirements).

(3) Readiness Management Periods (RMPs) provide support for the day-to-day operation of the unit: accomplishing unit administration, training preparation, support activities, and maintenance functions. RMPs may not be performed on the same day with any other type training period (i.e., IDT, ATP, or AFTP). The number of RMPs shall not exceed 36 in a fiscal year for any member, 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.

### 3. Inactive Duty Training Travel (IDTT)

a. Must be started and completed at the member's residence and is not to be performed within a 100-mile radius from the supporting NRA. IDT, greater than 50 miles and less than 100 miles, may be authorized IDTT per reference (g). IDTT orders are generated from Navy Reserve Order writing System (NROWS) and entitle member to travel per JFTR.

b. Additional IDT periods, if authorized, may be performed under IDTT orders. IDTT orders delineate travel and per diem entitlements only. Performance of ATPs, RMPs, or AFTPs must follow existing rules for accounting.

c. Per reference (b), IDT is prohibited in imminent danger areas and Imminent Danger Pay (IDP) is not authorized for IDTT orders.

d. Provide IPRs (unit or individual, as appropriate) for each day of IDTT. Drill pay will not be authorized on a travel day unless the member provides documentation that work/class was conducted on the travel day. Upon return from IDTT, the member must ensure that all IPRs are returned to the NRA for proper adjudication. Normal drill rules remain in effect. All drills must be scheduled prior to departing on IDTT orders. When filing IDTT orders ensure IPRs are filed with the IDTT orders.

4. Flexible (FLEX) Drill Administration. The Flexible (FLEX) Inactive Duty Training (IDT) drill option offers added

flexibility for members to best meet the requirements of their supported command while completing their Fiscal Year (FY) IDT requirements. If the supported command, through coordination with the Unit CO, can better optimize mission support or readiness through extended IDT, Unit COs are authorized to schedule up to 40 regular FY IDT periods consecutively. FLEX IDT may be performed separately or with Annual Training (AT), Active Duty for Training (ADT) or Inactive Duty Training Travel (IDTT). Member participation in the FLEX IDT option is voluntary. Unit leaders (CO, Executive Officer (XO), Command Master Chief (CMC)) participating in FLEX IDT remain fully responsible and accountable for their unit's administration and readiness and may find it necessary to limit their FLEX IDT or perform additional non-pay IDT to accomplish unit management. All personnel desiring to participate in the FLEX IDT drill option must sign a **NAVPERS 1070/613** acknowledging their drill requirements.

a. Unit COs shall:

(1) Oversee and coordinate the scheduling of FLEX IDT 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.

(2) Approve/disapprove member's request to participate in FLEX IDT.

(3) Counsel members on FLEX IDT requirements and have member sign NAVPERS 1070/613 acknowledging understanding. The FLEX IDT option does not waive member responsibility to meet satisfactory participation requirements to remain a member of the Navy Reserve or earn a satisfactory year for retirement per reference (a). Members who fail to meet these requirements may be removed from FLEX drill participation at Unit CO or NRA CO (in coordination with Unit CO) discretion.

(4) Verify with the supported command which, if any, Navy annual administrative requirements, such as physical/dental exams and Physical Fitness Assessment (PFA), can be accomplished at the supported command. If the supported command is unable to support specific requirements, the member will complete the requirements at the NRA, using paid or non-paid IDT as appropriate.

(5) Ensure FLEX drill participants understand the procedures for submitting documentation to the NRA for NSIPS/Medical Reserve Readiness System (MRRS) input, drill muster forms, PFA completion certification by the supported command fitness leader (CFL), and annual dental/physical exam.

(6) Forward unit members' completed IPR to the NRA within three business days of IDT completion to ensure timely payment and proper recording of retirement points.

b. Members desiring to perform FLEX IDTs shall:

(1) Request the FLEX IDT option through their unit chain of command.

(2) Once approved, ensure drill is scheduled in NSIPS prior to performing the drill.

(3) Provide completed IPR to the Unit CO within two working days after work completion.

5. **Incremental Accrual of IDT Periods**. Incremental IDT periods provide an opportunity for unit personnel to receive Reserve IDT pay, training credit, and retirement points for operational support at the request of their supported command. They are not for the convenience of the individual Reservist. Incremental drill credit will not be given for such activities as physical fitness completed off site or administrative taskings. This program will be administered in the following manner:

a. The Reservist will perform IDT in hourly increments, earning credit for each hour until three hours for a nonpaid IDT or four hours for a paid IDT have accrued, which equates to one IDT period.

b. Perform at least two IDT periods per quarter in the member's unit for PFA and other administrative requirements. Personnel performing incremental drills remain fully responsible for completing their PFA and other requirements.

c. Incremental IDTs at the NRA, Supported Command, or other locations are performed at the discretion of the Unit CO. Examples of incremental drills include Continuing Medical Education (CME) courses or projects for the Supported Command.

6. **Telecommuting.** Telecommuting is the practice of performing assigned military duties at a location other than the normal drill site. It is a management option meant to increase flexibility and productivity by maximizing resources and is not to be used for the convenience of the member. Telecommuting may be used for pay and nonpay drills when authorized. Telecommuting drill credit shall not be given for such activities as Navy Knowledge Online (NKO), correspondence courses, and physical fitness completed.

a. The Unit CO shall be responsible for approving and directing the use of telecommuting, and for scheduling, monitoring, and reporting completion of drills via an IPR to the supporting NRA.

b. Participants must meet all administrative and medical requirements for the performance of IDT.

c. Participants shall sign an Administrative Remarks NAVPERS 1070/613 acknowledging their accountability and personal responsibility, including coverage by the Uniform Code of Military Justice (UCMJ) and other pertinent regulations concerning determination for line of duty, injury/illness, and misconduct.

d. Performance of duties will involve only unclassified issues and material.

e. Use of government equipment or expense reimbursement will be limited to that provided and coordinated by the requesting command or agency and Unit CO.

f. Participants may be required by the command or agency they are supporting to complete a separate statement of understanding or work agreement.

g. A member who has been authorized to perform drills via telecommuting must perform at least two drills per quarter at the supporting NRA to ensure completion of organization and administrative requirements.

7. **Military Funeral Honors Duty (FHD).** Funeral Honors Duty (FHD) is considered Inactive Duty per references (b) and (c).

a. Selected Reserve and VTU members may volunteer to perform funeral honors duty when authorized by the regional FHD Coordinator.

b. Personnel performing funeral honors will receive compensation in the form of a Funeral Honors Duty Allowance (FHDA) per reference (g) and a maximum of one retirement point credit per calendar day. When documenting funeral honors duty, additional information is required for members of the IRR. The following FHD provisions apply:

(1) FHD shall be used for performing funeral honors as well as for associated training and preparation in accordance with references (b) and (e).

(2) A period of FHD must be at least two hours. Honors may be performed at more than one funeral on a given day; however, only one FHD payment and one retirement point credit will be authorized per calendar day. FHD payment shall coincide with actual performed funeral or training dates.

(3) Personnel performing FHD are subject to the UCMJ while in a duty status and are entitled to medical benefits during FHD and associated travel per reference (d).

c. NRA shall:

(1) Require personnel who volunteer to perform FHD to sign a NAVPERS 1070/613 entry acknowledging they understand and accept requirements and responsibilities of FHD.

(2) After verification with Funeral Honors Coordinator, forward **NAVRES 1770/16** signed by the CO for IRR personnel to COMNAVRESFORCOM (N11) for reporting duty performed, pay and retirement point recording. For VTU and other drilling Reservists, the NRA will submit the Funeral Honors Duty Allowance (FHDA) via NSIPS. Retired personnel, when authorized, are paid a tax free \$50 stipend with no retirement point credit via the local Commander Navy Installation Command Region.

(3) File a copy of the FHD completion memorandum in the member's pay record for monitoring payment. For VTU, retired and IRR personnel, maintain a copy for NRA records. FHDA will be paid via the member's master military pay account and will be reflected on the member's Leave and Earnings Statement (LES) as FHD performed. The FHDA will reflect on the NRA's Earnings Statement Report and should be used as a tracking tool. Reports are not generated at the NRA for IRR or retired personnel.

d. The FHDA shall be used as the primary means to fund and support the regional Commander and 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 via Unit CO approval. Individuals will receive compensation, and service credit, for the IDT both FHDA and IDT compensation for the same event; therefore, NRAs are responsible for ensuring the appropriate funding is applied. Additionally, NRAs will ensure members receive proper drill credit adjudication and travel claims are processed accordingly. The existing 48 regular drill limitation per fiscal year shall not be exceeded.

## 8. Special Medical Drilling Categories

a. Training in Medical Specialty (TMS) and the Hospital Corpsman (HM) to Bachelor of Science in Nursing (HM to BSN) FLEX IDT Drill Options. The TMS and "HM to BSN" drill options allows 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 claimant 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 member's orders and entered into NSIPS. In addition to the FLEX IDT Drill Option Administrative Remarks, participants must sign the addendum NAVPERS 1070/613 acknowledging their additional drill responsibility and obligation requirements for the TMS or "HM to BSN" drill option. 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. Participation criteria:

(1) Officers requesting the TMS flexible 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 Shortage Specialty (CSS), which enhances the member mobilization readiness. CSS are defined biannually by Assistant Secretary of Defense (Health Affairs) (ASDHA) as those areas where DoD will have difficulty in meeting the need for wartime health professionals. ASDHA is responsible

for defining critical skills specialties 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 drill option will follow any initial service obligation.

(c) Those training for subspecialties listed on the DoD CSS as promulgated by ASDHA, 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) Accessed with critical subspecialty credentials cannot participate in the TMS drill option until any obligated drill periods are complete.

(i) Training for critical subspecialty and receiving a stipend (offered at the time of recruitment) will incur a Selected Reserve obligation equal to one year for each six 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 three year service commitment (members become a mobilization asset in the final year of this three year commitment) following completion of training. Acknowledgement of this requirement shall be made by signing a NAVPERS 1070/613.

(k) TMS participants enrolled in a full-time residency training program are automatically waived from annual AT requirements while enrolled; however, this does not waive the Direct Commission Officer (DCO) obligation requirement per OPNAVINST 1120.3A.

(l) TMS participants agree that upon completion of full-time residency or subspecialty training program, they will provide proof of credentials in new subspecialty 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 (NOBCs) and Subspecialty Codes (SSPs) are entered in NSIPS.

(m) TMS participants dropping out of their training program will serve out their obligated three 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 subspecialty 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/Physical Fitness Assessment (PHA/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 subspecialties 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 (GMO/PCMO); if Dental Corps, as a General Dentist; etc.).

(6) Additionally, participants in the TMS flexible 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 subspecialty required by the Navy (classified as a critical short wartime specialty).

(c) Maintain Navy standards for physical readiness.

b. Enlisted Hospital Corpsmen requesting the HM to BSN option shall:

(1) Be enrolled in a full-time program to attain a Bachelor of Science in Nursing 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.).

c. 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's 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.

d. Critical Shortage Specialties (CSS) 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 (f). 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 as well as the addendum NAVPERS 1070/613 acknowledging their unique drill obligation/requirements for the CSS option.

(2) Be assigned to OHSUs with orders issued and a PRD assigned. Members whose subspecialties 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 Selected Reserve and 20 points for members in the Volunteer Training Unit (VTU) Continuing Medical Education (CME) 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 (AA) for drills the member elects not to perform other than those required.

## RESPERSMAN 1570-030

### INACTIVE DUTY TRAINING (IDT) RECORD AND REPORT MAINTENANCE

<b>Responsible Office</b>	COMNAVRESFORCOM (N11)	Phone:	DSN COMM FAX	262-2651 (757)322-2651 (757)444-7598
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<b>References</b>	(a) BUPERSINST 1001.39F (b) SECNAVINST 5211.5E (c) SECNAVINST 5210.8D (d) DoD Financial Management Regulation, Volume 5, Chapter 21
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1. **Purpose**. This article addresses the proper administration and execution of all Inactive Duty Training (IDT) records, reports, and mustering accountability guidelines per references (a) through (c).

#### 2. **Responsibilities**

a. Navy Reserve Activity (NRA) Commanding Officer (CO) shall:

(1) Ensure all IDT periods are scheduled in Navy Standard Integrated Personnel System (NSIPS) prior to being performed and per the Fiscal Year (FY) IDT schedule. This applies to all units: pay and nonpay; and all drills: regular and other (rescheduled, additional, Inactive Duty Training Travel (IDTT), flexible, incremental, telecommuting and funeral honors).

(2) Establish and maintain individual IDT folders for each Reservist.

(3) Establish and maintain Unit IDT Accounting folders.

(4) Run reports prior to the drill weekend and provide to the Unit COs.

(5) Take action on NSIPS and Defense Finance and Accounting Service (DFAS) reports as required.

(6) Ensure members do not exceed specified IDT limits per **RESPERSMAN 1570-010** and **RESPERSMAN 1570-020**.

b. Individual IDT folder maintenance includes:

(1) Left side of folder: IDT history review report and IDT detail review report.

(2) Right side of folder:

(a) Copies of orders to current unit.

(b) Original Satisfactory Participation Requirements/Record of Unexcused Absences (NAVRES 1570/2).

(c) Copies of all Satisfactory Participation Requirements/Record of Unexcused Absences (NAVRES 1570/2) 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 Detail (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 endorsements, including any documents reflecting payments made during execution of the orders and/or documentation for an AT waiver. IPRs shall be filed with their corresponding IDTT orders and maintained for six FYs per reference (d).

(f) Rescheduled/Additional NSIPS generated IPRs.

(3) Disposition of individual IDT folder.

(a) Transfer between Units. When transferring a member to a unit in a different geographic location, print two copies of the member's IDT history review. File one copy on the right side of the individual IDT folder and fax the other copy to the gaining NRA, who will retain the faxed copy in the unit correspondence folder. Mail the IDT folder along with health and dental records to the gaining activity.

(b) Retirement/Discharge/Transfer to IRR (ASP). Mail the individual IDT folder to the member.

(4) Unit IDT Accounting folders are established and maintained for each assigned unit for the current and previous six FYs. The following unit IDT accounting folders shall be created:

- (a) Unit IDT Participation Record
- (b) NSIPS IDT Verification Record
- (c) Earnings Statement Report

(5) The following IDT reports are generated:

(a) Inactive Duty Training Authorized Absences (AA) Report. List of personnel who have had AAs within 12 months. Provides a running 12-month total and shall be forwarded to Unit COs prior to each drill weekend.

(b) Inactive Duty Training Additional Report. List of 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)). Sort report by Reserve Unit Identification Code (RUIC) and forward to Unit COs prior to each drill weekend.

(c) IDT History Review Report. Reflects all IDTs, both pay and nonpay, broken down by type of IDT. It is set up on a progressive year and on a FY basis, covering 14 months for a unit. This report shall be filed in each member's personal IDT folder within 30 days of the member's anniversary date, transfer or separation.

(d) IDT Verification Report. Must be run prior to final approval/transmission of IDT periods for payment. It provides a list of IDTs that are ready to be released by the supervisor and must be verified ensuring IDTs recorded in the system match the IPR. Once verified, the NRA designated representative will sign the report and file in unit IDT accounting folder.

(e) IDT Detail Review. Reflects all IDT periods stored on the database and the status of each in date order for an individual. This report shall be filed in each member's individual IDT folder within 30 days of the member's anniversary date, transfer or separation.

(f) IDT Unadjudicated Report. Identifies members whose IDT periods reflect as scheduled but have not been completely processed. 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 IPR within three working days of the drill date, it shall be adjudicated as unexcused.

(g) Rejected Drills Report. List of IDT periods that have been rejected by NSIPS or Reserve Headquarters System (RHS). This report can be generated by RUIC or by SSN and shall be produced, researched, and corrected weekly.

(h) Earnings Statement Report. Contains information from Defense Joint Military Pay System - Reserve Component (DJMS-RC) and is e-mailed to the NRA weekly. Verification of Electronic Funds Transfer (EFT) enrollment, drill pay, and Servicemembers' Group Life Insurance (SGLI) payments shall be completed within five working days of receipt, annotating all corrective action taken. This report shall be signed, dated and filed in a separate folder for current and previous six FYs.

NOTE: NRAs shall notify their Echelon IV with changes to staff e-mail addresses and/or difficulties with receiving the earnings statement. Use Courier New font, 8-pitch, and print in landscape format to avoid "wrapped around" information.

(6) The following system reports are produced daily:

(a) Retain Transmittal Log. File cover sheets chronologically by date of transmission. Review, sign, date, and annotate corrective actions for any transactions failing RHS/Inactive Manpower and Personnel Management Information System (IMAPMIS) edits. These transactions will be reflected on the "error record" in the log.

1. Section I lists all SSN-based messages and reflects all transactions that were released to the corporate system based on a member's SSN.

2. Section II lists all RUIC based messages and reflects all transactions that were released to the corporate system based on a RUIC.

3. Section III lists all local database updates and reflects actions taken to update the database that do not generate transactions to the corporate system.

(b) Feedback Report. Used to verify submitted transactions have been processed. The report reflects feedback of all transactions that have been acknowledged, accepted, recycled, rejected and unsolicited. Verify all items listed as rejected ensuring all corrective action necessary is taken to resolve the error. The rejected transaction portion of this report shall be annotated with the corrective action taken and maintained for 24 months.

(c) Pending Feedback Report. List of all transactions submitted to a corporate system for which feedback has not been received. This report shall be produced in conjunction with the feedback report. Any transaction reflected on the report as pending feedback over seven days requires research to determine the cause.

(d) Pending Transactions Report. List by operator and supervisor of work saved but not yet released. Shall be used daily to identify all transactions requiring release or recycling back to the clerk for corrective action.

c. Unit COs shall ensure:

(1) Individuals authorized to adjudicate drills on the Unit CO's behalf are designated in writing with designee signatures. All signatures shall be executed by a designated "By direction" authority with limitations as indicated. The unit or individual IPR, which is the authority to pay IDTs, will be "By direction" and signed by an E7 or above (right hand side for the unit IPR (NAVRES 1570/21) and left hand side for the individual IPR (NAVRES 1570/22)).

(2) All unit member IDTs are adjudicated accurately (i.e., "P" for present and "A" for absent) when submitting the IPR.

(3) All individual IPRs are submitted to the NRA within three working days following completion of the IDT periods. The member shall provide completed individual IPRs (NAVRES 1570/22) to the Unit CO within two working days of completion. For incremental IDTs, the member shall update the Unit CO as each increment is completed and the Unit CO shall collect IDTs until there are a total of four hours for one pay IDT or three hours for a nonpay IDT.

(4) Members do not exceed specified IDT limits per FY guidance.

## RESPERSMAN 1571-010

### ANNUAL TRAINING AND ACTIVE DUTY FOR TRAINING

<b>Responsible Office</b>	COMNAVRESFORCOM (N11)	Phone:	DSN COMM FAX	262-2651 (757)322-2651 (757)444-7598
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<b>References</b>	(a) BUPERSINST 1001.39F (b) COMNAVRESFORCOMINST 1571.1D (c) COMNAVRESFORNOTE 1001
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1. **Definition.** Annual Training (AT) and Active Duty for 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 can be found on the Navy Reserve Homeport <https://www.navyreserve.navy.mil> under the COMNAVRESFORCOM (N1C2) homepage. COMNAVRESFORCOM (N3) establishes policy per reference (c) for waiver approval. 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 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

1. **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).

2. 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.

3. 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.

4. 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.

5. 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

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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 for 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) assignment per reference (d):

1. PRC A: Unrestricted IDT, IDTT, AT, and ADT.
2. PRC B: OCONUS and greater than 30 day CONUS assignment requires 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

<b>Responsible Office</b>	COMNAVRESFORCOM (N11)	Phone:	DSN COMM FAX	262-2651 (757)322-2651 (757)444-7598
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<b>References</b>	(a) BUPERSINST 1001.39F (b) DoD Financial Management Regulation, Volume 7A (c) OPNAVINST 7220.14 (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 Pays. 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](mailto:cnrfc_rpat@navy.mil) for any issues not sufficiently resolved through the SPAWAR Help Desk [nsipshelpdesk@navy.mil](mailto:nsipshelpdesk@navy.mil).

(2) Research Navy Standard Integrated Personnel System (NSIPS) uploads/downloads, Reserve Headquarters System (RHS), Inactive Manpower and Personnel Management Information (IMAPMIS) 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. NRA Commanding Officer (CO) shall ensure:

(1) All Reservists are enrolled in Electronic Funds Transfer (EFT). Grant individual exceptions to EFT enrollment per the exceptions guideline provided in Appendix C of reference (b).

(2) Correct procedures are followed in resolving pay discrepancies in an expeditious manner.

(3) Special pay and allowances are properly maintained and tracked.

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 Reservists on Inactive Duty Training (IDT) 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 three 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 qualification and provide all documentation showing entitlement to special pay.

### 3. Special and Incentive Pay

a. Career Sea Pay (CSP). Per reference (c), CSP is earned while performing Annual Training (AT), Active Duty for Training (ADT), or Active Duty for Special Work (ADSW) 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 six months per MILPERSMAN 1220-260 and recertification letter sent to COMNAVRESFORCOM (N11).

c. Aviation Career Incentive Pay and Career Enlisted Flyer Incentive Pay (ACIP and CEFIP). References (a) and (d) outline specific procedures and limitations. Commands maintaining Naval Air Training and Operating Procedures Standardization (NATOPS) 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 NAVPERSCOM (PERS-911) for ACIP and to COMNAVRESFORCOM (N11) for CEFIP, providing member's name, SSN, Aviation Service Indicator (ASI) code, Aviation Service Entry Date (ASED), Months of Flying (MOF) and Career Months of Flying (CMOF).

d. Special Duty Assignment Pay (SDAP). Members may be eligible for SDAP per reference (b). Members holding a qualifying Navy Enlisted Classification (NEC) code and assigned to designated billets as specified in the current ALNAVRESFOR 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 FY to initiate/continue payment. The letter must contain the member's name, billet, billet ID, and SDAP level.

e. Foreign Language Proficiency Bonus (FLPB). 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 (b) and in accordance with current Bureau of Medicine and Surgery (BUMED) guidance found at [http://www.med.navy.mil/bumed/Special\\_Pay/Pages/default.aspx](http://www.med.navy.mil/bumed/Special_Pay/Pages/default.aspx) .

## **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 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
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
FLTMPs	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	MARTITIME 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
NAVPER	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 ACTIVITY 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 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