



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 1001.39F CH-1
PERS-9
3 May 13

BUPERS INSTRUCTION 1001.39F CHANGE TRANSMITTAL 1

From: Chief of Naval Personnel

Subj: ADMINISTRATIVE PROCEDURES FOR NAVY RESERVE PERSONNEL

Encl: (1) Revised Table of Contents
(2) Revised Chapter 2
(3) Revised Chapter 20 and Revised Table 18-1

1. Purpose. To transmit change 1 to the basic instruction. Change 1 updates the table of contents and chapters 2 and 20 of the basic instruction, which incorporates guidance based on 10 U.S.C. legislation enacted since September 2007 and revises figure 18-1 to correct inconsistencies between BUPERSINST 1001.39F and Department of Defense (DoD) Instruction 7000.14-R, volume 7A regarding proficiency pay, special duty assignment pay, and hazardous duty pay-parachute, flight deck, demolition and experimental stress.

2. Action. Remove the table of contents, chapters 2 and 20, and table 18-1 of the basic instruction and replace with enclosures (1), (2), and (3) of this change transmittal.

A handwritten signature in cursive script, appearing to read "C. A. Covell", is positioned above the printed name.

C. A. COVELL

Rear Admiral U.S. Navy
Deputy Chief of Naval Personnel

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BUPERSINST 1001.39F
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17 Sep 07

BUPERS INSTRUCTION 1001.39F

From: Chief of Naval Personnel

Subj: ADMINISTRATIVE PROCEDURES FOR NAVY RESERVISTS

Ref: (a) See appendix B to enclosure (1)

Encl: (1) Administrative Procedures for Navy Reservists

1. Purpose. To provide personnel and administrative policies for the management of Navy Reservists. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1001.39E.

3. Scope. This instruction provides policy for administering Navy Reserve personnel not on full-time active duty orders. It does not address the manning or training requirements of the specific units that comprise the Navy Reserve.

4. Administration and Maintenance. Chief of Naval Personnel (CHNAVPERS) delegates to Commander, Navy Personnel Command (COMNAVPERSCOM), the responsibility for administration and maintenance of this instruction. Recommendations for changes, together with supporting data, are solicited and should be submitted to Navy Personnel Command (NAVPERSCOM) (PERS-9), 5720 Integrity Drive, Millington, TN 38055.

5. Forms. Required forms are listed in appendix C to enclosure (1).

6. Directives and Publications. Appendix B to enclosure (1) provides current suffixes for the directives and publications

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cited in this instruction. Unlisted directives are cited with their current suffixes.



E. MASSO
Rear Admiral, U.S. Navy
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**ADMINISTRATIVE PROCEDURES FOR
NAVY RESERVISTS**

8 MAY 2013

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CHAPTER 1

NAVY RESERVE STATUS AND CATEGORIES

101. General. Each member of the Navy Reserve who is not on the Active Duty List (ADL) is placed in one of three categories:

1. Ready Reserve (USNR-R);
2. Standby Reserve, consisting of the Standby Reserve-Active (USNR-S1) and Standby Reserve-Inactive (USNR-S2);
or
3. Retired Reserve (USNR-Retired).

Members in the USNR-R and USNR-S1 are considered to be in an active status; members in the USNR-S2 are in an inactive status; members in the USNR-Retired are in a retired status. Figures 1-1 and 1-2 are provided to clarify status and categories. Assignment to or transfer between any category is made only by NAVPERSCOM (PERS-911) for officers, NAVPERSCOM (PERS-912/913) for enlisted, and NAVPERSCOM (PERS-912) for USNR-Retired.

102. Status. Each member of the Navy Reserve is in an active, inactive, or retired status as defined below.

1. Active Status. Reserve members assigned to the USNR-R and USNR-S1 are in an active status. Officers in an active status are also listed on the Reserve Active Status List (RASL). Active status members are eligible to

- a. train with or without pay, based on the members' category;
- b. serve on Active Duty (AD), Active Duty for Training (ADT), Inactive Duty, or perform Inactive Duty Training (IDT);
- c. earn retirement points;
- d. be considered for advancement or promotion, if eligible (see figure 1-2).

Limitations on a member's eligibility to remain in an active status are identified in sections 104 through 107 of this chapter.

2. Inactive Status. Reserve members assigned to the USNR-S2 are in an inactive status and are on the Reserve Inactive Status List (ISL). They are assigned for reasons outlined in section 103.3. They are not eligible to

- a. receive pay for training;
- b. earn retirement points; or
- c. be considered for advancement or promotion or be advanced or promoted.

3. Retired Status. Members in the Retired Reserve are in a retired status. Unless recalled to Active Duty, they may not receive retirement point credit. They may not be advanced or promoted. See section 103 of this chapter; chapter 5, section 507; and chapter 10, section 1008 for further information.

103. Reserve Categories. Information pertaining to each of the categories follows:

1. USNR-R

- a. Members of the USNR-R are in an active status.
- b. The USNR-R is composed of the Selected Reserve (SELRES) and the Individual Ready Reserve (IRR). Members who drill for pay are in the SELRES. Members not assigned to a pay billet are in the IRR. Members in the IRR either participate in a Voluntary Training Unit (VTU) or are assigned to the Active Status Pool (ASP).
- c. All individuals obligated to serve in the Navy Reserve shall be assigned to the USNR-R upon original appointment or enlistment and will normally remain in the USNR-R for the remainder of their military service obligation (MSO). Upon completion of MSO, enlisted members may voluntarily elect to remain in the USNR-R by signing a statement of enlistment, reenlistment, or extension document per chapter 4, section 406. Officers remain Ready Reservists until transferred or discharged

per SECNAVINST 1920.6C. See section 1012 of this instruction for further guidance.

d. Limitations on eligibility for members to remain in the USNR-R are identified throughout this chapter.

e. Members of the Ready Reserve are eligible for involuntary recall to Active Duty in time of national emergency or when authorized by law.

2. USNR-S1. Navy Reservists are transferred to the USNR-S1 by NAVPERSCOM (PERS-911/913). They are in an active status and are eligible to participate in a Navy Reserve program without pay for retirement point credit only. They may not receive pay, allowances, or travel allowances for any drill participation, ADSW, or ADT. All officers continue to be eligible for promotion consideration. Enlisted members in this category are not eligible for advancement unless they are drilling in a VTU and are not subject to High Year Tenure (HYT). Members are subject to involuntary recall to Active Duty only in time of war or national emergency per 10 U.S.C., 12301 (see figure 22-1). Reservists eligible for USNR-S1 are transferred to that category by NAVPERSCOM (PERS-911/913) for any of the following reasons:

a. Reservists who have temporary mobilization restrictions as identified through the mobilization screening process (chapter 21) or for other reasons approved by NAVPERSCOM (PERS-911/913) and intend to return to the USNR-R.

b. Reservists who are declared to be key employees in either the Federal or non-Federal workforce per applicable Department of Defense (DOD) instructions or DOD policy guidance.

c. Reservists, other than those with designator 1945, preparing for religious ministry by attending recognized theological or divinity schools (or equivalent) or those preparing to meet religious faith group requirements.

d. Reservists, other than designated medical department officers (19X5 designator), who enroll in an accredited medical, osteopathic, or dental program (MILPERSMAN 1001-070).

e. Reservists whose retention in an active status for reasons other than those specified above is considered by the

Secretary of the Navy (SECNAV) to be in the best interest of the Navy.

3. USNR-S2

a. Members transferred to the USNR-S2 by NAVPERSCOM (PERS-911/913) are in an inactive status. They may not participate for retirement points or pay and may not be assigned to any Navy Reserve organization other than the Inactive Status Pool. They may not be considered for advancement or promotion. If they have been selected for advancement or promotion but not advanced or appointed to the higher rank or rating at the time of their transfer to the USNR-S2, that promotion or advancement will not take effect. They are subject to recall as authorized by law. Enlisted members (USNR-S2) may be returned to USNR-R status if qualified and requested, or retired if eligible, or discharged at end of the contract. Officers not eligible for transfer to the Retired Reserve may normally remain in the USNR-S2 for 1 year. After that time, officers will be screened and considered for discharge unless they

(1) execute a Ready Reserve Transfer Request Service Agreement (figure 1-3), if eligible;

(2) request transfer to the IRR, if eligible;

(3) are approved to remain on the ISL for an additional period of time; or

(4) are members receiving annual Voluntary Separation Incentive (VSI) payments.

b. Reservists who have completed their MSO may be transferred to USNR-S2 by NAVPERSCOM (PERS-911/913) for any of the following reasons:

(1) Failure to become active in the Navy Reserve program after receiving notice of MSO completion (officers only).

(2) Failure to satisfy minimum participation requirements per section 104.

(3) Submission of a personal request that is approved by NAVPERSCOM (PERS-911/913).

(4) Selective early removal from the RASL under 10 U.S.C., 14704.

(5) Members eligible for retired pay under 10 U.S.C., chapter 1223, with a disability rating of less than 30 percent and assigned to the USNR-S2 instead of being separated for that disability.

(6) Interim status while completing separation processing per SECNAVINST 1920.6C.

(7) When otherwise authorized or directed by law, regulation, policy, or when judged to be in the best interests of the Navy.

4. USNR-Retired. Reservists in the USNR-R, USNR-S1, and USNR-S2 are transferred to the Retired Reserve upon request or as directed per OPNAVINST 1820.1. In order for them to become a member of the USNR-Retired, Reservists must

a. meet eligibility requirements per chapter 20, section 2008;

b. submit a request to transfer to the USNR-Retired to NAVPERSCOM (PERS-912) or be directed for transfer to the USNR-Retired by NAVPERSCOM (PERS-911/913), and

c. be transferred to the USNR-Retired by NAVPERSCOM (PERS-912).

Members of the USNR-Retired are subject to recall to Active Duty in time of war, or national emergency declared by Congress, or when otherwise authorized by law. Retired Reservists may not receive retirement point credit for the performance of any duty (except while authorized to serve on Active Duty) after the effective date of their transfer to retired status. Voluntary participation in the Navy Reserve is authorized on a permissive basis (see chapter 5, section 507 for enlisted; chapter 10, section 1008 for officers).

5. Former Members. Members of the Navy Reserve who become eligible for non-regular retired pay at or after age 60 by meeting the service requirements per 10 U.S.C., 12731 and who are subsequently discharged are referred to as "Former Members." Having been discharged, these individuals are no longer members of the Navy Reserve and are, therefore, not found in one of the status categories discussed in sections 101 and 102; however, Former Members are still entitled to receive retired pay at age 60 and benefits provided for under 10 U.S.C., chapter 54. However, computation of retired pay at age 60 will necessarily be adjusted to account for their earlier separation from Military Service. (See chapter 20, section 2020 for specific entitlements.)

104. Minimum Participation Requirements to Remain in an Active Status in the Navy Reserve. The USNR-R and USNR-S1 are continually screened by NAVPERSCOM (PERS-911/913) to ensure that assigned members are participating at a level consistent with their active status. NAVPERSCOM (PERS-911/913) may transfer members who have completed their initial MSO and who are not earning sufficient retirement point credit to the USNR-S2. Officers so transferred may request reinstatement to the USNR-R by meeting the requirements specified in this instruction and completing a NAVPERS 1200/1, Ready Reserve Transfer Request Service Agreement (figure 1-3). Enlisted members may agree to remain in the USNR-R by signing the statement on the enlistment/reenlistment contract or on the extension documents. The member must take appropriate steps to meet minimum participation requirements or may again be screened from an active status. Successive requests for reinstatement will generally be disapproved. Minimum participation requirements are as follows:

1. Officers with fewer than 20 years of qualifying service, computed as of the date of the screening, must earn at least 27 points, including membership points, each anniversary year to remain in an active status. (See chapters 20 and 21.) There are no minimum participation requirements for enlisted members with fewer than 20 years of qualifying service to remain in an active status. Failure to earn 50 points in an anniversary year will result in a non-qualifying year for retirement.

2. Officers and enlisted members with 20 years or more of qualifying service, computed as of the date of the screening, must earn at least 50 points, including membership points, each

anniversary year per DOD Instruction 1200.15. Note that the standards required to remain in an active status are different from the minimum participation standards for drilling members (see chapter 11).

105. Officer Promotion and Attrition while in an Active Status

1. Promotion of Navy Reserve Officers. Promotions to chief warrant officer (CWO3, CWO4, or CWO5) and to all ranks above lieutenant result from recommendations made by selection boards. Prior to being considered for promotion by a selection board, officers must meet the following requirements:

a. Possess a date of rank and register number within or above the zone of consideration for their designator and rank.

b. Serve continuously on the RASL or ADL during the 1-year period ending on the date of the convening of the promotion board per 10 U.S.C., 14301. Accordingly, officers returning to an active status from a period of inactive or broken service (USNR-S2, USNR-Retired, or discharge) are eligible for consideration for promotion only after continuously serving in an active status for 1 full year.

2. Years of Commissioned Service. As defined in 10 U.S.C., 14706, a Navy Reserve officer's years of commissioned service include all service (other than constructive service and initial commissioned student service as a 19XX designated officer) as a commissioned officer of any uniformed service (other than service as a warrant officer). By law, years of commissioned service serve as an indicator for identifying officers in the rank of lieutenant commander or above who become subject to attrition under 10 U.S.C., 14506 or 14507.

3. Attrition from an Active Status Due to Failure of Selection/Years of Service. Criteria for attrition from an active status (USNR-R or USNR-S1) as specified in 10 U.S.C., 14503, 14504, 14505, 14506, 14507, and SECNAVINST 1920.6C are summarized in this section. The general policy is for NAVPERSCOM (PERS-911) to notify active status Navy Reserve officers who meet the following attrition criteria that they must retire, if eligible; be retained or continued, if eligible and elected by the member; or be discharged:

a. Lieutenants (junior grade) who twice fail to select to the next higher rank will be retired, if eligible, or be discharged no later than the first day of the 7th month after the month which the report of the board which considered the officer for the second time is approved.

b. Lieutenants who twice fail to select to the next higher rank before a Navy Reserve selection board will be retired, if eligible, or be discharged at the later of

(1) completion of their MSO; or

(2) the 1st day of the 7th month after the month on which the report of the board which considered the officer for the second time is approved.

c. Lieutenant commanders who twice fail to select to the next higher rank before a Navy Reserve selection board will be retired, if eligible, or be discharged at the later of

(1) the 1st day of the month after the month on which the officer completes 20 years of commissioned service; or

(2) the 1st day of the 7th month after the month on which the report of the board which considered the officer for the second time is approved.

d. Commanders and captains not on a promotion list for the next higher rank will be subject to attrition on the 1st day of the month after the month in which they have completed 28 or 30 years, respectively, of commissioned service.

e. Exceptions

(1) Officers continued or retained as approved by SECNAV's annual Navy Reserve Retention and Continuation Plan (NRRCP).

(2) Officers, in the ranks of captain and below meeting the provisions addressed above who have between 18 and 20 years of qualifying service for retirement purposes at the time of required attrition, are offered a one-time exemption (for a specified time per 10 U.S.C., 1264G), allowing them the opportunity to attain 20 years of qualifying service.

(3) Women officers and Navy Nurse Corps officers who were serving in the Navy Reserve on Active Duty or on the RASL on 30 September 1996 are subject to attrition from an active status under conditions of law in effect before 1 October 1996. Accordingly, they may be involuntarily removed from the RASL for reasons of failure for selection or years of service only by a special board convened by SECNAV.

(4) Per 10 U.S.C., 14703, officers in the ranks of captain and commander appointed in the Navy Medical Corps, Dental Corps, Nurse Corps, Chaplain Corps, or appointed in the Medical Service Corps and designated to perform as a veterinarian, optometrist, podiatrist, health officer, or biomedical sciences officer may be retained in an active status as specified in SECNAV NRRCP.

f. Permanent warrant officers who have

(1) twice failed for selection of promotion to the next higher permanent warrant officer rank are subject to the attrition provisions of SECNAVINST 1920.6C. Officers with 20 years or more of qualifying service will be notified by NAVPERSCOM (PERS-911) and retired. Officers with at least 18 years but fewer than 20 years of qualifying service may be extended for a limited period of additional time, allowing them the opportunity to attain 20 years of qualifying service. Officers with fewer than 18 years of qualifying service may be afforded an opportunity to reenlist in their former enlisted status or be discharged from the Navy Reserve.

(2) attained 30 or more years of qualifying service are subject to attrition from an active status in the Navy Reserve per SECNAVINST 1920.6C. Warrant officers approaching 30 years of qualifying service will be advised by letter from NAVPERSCOM (PERS-911) that they will be removed from an active status list unless selectively retained. If not offered retention, members will be retired.

4. Age Restrictions. As per 10 U.S.C., chapter 1407, officers who reach the age limits set out below are not eligible for retention in the SELRES, IRR, or Standby Reserve. When officers approach the age limits listed below, they will be notified by NAVPERSCOM (PERS-911) and advised of their options. Possible options include retirement, if eligible and requested;

Honorable discharge, if appropriate; or retention, if authorized and requested (**Note 1**). The following maximum age limits apply as provided in 10 U.S.C., 14509-14511 as modified by National Defense Authorization Act (NDAA) 2007:

07 and below - - - - - 62 years
08 - - - - - - - - - - - - - - -64 years

Note 1: Periodically, SECNAV will authorize the retention of certain categories of officers via the SECNAV NRRCP as authorized in 10 U.S.C., 14703. NAVPERSCOM (PERS-911) will notify these officers of their eligibility for retention. The affected officers may then request to be considered for retention. If selected for retention, NAVPERSCOM (PERS-911) will inform them of the specific period of authorized retention. In all cases, however, the maximum period of retention will not exceed the date when the officer reaches 67 years of age.

5. Selective Early Removal from the RASL. Law restricts the number and composition of Navy Reserve officers authorized to serve in an active status. When a category of officers is projected to reach the maximum number allowed by law or approved strength plans, NAVPERSCOM (PERS-9) convenes a board to remove certain officers in that category from the RASL under 10 U.S.C., 14704. Members being considered for removal are normally notified in advance so that they may communicate with the board. Those non-continued will be notified of their separation date.

106. Bureau of Naval Personnel (BUPERS) Control Group Category. There are certain Inactive Duty personnel that NAVPERSCOM (PERS-9) tracks for various reasons. These personnel are placed in BUPERS Control Group Categories, and NAVPERSCOM (PERS-9) retains control over their possible assignment, retention, and mobilization. The BUPERS Control Group Categories are updated by NAVPERSCOM in the Inactive Manpower and Personnel Management Information System (IMAPMIS) Data File.

1. Identification. There are currently three BUPERS Control Group Categories used by NAVPERSCOM (PERS-9). Placement in Control Group Category 1 indicates the member may not be in compliance with the Navy's Physical Readiness Program. BUPERS Control Group Categories 8 and 9 are internal codes used by NAVPERSCOM (PERS-8/9) for various reasons.

2. Navy Reserve Participation and Mobilization Assignment. Personnel in BUPERS Control Categories 8 and 9 or Mobilization Availability Status (MAS) code "BCG" will not be permitted to affiliate with or separate from any Reserve unit (pay or non-pay); perform AT, ADT, ADSW; or be called to Active Duty without prior verbal approval of NAVPERSCOM (PERS-911) for officers and (PERS-913) for enlisted personnel. Personnel in BUPERS Control Category 1 will be monitored by the order-issuing authority to assure compliance with the Navy Physical Readiness Program.

3. Discharges and Retirements. Discharge and retirement orders for individuals in BUPERS Control Categories 8 and 9 or MAS code "BCG" will not be accomplished until approval has been received from NAVPERSCOM (PERS-911) for officers and NAVPERSCOM (PERS-913) for enlisted personnel.

107. Enlisted Participation in an Active Status: Age and Years of Service Restrictions

1. Age Restrictions. Normally, enlisted members of the Navy Reserve are not eligible for retention in an active status (i.e., USNR-R, USNR-S1) after attaining 60 years of age.

a. Notification. Supporting Navy Operational Support Center (NOSC) COs will ensure that affected enlisted members are notified at least 12 months prior to their 60th birthday and required counseling is conducted. Enter the following as a service record entry on an NAVPERS 1070/613, Administrative Remarks:

(Date) I will reach my 60th birthday on _____. In order for me to continue in a pay status from that date forward, I must request and receive an approved age 60 waiver from NAVPERSCOM (PERS-913) before my 60th birthday. If my request to remain in a pay status is not approved, I may be transferred into a non-pay status where I may continue to accrue qualifying service through non-pay drills or the completion of correspondence courses until I become retirement eligible or age 63, whichever occurs first. Additionally, if it is subsequently determined that I will not be able to attain 20 qualifying years of service prior to reaching age 63, I will be transferred to the USNR-S2 where I will not be allowed to reenlist or extend upon

expiration of my current enlistment, and I will not be recommended for reenlistment.

b. Waiver Policy

(1) If otherwise qualified, enlisted members may request a waiver to be retained in an active status after attaining age 60 under the following circumstances:

(a) Members assigned to a NOSC who originally enlisted prior to 15 April 1987 and are unable to complete 20 years of qualifying service prior to attaining age 60 but who can complete 20 years of qualifying service prior to age 63 may apply for an age waiver no later than 9 months prior to their 60th birthday. Authority to grant such waivers has been delegated to NAVPERSCOM (PERS-913).

(b) IRR members attached to the ASP who are unable to complete 20 years of qualifying service prior to attaining age 60 but who can complete 20 years of qualifying service prior to age 63 may apply for an age waiver. Authority to grant this waiver is delegated to NAVPERSCOM (PERS-913).

(2) If the age waiver is approved, members will be authorized to continue in an active status in either a pay or non-pay capacity until eligible for retired pay but in no instance past their 63rd birthday. Determination as to pay or non-pay is made by NAVPERSCOM (PERS-913) and is based upon numerous factors, among which are manning levels, special skills/qualifications, mobilization potential, Reserve unit manning, length of waiver, and physical readiness.

(3) Supporting NOSCs will remove from a pay status those Reservists who have reached age 60 and are not in receipt of an age waiver.

(4) Members who cannot reach retirement eligibility by their 63rd birthday will not be retained in the active Reserve and will be transferred to the USNR-S2 by NAVPERSCOM (PERS-913). Such members will not be reenlisted, extended upon expiration of current enlistment, or recommended for reenlistment.

(5) Members who receive a waiver to participate beyond age 60 and subsequently become unable to achieve

retirement eligibility will be processed for discharge under the appropriate MILPERSMAN 1910 articles.

c. Waiver Submission Procedures

(1) Enlisted members desiring an age 60 waiver to serve in an active status shall submit a written request to NAVPERSCOM (PERS-913) via their Navy Reserve Unit CO and the supporting NOSC (figure 1-4).

(2) At a minimum, the Reserve Unit CO's endorsement should include a statement concerning the impact that the loss of the member would have on the unit along with any other pertinent information supporting the member's request.

2. HYT. Enlisted personnel desiring to serve in the SELRES past HYT gates must request a waiver per MILPERSMAN 1160-130. Current HYT limiting gates are as follows:

E9	30 years	E5	22 years
E8	26 years	E4	14 years
E7	24 years	E3	12 years
E6	24 years		

108. Sanctuary Provisions

1. As a general rule, if members become subject to any of the foregoing attrition actions at a time when they have accumulated between 18 and 20 years of qualifying service, NAVPERSCOM (PERS-911/PERS-913) will notify the members and offer an extension in an active status allowing them the opportunity to complete 20 years of qualifying service. For officer personnel, 10 U.S.C., 12646 applies, which excludes sanctuary in cases of separation due to age, physical disability, or cause. For enlisted personnel, 10 U.S.C., 1176 applies, which excludes sanctuary in cases of separation due to physical disability or cause.

2. Per 10 U.S.C., 12686, members who have accumulated 18 or more years of active service who are serving on Active Duty (other than for training) may not be involuntarily released from Active Duty until eligible for an Active Duty retirement unless release is approved by SECNAV. Therefore, members serving on ADSW or Active Duty orders who have accumulated at least 18

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years of active service (all ADT, AT, ADSW, or other active service counts) are included in the sanctuary. ADT and AT orders for members with more than 18 years of active service do not trigger the sanctuary provision.

Note: Further information on Navy Reserve Status and Categories and Frequently Asked Questions about this subject can be found at www.npc.navy.mil/CareerInfo/ReservePersonnelManagement.

Reserve Status

ACTIVE STATUS		INACTIVE STATUS	RETIRED STATUS
READY RESERVE		S-2 Standby Reserve Inactive Can't earn points or promote	RETIRED RESERVISTS Qualified for Non-regular Retirement or Regular Retirement
Selected Reserve Drilling reservists (in pay) FTS CANREC One year Recall	Individual Ready Reserve VTU Voluntary Training Unit Drill Non-Pay ASP Active Status Pool SAT yrs thru Correspondence Courses, Non-Pay Drills		
R e s e r v e o n A D			

Members in an Active Status on the Reserve Active Status List (RASL) are eligible for promotion

Figure 1-1

NAVY RESERVE STATUS CHART

STATUS	ACTIVE			INACTIVE	RETIRED
CATEGORY	READY RESERVE		STANDBY RESERVE	RETIRED RESERVE	
SUB-CATEGORY	SELECTED RESERVE	IRR	USNR-S1	USNR-S2	USNR-RETIRED
Perform IDT with pay	Y	N	N	N	N
Perform IDT without pay	Y(1)	Y	Y	N	N
Perform AT/ADT/IADT With pay	Y	Y(1)	N	N	N
Perform AT/ADT/IADT without pay	N	Y	Y	N	N
Earn retirement points	Y	Y	Y	N	N(2)
Earn membership points	Y	Y	Y	N	N
Eligible for officer promotion	Y	Y	Y(3)	N	N
Eligible for enlisted advancement	Y	Y(4)	Y(4)	N	N
Be voluntarily recalled to Active Duty/ADSW	Y	Y	N	N	Y(5)
Participate with permissive orders (no pay or points)	N	N	N	N	Y
Recall per 10 U.S.C., 12302 (Presidential authority)	Y	Y	N	N	N
Recall per 10 U.S.C., 12304 (Presidential authority)	Y	N	N	N	N
Recall per 10 U.S.C., 12301(a) (Congressional authority)	Y	Y	Y	Y	Y(6)

Notes:

1. If authorized, ADT only.
2. Unless recalled to Active Duty in a retired status. If recalled, points are added to the members' totals.
3. Except for Flag rank.
4. If drilling in a non-pay unit and not subject to HYT.
5. Recall is in a retired status (no further promotion).
6. Recall as authorized by SECNAV.

Figure 1-2

READY RESERVE TRANSFER REQUEST SERVICE AGREEMENT
NAVPERS 1200/1 (Rev. 01-04)
S/N: 0106-LF-128-1000

0-08/E-30

PRIVACY ACT STATEMENT: Authority to request this information is contained in 10 *United States Code* Chapter 11. Purpose of the information is to identify officers who desire to remain in the Naval Reserve, or to screen other Naval Reserve officers for immediate recall potential. Information is used in the continuous screening of units and members of the Ready Reserve to insure a proper balance of military skills in the Naval Reserve. Completion of the form is mandatory; failure to provide requested information may result in transfer to the Standby Reserve, Retired Reserve or discharge from the Naval Reserve as appropriate.

INSTRUCTIONS

OFFICER PERSONNEL: Submit to Navy Personnel Command for verification of status

Print Clearly

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<p style="border: 1px solid black; padding: 5px;">MAILING ADDRESS</p>																																
<p style="border: 1px solid black; padding: 5px;">ACTIVITY MAINTAINING SERVICE RECORD OR COMMAND TO WHICH REQUESTING ASSIGNMENT:</p>																																

1. This agreement is in connection with assignment to: RUIC: _____ RBSC: _____
- NAME OF UNIT: _____ as a DP NP member.
2. I agree to be a member of the Ready Reserve for an indefinite period.
3. I certify that as a member of the Ready Reserve, I am and will remain immediately available for any active duty, including active duty for training, to which I may be ordered in accordance with law.
4. I further certify that I understand that I will not be released from this agreement upon my own application unless all of the three following conditions have been met:
- a. there has been a substantial change in my status or circumstances;
- b. I have requested, prior to the date of an alert or notice of mobilization or the date of orders to active duty, either
- (1) transfer to the Standby Reserve, or
- (2) transfer to the Retired Reserve, if eligible, or
- (3) separation from the armed force of which I am a member; and
- (4) that request has been approved.

APPLICANT'S SIGNATURE _____

FIRST ENDORSEMENT <i>(Officer Recruiter's Signature)</i>	DATE:
FROM	

TO: NAVY PERSONNEL COMMAND (PERS-911C) 5720 INTEGRITY DRIVE MILLINGTON, TENNESSEE 38055-9110	FOR OFFICIAL USE ONLY PRIVACY SENSITIVE
--	--

Figure 1-3

BUPERSINST 1001.39F
17 Sep 07

**FORMAT FOR REQUESTING AN ENLISTED AGE 60 WAIVER
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE**

(date)

From: Service Member - Rating/Name/USNR-R/SSN
To: Commander, Navy Personnel Command (PERS-913)
Via: (1) Commanding Officer, (member's Reserve unit)
(2) Commanding Officer, (member's supporting NOSC)

Subj: REQUEST FOR AGE 60 WAIVER

Ref: (a) NAVPERS 1070/613, Administrative Remarks of (date)
(b) BUPERSINST 1001.39F

1. In response to reference (a) and per reference (b), I request an age waiver.

2. Justification for age 60 waiver:

(Member's signature)

Figure 1-4

18 MAY 2013

CHAPTER 2

PHYSICAL QUALIFICATIONS

201. Policy. Navy reservists are required to meet physical qualifications for retention in the Navy Reserve. These standards are set forth in the Manual of the Medical Department (MANMED). Reservists must also comply with physical readiness standards provided in OPNAVINST 6110.1J, which are separate and distinct from physical qualifications. All drilling reservists are responsible for notifying their NRA CO of any physical or dental problem that may delay or preclude their performance of regular drill, required AT, or mobilization. Failure to notify the NRA CO may result in administrative action. Additionally, if unit or activity COs receive information from the annual screening (see chapter 21) or, for any other reason, believe a reservist is not physically qualified for Active Duty or retention, they shall ensure the member is examined by a medical officer (MO) as soon as possible. Non-drilling IRR members will notify NAVPERSCOM, Individual Ready Reserve Branch (PERS-93), of any significant changes in medical status.

202. Injury While in a Duty Status. Navy reservists injured or incurring a disease while in a duty status may be eligible for incapacitation benefits per SECNAVINST 1770.3D. They may also be subject to Medical Retention Review (MRR) upon closure of the benefits entitlement. Duty status includes, but is not limited to AT, ADT, ADSW, Initial Active Duty for Training (IADT), Inactive Duty Travel Training (IDTT), IDT, Inactive Duty (ID), Funeral Honors, or Presidential Selected Reserve Call-Up (PSRC). MRR Case management authority is NAVPERSCOM, Line of Duty, Medical Hold, Medical Retention Review Branch (PERS-95). See Reserve Personnel (RESPERS) Manual M-1001.5 for additional information about administrative management of MRR cases.

203. Injury While Not in a Duty Status Navy reservists not in a duty status who are injured or develop a potential physically disqualifying condition are categorized as Temporarily Not Physically Qualified (TNPQ) or Not Physically Qualified (NPQ).

1. TNPQ TNPQ status results from an injury/condition, which is expected to be corrected or healed within 6 months. Navy reservists in a TNPQ status will be assigned per Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) assignment policy

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and participation is limited per RESPERS M-1001.5, Article 6000-010. If members are transferred to the VTU, they must be counseled that their participation is limited to completing correspondence courses for retirement point credit or drilling non-pay if authorized. Members must also be made aware of collection changes to Servicemembers' Group Life Insurance (SGLI) as outlined in chapter 15. It is especially important for members who are nearing, but have not yet completed, 20 years of qualifying service to recognize the importance of continuing to accrue retirement point credit.

a. The supporting NRA must:

(1) Prepare a NAVPERS 1070/613 to document the member has been advised of participation options. Have the member sign the NAVPERS 1070/613 and provide a copy to the member. (See figure 2-1).

(2) Prepare a NAVPERS 1070/613 to document the member has been advised of changes to SGLI. Have the member sign NAVPERS 1070/613 and provide a copy to the member. (See figure 15-1).

2. NPQ If a potentially disqualifying physical condition is discovered, the supporting NRA CO will place the member in an MRR status. In this status, the MO or Medical Department Representative (MDR) will recommend and the supporting NRA CO will make the final determination of whether the member may or may not drill with the current unit per COMNAVRESFORCOM assignment policy while in an MRR status and awaiting final determination of physical qualification. Participation limitations will be per RESPERS M-1001.5, Article 6000-010.

a. If members are transferred to the VTU, they must be counseled that their participation is limited to completing correspondence courses for retirement point credit or drilling non-pay if authorized. Members must also be made aware of collection changes to SGLI as outlined in chapter 15. It is especially important for members who are nearing, but have not yet completed, 20 years of qualifying service to recognize the importance of continuing to accrue retirement point credit.

b. The supporting NRA must do the following:

(1) Prepare a NAVPERS 1070/613 to document the member has been advised of participation options. Have the member sign

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NAVPERS 1070/613 and provide a copy to the member. (See figure 2-1).

(2) Prepare a NAVPERS 1070/613 to document the member has been advised of changes to SGLI. Have the member sign NAVPERS 1070/613 and provide a copy to the member. (See figure 15-1).

(3) The MO, unit CO, and NRA CO must make appropriate recommendations regarding the ability of the member to continue to perform duties and must submit a Physical Qualification Package to NAVPERSCOM (PERS-95) via Bureau of Medicine and Surgery (BUMED), (M32), for retention in the Navy Reserve. The Physical Qualification Package will include current physical examinations, all medical/surgical treatment records with an (updated within the last 6 months) non-medical assessments.

c. BUMED (M32) will review available information and recommend disposition of the member to NAVPERSCOM (PERS-95). BUMED will recommend either physical qualification or Physical Risk Classification (PRC) A, B, 4 or 5, as appropriate per MILPERSMAN 6110-020.

d. NAVPERSCOM (PERS-95) will assign a PRC A, B, 4 or 5 and will notify members via the supporting NRA of the assigned PRC to include limitations on participation, options available, and actions for the members to take to resolve their status.

e. If a member is determined to be NPQ, PRC 5, options are:

(1) Accept the findings and retire, if eligible, or be discharged;

(2) Request a Physical Evaluation Board (PEB).

(a) The PEB request will be returned to NAVPERSCOM (PERS-95) with the information as outlined in the PRC letter.

(b) NAVPERSCOM (PERS-95) will then forward request to the PEB for further disposition.

(c) If the PEB determines the member is fit for retention, NAVPERSCOM (PERS-95) may assign another appropriate PRC and notify the member via the NRA of that action.

Note: Members who fail to respond to the notification to elect one of the options will be retired or discharged as further directed by NAVPERSCOM (PERS-95)

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f. SELRES members who accept PRC 5 or are found not fit for retention by a PEB and who have at least 15 years of qualifying service may be eligible for early retirement (see chapter 20 for details).

3. Enlisted Contract Management During Medical Review.

Enlisted members with fewer than 6 months remaining on their enlistment shall sign the following NAVPERS 1070/613 entry:

Date

"I do/do not consent to be retained in the Navy Reserve beyond the normal date of expiration of enlistment pending resolution of my fitness for retention."

If these members consent to being held beyond the normal expiration of enlistment, the following NAVPERS 1070/613 entry shall be entered at their expiration of obligated service (EOS) date:

Date

"Held beyond normal date of expiration of enlistment pending resolution of fitness for retention. AUTH: MILPERSMAN 1160-050 and BUPERSINST 1001.39F."

Members who do not consent to being retained beyond their normal EOS pending resolution of fitness for retention shall be discharged at EOS or retired, if eligible, as directed by NAVPERSCOM (PERS-95). The supporting NRA may forward the NAVPERS 1070/613 entries by certified mail to members who are in an MRR status.

204. Temporary/Permanent Disability Retired List (TDRL/PDRL)
SELRES members transferred to the TDRL/PDRL require special administrative processing. When the separating activity receives orders from NAVPERSCOM, Disability/Retirement/Limited Duty Branch (PERS-82), transferring a member to the TDRL/PDRL, the separating activity shall take the following actions:

1. Have the member complete DD 2656 Data for Payment of Retired Personnel.
2. Provide Defense Finance and Accounting Service (DFAS) with a copy of the member's Annual Retirement Point Record, completed

8 MAY 2013

DD 2656, and the TDRL/PDRL orders to assist in establishing the member's pay account.

3. Change the member's status in the Defense Enrollment Eligibility Reporting System (DEERS) to the TDRL/PDRL to ensure eligibility for medical care.

4. Forward the record with TDRL/PDRL orders to NAVPERSCOM (PERS-912)

205. Dental. Dental class III personnel will be placed in a Temporarily Not Dentally Qualified (TNDQ) status for the management and tracking of dental treatment. TNDQ policy is ultimately governed as directed by COMNAVRESFORCOM (NO1M) (see COMNAVRESFORINST 6600.5).

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NAVPERS 1070/613 ENTRY REQUIRED DUE TO CHANGES IN CIRCUMSTANCES
 THAT AFFECT RESERVE PARTICIPATION

Reservists who have changes in circumstances (e.g., administrative or medical) that may affect their Reserve participation will acknowledge their understanding of how to continue to accrue retirement points. These reservists will initial the following entries:

Date

1. I have been assigned to (applicable unit) as a result of pending administrative or medical action that may result in my discharge from Navy service. (Initial)

2. I have been counseled that I must attain 50 retirement points per anniversary year to ensure a qualifying year for retirement credit and I must maintain minimum participation in the Navy Reserve per BUPERSINST 1001.39F. I have been provided information on how to get and complete correspondence courses and how points are credited to my Navy Enlisted/Officer Participation System (NEOPS) record. I am also aware of my anniversary date of (anniversary date) (Initial)

3. I understand I must keep my supporting NRA informed of any changes to my physical health that may affect Reserve participation. Further, I must provide the supporting NRA with health or dental records upon request. (Initial)

4. I acknowledge that I have been provided a copy of this NAVPERS 1070/613, and I am aware of its contents. (Initial)

 (Signature of Member)

Witnessed: _____
 (Signature)

Figure 2-1

CHAPTER 3

INDIVIDUAL READY RESERVE

301. Composition. The Navy IRR is a force that consists of personnel who must fulfill their MSO under 10 U.S.C., 651, members fulfilling a service obligation incurred via contract, and those who have fulfilled their MSO but voluntarily remain in the IRR. The IRR is composed of the Active Status Pool (ASP) and the Volunteer Training Unit (VTU) (see figure 1-1). Reservists in this category are on the RASL and are subject to involuntary recall to Active Duty per 10 U.S.C., 12301(a) and 12302.

1. Active Status Pool (ASP). The ASP is a manpower pool consisting of individuals who have had training and have previously served in the active force or in the SELRES and are serving in a non-pay, non-drill status. Additionally, the ASP includes personnel participating in officer training programs, the Armed Forces Health Professions Scholarship and Financial Assistance Program (AFHPS/FAP), and the Merchant Marine Individual Ready Reserve Group (MMIRRG). NAVPERSCOM (PERS-93) is responsible for ASP management and screening.

a. Of note, the MMIRRG is composed of a corps of actively sailing officers who are trained to operate merchant ships as Navy Auxiliaries and of a shore-side cadre assigned to Navy activities that support strategic sealift readiness. It augments the basic sealift capability necessary to meet defense requirements.

b. COMNAVRESFORCOM (N14) is responsible for the management, training, and general good order and discipline of the MMIRRG under the guidance of OPNAVINST 1534.1B, COMNAVRESFORCOMINST 1534.1, and this instruction.

2. Volunteer Training Unit (VTU). The VTU consists of personnel, organized into units, who are eligible and willing to return to a pay status or personnel not eligible for further pay assignments but who voluntarily drill for retirement points. NOSCs under the cognizance of COMNAVRESFORCOM are responsible for the continual screening and management of their attached VTUs.

302. Applicability and Scope. This chapter applies to all members of the IRR except where specifically stated otherwise.

303. Responsibilities. NAVPERSCOM (PERS-9) is tasked with the overall administration of the IRR. However, each IRR category or program is unique in its composition, purpose, and requirements which necessitate assignment of independent program managers with varying degrees of responsibility as outlined in this chapter.

304. Military Service Obligation (MSO)

1. Every person, enlisted and officer, upon initial entry into a military service, shall serve a minimum of 8 years per DOD Instruction 1304.25. Any portion of the MSO that is not served on Active Duty shall be performed in a Reserve component (i.e., IRR or SELRES) per OPNAVINST 1000.26A.

2. Officers in the IRR who have executed their oath of office have acquired a legal status that continues until discharged through a specific, legally authorized process regardless of MSO (see chapter 10, section 1012).

305. Transfers to/from the IRR

1. COMNAVRESFORINST 1001.5E provides guidance on SELRES transfers into the IRR.

2. All servicemembers separating from Active Duty or SELRES and subsequently transferred to the ASP shall be counseled on their continued military status and their obligations while in the ASP prior to their release. Counseling shall be documented in the members' permanent military service records as a NAVPERS 1070/613 entry (see figure 3-1). Additionally, those active component personnel transferring to the IRR shall pre-register via Navy Knowledge Online (NKO) IRR Community of Practice prior to release from Active Duty.

3. ASP members O4 and below, with the exception of officers who wish to rejoin via the Navy Reserve Command and Senior Officer Non-Command Billet Screening and Assignment Board (APPLY) process, who desire to transfer to a pay, drilling status must contact their local recruiter to affiliate with a SELRES unit. O5s and above must use the APPLY process. See current COMNAVRESFORCOM policy guidance for further information.

4. IRR members may be authorized release from the Navy Reserve for recall or enlistment in another component or military service as outlined in chapter 7 for enlisted personnel and chapter 10 for officers.

306. IRR Member Obligations. IRR members have certain statutory obligations required by 10 U.S.C and DOD regulations as follows:

1. Keep pertinent program managers informed (via NKO, NRQQ, annual compliance report (MMIRRG), or by calling 1-877-807-8199) of

a. current mailing address, phone number, and e-mail address.

b. changes in marital or dependency status.

c. current civilian employer information required on an annual basis even if no change or unemployed.

d. changes in education, licenses, or skills.

e. changes in physical or medical condition which could affect readiness for recall to Active Duty.

f. any other changes in status that could affect readiness for recall to Active Duty.

2. Respond to all official correspondence.

3. Participate in the Annual Screening Program outlined in chapter 21, as directed.

4. Maintain Navy physical fitness and medical readiness standards and obtain physicals when required.

5. Maintain military uniforms in serviceable condition.

6. Satisfy minimum participation requirements as outlined in section 104.

307. Annual Screening Program. Every member of the IRR shall be screened at least annually to meet the provisions of

10 U.S.C., 1019 and DOD Directive 1200.7. A Reservist's failure to perform screening or muster as ordered will be used as a basis for determining participation status in the Ready Reserve and may result in unfavorable administrative action (see chapter 21 for further guidance).

308. Reenlistment/Extension. IRR enlisted members in paygrades E3 and above may apply for reenlistment or extension at any time during the last 12 months prior to their Expiration of Obligated Service (EOS) date, provided all eligibility requirements are met (e.g., participation, Enlisted Career Management Objective (ECMO)). See chapter 4 for further guidance.

309. Reenlistment Incentive Program. The IRR Reenlistment Incentive Program provides incentive bonuses to enlisted personnel in ratings where critical shortages exist and is governed by 37 U.S.C., 308(h), OPNAVINST 5300.10, and MILPERSMAN 1160-030.

1. Responsibilities. NAVPERSCOM (PERS-93) is responsible for the administration of the IRR Reenlistment Incentive Program to include

a. approving and processing of reenlistment contracts and required incentive program documentation.

b. monitoring and enforcing participation requirements for enrolled personnel.

c. terminating entitlements for unsatisfactory participants.

d. coordinating with Defense Finance and Accounting Service (DFAS) as required for initial and incremental bonus payments.

2. Eligibility. A bonus may be awarded to current or prior service members who are eligible for reenlistment and elect to reenlist in the IRR for a period of 3 or 6 years, and who

a. are, during the period of reenlistment, in paygrades E3 through E9 (E3 must be a designated striker).

b. are reenlisting in a critical rating/Navy Enlisted Classification Code (NEC) as designated by COMNAVRESFORCOM and released annually via NAVADMIN.

c. have no more than 14 years total military service at the time of normal expiration of obligated service.

d. agree to participate in an annual 1-day muster and/or ADT.

3. Incentive Bonus. Per DOD Financial Management Regulation (DODFMR), reenlistment bonus pay may not exceed \$3,000 for an individual reenlisting for a period of 6 years and \$1,500 for an individual reenlisting for a period of 3 years payable as follows:

a. 6-year reenlistments - \$500 payable at time of reenlistment with the remainder paid in equal annual increments.

b. 3-year reenlistments - 3 equal annual increments.

c. An additional amount of up to \$1,500 may be paid for a subsequent reenlistment provided the Reservist continues to meet the eligibility criteria.

4. Termination of Entitlement. Reservists who do not satisfactorily complete the requirements of the IRR Incentive Program or are separated from the Ready Reserve, for any reason, are subject to recoupment of bonus payments for the number of months not served.

310. Promotion and Advancement

1. Enlisted. Enlisted personnel in the ASP are not eligible to take an advancement exam or advance to the next higher paygrade unless mobilized or otherwise recalled to Active Duty (see section 607.4). Enlisted personnel in the VTU are eligible to take an advancement exam and advance to the next higher paygrade provided they are satisfactory participants and have not reached HYT.

2. Officers. Eligible officers are automatically considered for promotion while in an IRR status.

311. Mobilization. All ASP members are subject to voluntary or involuntary recall to Active Duty per 10 U.S.C., 12301(a) and 12302. NAVPERSCOM (PERS-93) is responsible for identifying and sourcing qualified IRR personnel to meet mobilization requirements. IRR requests for involuntary mobilization delay, deferment, and exemption shall be coordinated through the pertinent program manager for submittal to assigned Special Case Board (see chapter 22 for further guidance).

312. Active Duty for Training (ADT). ADT may be authorized for IRR members to allow full time attendance at organized and planned specialized skill, professional development, refresher, and proficiency training. ADT is intended to enhance or refresh existing military skills that may be required in support of future military operations or mobilization. A member of the IRR may generally perform up to 29 days of ADT with or without pay per year, or as otherwise approved.

1. Responsibilities. ADT requests are processed and approved by the pertinent program manager. It is incumbent upon the IRR member to find a command that is willing to sponsor and/or finance the member's ADT.

2. Eligibility. IRR members must meet the following minimum requirements:

a. Must be a satisfactory performer in the Ready Reserve.

b. Possess the security clearance required for the proposed duty assignment.

c. Negative HIV test results within 12 months preceding the start of ADT.

d. A Navy physical examination, DD 2808, Report of Medical Examination, within the last 5 years.

e. DD 2813, Dental Screening, within 12 months preceding the start of ADT.

f. ADT requests will not normally be approved for

(1) enlisted personnel E3 and below.

(2) officers within 6 months of being subject to the attrition provisions of 10 U.S.C.

(3) reservists who are within 6 months of EOS or within 6 months of maximum age limitations set forth in sections 105 and 107.

3. Application Procedures. ADT requests may be initiated by an IRR member and should represent a bona fide training or operational support opportunity. ASP ADT requests shall specifically include a mission support letter (see figure 3-2) from the gaining command requesting ADT support and providing justification for ADT and any special reporting information or requirements.

4. Application Processing. The pertinent program manager will process request and generate ADT orders to obligate funds for transportation, pay, and expenses. Necessary U.S. Government Transportation Requests (GTRs) or other transportation arrangements will be made during this process. All required documents will be sent to the member within 10 days of the reporting date.

313. Active Duty for Special Work (ADSW). ADSW may be authorized for IRR members for projects or operations supporting active or Reserve programs when such duties are essential to the Navy. NAVPERSCOM (PERS-4G2) administers the ADSW program under the guidance of OPNAVINST 1001.20B.

314. Funeral Honors Duty (FHD). FHD is authorized for IRR members. The FHD program is managed by the Regional Casualty Assistance Calls and Funeral Honors Support (CAC/FHS) Coordinator. IRR members may volunteer for assignment at a NOSC or Reserve facility near their residence. One retirement point is earned per day.

315. Correspondence Courses. IRR members may complete authorized correspondence courses to earn retirement points. See section 2006 for more information on credit for course work. Unclassified correspondence courses may be obtained through the following sources:

1. Navy Knowledge Online: <https://www.nko.navy.mil>.

2. Naval Education and Training Professional Development Center, Pensacola, FL: Toll-free 1-877-264-8583 or <https://www.cnet.navy.mil/development.html>.

3. Naval Dental School, Bethesda, MD: Contact Education Coordinator at 1-301-319-832 (DSN 285) or <http://www.bethesda.med.navy.mil> (Dental Corps only).

4. Naval School of Health Sciences, Portsmouth, VA: <http://mmpte.med.navy.mil> (Medical Corps only).

5. Naval War College, Newport, RI: <http://www.nwc.navy.mil> (officers only).

Note: Retirement credit for courses taken from sources listed above in paragraphs 1, 3, 4, and 5 are not automatically credited. Completion certificates must be mailed to NAVPERSCOM (PERS-912) marked with the member's social security number to receive credit:

Commander, Navy Personnel Command
(PERS-912)
5720 Integrity Drive
Millington, TN 38055

316. Security Clearances. NAVPERSCOM (PERS-334), Security Manager will process security clearance requests for the ASP unless otherwise provided for by Memorandum of Understanding or Agreement. Services shall only be rendered to those members identified for mobilization or recall to Active Duty (e.g., ADT, ADSW). Security clearances for VTU Reservists shall be processed by the supporting NOSCs.

317. Benefits. As members of the Ready Reserve, IRR members are eligible for benefits and entitlements as outlined in chapters 15-20 to include Reserve retirement unless specifically stated otherwise.

Note: Further information on the IRR and Frequently Asked Questions about this subject can be found at www.npc.navy.mil/CareerInfo/ReservePersonnelManagement.

ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (REV. 07-06)
S/N: 0106-LF-132-8700

SHIP OR STATION:

SUBJECT: TRANSFER TO THE ACTIVE STATUS POOL (ASP)	<input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY
	AUTHORITY (IF PERMANENT) BUPERSINST 1001.39F

I understand that my Military Service Obligation (MSO) is eight years from my initial entry into military service in accordance with title 10 U.S.C. Any portion of my MSO that is not served on active duty shall be performed in the Reserve Component. I further understand that I am being transferred to the Active Status Pool (ASP) and will be subject to involuntary recall to active duty, in accordance with 10 U.S.C. 12301(a) and 12302, to fulfill mobilization requirements. While I am in the ASP, I am required to:

- Keep the Navy Personnel Command (PERS 493) informed of any address/phone and e-mail updates, changes in dependency status, education, licenses or skills, changes in physical or medical condition which could affect readiness for recall to active duty.
- Report any changes in Civilian Employer Information (CEI), required on an annual basis even if no change or unemployed.
- Maintain Navy physical fitness standards and medical readiness and obtain physicals when required.
- Respond to all official correspondence as directed by mail, phone, fax, e-mail or internet.
- Participate in the Annual Virtual Screening program or report to Muster Duty, as directed.
- Maintain military uniforms in serviceable condition.

I may earn points toward a reserve retirement by completing correspondence courses or Active Duty Training (ADT). A minimum of 50 points is required for a qualifying year.

For additional information on the IRR, refer to BUPERSINST 1001.39F or www.npc.navy.mil.

Correspondence address:
 Commander
 Navy Personnel Command
 5722 Integrity Drive (PERS 493)
 Millington, TN 38054-0002

 Member's Signature/date

 Witness/date

NAME (LAST, FIRST, MIDDLE)	SOCIAL SECURITY NUMBER	BRANCH AND CLASS
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FOR OFFICIAL USE ONLY
 WHEN FILLED IN

13

Figure 3-1

BUPERSINST 1001.39F
17 Sep 07

SAMPLE ADT MISSION SUPPORT LETTER (on command letterhead)
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

(Date)

From: Commanding Officer, (Sponsoring Command)
To: Commander, Navy Personnel Command (PERS-93)
Subj: ADT REQUEST ICO (RANK/NAME/DESIG/SSN)
Ref: (a) BUPERSINST 1001.39F

1. Per reference (a), this command requests Active Duty for Training orders for (member rank/name, mailing address, phone number, and e-mail).

2. The following information is provided in support of this request:

- a. Period of requested ADT: (actual start/end dates)
- b. ADT location:
- c. Sponsoring Command Name/UIC:
- d. Security Clearance required: (if applicable)
- e. Sponsoring Command POC: (include phone/fax/e-mail)

3. (Specific training IRR member will gain to improve skills and mobilization readiness. This statement is vital and must clearly define, in detail, the amount and type of training the member will receive and/or how the ADT will support military operations.)

4. Member's requested Mode of Travel: (e.g., POV, GTR, local commute. For pay ADT orders, tickets and car rental reservations must be made through Navy Reserve Force Travel. Vehicle rentals shall be justified in this paragraph.)

Figure 3-2

BUPERSINST 1001.39F
17 Sep 07

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

Subj: ADT REQUEST ICO (RANK/NAME/DESIG/SSN)

5. Funding source: (If sponsoring command is funding this ADT, provide correct appropriation data and a funding POC (include phone/fax/e-mail).)

Signature of CO or By direction

Figure 3-2 (Cont'd)

CHAPTER 4

ENLISTED PROGRAMS AND OBLIGATIONS

401. General. The Navy Reserve is comprised of members with various statutory and contractual obligations and agreements. This chapter identifies various active and inactive Navy Reserve enlisted programs.

402. Enlistment Programs in the Navy Reserve for Active Duty. There are several options for enlistment in the Navy Reserve for Active Duty. First term enlistment options include the 2-year General Detail (GENDET) Enlistment Program, the 3-Year Enlistment Apprenticeship Training Program, and the Training and Administration of the Reserve (TAR) Enlistment Program (TEP). The Sea Air Mariner (SAM) Program no longer exists but is discussed for historical reference. Specific eligibility requirements for first term programs may be found in COMNAVCRUITCOMINST 1130.8G. Specific programs include the following:

1. The 2-Year GENDET Enlistment Program provides for first enlistment in the Navy Reserve for a period of 8 years under authority of 10 U.S.C., 12102 and 12103. Applicants in this program are enlisted for 2 years of Active Duty in the Seaman apprenticeship without a school guarantee. All members of this program have a continuous Active Duty obligation of 24 months and serve the remaining 72 months as members of the Ready Reserve.

2. The 3-Year Enlistment Apprenticeship Training Program provides for first enlistment in the Navy Reserve for a period of 8 years under authority of 10 U.S.C., 12102 and 12103. Applicants in this program are enlisted for 3 years of Active Duty in the Seaman apprenticeship without a school guarantee. All members of this program have a continuous Active Duty obligation of 36 months and serve the remaining 60 months of duty as members of the Ready Reserve.

3. Full Time Support (FTS) (Formerly TAR)

- a. The TAR Enlistment Program (TEP) provides for first enlistment in the Navy Reserve for a period of 8 years under authority of 10 U.S.C., 12102(c) and 12103. Applicants may

elect a 4 or 5-year Active Duty obligation with a school guarantee or a 6-year Active Duty obligation in the Advanced Electronics Field or Advanced Technical Field Program. All applicants have a minimum continuous Active Duty obligation of at least 8 months and serve the remainder of their MSO in the Ready Reserve.

b. The FTS Recall Program provides for Reservists to be recalled when manning quotas permit, whereby members incur a minimum Active Duty obligation of 36 or 8 months, depending on the approved rating. Program guidance is outlined in MILPERSMAN articles 1306-1500 and 1306-1502.

4. Sea and Air Mariner (SAM) Program. This program is no longer available. The SAM program was a non-prior service, mandatory-drilling program. Personnel who enlisted in the SAM Program under the authority of 10 U.S.C., 12103 incurred an 8-year MSO. They were required to drill continuously in the SELRES for 6 of those 8 years. The mandatory continuous 6-year period began the day the member reported for recruit training.

5. SAM II Program. This program is no longer available. Members who enlisted under the SAM II program incurred an 8-year MSO. The first 2 years were spent on IADT, which consisted of recruit training followed by either "A" school or the Apprenticeship Training Program and assignment onboard a designated Navy Reserve Force (NRF) trainer. The remaining 6 years were served in the Ready Reserve.

403. Enlistment Programs in the Navy Reserve for Inactive Duty. There are several Navy Reserve Inactive Duty enlistment options. Enlistment options include Navy Veteran (NAVET), Other Service Veteran (OSVET), Advanced Paygrade (APG), Accelerated Initial Assessment (AIA), Recruiting Selective Conversion Reenlistment-Reserve (RESCORE-R), Construction Basic Veteran (CBVET), New Accession Training (NAT), and National Call to Service (NCS). Some of these programs are not currently available but are included for historical reference. See COMNAVRESFORINST 1001.5E and COMNAVCRUITCOMINST 1130.8G for specific program requirements.

1. Navy Veteran (NAVET) and NAVET Incentive Enlistment Program. Prior service Active Duty Navy or Navy Drilling Reservists who enlist or reenlist into the Navy Reserve based on

their prior Navy service rating are NAVETs. The NAVET Incentive Enlistment Program offers NAVETs who have been discharged from the Navy or Navy Reserve with more than 4 years prior active or inactive service and fewer than 10 years break in active service an incentive to return in a temporary paygrade based on their prior Navy service occupation.

2. Other Service Veteran (OSVET) Incentive Program. This program provides for enlistment in a temporary paygrade for personnel having prior active or inactive service or presently serving in other Reserve components of the armed forces. The rating and paygrade under which they enlist in the Navy Reserve is based upon their prior other service occupation specialty.

3. Advanced Paygrade (APG). This program is a prior service enlistment program and provides for enlistment in a temporary paygrade in which the enlistees' rating/paygrade is based upon their civilian occupation.

4. Accelerated Initial Accession (AIA). This program is no longer available. The AIA program allowed non-prior service personnel to enlist as a non-designated ratee at a permanent paygrade of E2 with a temporary paygrade of E3.

5. Recruiting Selective Conversion Reenlistment-Reserve (RESCORE-R). Navy veterans enlisting/affiliating under the RESCORE-R option enlist/affiliate in their permanent overmanned rating/paygrade. Members have 36 months to complete advancement prerequisites and pass their temporary rating exam with a standard score of 37 or higher.

6. Construction Battalion Veteran (CBVET). This program is no longer available. This program was designed to enlist into a temporary rating those veterans from any service interested in a Navy career within the construction trades. Construction experience was not required. Following completion of advancement prerequisites, CBVET enlistees participated in advancement exam cycles to complete their rating conversion.

7. New Accession Training (NAT). This program provides for the accession of non-prior service individuals enlisting for 8 years in the Navy Reserve into critical ratings as determined by Bureau of Naval Personnel (BUPERS) (BUPERS-32), Enlisted Community Managers. IADT will be comprised of Recruit Training

followed by assignment to a guaranteed rating "A" school. Upon completion of IADT, personnel will be released from Active Duty and returned to their home of record where they will affiliate at the nearest NOSC.

8. National Call to Service (NCS). This program provides for the accession of non-prior service individuals for the purposes of supporting near-term Active Duty manning requirements and future SELRES manning shortfalls. NCS candidates will be accessed as USNR recruits (Branch and Class of Service Code 32) and count against Active Duty strength while serving on Active Duty. Once affiliated with the Navy Reserve, they will count against Reserve strength. Whether serving on Active Duty or in the Reserve, NCS participants will be managed the same as other Navy members. Enlistments under the NCS program will incur an 8-year MSO. This MSO will consist of

a. Fifteen months of Active Duty after completion of initial training (to include Boot Camp, Apprenticeship Training, and "A"/"C" school (as applicable)) followed by 24 months as a Drilling Reservist. Requests to extend on Active Duty for 24 months will be considered on a case-by-case basis based on total force manpower requirements;

b. The remainder of MSO will be served in one of the following:

(1) Active Duty,

(2) SELRES,

(3) IRR, or

(4) other national service programs as designated by Secretary of Defense (SECDEF) (if qualified and accepted):

(a) AmeriCorps,

(b) Peace Corps, or

(c) any combination of the above.

404. USN members separated from Active Duty. Since 1984, all personnel joining the military service incur an 8 year military

service obligation (MSO). Upon completion of their contracted active duty service (usually 4 years), members have the option of joining the SELRES in a drilling status, or the IRR in a non-drilling status, for the remainder of their MSO. While in the IRR, members are not required to drill, but are required to notify NAVPERSCOM (PERS-9) any time their employment status or address changes. IRR members are also required to complete an Annual Screening Questionnaire and may be required to Physically Muster if directed. IRR members are subject to involuntary recall to active duty should the need arise, and are encouraged to join the SELRES as time and availability allow. More information on the IRR can be found in chapter 3 of this instruction.

405. Interservice Transfer. Under 10 U.S.C., 12104, members of another component who are approved by that service for enlistment in the Navy Reserve must enlist for a period sufficient to complete the training requirements and service obligation incurred under their original contract.

406. Personnel Who Have Completed Their MSO. Members who have fulfilled their MSO may enlist or reenlist in the Navy Reserve per MILPERSMAN 1160-030 and COMNAVCRUITCOMINST 1130.8G or may extend their enlistment within the provisions of MILPERSMAN 1160-070. Enlistment, reenlistment, or extension shall be in the Ready Reserve. The following entry will be typed in the appropriate block of the enlistment or extension document:

"I agree to remain a member of the Ready Reserve during the period of this enlistment or extension unless relieved earlier by proper authority. I understand the provisions of this agreement, and I acknowledge that no promises of any kind, except as noted above, have been made to me."

(Signature of Reservist)

CHAPTER 5

ENLISTED CLASSIFICATION/ASSIGNMENT/TRANSFER

501. Enlisted Classification Program. The purpose of the enlisted classification program is to achieve the most effective use of available manpower. COMNAVCRUITCOMINST 1130.8G sets forth the objectives, principles, and procedures for an efficient and effective program. MILPERSMAN 1221-030, 1200-050, 1221-010, 1236-010, 1236-020, and 1236-030 provide the basic policies and scope of the enlisted classification program. Specific classification functions relating to the Navy Reserve are contained in COMNAVRESFORINST 1001.5E.

502. Responsibilities

1. COMNAVRESFORCOM implements the enlisted SELRES classification program and exercises control over the program by establishing criteria, conducting field trips, and providing directives and guidance to NOSCs.

2. NAVPERSCOM (PERS-4013), formerly Enlisted Personnel Management Center (EPMAC), is responsible for assignment and update of all NEC codes for enlisted personnel not on Active Duty.

503. Enlisted Assignment/Transfer. Enlisted personnel are accessed to the SELRES from the IRR when they have incurred a statutory obligation through regular Navy enlistment, reenlistment, or extension as a member of the Navy Reserve. SELRES are assigned to programs and units of the Navy Reserve consistent with their background, experience, and training.

504. General Assignment Eligibility. COMNAVCRUITCOM must verify an individual's reenlistment eligibility as part of the affiliation process. Eligibility restrictions include but are not limited to the following:

1. Reaffiliation of Unsatisfactory Participants requires NAVPERSCOM (PERS-913) approval prior to reaffiliation. Members terminated or separated from the Drilling Reserve of any service with a characterization of "Not Recommended for Reaffiliation" require written approval from the NOSC to which the members will be assigned using the format per COMNAVRESFORINST 1001.5E,

appendix A, exhibit 5. The NOSC CO should conduct personal interviews to determine the members' motivations, intentions, and whether they are a positive asset to the Navy Reserve.

2. All other personnel discharged from the Navy Reserve not recommended for reenlistment require COMNAVCRUITCOM approval prior to reenlistment or reaffiliation. Individuals receiving a disqualifying reenlistment code from any service component require approval from COMNAVCRUITCOM prior to reenlistment or affiliation.

3. Enlisted personnel released from Active Duty (other than for training) in paygrades E1 and E2 are not eligible for reenlistment or affiliation in a drilling status without prior approval from COMNAVCRUITCOM.

4. Personnel who exceed HYT criteria are not authorized to be accessed to the SELRES per MILPERSMAN 1160-030. Personnel who will reach their HYT date within 18 months of enlistment/affiliation may only be enlisted or affiliated with approval from NAVPERSCOM (PERS-913). Personnel who do not exceed HYT criteria but are retirement eligible may only be enlisted or affiliated with approval from NAVPERSCOM (PERS-913). Generally, waivers will only be considered for members who are in a critical rating or possess a critical Navy Enlisted Classification (NEC) Code.

5. Enlisted members who have received Reserve Transition Benefits are not eligible for reaffiliation.

6. Members who cannot achieve 20 years of qualifying service under limits specified in MILPERSMAN 1133-010 are ineligible for affiliation or reaffiliation.

505. Reasonable Commuting Distance

1. As defined in DOD Instruction 1215.18 for units that conduct four drills on 2 consecutive days with meals and quarters provided, reasonable commuting distance is any distance within a 100-mile radius of the drill site but not exceeding that which can be traveled by automobile under average conditions of traffic, weather, and roads within a period of 3 hours.

2. For all other units, reasonable commuting distance is any distance within a 50-mile radius of the drill site but not exceeding that which can be traveled by automobile under average conditions of traffic, weather, and roads within a period of 1 hour and 30 minutes.

3. Reasonable commuting distance for NRF ships will be based on the location of the supporting NOSC or the members' designated drill site when the ship is not in homeport.

506. Affiliation with the SELRES. While serving in the Navy Reserve, members will maintain the standards of performance outlined in chapter 11 of this instruction and MILPERSMAN 1160-030. Upon assignment to the SELRES, members must sign a NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absence.

1. Orders. Navy Reservists must be issued individual orders assigning them to perform IDT per COMNAVRESFORINST 1001.5E. COMNAVRESFORCOM directs the billet assignment of SELRES using the Career Management System (CMS) and SELRES detailers. Upon assignment to a unit, SELRES will be assigned a 3-year Projected Rotation Date (PRD) per COMNAVRESFORCOM guidance. COMNAVRESFORCOM N12 will generally issue IDT orders via the IDT Orderwriter. Otherwise, IDT orders are issued using the NAVRES 1326/4, Enlisted Application and Orders to a Naval Reserve Unit (Non-Obligor), or NAVRES 1326/5, Enlisted Inactive Duty Training Orders to a Naval Reserve Unit (Obligor). IDT orders for qualified personnel performing hazardous or special duty will specify that performance of such duty involving their particular specialty is authorized (e.g., performance of diving duty is authorized). See MILPERSMAN 7220 articles for specific requirements.

2. BUPERS Control Group. Certain individual members may be coded and placed on a BUPERS Control Group listing. Members listed as Control Group 8 or 9 as indicated by MAS code "BCG" shall not be removed from their current assignment or issued any AT, ADT, IDTT, (ADSW), retirement, or discharge orders without approval of NAVPERSCOM (PERS-913).

3. Service Records. Upon request, NAVPERSCOM (PERS-312) will mail service records to the gaining activity once the gaining activity has completed entering the member in Navy

Standard Integrated Personnel System (NSIPS) as an affiliation gain. Order-issuing activities should contact NAVPERSCOM (PERS-912) if the record is not received within 60 days of the affiliation gain submission.

4. Billet Assignment. Navy Reservists will be assigned per unit manning priorities to mobilization billets which match their rating, paygrade, and, if applicable, specialized skills such as NEC codes. Assign all HMs with NEC HM-8404 who reside within a reasonable commuting distance of a Navy Reserve unit in support of the U.S. Marine Corps to that unit if a local billet exists per COMNAVRESFORINST 1001.5E, chapter 2.

507. Participation of Retired Personnel. If authorized by the order-issuing authority, retired personnel and Fleet Reserve enlisted personnel may participate on a voluntary, non-pay basis with all Navy Reserve units except NRF ships, NRF squadrons, and units that regularly embark for underway or flight operations. Basic guidance pertaining to retiree participation follows:

1. The order-issuing authority will determine that the members' service will contribute to the mission of the unit and Navy. The members may not, however, be assigned within the unit billet authorizations.

2. The order-issuing authority will prepare permissive letter-type orders (figure 5-1). A NAVRES 1326/4 will not be issued. Orders will not exceed 1 year and may be cancelled at any time.

3. The members' security clearance must be appropriate for the assignment.

4. IDTT orders and ADT orders are not authorized.

5. Retired members will not be reported via NSIPS or any other personnel or administrative reports.

6. Performance Evaluations/Fitness Reports will not be submitted.

7. Members receive no retirement point credit for permissive order service.

508. General Transfers from the SELRES. Per chapter 21, Ready Reservists are continuously screened for immediate mobilization availability. Accordingly, enlisted personnel may be transferred voluntarily or involuntarily per the following guidelines:

1. Key Employees. Members identified as key employees, as defined in chapter 21, will be transferred from the Ready Reserve per DOD Directive 1200.7 and current DOD policy. NAVPERSCOM (PERS-913) will notify and transfer a member to USNR-S1 status, as applicable, after the member's employer or agency reports that the member is a key employee and the request has been approved. Such transfers will not be made subsequent to notice of alert or mobilization unless authorized by DOD. Once transferred, members will be allowed to return to the Ready Reserve when they are no longer considered to be key employees.

2. Mandatory Drillers. As defined in MILPERSMAN 1133-80 for NAT/NCS, mandatory drillers may not be transferred from SELRES until the minimum drill obligation is met. Members who have conflicts may apply to COMNAVRESFORCOM for transfer.

3. Transfer to the IRR. Members who do not have drill or training requirements may request transfer to the IRR as governed by COMNAVRESFORINST 1001.5E.

4. Transfer Due to HYT. Unless waived, SELRES meeting HYT limits will be transferred from SELRES per MILPERSMAN 1160-030.

5. Transfer to USNR-S1 Due to Theological Studies. Navy Reservists who are civilian clergy or are students of theological studies who are preparing for the ministry in a recognized theological or divinity school must notify NAVPERSCOM (PERS-913) of their activities. Members will be directed to seek appointment in the Chaplain Corps or prospective Chaplain Corps as appropriate or be transferred by NAVPERSCOM (PERS-913) to USNR-S1 status (see MILPERSMAN 1001-070, articles 4 and 5).

6. Transfer to USNR-S1 Due to Temporary Hardship. Navy Reservists who experience a temporary hardship may petition NAVPERSCOM (PERS-91) to be transferred to USNR-S1 status. Members may also be placed in USNR-S1 status as a result of a Mobilization Delay, Defer and Exemption Board. Assignment to this category will not normally exceed 6 months.

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509. Conflict of Interest. Individuals may not be assigned to any Reserve billet in which there could be a financial interest or civilian employment conflict of interest situation as defined by DOD 5500.7-R (e.g., civilian employees of the government may not be assigned to a mobilization billet in the office where they are employed as a civilian). Reserve activities will forward any potential conflict of interest situations that they cannot resolve per DOD 5500.7-R to NAVPERSCOM (PERS-913).

**FORMAT FOR PERMISSIVE ORDERS
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE**

From: Order-Issuing Activity Commanding Officer
To: Rating, Full Name, USNR (RET), SSN

Subj: PERMISSIVE ORDERS TO PARTICIPATE WITH THE NAVY RESERVE
IN A RETIRED STATUS

Ref: (a) BUPERSINST 1001.39F

1. Effective (date) , you are authorized permissive orders to participate with the Navy Reserve in a retired status under the provisions of reference (a), subject to the following limitations:

a. Accrual of retirement points for any period of service is not authorized.

b. Service for pay purposes is not authorized.

c. Your participation will be on a voluntary basis.

d. You may not perform Inactive Duty Training Travel or Active Duty for Training.

2. Subject to the limitations listed above, you may participate in Inactive Duty Training periods with (unit name) for duties as may be directed and may complete training duty as it relates to the mission.

3. While engaged in the performance of permissive orders, you are subject to the Uniform Code of Military Justice. Your records will be maintained by NAVPERSCOM (PERS-912).

4. These orders will be cancelled on (date) or earlier, if directed, or when a written statement is received from you requesting cancellation.

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Subj: PERMISSIVE ORDERS TO PARTICIPATE WITH THE NAVY RESERVE
IN A RETIRED STATUS

5. Retired members who want to participate in the Navy Reserve as health care providers must be credentialed.

(Signature)

Copy to:
Reserve Unit

Figure 5-1 (Cont'd)

CHAPTER 6

CHANGE OF RATING

601. General. Enlisted members are encouraged to serve in the rating for which they have the greatest aptitude and interest. However, the Navy's requirements shall take precedence. The enlisted classification program described in chapter 5 will play an integral part in assigning striker identification and rating changes.

602. Assignment of Striker Designation. The Navy Reserve does not have General Detail (GENDET) personnel, but members who fail to complete an assigned "A" school may be returned to their Reserve unit as a non-designated E1, E2, or E3. Members in the general apprenticeships at paygrades E1, E2, and E3 are identified as strikers for ratings for which they have significant aptitude and interest. They may attain the requisite skills either through successful participation in a Navy-wide advancement examination or by completing "A" school as identified below.

1. Examination Participation for Non-Designated Personnel

a. Members must select a rating that is listed as "1" or "2" in the current SELRES Enlisted Career Management Objectives (ECMO) NAVADMIN message.

b. Ratings listed in the ECMO as "A" school required, approval required, or closed must have NAVPERSCOM (PERS-812) approval prior to administering a Navy-wide advancement examination. Exams administered without approval will be invalidated.

c. Members must be physically, medically, and professionally qualified for the requested rating and meet all eligibility requirements for taking the E4 advancement examination per the Advancement Manual, BUPERSINST 1430.16E, MILPERSMAN article 1306-618, the current ECMO NAVADMIN message, and the current NAVADMIN for the respective advancement examination cycle for which they are participating.

d. Striker designation is based on final multiple score (FMS) and quotas established by COMNAVPERSCOM. Naval Education

and Training Professional Development and Technology Center (NETPDTC) will provide authorization for striker identification after the members have participated in the Navy-wide advancement examination.

2. "A" School

a. Members may serve in ratings that require an "A" school as listed in the ECMO without having attended the applicable school. Those members may be required to attend the school upon mobilization if they have not progressed in the rating beyond the training provided at the "A" school. Members fully qualified for advancement in any of those ratings normally requiring "A" school completion must have NAVPERSCOM (PERS-812) approval before competing in a Navy-wide examination. Exams administered without approval will be invalidated.

b. Members must meet minimum eligibility requirements to attend "A" school as outlined in MILPERSMAN article 1306-618.

c. Members must meet all other requirements for the specific rating as identified in NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume I; BUPERSINST 1430.16E; the current ECMO; and the current NAVADMIN for the respective advancement examination cycle for which they are participating.

603. Removal of Striker Designation. Striker designation may be removed for reasons such as medical disqualification, loss of security clearance, Personnel Reliability Program (PRP) de-certification, loss of Sensitive Compartmented Information (SCI) eligibility, insufficient progress, or demonstrated lack of proficiency in the rating. Removal is not intended to serve as a punitive measure.

1. NAVPERSCOM (PERS-812) must approve all striker designation removals. Unit COs will submit a letter via the chain of command with justification to support striker removal to NAVPERSCOM (PERS-812).

2. For designated strikers who have their designation removed due to professional incompetence, COs must counsel the member and document that counseling on a NAVPERS 1070/613 and

prepare a NAVPERS 1616/26, Evaluation Report and Counseling Record (E1 - E6).

3. Designated strikers who are reduced in rate for disciplinary reasons will retain their striker identification unless reduction is as a result of mishandling of government funds, committing fraudulent acts, or theft involving government property.

4. All non-designated strikers must become designated through successful completion of "A" school or examination participation, with the exception of the Master-at-Arms (MA) and Intelligence Specialist (IS) ratings.

604. Change of Rating Eligibility. Members must meet the following eligibility criteria and requirements:

1. Participate satisfactorily in a drilling unit.

2. Be in paygrade E6 or below. COs should carefully consider requests of E6S before making a favorable endorsement. These members have gained valuable experience and training in their present rating. E6S must be able to carry out the duties and responsibilities of E6S in the new rating with minimal training. Personnel in paygrade E6 and below must have fewer than 15 years of qualifying service for retirement (MA rating must have fewer than 12 years). E-7 and above personnel will be considered on a case-by-case basis only under unique circumstances.

3. Request a rating listed in Category "1" or "2" of the current ECMO NAVADMIN.

4. Meet the medical, physical, and professional requirements as outlined in NAVPERS 18068F, Volume I; BUPERSINST 1430.16E; MILPERSMAN article 1306-618; current NAVADMIN for the respective advancement cycle; and current ECMO NAVADMIN.

5. Meet the physical readiness requirements per OPNAVINST 6110.1H.

605. Procedures for Requesting a Change of Rating. Utilizing figures 6-1 and 6-2, all requests for changes of rating through either direct conversion, "successful competition," or a

concurrent change of rating will be submitted to NAVPERSCOM (PERS-812) by the member via the supporting NOSC with a copy to the Reserve unit. Members of the IRR will submit requests to NAVPERSCOM (PERS-93). Requests for "successful competition" or "concurrent change of rating" must be received by NAVPERSCOM (PERS-812) 90 days prior to the examination month to allow ample time for processing and examination ordering. Requests received within 90 days of the examination cycle will be considered for the following advancement examination cycle. See figure 6-1 for the request format for all conversions.

1. Additional information for specific ratings

a. Cryptologic Technician (CT) ratings. Upon obtaining local Navy Information Operations Command (NIOC) endorsement, forward requests to Navy Reserve Security Group (NAVRESSECGRU (N01R)). NAVRESSECGRU (N01R) will endorse and forward requests to NAVPERSCOM (PERS-812) for final approval.

b. Intelligence Specialist (IS) ratings. Upon obtaining endorsement from local Reserve Intelligence Program Office (RIPO), forward to NAVPERSCOM (PERS-812). NAVPERSCOM (PERS-812) will forward "IS" requests to Chief of Naval Operations (CNO) (N32R) for endorsement. Approved ISSN, IS3 and IS2 requests will require the member to complete the Navy Basic Intelligence Training (NBIT) course (self-paced computer-based training modules) and the 2-week IS "A" Reserve Training Course (IS-A-RES) at Navy and Marine Corps Intelligence Training Center (NMITC) or Fleet Intelligence Training Center, Pacific (FITCPAC) (CIN: J-150-2978). Members will have 18 months to complete all requirements. Upon completion, members may be converted to "IS." Approved IS1 requests will require the member to complete the NBIT course, IS "A" Reserve Training Course, and pass a Navy-wide advancement examination for IS1 by scoring a minimum standard score of 37. Members will have 36 months to complete all requirements.

c. Religious Program (RP) rating. Upon obtaining favorable endorsement from a Navy Chaplain, forward to NAVPERSCOM (PERS-812). NAVPERSCOM (PERS-812) will forward to NAVRESFORCOM (N930) for endorsement.

d. MA rating. NAVPERSCOM (PERS-812) will forward all "MA" requests to BUPERS (BUPERS-32), Master-at-Arms Community

Manager for endorsement. Members may not be employed in any civilian capacity which may appear/result in the appearance of conflict of interest, either financially or in authority, while engaged in Navy Reserve law enforcement/physical security duties. Employment or seeking employment as a private investigator or bail bondsman is prohibited. Employment as a private guard or watchman is allowed, provided there is no conflict with Navy Reserve law enforcement/physical security duties. There must be no history of mental impairment or disorder, domestic violence, emotional instability, alcoholism, or drug abuse. Members must be in good physical condition capable of sustained exertion, meet body fat standards, and be fit for full duty. Each member must meet or exceed all requirements of the Physical Fitness Assessment per OPNAVINST 6110.1H for the last three PFAs. Each request must contain an endorsement from an MA security office/civilian law enforcement department supervisor or Physical Security Officer.

e. Legalman (LN) rating. Approvals for conversion to "LN" will require successful completion of Reserve Legalman Phase I, II, and III (each phase lasts 2 weeks) at the Naval Justice School. Upon successful completion, members may be converted to "LN."

f. NAVPERSCOM (PERS-812) will forward all conversion requests to SELRES Enlisted Community Manager for manning endorsement.

2. Reasons for change of rating disapprovals

a. Failure to meet rating requirements as contained in NAVPERS 18068F, Volume I; BUPERSINST 1430.16E; and current ECMO NAVADMIN for the respective advancement cycle.

b. Requests for ratings listed as ECMO "3" on the current SELRES ECMO.

c. Requests submitted with missing information or lack of explanation for missing information will be returned with no action taken.

606. The Supporting NOSC CO's Endorsement Will

1. verify member meets ALL eligibility requirements.

2. express assurance that the member will be successful in the requested rating.

3. identify an available billet within the NOSC for the requested rating.

4. ensure the request contains all the necessary documentation and annotate explanations for missing documentation.

607. Methods for Change of Rating. Lateral conversions are effected as follows:

1. Administrative Action. The supporting NOSC CO has the authority to change the apprenticeship of non-designated personnel provided

a. a valid mobilization billet for the desired apprenticeship exists within the unit or activity.

b. member is fully qualified for the new apprenticeship per BUPERSINST 1430.16E.

2. Direct Conversion. Members may request a direct conversion to another rating provided they meet all the eligibility criteria and rating requirements listed above. Direct conversion approval will be based on related skills, experience, and training in both the present and requested rating, mobilization potential, and manning.

3. Successful Competition via Navy-wide Advancement Examination Participation in the Current Paygrade. A request for a change of rating via "successful competition" can be submitted to NAVPERSCOM (PERS-812) when the member possesses related skills and the opportunity to complete the qualifications for the desired rating exists within the unit or activity. Training is normally on-the-job supplemented by self-study courses.

a. If "successful competition" is approved, the following guidelines pertain:

(1) A rating identification symbol (e.g., PS2(YN)) and a rating conversion Navy Enlisted Classification Code (NEC) (e.g., YN-2599) will be assigned.

(2) Participation in the rating examination for the new rating will be at the paygrade presently held (e.g., PS2 will take YN2 examination).

(3) Personnel in paygrades E4 through E6 will normally be authorized two examination cycles to successfully pass a Navy-wide examination. A passing score on the examination for conversion purposes consists of a standard score (SS) of 37 or greater.

(4) Assignment should be made in a pay billet in the new rating, if eligible, per Reserve Unit Assignment Document (RUAD).

(5) Once members are approved for conversion via "successful competition," they may remain in the new rating without regard to the ECMO, provided they are making satisfactory progress toward conversion within the authorized time.

b. Supporting NOSC COs will monitor the progress and completion of requirements. If a member does not complete the requirements for rating conversion, the following actions will be taken:

(1) The supporting NOSC CO will remove the member from "successful competition."

(2) The supporting NOSC CO will submit a request for removal of the conversion NEC to NAVPERSCOM (PERS-4013).

(3) Ensure service record entries are made to remove the rating identification symbol and conversion NEC.

(4) If a member has extenuating circumstances for not completing requirements in the prescribed time, an extension of "successful competition" for a period not to exceed one additional examination cycle may be requested from NAVPERSCOM (PERS-812).

4. Change of Rating for Personnel Mobilized from the IRR. Enlisted personnel mobilized from the IRR are eligible to compete for advancement with the SELRES. IRR personnel identified for mobilization with a rating that is not supported

in the SELRES will be afforded an opportunity to change ratings to establish advancement eligibility. Based upon conversion recommendations provided by NAVPERSCOM (PERS-812), NAVPERSCOM (PERS-93) will utilize figure 6-3 to offer these personnel the opportunity to either elect or decline change of rating. Individuals declining change of rating will not be eligible for advancement while mobilized.

5. Concurrent Change of Rating. Members may request authorization to participate in an examination in an out-of-path rating at the next higher paygrade (e.g., YN3 to LN2). They will be authorized two examination cycles. If members cut a SS of 37 but do not obtain "selectee" status, they may be converted to the new rating. If members obtain "selectee" status, they may be converted to the new rating and advanced in that rating.

a. If the member is unsuccessful, a new request must be submitted to NAVPERSCOM (PERS-812).

b. Concurrent change of rating should only be requested for individuals eminently qualified to assume the duties of the next higher paygrade in the requested rating.

608. Advanced Paygrade (APG), Recruiting Selective Conversion Reenlistment-Reserve (RESCORE-R), and Other Service Veterans (OSVETs). Personnel who enlist in the Navy Reserve with a temporary paygrade will be required to qualify for that paygrade prior to requesting a change of rating.

609. Forced Conversions. Members unable to continue in their current rating for medical, physical, or disciplinary reasons, or those in ratings that have merged or disestablished should refer to MILPERSMAN 1440-010 for guidance on forced conversions.

**FORMAT FOR REQUESTING A CHANGE OF RATING/EXAMINATION
PARTICIPATION REQUEST**

From: Rating, Name, USNR
To: Commander, Navy Personnel Command (PERS-812)
Via: Commanding Officer, Supporting Navy Operational Support
Center

Subj: REQUEST FOR CHANGE OF RATING/EXAMINATION PARTICIPATION
(select one) VIA DIRECT CONVERSION/SUCCESSFUL
COMPETITION/CONCURRENT/FORCED (select one) FOR CHANGE OF
RATING TO (identify new rating) (e.g., REQUEST FOR CHANGE
OF RATING VIA SUCCESSFUL COMPETITION TO PS)

Ref: (a) BUPERSINST 1001.39F

Encl: (1) Résumé of civilian and military education and
training, and employment background if directly
related to requested rating
(2) NAVPERS 1070/604, Enlisted Qualification History
Note: ASVAB scores must not be RAW scores; they
must be converted scores.
(3) Physical Readiness/Assessment Test results for the
last 3 years
(4) Last three evaluation reports
(5) MILPERSMAN Article 1306-618, required items
(6) Local endorsements for RP, CT, MA, or IS, as stated
in section 605.1

1. Per reference (a), I am requesting a change of rating examination participation (select one) to (new rating) via Direct Conversion/Successful Competition/Concurrent/Forced (select one).
2. Enclosures (1) through (6) are provided to support my request.

Signature of Member

Copy to:
Reserve Unit

Figure 6-1

**FORMAT FOR ENDORSING A CHANGE OF RATING/EXAMINATION
PARTICIPATION REQUEST**

FIRST ENDORSEMENT on Rating, Name, USNR, ltr of (date)

From: Commanding Officer, Navy Operational Support Center
To: Commander, Navy Personnel Command (PERS-812)

Subj: SAME AS MEMBER'S LETTER

1. Forwarded recommending approval/disapproval. Member's potential for succeeding in the requested rating is (explanation).
2. Member meets/does not meet all eligibility requirements for the requested rating. (If not, specify which requirements are not met and explain.)
3. Member is missing the following information or documentation: (Explanation of missing documentation must be submitted. Missing documentation without justification will result in packages being returned without action.)
4. Member is/is not awaiting examination results for advancement in present rating.
5. Member's date of birth: YY-MM-DD.
6. Member's total years of qualifying service for retirement and total years of service:
7. (For APG/OSVET/RESCORE-R): Member qualified for permanent rate in the (program) on YY-MM-DD.
8. A pay drill billet vacancy exists for the requested rating and training is available.
9. Any additional information to support approval of the package.

CO Signature/By direction

Figure 6-2

**NAVPERS 1070/613 ENTRY REQUIRED WHEN RATING IS NOT SUPPORTED IN
THE SELECTED RESERVES**

(Date) : My present rating as a member of the Individual Ready Reserve (IRR) is _____. I hereby acknowledge that my rating is not supported in the Selected Reserves (SELRES) and therefore, there is no advancement competitive category in my rating. I acknowledge that I am hereby offered the opportunity to laterally convert my rating to _____, an associated rating, which will provide an advancement opportunity upon my recall to Active Duty under 10 U.S.C., 12303 (involuntary mobilization). Therefore, I hereby elect one of the following:

(Initial) : I elect to convert from my present rating of _____ to the rating of _____ effective immediately. I understand that I will remain in this new rating upon my release from Active Duty and transfer back to the IRR status. This rating conversion will not affect my Time-in-Rate (TIR) date.

----- OR -----

(Initial) : I elect to remain in my present rating of _____ and hereby decline rating conversion. I understand my election to remain in my present rating will render me ineligible to compete for advancement during my recall status.

Signature of member

Witnessed: _____
By Direction of the Commanding Officer

Figure 6-3

CHAPTER 7

TRANSFERS TO OTHER COMPONENTS OR SERVICES

701. General Policy. Navy Reservists may be authorized release from the Navy Reserve for recall or enlistment in another component or service, active or inactive, per DOD Directive 1205.5 and as specified in this chapter. Transfers from the SELRES to the IRR or Standby Reserve of another service are not permitted. NAVPERSCOM (PERS-913) is the approval authority for all enlisted DD 368, Request for Conditional Release requests. NAVPERSCOM (PERS-911) is the approval authority for all officer requests. **Unit and NOSC COs do not have approval authority to release members to another branch of service.**

702. Application Requirements. The following are prerequisites for release to be commissioned, recalled, or enlisted in another component or service, active or inactive:

1. DD 368 shall be used in all cases involving inter-service transfers. It shall also be used when enlisted personnel are entering the U.S. Navy active component (A/C) via COMNAVCRUITCOM.

2. Personnel are not authorized release for enrollment in the Delayed Entry Program (DEP) of an active component.

703. Special Procedures for Enlisted Personnel. Personnel serving under the following programs or policies have specific conditions for release that must be met prior to approval. These requirements are displayed in figure 7-1.

1. Members currently affected by a Navy-wide stop-loss policy or identified for mobilization/Presidential Selected Reserve Call-Up (PSRC).

2. Advanced Paygrade (APG)/Navy Reserve Accession Course personnel who have not completed their IADT requirements.

3. Members serving in a rating that is listed as ECMO category "1."

4. Members possessing a critical NEC.
5. Members assigned to a priority placement unit designated by Commander Fleet Forces/Commander Navy Reserve Forces Command.
6. Members in receipt of a bonus for their current enlistment.
7. Members serving in a temporary rating.
8. Individuals enrolled in the National Call to Service (NCS) program and New Accession Training (NAT) program with fewer than 24 months of service as a mandatory drilling Reservist.

704. Special Procedures for Officers. Officers requesting a release to another service should follow the guidance contained in SECNAVINST 1000.7F, MILPERSMAN 1300-080, and chapter 10 of this instruction.

705. Special Procedures for Enlisted Personnel in the IRR. Enlisted personnel who were transferred to the IRR as "unsat drillers - not recommended for reaffiliation" or "not recommended for reenlistment" will receive a note in the remarks section of the DD 368 reading "not recommended for reaffiliation" or "not recommended for reenlistment," as appropriate, if approved for transfer.

706. Procedures for Processing Enlisted Requests. Once a DD 368 is received from either the servicemember or a recruiter, it should be processed as follows:

1. Ensure the document is completed accurately as detailed in the instructions. Ensure information and dates are current.
2. Forward the DD 368 with any required endorsements utilizing figures 7-2 or 7-3, as appropriate, to NAVPERSCOM (PERS-913) for disposition. Once an approved DD 368 is returned to the command, forward it to the address listed in part I of the DD 368. **Note:** Unit and NOSC COs no longer have approval authority to release enlisted personnel to another branch of service.

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3. The NOSC shall track approved DD 368s to ensure enlistment/appointment paperwork is received so that discharge entries may be entered into NSIPS.

PROCEDURES FOR DETERMINING ELIGIBILITY AND AUTHORITY FOR RELEASE TO ANOTHER COMPONENT OR SERVICE FOR ENLISTED PERSONNEL

Note: This chart should be read from top to bottom and processed according to the first criterion which applies.

Program/policy Currently applicable	Requesting Active/ Inactive Duty	Commissioning or Enlistment Program	Eligible	Approval Authority	Notes
Any program	Active	Commissioning	Yes	PERS-913	1
	Inactive				
Affected by a current stop-loss policy or identified for mobilization/presidential recall	Active	Enlistment (not DEP)	Yes (USN only)	PERS-913	2
	Inactive	Enlistment	No	N/A	
NAT personnel with fewer than 24 months service as a mandatory drilling Reservist	Active	Enlistment (not DEP)	Yes (USN only)	PERS-913	2
	Inactive	Enlistment	No	N/A	
Currently serving in an ECMO Category "1" rating or possessing a critical NEC	Active	Enlistment (not DEP)	Yes	PERS-913	2
	Inactive	Enlistment	No	N/A	
NCS personnel with fewer than 24 months of service as a mandatory drilling Reservist	Active	Enlistment (not DEP)	Yes	PERS-913	2
	Inactive	Enlistment	No	N/A	
Currently serving in a priority unit designated by CFFC/CNRF placement	Active	Enlistment (not DEP)	Yes	PERS-913	2
	Inactive	Enlistment			
Currently in receipt of a bonus	Active	Enlistment (not DEP)	Yes	PERS-913	3
	Inactive	Enlistment			
Temporarily rated personnel who have not made rate/rating permanent	Active	Enlistment (not DEP)	Yes	PERS-913	4
	Inactive	Enlistment			
All other personnel	Active	Enlistment (not DEP)	Yes	PERS-913	
	Inactive	Enlistment			

Figure 7-1

Notes:

1. NAVPERSCOM (PERS-913) is approval authority for APG and Navy Reserve Accession course personnel who have not completed their IADT requirements and personnel currently serving in a temporary rating. Utilize figure 7-2 as an endorsement to DD 368 when forwarding to NAVPERSCOM (PERS-913).
2. Use figure 7-3 as an endorsement to DD 368 when forwarding to NAVPERSCOM (PERS-913).
3. See COMNAVRESFORINST 1100.4B regarding the potential impact on payments received or due in the future.
4. Temporarily rated personnel must be transferred in their permanent rate.

Figure 7-1 (Cont'd)

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**FORMAT FOR REQUESTING A CONDITIONAL RELEASE FOR PERSONNEL
SERVING IN A TEMPORARY RATING**

From: Supporting NOSC CO
To: Commander, Navy Personnel Command (PERS-913)
Subj: REQUEST FOR CONDITIONAL RELEASE IN THE CASE OF (RATING,
RATE)
Ref: (a) BUPERSINST 1001.39F
Encl: (1) DD 368, Request for Conditional Release of (Date)

1. Per reference (a), enclosure (1) is forwarded with the following information:

- a. Temporary rate:
- b. Permanent rate:
- c. Command to which assigned:
- d. Date of current enlistment:
- e. Completed requirements for permanent rate:
- f. Incomplete requirements for permanent rate:

2. Recommendation of the commanding officer:

3. I certify that counseling has been performed to notify this servicemember that any transfer will be in the permanent paygrade.

Signature of CO or By direction

Figure 7-2

BUPERSINST 1001.39F
17 Sep 07

**FORMAT FOR REQUESTING A CONDITIONAL RELEASE FOR PERSONNEL NOT
SERVING IN A TEMPORARY RATING**

From: Supporting NOSC CO
To: Commander, Navy Personnel Command (PERS-913)
Subj: REQUEST FOR CONDITIONAL RELEASE IN THE CASE OF (RATING,
RATE)

Ref: (a) BUPERSINST 1001.39F

Encl: (1) DD 368, Request for Conditional Release of (Date)
(2) Current Reserve Unit Assignment Document (RUAD)

1. Per reference (a), enclosures (1) and (2) are forwarded with
the following information:

- a. Primary or collateral duties assigned:
- b. EOS:
- c. Other personnel available to fulfill duties of this
member:

2. Recommendation of the Commanding Officer:

Signature of NOSC CO

Figure 7-3

CHAPTER 8

ENLISTED ADMINISTRATIVE SEPARATIONS

801. General Policy

1. Navy policy is to promote readiness by maintaining high standards of conduct and performance. MILPERSMAN 1910 articles provide overall policy guidance and procedures pertaining to enlisted administrative separations (ADSEP).

2. In times of war or national emergency, or when directed by higher authority, Chief of Naval Personnel (CHNAVPERS) may suspend separation and retirement actions for personnel with critical specialties.

802. ADSEP Authority. The tables in MILPERSMAN 1910-704/708 list separation authority and should be referred to before sending an ADSEP case to NAVPERSCOM (PERS-913) for adjudication.

803. Enlisted ADSEP Procedures

1. Commands must comply with the procedures set forth in MILPERSMAN 1910 articles and promptly process personnel for ADSEP.

2. Commands must take care to use the appropriate notification when processing personnel for ADSEP.

a. MILPERSMAN 1910 articles define the least favorable characterization of service for each ADSEP reason. Commands will use either the NAVPERS 1910/31, Administrative Separation Processing Notice - Administrative Board Procedure or NAVPERS 1910/32, Administrative Separation Processing Notice - Notification Procedure as appropriate.

b. In all cases where the least favorable characterization of service is Other Than Honorable (OTH), the command must use NAVPERS 1910/31.

c. When the least favorable characterization of service is General or Honorable, only members with 6 or more years of service are entitled to an administrative board.

804. Additional Guidance

1. NOSC COs have the authority to assign unsatisfactory participants to non-pay billets per current COMNAVRESFORCOM policy, if the member is being processed for ADSEP. COs should consider if the member is a mobilization asset prior to transferring personnel to a non-pay billet. Assignment to non-pay may be made as soon as the NAVPERS 1910/31 or NAVPERS 1910/32 is signed by the NOSC CO. NOSC COs, at their discretion, may retain all other members being processed for ADSEP in the unit until processing is complete.

2. Members will not be transferred to the IRR in lieu of ADSEP processing.

3. The following cases must be forwarded to NAVPERSCOM (PERS-913) for adjudication:

- a. All cases for which an administrative board or separation authority recommends retention.
- b. All cases for which an OTH discharge is recommended.
- c. All cases for personnel who have remaining MSO.

4. All ADSEP packages, even those of members discharged locally, must be forwarded to NAVPERSCOM (PERS-913) under a letter of transmittal (LOT). "By direction" signatures are not authorized. If discharged locally, the LOT must include the effective date of discharge and a copy of the service record entry required by section 806. See MILPERSMAN 1910-600 for sample format for LOT.

805. Transfer to USNR-S1/S2 Status in Lieu of Separation. A Navy Reservist who encounters a hardship that may preclude recall or mobilization may be transferred to the USNR-S1/S2 by NAVPERSCOM (PERS-913) when the hardship temporarily prevents participation in the Ready Reserve. See chapter 21 for guidance.

806. Required NAVPERS 1070/613 Entry for a Discharge That Occurs at Other Than Normal Expiration of Enlistment. When a discharge is authorized prior to the normal expiration of enlistment, the record holder will make the following

BUPERSINST 1001.39F
17 Sep 07

NAVPERS 1070/613 in lieu of the NAVPERS 1070/615 per MILPERSMAN
1070-330:

(Date) : Discharged this date with a/an _____
(characterization type) Discharge Reason for
Discharge: (e.g., Unsatisfactory Participation in
the Ready Reserve)
SPD Code:
Recommended/Not Recommended for Reenlistment
Authority: MILPERSMAN _____
Home Address:

(Signature of Discharging Official)

CHAPTER 9

NAVY OFFICER OCCUPATIONAL CLASSIFICATION SYSTEM (NOOCS)

901. General. The NOOCS is the method used to identify skills, education, training, experience, and capabilities related to officer requirements. This chapter discusses four subsystems of NOOCS as they relate to the Navy Reserve: Designator/Grade, Navy Officer Billet Classification (NOBC), Subspecialty (SSP), and Additional Qualification Designation (AQD). The Navy Reserve has traditionally used NOBCs as the primary identification of specific skills within a designator.

902. Designator and Change of Designator. NAVPERSCOM (PERS-911) assigns a 4-digit designator code to all officers to reflect the type of duty officers are qualified to perform according to their appointment and status.

1. Three communities (Supply, Engineering Duty Officer (EDO), and Information Warfare (IW)) currently commission officers into student designators (3165, 14G5, and 1645 respectively). Once the member has satisfied all of the training requirements and qualifications, the community manager will contact NAVPERSCOM (PERS-911) and have the member's designator changed.

2. Five other communities (Chaplain Corps (CHC), Judge Advocate General Corps (JAGC), Medical Corps (MC), Dental Corps (DC), and Medical Service Corps (MSC)) also have student designators (1945, 1955, 1975, 1985, and 1995 respectively). Officers in these student programs will receive superseding appointments and redesignations at the completion of their training and educational requirements.

3. Procedures for requesting a change of designator are provided in this chapter and MILPERSMAN 1212-010 and 1212-020. General change of designator information as it applies to Inactive Duty Navy Reserve officers follows:

a. Applications for redesignation or reappointment will not be accepted from officers who are subject to the attrition provisions of law, in USNR-S2, or USNR-Retired.

b. SELRES and IRR members assigned to a VTU will forward requests for change of designator to NAVPERSCOM (PERS-911) via the Immediate Superior in Command and both the current and prospective program sponsors (if applicable) unless specified otherwise. ASP IRR members will forward requests to NAVPERSCOM (PERS-911) via both the current and prospective program sponsors (if applicable). Except for EDOs, the format for requesting a change of designator is provided in figure 9-1.

c. Designator change requests must be positively endorsed by both the current and prospective program sponsors before they are routed to the Inactive Duty Navy Reserve Officer Designator Review Board for final disposition. This board consists of a panel of officers within NAVPERSCOM (PERS-9). Final disposition rests with NAVPERSCOM (PERS-9) and is based on the member's request, their overall military record, the endorsements of the current and prospective program sponsors, and the current needs of the Navy Reserve.

4. Change of designator procedures for Limited Duty Officers (LDO) and Chief Warrant Officers (CWO) within their respective communities are contained in MILPERSMAN 1212-020.

5. Requirements and procedures for Inactive Duty officers, other than CWOs and LDOs, to apply for specific designators follow:

a. Staff Corps. An officer seeking redesignation into the CHC, JAGC, MSC, DC, MC, or NC must request reappointment through COMNAVCRUITCOM. Officers applying for change of designator to Civil Engineer Corps (510X) should submit requests for reappointment to NAVPERSCOM (PERS-911) via Naval Facilities Engineering Command (RP), 1322 Patterson Ave SE, Ste 1000, Washington DC 20374-5065. Officers applying for change of designator to SC (3165) should submit requests for reappointment directly to NAVPERSCOM (PERS-911) via NAVPERSCOM (PERS-4412ES).

b. Merchant Marine. Drilling officers will forward requests via their chain of command, including Navy Reserve Forces Command (NAVRESFORCOM (N14)) and CNO (N42), to NAVPERSCOM (PERS-911). IRR officers will submit requests through NAVRESFORCOM (N14) and CNO (N42) only. Requests will contain the following:

(1) Appropriate U.S. Coast Guard License or Federal Communication Commission License, as applicable.

(2) Proof of employment in the maritime industry.

Note: Designator changes to 16XX (Merchant Marine) normally will not be approved for officers above the rank of lieutenant commander with warfare specialties.

c. Special Duty Officer (Intelligence) (1635).

Applications for the 1635 designator must be forwarded to NAVPERSCOM (PERS-911) via (1) unit CO, (2) Reserve Intelligence Area Commander, and (3) NAVPERSCOM (PERS-4411C). To apply, an officer must meet the minimum eligibility requirements outlined in MILPERSMAN 1212-010. These requirements must be certified by the local Reserve Intelligence Officer in Charge. Amplifying guidance is contained in OPNAVINST 1200.3.

d. EDO (1445). An officer must meet the requirements identified in MILPERSMAN 1210-200 and NAVSEAINST 1001.3K. Submit applications using the format in NAVSEAINST 1001.3K. The EDO program sponsor is Naval Sea Systems Command (SEA-09NR).

e. Special Duty Officer (IW) (1615). An officer will submit the request per MILPERSMAN 1212-010. The officer must be eligible for access to SCI based upon a current and satisfactorily adjudicated SBI. The IW program sponsor is Navy Reserve Security Group Command Headquarters, Ft. Meade.

f. Aerospace Engineering Duty Officer (151X)/Aerospace Maintenance Duty Officer (152X). Applications for either 151X or 152X designators should be forwarded to NAVPERSCOM (PERS-911) via (1) unit CO, (2) Reserve Echelon 4/5 Command, and (3) the program sponsor, Commander, Naval Air Systems Command (AIR 980). Minimum eligibility requirements are described in MILPERSMAN 1212-010.

Note: Prior to appropriate flag officer promotion boards, captains with a 151X or 152X designator will be notified by NAVPERSCOM (PERS-911) and offered the opportunity to be designated 1505 and thereby be eligible for consideration for promotion to flag rank. Notification is automatic, and therefore, requests for redesignation from members are neither required nor desired.

g. Public Affairs Officer (1655). Applications should be forwarded to NAVPERSCOM (PERS-911) via (1) unit CO, (2) Reserve Echelon 4/5 Command, and (3) the program sponsor, NAVPERSCOM (PERS-48R).

h. Information Professional (IP) (1605). Applications should be forwarded to NAVPERSCOM (PERS-911) via (1) unit CO, (2) Reserve Echelon 4/5 Command, and (3) the program sponsor, NAVPERSCOM (PERS-4420CM). The request package should contain applicable college transcripts, résumé outlining civilian experience, security clearance level, and the member's last five Fitness Reports (FITREPs).

i. Special Duty Officer (Oceanography) (1805). Applications should be forwarded to NAVPERSCOM (PERS-911) via (1) unit CO, (2) Reserve Echelon 4/5 Command, and (3) the program sponsor, Commander, Naval Meteorology and Oceanography Command, 1100 Balch Boulevard, Stennis Space Center, MS 39529-5005. In addition to the minimum requirements listed in MILPERSMAN 1212-010, preferred fields of study also include hydrography and geospatial information services (GIS). A math background through multi-variable calculus and ordinary differential equations is preferred, in addition to a strong physics background. Although a warfare qualification is desirable, it is not a requirement. The package must contain all college transcripts and the applicant's last three FITREPs.

j. Human Resource Officer (1205). Applications should be forwarded to NAVPERSCOM (PERS-911) via (1) unit CO, (2) Reserve Echelon 4/5 Command, and (3) the program sponsor, NAVPERSCOM (PERS-92).

903. NOBC. NOBCs are used to assist in describing billet requirements for officer assignment and for analysis of manpower resources. They are assigned by NAVPERSCOM (PERS-911) based upon qualifying military and civilian experience and education as specified below.

1. NOBCs earned on Active Duty are automatically transferred to the IMAPMIS data file for Reserve officers.

2. Reserve officers on Inactive Duty may request a new NOBC per figure 9-2. If applying for an NOBC related to a current billet, documentation must be provided that shows the member is

filling that billet (e.g., RUAD or FITREP). If applying for an NOBC not related to a current billet requirement, supporting documentation (e.g., FITREP, designation letter, course completion certificate) must be included with the request.

Note: Certain NOBCs require specific criteria to be met before assignment can be made. Officers in the designators listed below should apply per the reference listed:

<u>Designator</u>	<u>Reference</u>
Supply Corps	NAVSUPINST 1231.1L
Information Warfare	COMNAVSECGRUINST 1211.1E
Medical/Dental Corps	BUMEDINST 1001.2B
Intelligence	OPNAVINST 1001.25, OPNAVINST 1200.3

904. AQD Codes. AQD codes are used to assist in identifying qualifications or skills which may or may not be discernible from an officer's assigned designator or billet. They are also used for analysis of manpower resources and are assigned based upon qualifying military experience and education. Officers may request an AQD by submitting a letter utilizing the format in figure 9-2 with supporting documentation and endorsements as specified by NAVPERS 15839I, Volume I, to NAVPERSCOM (PERS-911).

905. SSP Codes. The Officer Subspecialty System Integrated Classification and Control System establishes Active Duty criteria and procedures for identifying officer requirements for advanced education, functional training, and significant experience in various fields and disciplines and for identifying officers who acquire those qualifications. SSP codes earned on Active Duty become a part of the IMA PMIS data file for Reserve officers. Because these codes are earned from Active Duty experiences, they are not awarded while on Inactive Duty. SSP codes are contained in NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications, Volume I.

**FORMAT FOR REQUESTING A CHANGE OF DESIGNATOR
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE**

From: Rank, Name, USNR-R, SSN/Designator
To: Commander, Navy Personnel Command (PERS-911)
Via: (1) Commanding Officer, Navy Reserve Unit
(2) As required

Subj: REQUEST FOR CHANGE OF DESIGNATOR TO (identify designator)

Ref: (a) BUPERSINST 1001.39F
(b) MILPERSMAN 1212-010 (or MILPERSMAN 1212-020)

Encl: (1) (As required by MILPERSMAN)

1. Per reference (a), I request a change of designator to (identify designator). Enclosure (1) is forwarded per reference (b).

2. The following information is provided:

- a. Date and place of birth.
- b. Source of commissioning (OCS, ROTC, etc.).
- c. Date of commission.
- d. Date of rank.
- e. Date of end of obligated service in parent community.
- f. Date and type of security clearance (provide certification as required for specific designator).
- g. Citizenship (if naturalized, include naturalization number).
- h. Academic background, including major fields of study, grade point average, and degrees obtained.
- i. Related civilian and military experience.
- j. NOBCs applied for and held.

Figure 9-1

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

Subj: REQUEST FOR CHANGE OF DESIGNATOR TO (identify designator)

k. Other information required for specific designator (see appropriate sections in chapter 9).

l. Daytime phone number.

m. E-mail address.

(Signature of Member)

Figure 9-1 (Cont'd)

**FORMAT FOR REQUESTING ASSIGNMENT OF AN NOBC OR AQD
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE**

From: Rank, Name, USNR-R, SSN/Designator
To: Commander, Navy Personnel Command (PERS-911) **(Note 1)**
Via: (1) Commanding Officer, Navy Reserve Unit
(2) Commanding Officer, Navy Operational Support Center
(3) Other via addressees if required for certification of qualifications not documented in the letter or to comply with specific officer community requirements such as those for Intelligence, Information Warfare, Supply, Engineering Duty, and Civil Engineering Corps Designators

Subj: APPLICATION FOR ASSIGNMENT OF NAVY OFFICER BILLET CLASSIFICATION (NOBC) (OR ADDITIONAL QUALIFICATION DESIGNATION (AQD))

Ref: (a) BUPERSINST 1001.39F
(b) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications

Encl: (1) Supporting Documentation

1. Per references (a) and (b), I request assignment of Navy Officer Billet Classification (NOBC) or Additional Qualification Designation (AQD) (specify number and description from reference (b)) **(Note 2)**.

2. Military schooling appropriate to this NOBC/AQD: (Provide course title, number, dates, and location, both Active Duty and active points credited.)

3. Military correspondence courses appropriate to this NOBC/AQD: (Provide title, number, date completed, and number of retirement points credited.)

4. Practical experience appropriate to this NOBC/AQD:

a. Active Duty: (Provide dates, locations, billets, or duties that are appropriate to this NOBC/AQD.)

Figure 9-2

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

Subj: APPLICATION FOR ASSIGNMENT OF NAVY OFFICER BILLET
CLASSIFICATION (NOBC) (OR ADDITIONAL QUALIFICATION
DESIGNATION (AQD))

b. Annual Training (AT)/Active Duty Training (ADT):
(Provide dates, locations, and duties appropriate to this
NOBC/AQD.)

c. Inactive Duty experience: (Indicate experience gained
during drills, Inactive Duty Training Travel, etc., relating to
this NOBC/AQD.)

5. Other information supporting the request, as appropriate.

(Signature of Member)

Note 1: Supply officers should submit NOBC and AQD requests to
Commander, Navy Personnel Command (PERS-4412ES).

Note 2: While the format is identical, NOBCs and AQDs should be
requested in separate correspondence. No more than five
NOBCs/AQDs should be requested at a time.

Figure 9-2 (Cont'd)

CHAPTER 10

OFFICER ASSIGNMENT

1001. General. Officers shall be assigned to Navy Reserve units using the following guidelines.

1. Eligibility. The order-issuing authority must verify an officer's eligibility for assignment prior to issuing IDT orders per the following guidelines (see chapter 1, section 103):

a. Members must be in the Ready Reserve for assignment to a unit with pay.

b. Members must be in the USNR-R or USNR-S1 for assignment to a unit in a non-pay status.

c. Members in USNR-S2 status are not eligible for unit assignment. They must request and be transferred back to an active status by NAVPERSCOM (PERS-911) in order to participate.

d. USNR-RET members may participate on a voluntary basis only per section 1008.

e. Verification of a member's status should be obtained from NAVPERSCOM (PERS-911) prior to forwarding accession request.

f. Officers who received "Category B" Reserve Transition Benefits (see chapter 23) are not eligible for reaccession unless approved by CHNAVPERS.

2. Affiliation Procedures. Depending on the type of affiliation, to place an officer in a drilling (pay) status, the following must be submitted to NAVPERSCOM (PERS-911):

a. Interservice Transfers into the Navy Reserve

(1) A NAVPERS 1200/1, Ready Reserve Transfer Request Service Agreement; and

(2) copy of the most recent NAVPERS 1000/4, Officer Appointment Acceptance and Oath of Office.

b. Direct Commission Officers, Limited Duty Officers,
and Warrant Officers

(1) A NAVPERS 1200/1, Ready Reserve Transfer Request
Service Agreement;

(2) copy of the most recent NAVPERS 1000/4, Officer
Appointment and Oath of Office;

(3) enlisted History of Assignments (Page 5s) for
current enlistment; and

(4) most current enlistment or immediate
reenlistment DD 4.

c. Officers recently released/separated from Active
Duty

(1) A NAVPERS 1200/1, Ready Reserve Transfer Request
Service Agreement;

(2) copy of the most recent Officer Appointment
Acceptance and Oath of Office, NAVPERS 1000/4, if required upon
separation from Active Duty;

(3) copy of most recent DD 214 (long form); and

(4) copy of separation orders.

d. Officers currently in the ASP

(1) A NAVPERS 1200/1, Ready Reserve Transfer Request
Service Agreement; and

(2) recruiters should call NAVPERSCOM (PERS-911) to
see if anything else is required.

e. Officers currently in USNR-S2 status

(1) A NAVPERS 1200/1, Ready Reserve Transfer Request
Service Agreement; and

(2) a letter from the member requesting reinstatement in the Ready Reserve

3. Affiliation Approval. NAVPERSCOM (PERS-911) will establish the Pay Entry Base Date (PEBD), verify the officer's status, and approve the NAVPERS 1200/1 if the individual is qualified. Notification of disapproval for affiliation and the reason for disapproval will be sent to the officer with a copy to the officer recruiter. Members being reinstated from USNR-S2 status will not be issued orders for unit assignment until the officer and the officer recruiter receive a reinstatement letter from NAVPERSCOM (PERS-911).

4. Ready Reserve Obligation. Once the NAVPERS 1200/1 is approved, the member is under an indefinite Ready Reserve Service Agreement and will remain a Ready Reservist until separated or transferred to another category by request, regulation, or failure to meet minimum participation requirements. After notice of alert or mobilization, requests for transfer from the USNR-R will be subject to applicable DOD guidance.

5. BUPERS Control Group (BCG). Per chapter 1, Reservists may be placed in a BCG by NAVPERSCOM. Members placed in Control Groups 8 or 9, indicated by MAS code "BCG," shall not be removed from their current assignment or issued any AT, ADT, IDTT, ADSW, retirement, or discharge orders without approval from NAVPERSCOM (PERS-911).

1002. Assignment of Navy Reserve Officers. Initial assignment to the SELRES, VTU, the MMIRRG, and any follow-on assignments are under the authority of COMNAVRESFORCOM. NAVPERSCOM (PERS-9) is responsible for management of all other members of the IRR.

1. IDT Orders. COMNAVRESFORCOM may delegate IDT order-issuing authority to Echelon 4 or 5 level Reserve activities. IDT orders for qualified personnel performing hazardous or special duty will state that performance of such duty involving their particular specialty is authorized per the appropriate MILPERSMAN 7220 articles and DODFMR.

2. Billet Assignment. An officer's training, experience, NOBC, designator, and grade will be used as the basis for billet assignment. The overall guiding objective will be assignment of

the junior best qualified. COMNAVRESFORCOM will issue policy for billet and command assignments for SELRES, members of the VTU, and the MMIRRG.

3. Security Clearance. An officer may be assigned to a billet requiring a higher-level security clearance than presently possessed under the following conditions:

a. The officer must complete and submit an appropriate request together with all required documentation for the higher-level security clearance.

b. The request must be reviewed and approved by the supporting NOSC CO who may grant an interim clearance per SECNAV M-5510.30. Should the officer's security clearance eligibility or request be denied for any reason, the officer's assignment to the billet will be cancelled immediately, and a debriefing will be conducted per SECNAV M-5510.30.

4. IADT. IADT is designed to prepare new military members with the basic military skills required to perform their military duties. All non-prior service personnel will be provided basic military training within 1 year of accession as follows:

a. For IADT requirements, see chapter 13 of this instruction.

b. Non-prior service personnel shall be assigned a "TBX" MAS code until they have completed both their IADT and basic training as outlined above.

1003. Navy Active Duty Delay for Specialists (NADDS) Physician Program. NADDS physicians are not authorized SELRES assignments. They remain in an active status and may be assigned to the IRR either as a drilling VTU or non-drilling member. They are encouraged to participate (non-pay) and to perform AT so they will have more substantial FITREPs in their records when they are being considered for promotion. Otherwise, "Not Observed" FITREPs submitted by BUMED and Navy Reserve Qualification Questionnaires for Inactive Duty Personnel (NRQQs) will be the primary sources of information for promotion consideration. See SECNAVINST 1520.11A for more information.

1004. Health Care Students

1. Reserve Officers with 19XX designators who are students, interns, residents, or fellows in the health care profession are not allowed to be SELRES but rather are assigned to the IRR.

2. Reservists with designators other than 19XX who are medical, dental, or nursing students may remain in the Ready Reserve; however, per DOD Directive 1200.7, upon mobilization, they either may be deferred or shall be mobilized as a student, intern, resident, or fellow status until qualified in the applicable medical specialty, as prescribed by SECNAV. Order-issuing authorities should be cognizant of members' student status and be aware of their restricted mobilization. SELRES assignments should be limited to medical units where their skills can be used upon mobilization.

1005. Financial Assistance Program (FAP). Officers enrolled in the FAP program receive a monthly stipend and are not allowed to participate in the Reserve in any capacity except for 14 days of AT per year. See DOD Directive 6000.12 for further information on FAP program restrictions.

1006. Reservists in Religious Studies or Vocations. Reservists who are pursuing religious studies or working in religious vocations must notify NAVPERSCOM (PERS-91) of their educational and vocational intent. They will be assigned as follows:

1. Navy Reservists attending recognized theological or divinity schools, or their equivalent, in preparation for religious ministry are ineligible for assignment to USNR-R and will be transferred to USNR-S1 unless they are accepted into the Chaplain Candidate Program per OPNAVINST 1120.9. By statute, they may not be required to serve on Active Duty or participate in IDT.

2. Chaplain Candidate Program Officers (CCPO), designator 1945, are assigned to the IRR. They are encouraged to perform non-pay drills and may perform ADT with or without pay as authorized by the Chaplain Candidate Program Manager. They must apply for and accept, if offered, a superseding appointment in the Chaplain Corps within 1 year of meeting Navy and faith group eligibility requirements and comply with other provisions of OPNAVINST 1120.9.

3. Navy Reservists who are civilian clergy must apply for appointment in the CHC (4105) or request a waiver from NAVPERSCOM (PERS-911) to remain in the Ready Reserve with another designator as described in MILPERSMAN 1001-070.

1007. Judge Advocate General (JAG) Corps Student Program. Reserve officers in JAG Corps Student program, designator 1955, will serve without pay or allowances while a student except during periods of Active Duty. They must accept a superseding appointment in the JAG Corps (2500 or 2505) when they meet the requirements identified in OPNAVINST 1120.11.

1008. Participation of USNR-Retired Personnel via Permissive Orders. USNR-Retired personnel may participate on a voluntary, non-pay basis with Navy Reserve units that do not regularly embark for underway or flight operations. Basic guidance pertaining to retiree participation follows:

1. Order-issuing authority will determine that the members' services will contribute to the mission of the unit and Navy.

2. Order-issuing authority will prepare permissive letter-type orders (figure 5-1). NAVRES 1321/1, Officer Application/Orders for Inactive Duty Training will not be issued. Orders will not exceed 1 year and may be cancelled at any time. They may not be assigned to a billet.

3. Members' security clearances must be appropriate for the assignment.

4. IDTT and ADT orders are not authorized.

5. Retired members will not be reported via NSIPS or any personnel or administrative reports.

6. FITREPs will not be submitted.

7. Retirement points cannot be earned.

8. Retired members who want to participate as Health Care Providers must be credentialed.

1009. Key Employees. Members identified as key employees, as defined in chapter 21, will be transferred from the Ready

Reserve per DOD Directive 1200.7 and current DOD policy. NAVPERSCOM (PERS-911) will notify and transfer members to USNR-S1 status, as applicable, after the members' employer or agency reports that the members are key employees and the request has been approved. Such transfers will not be made subsequent to notice of alert or mobilization unless authorized by DOD. Once transferred, members will be allowed to return to the Ready Reserve when they are no longer considered to be key employees.

1010. Conflict 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 DOD 5500.7-R. 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. NOSC's should forward any potential conflict of interest situations that they cannot resolve per DOD 5500.7-R to NAVPERSCOM (PERS-911).

1011. Performance Standards

1. All officers ordered to Navy Reserve units must meet prescribed military, professional, training, and participation standards. Failure to adhere to performance standards will constitute grounds for the order-issuing authority to remove officers from pay status and transfer them to the IRR. Additionally, if warranted by severe circumstances, separation for cause proceedings may be required. In such cases, contact NAVPERSCOM (PERS-834) for further guidance.

2. Any time officers are being terminated from unit assignment due to performance, the reason for removing officers from their unit should be indicated on the detaching orders. COs may also document performance on the detaching FITREP per MILPERSMAN 1611-010.

1012. Officer Voluntary Resignations/Involuntary Discharges

1. Policy and procedural guidance for processing resignations and discharges for Navy Reserve officers on Inactive Duty are governed by SECNAVINST 1920.6C and are directed by NAVPERSCOM (PERS-911).

2. Officers will normally be retained in a commissioned status in order to fulfill the statutory service obligation. Per 10 U.S.C., 651 and DOD Instruction 1304.25, each person who becomes a member of the Armed Forces on or after 1 June 1984 shall serve for a minimum of 8 years.

3. Once officers have executed their oath of office, they have acquired a legal status that continues until they are discharged through a specific legally authorized process. Generally, officers serve at the pleasure of the President, and no terminal dates are established for their commissions.

4. Unqualified Voluntary Resignations

a. A resignation is a request to be divested of an appointment as a Reserve Officer. Upon approval and completion of all administrative procedures, the officer is honorably discharged. This represents a complete severance from military service.

b. All voluntary Navy Reserve officer resignation requests should be submitted through the appropriate chain of command to NAVPERSCOM (PERS-911) at least 90 days prior to the requested resignation date. Resignations are not effective until accepted by SECNAV, CHNAVPERS, or COMNAVPERSCOM (as appropriate).

c. An officer may request voluntary resignation for any valid reason specified in SECNAVINST 1920.6C via the format in figure 10-1.

d. Requests for resignation will normally be denied if

(1) the officer has not completed the statutory service obligation of 8 years;

(2) the officer has not completed all obligated service prescribed by the officer program through which accessed;

(3) the officer has not completed the service obligation for advanced education or technical training requiring additional obligated service, including postgraduate education, service school or college, law school, medical residency, flight training and equivalent programs;

(4) COMNAVPERSCOM has determined that a significant personnel shortage in the officer's competitive category, designator, occupational field, or military occupational specialty constitutes a compelling military necessity requiring the officer's retention;

(5) the officer has been placed in a BUPERS Control Group for special tracking (e.g., medical or legal reasons) and has not been approved for resignation by COMNAVPERSCOM;

(6) stop-loss has been declared during a PSRC or mobilization; or

(7) the officer has been issued, or is serving on, mobilization orders.

5. Involuntary Discharges. Involuntary discharges for Navy Reserve officers on Inactive Duty are governed by 10, U.S.C. and SECNAVINST 1920.6C and are directed by NAVPERSCOM (PERS-911). Involuntary discharge of officers occurs as a result of the following:

a. Officer is required by law to be discharged as a result of age, years of service, promotion failures, or physical disqualification.

b. Officer has been in USNR-S2 status for more than 1 year and has not taken action to resolve status, per SECNAVINST 1920.6C.

c. Officer is approved for discharge as a result of approved Mobilization Disposition Board action per SECNAVINST 1920.6C.

d. Officer is a "probationary officer" and is separated per SECNAVINST 1920.6C.

e. Officer fails to maintain professional qualifications per 10 U.S.C., section 1901 as amplified by SECNAVINST 1920.6C.

f. Officer is to be discharged for any reason directed by SECNAV per SECNAVINST 1920.6C.

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17 Sep 07

6. Interservice Transfers. Officers in the Navy Reserve who desire appointment in another service must submit a DD 368, Request for Conditional Release to NAVPERSCOM (PERS-911C) via the recruiting authority of the service concerned for approval. Unit and NOSC COs do not have approval authority to release officers to another branch of service.

Note: Further information on Officer Assignments and Frequently Asked Questions about this subject can be found at www.npc.navy.mil/CareerInfo/ReservePersonnelManagement.

**RESIGNATION FORMAT
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE**

(Date)

From: Rank, Full Name, SSN/Designator
To: Commander, Navy Personnel Command (PERS-911D)
Via: (1) Commanding Officer, Navy Reserve Unit **(Note)**
(2) Commanding Officer, Navy Operational Support Center

Subj: REQUEST FOR RESIGNATION OF COMMISSION

Ref: (a) BUPERSINST 1001.39F
(b) SECNAVINST 1920.6C
(c) MILPERSMAN 1920-200

1. Per references (a), (b), and (c), I voluntarily request resignation of my commission from the United States Navy Reserve with an effective date of _____.

2. The following information is provided:

- a. Current mailing address.
- b. Daytime telephone numbers.
- c. E-mail address.
- d. Reason for resignation.

3. To my knowledge, I am not financially indebted to the United States Government.

(Member's signature)

Note: Members not assigned to a drilling Reserve unit will not have "via" addresses. Resignation requests should be sent directly to NAVPERSCOM (PERS-911D).

Figure 10-1

CHAPTER 11

PARTICIPATION REQUIREMENTS

1101. General. This chapter identifies Navy Reserve Training and Retirement Categories (TRC) and sets forth requirements for members participating in the Navy Reserve.

1102. TRC. Participation requirements for Navy Reserve members are determined by the TRC to which they are assigned. A description of these categories (administered by DOD Instruction 1215.06) are summarized below:

RESERVE COMPONENT CATEGORY	TRAINING/ RETIREMENT CATEGORY	IDT PERIODS REQUIRED PER FY	AT REQUIRED PER FY	REMARKS
READY RESERVE				
USNR-R (Selected Reserve)	A	48	14 days (Note 1)	Personnel assigned to SELRES units.
USNR-R (Selected Reserve)	B	0-48	14 days (Note 1)	Individual Mobilization Augmentees (IMAs).
USNR-R (Selected Reserve)	F	0	N/A	Personnel performing any period of IADT.
USNR-R (Selected Reserve)	P	0	N/A	Personnel awaiting 1 st period of IADT.
USNR-R (Selected Reserve)	Q	48	N/A	Personnel awaiting 2 nd period of IADT.
USNR-R (Selected Reserve)	X	48	14 days (Notes 1 and 2)	Non-prior service personnel who have not completed 12 weeks of basic training or equivalent training.
USNR-R (Selected Reserve)	U	0	N/A	Personnel awaiting IADT, not authorized IDT orders.

RESERVE COMPONENT CATEGORY	TRAINING/ RETIREMENT CATEGORY	IDT PERIODS REQUIRED PER FY	AT REQUIRED PER FY	REMARKS
USNR-R (Ready Reserve)	E	N/A	1 (Note 3)	Individual members of the Ready Reserve not in the SELRES.
USNR-R (Ready Reserve)	H	N/A	1 (Note 3)	Untrained members of the IRR.
USNR-R (Ready Reserve)	J	0	As req'd	Officer training program participants.
USNR-R (Ready Reserve)	K	0	45 days AD	Armed Forces Health Scholarship Program participants.
STANDBY RESERVE				
USNR-S1 (Standby Reserve)	C	0	0	Key employees only (Note 4) .
USNR-S1 (Standby Reserve)	D	(Note 4)	0	Other active status members (e.g., temporary hardship/dependency problems, etc.)
USNR-S2 (Standby Reserve)	L	0	0	Transferred to inactive status in lieu of separation with disability pay (may not earn retirement points).
USNR-S2 (Standby Reserve)	N	0	0	Other Inactive Status List Members.
RETIRED RESERVE				
USNR-RET	1	0	0	Members transferred to the Retired Reserve who are receiving retired pay.

RESERVE COMPONENT CATEGORY	TRAINING/ RETIREMENT CATEGORY	IDT PERIODS REQUIRED PER FY	AT REQUIRED PER FY	REMARKS
USNR-RET	2	0	0	Members of the Retired Reserve who are eligible for but not yet drawing retired pay.
USNR-RET	3	0	0	Reservists who are retired for a physical disability.
USNR-RET	4	0	0	Reservists who have completed more than 20 years of Active Duty.
USNR-RET	5	0	0	Reservists drawing retired pay or other special pay for unique reasons authorized by SECNAV.

Note 1. When individual AT is performed at activities which operate on a normal weekday schedule, completion of 12 days (first working day of first week through last working day of the last week) is considered sufficient to satisfy the annual requirement.

Note 2. Non-prior service personnel who have not satisfied the training requirements prescribed by 10 U.S.C., 671 may be recalled or mobilized; however, they may not be deployed outside the United States (e.g., Direct Commission officers who have no prior service).

Note 3. Members of the IRR are not required to perform AT; however; generally they may be authorized to perform up to 29 days ADT each year. Per 10 U.S.C., 12319(a), they must participate in 1 day of MD annually for screening, if ordered. Retirement points are not authorized for the IRR screening.

Note 4. Members in USNR-S1 status can earn retirement points. Members in appropriate training and retirement categories who

are participating in the VTU program must maintain IDT participation requirements outlined in chapter 12.

1103. Criteria for Satisfactory Participation. COs of each NOSC are responsible for monitoring the participation of their members. Criteria for satisfactory participation in the drilling Navy Reserve follows:

1. Members will be designated as unsatisfactory participants when 9 or more IDT periods in a running 12-month period are declared unsatisfactory or are unexcused absences.

2. Members must perform a minimum of 12 to 14 days AT each fiscal year when AT is required (see chapter 13 and COMNAVRESFORCOM's annual Fiscal Year Policy Execution Guidance notice). **Note:** Members are responsible for ensuring that they accrue at least 50 points each anniversary year to obtain a qualifying year toward retirement. A member's anniversary year most likely does not coincide with fiscal or calendar years.

3. Members must report as directed for physical and dental examinations and provide medical information as requested to determine physical qualifications for retention in the Navy Reserve.

4. Members must keep their NOSC CO informed of

- a. current address and work and home telephone numbers.
- b. changes in physical status.
- c. dependency changes.
- d. current employment status.
- e. other factors that could affect mobilization potential.

5. Members must respond to all official correspondence.

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

1104. Acknowledgement of Procedures. All drilling Navy Reservists will acknowledge their understanding of the Navy's policy concerning IDT period attendance, notification of absences, and procedures to be taken in the event of missed IDT periods by signing a NAVRES 1570/2. COMNAVRESFORCOM may modify satisfactory participation requirements for VTU members while ensuring that the member obtains a 50-point qualifying year for retirement purposes per chapter 20 of this instruction.

1105. Authorized Absences (AAs). AAs are assigned when there is not a requirement to make up missed IDT periods and meaningful training is not available. Each assigned AA reduces by one the number of regular IDT periods that may be performed per fiscal year. Assigned AAs, however, do not change the requirement that an anniversary year have 50 points to be a qualifying year toward retirement. Unless the result of administrative error, IDT periods adjudicated as AAs cannot be changed to rescheduled (RS) or unexcused (U) periods. If a member requires an extended period of authorized absences, usually greater than 6 months, the member should, if eligible, request transfer to the IRR. COMNAVRESFORINST 1001.5E contains additional guidance on the assignment of AAs.

1106. Declaring an IDT Period or AT Period Unsatisfactory or Unexcused

1. Declaring an IDT period unsatisfactory does not affect the individual's pay for the IDT period. A member may be awarded forfeiture of pay only as a result of UCMJ action per the Table of Maximum Punishment as prescribed by the Manual for Courts-Martial.

2. A determination as to whether an individual's performance on AT has been satisfactory will be made by the CO of the command to which ordered.

3. An IDT or AT period may be declared unsatisfactory under either of the following circumstances:

a. Member fails to meet the minimum standards required to maintain the proficiency of the unit and the skill of the individual.

b. Disciplinary action has been taken under the UCMJ.

4. If the member fails to perform a scheduled IDT period and has not notified the unit CO or NOSC in advance in order to reschedule or receive AAs, the IDT period is declared unexcused, and the member forfeits the right to earn IDT credit and pay for the IDT period in question.

5. Should an IDT period be declared unsatisfactory, record the unsatisfactory IDT period on the NAVRES 1570/2.

6. Should an IDT period be declared unexcused, record the unexcused IDT period on the NAVRES 1570/2 and in NSIPS.

7. Should an AT period be declared unsatisfactory, the member's NOSC will submit a NAVPERS 1070/613 entry documenting the unsatisfactory AT period.

1107. Actions to Be Taken for Unsatisfactory Participation.

When members fail to meet the satisfactory participation requirements, they will no longer be eligible for receipt of an Incentive Bonus, the Montgomery GI Bill-Selected Reserve (MGIB-SR) entitlement, or recommendation for advancement or promotion. Additionally, one of the following administrative actions will be taken:

1. Enlisted personnel, upon the recommendation of the unit CO, will be

a. placed on probation for 6 months (figure 11-1).

b. processed for administrative separation per chapter 8 of this instruction.

2. Officers may have their drill assignment cancelled and be transferred to the IRR. After notifying NAVPERSCOM (PERS-911), the supporting NOSC or REDCOM will prepare orders transferring the officer to NAVPERSCOM (PERS-912). 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 COMNAVRESFORCOM (N1) approval. Additionally, officers may be recommended for separation for cause per SECNAVINST 1920.6C (see chapter 10 of this instruction for further guidance).

PROBATIONARY PERIOD FOR ENLISTED PERSONNEL

1. Enlisted personnel may be placed on 6 months probation for unsatisfactory participation if the NOSC CO believes the circumstances that caused the Reservist to be an unsatisfactory participant have been resolved.
2. If during the 6-month probationary period the member accrues one unexcused absence or fails to meet any other participation requirement, the member's drill assignment may be cancelled.
3. Additional probationary periods will not be granted at the local level. Cases requiring additional probationary periods will be forwarded via the chain of command to COMNAVRESFORCOM (N12) for determination.
4. Members placed on probation will be counseled concerning the requirement for future participation and will sign the following NAVPERS 1070/613 statement:

 (Date) I have been placed in a 6-month probationary period by reason of unsatisfactory participation. I understand that during this 6-month period, I will be immediately removed from a drill assignment should I accrue one unexcused absence or fail to satisfactorily participate in any manner. I also understand that if enrolled in an Enlisted Selected Reserve Drilling Incentive program, or the MGIB-SR, my unsatisfactory participation disqualifies me for future payments and may result in recoupment of payments I have received but have not earned. I also understand that I am not recommended for advancement during this probationary period. If I fail to complete Initial Active Duty Training (IADT) in the prescribed time, I may be processed for separation.

(Signature of Member)

(Signature of CO or
By direction)

Figure 11-1

CHAPTER 12

INACTIVE DUTY TRAINING (IDT) AND INACTIVE DUTY (ID)

1201. IDT Periods (Drills). IDT periods (drills) are conducted to provide operational support and to enhance the members' readiness for mobilization. IDT periods are performed either with or without pay. Types of IDT periods are as follows:

1. Regular IDT Period. Regular IDT periods are IDT periods performed per a published schedule established in advance by the unit CO to provide operational support and meet the training and administrative requirements of the unit. The TRC (see chapter 11) prescribe the number of regular IDT periods authorized per fiscal year.

2. Rescheduled IDT Period. Rescheduled IDT periods are regular drills performed on a different date or at a different location from the published unit drill schedule. They are scheduled due to a conflict with AT or ADT, or to accomplish a specific training requirement or operational support. 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.

3. Additional IDT Period. Additional drills, as defined by DOD Instruction 1215.06, are special training periods allocated to specific programs and units in addition to regular IDT periods. They are allocated for readiness training that cannot be accomplished within the normal 8 IDT periods scheduled per fiscal year. Additional drill categories are as follows:

a. Additional Training Period (ATP). ATPs are authorized to accomplish additional required training as defined by a unit's mobilization mission.

b. Additional Flying Training Period (AFTP). AFTPs are authorized for conducting aircrew training and combat aircrew qualification training to attain and maintain aircrew flying proficiency and sustain mobilization readiness. AFTPs will not be performed in addition to ATPs but rather in lieu of them.

c. Readiness Management Period (RMP). RMPs are authorized to support the day-to-day operation of the unit, accomplishing unit administration, training preparation, support activities, and maintenance functions. RMPs will not be performed on the same day another training period (IDT, ATP, or AFTP) is performed. An individual will perform no more than 1 RMP per day.

1202. Incremental Accrual of IDT Periods. Within certain programs designated by COMNAVRESFORCOM, training may be performed incrementally to accrue 4 hours for a pay IDT period or 3 hours for a non-pay IDT period.

1203. IDT Period Duration. The minimum duration of any pay IDT period is 4 hours. The minimum duration of a single non-pay drill by a member in a non-pay status (e.g., VTU) is 3 hours. The minimum duration of a non-pay additional IDT period is 3 hours. If 2 non-pay IDT periods are performed in the same day, the minimum drill time is 4 hours each. The maximum duration of an IDT period is 24 hours. Enlisted personnel performing 2 pay drill periods on the same day are entitled to government-funded meals. 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.

1204. 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 UCMJ authority. A member who is present for the prescribed IDT period will be authorized drill pay/retirement point credit if in a pay assignment or retirement point credit if in a non-pay assignment (VTU). If the 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 (see chapter 11).

1205. IDT Period Limitations. The following limitations are placed on drill participation:

1. No more than 2 IDT periods may be performed in 1 day.

2. During the fiscal year in which affiliated, new members are limited to performing a prorated number of regular IDT periods based on the number of months remaining in the fiscal year. Example: A member who affiliated in TRC A (8 drills per fiscal year or 4 drills per month) prior to the drill weekend in March (with 7 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 NOSC CO.

3. Members who discontinue drilling prior to the end of the fiscal year are only eligible to be scheduled and paid for the same prorated number of IDT periods for the time they are affiliated (i.e., 4 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 SELRES (e.g., retired, discharged, status change) prior to the end of the month for which the IDT periods were rescheduled.

1206. End of Fiscal Year IDT Periods. The number of pay IDT periods each fiscal year is limited by the members' TRC. Rescheduled drills must be performed during the same fiscal year in which the original regular drills were scheduled.

1207. IDT Period Requirements. Members will be designated as unsatisfactory participants when 9 or more IDT periods in a running 12-month period are declared unsatisfactory or are unexcused absences. COMNAVRESFORCOM may modify satisfactory participation requirements for VTU members (see chapter 11).

1. Performance of regular or rescheduled drills (pay and non-pay) count toward satisfactory drill participation. Additional IDT periods may not be included in determining satisfactory participation.

2. 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 performance. An individual who is in a 8-drill category becomes an unsatisfactory performer upon the date of the accrual of 9 unexcused absences or a combination of unexcused absences and unsatisfactory IDT periods that total 9 or more in 12 months or less. IDT periods missed after a successfully completed period of probation, additional AT or extended Active Duty will not be combined with those missed prior to the probation, additional AT, or extended Active Duty in determining unsatisfactory participation.

1208. Failure to Perform Required IDT Periods. See chapter 11, section 1107 for procedures to be followed when a member fails to meet drill requirements.

1209. ID. ID is authorized duty, other than training, performed by a Reserve member not on Active Duty. It consists of MD and FHD.

1. MD. MD is a special category of ID, authorized by 10 U.S.C., 12319, used to meet the continuous screening requirement established by 10 U.S.C., 1019 and DOD Instruction 1235.14. A member of the Ready Reserve may be ordered involuntarily to MD 1 time a year. MD shall be considered equivalent to IDT, except for pay, and shall include a minimum of 2 hours at the muster site. An allowance shall be paid per 37 U.S.C., 433, however no retirement point credit will be awarded.

2. FHD. FHD includes both the preparation for and the actual performance of funeral honors functions as defined in 10 U.S.C., 191. No more than one FHD period shall be performed in a day. FHD shall include a minimum of 2 hours of duty during a day, including travel. Credit for FHD will be per 10 U.S.C., 12732 and may be performed in either a pay or non-pay status. Retirement points for FHD are not included as part of, or restricted by, the 90 inactive point limit.

1210. Failure to Perform Required ID Periods. Failure to perform required ID may result in adverse administrative action.

CHAPTER 13

ANNUAL TRAINING (AT), ACTIVE DUTY TRAINING (ADT), AND ACTIVE DUTY OTHER THAN FOR TRAINING

1301. AT and ADT are limited periods of Active Duty with an automatic reversion to ID when the specified period is completed.

1302. Officer Non-Prior Service Initial Active Duty Training is defined as a Direct Commission Officer course plus a sufficient number of calendar days of training to total a minimum of 84 calendar days. The 84 calendar days of training may be accomplished through AT, ADT, ADSW, IDT, or IDTT (2 drill periods equal 1 calendar day).

1303. AT Requirements. SELRES personnel must perform 12 to 14 days AT/ADT each fiscal year as scheduled by the unit CO and per COMNAVRESFORCOM's annual Fiscal Year Policy Execution Guidance notice. Waivers of the AT requirement (section 1305) may be authorized under the direction of COMNAVRESFORCOM. Failure to perform AT or obtain a waiver will result in unsatisfactory participation for the fiscal year (see chapter 11, section 1106). AT that overlaps 2 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 IRR are not entitled to perform AT.

1304. Exceptions. Exceptions to the AT requirements specified in section 1303 are as follows:

1. Performance of fewer than 14 days AT in a fiscal year will satisfy the annual requirement under the following circumstances:

a. If individual AT is performed at an activity that operates on a normal weekday schedule, completion of 12 days (1st working day of the 1st week through the last working day of the 2nd week) will satisfy the AT requirement.

b. 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 1 or 2 days of AT simply to satisfy the day-for-day requirement.

2. The following SELRES are exempt from the AT requirement:

a. If they have served on Active Duty for 1 year or longer and are within 120 days of completing their MSO as stipulated in 10 U.S.C., 10147(b). Unit COs must ensure obligated members are scheduled for AT far enough in advance to preclude a conflict with this provision.

b. If they are waived by COMNAVRESFORCOM.

c. As otherwise specified in COMNAVRESFOR instructions or guidance messages.

1305. AT Waivers. COMNAVRESFORCOM establishes policy for waiver approval. Basic guidance follows:

1. Approved waivers satisfy requirements for

a. satisfactory participation.

b. advancement eligibility.

2. 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 Reserve retirement (with pay) at age 60. AT retirement points are not credited when AT is waived.

3. Approved waivers will be retained by the parent NOSC and documented in NSIPS.

4. Due dates for submission of AT waivers are promulgated in COMNAVRESFORCOM's annual Fiscal Year Policy Execution Guidance notice.

1306. 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.

1. ADT for Members of the IRR (Including VTU). Members of the IRR (including USNR-R VTU and MMIRRG members) may perform ADT with pay, funds permitting, or without pay if ADT is desired and authorized. USNR-S1 VTU members are limited to non-pay ADT orders only. Non-drilling IRR personnel submit ADT requests directly to NAVPERSCOM (PERS-93).

1307. Active Duty Other Than For Training (ADOT). ADOT is a category of active duty used by Reserve personnel to provide support for either Active or Reserve Component missions. It includes the categories of ADSW, Active Duty for Operational Support (ADOS), Active Reserve Duty and involuntary active duty pursuant to 10 U.S.C., 12301, 12302, and 12304.

CHAPTER 14

PAY AND ALLOWANCES

1401. General. Navy Reservists are entitled to pay and allowances for IDT, AT, ADT, and ID per DODFMR.

1402. Direct Deposit. The standard pay delivery method used by the Navy is the Direct Deposit System (DDS). All Navy Reserve personnel in a pay status are required to participate in DDS.

1403. IDT (Drill). DODFMR, chapter 58 contains detailed guidance on pay and allowances earned during IDT periods.

1. Basic Pay. One-thirtieth of a member's monthly basic pay prescribed for paygrade and years of service for each drill.

2. Incentive Pay. One-thirtieth of the monthly incentive pay in effect for each drill if the following are authorized:

a. Hazardous Duty Incentive Pay (HDIP) per MILPERSMAN 7220-080.

b. Aviation Career Incentive Pay (ACIP) per BUPERSINST 7220.29A.

c. Career Enlisted Flyer Incentive Pay (CEFIP) per BUPERSINST 1326.4D.

3. Special Pay. One-thirtieth of the monthly special pay for each drill if duty is performed under orders per DODFMR, chapter 58.

4. Limitations. Members cannot accrue pay for drills performed on a day in which they are also entitled to basic pay for Active Duty or ADT/AT.

5. Allotments. Members cannot establish allotments of IDT pay.

6. Designated Unit Pay. COMNAVRESFORCOM will identify designated units entitled to receive this compensation.

1404. AT/ADT with Pay

1. Basic Pay. For members ordered to AT/ADT for fewer than 30 days, one-thirtieth of a member's monthly basic pay prescribed for paygrade and years of service for each day actually served. For members ordered to AT/ADT for more than 30 days, see DODFMR, chapter 57.

2. Special and Incentive Pay. As determined by orders per DODFMR.

3. Allowances. Members are entitled to allowances as prescribed in the following:

a. Basic Allowance for Subsistence (BAS). DODFMR, chapters 25 and 57.

b. Basic Allowance for Housing (BAH). DODFMR, chapters 26 and 57.

c. Family Separation Allowance (FSA). DODFMR, chapters 27 and 57.

d. Station Allowances Outside the United States. DODFMR, chapter 28.

e. Clothing Monetary Allowance (CMA). DODFMR, chapters 29 and 57.

4. Travel Pay. Travel entitlements including per diem, transportation, and transportation in kind are determined by the Joint Federal Travel Regulations (JFTR), volume I.

5. Per Diem. Per diem allowance is a daily entitlement for lodging, meals, and related incidental expenses. Advance per diem may be paid to Reservists performing a minimum of 5 continuous days of AT, ADT, IDTT, or ID if they are not in receipt of a government travel charge card and if government quarters or messing facilities are not available at the site. When there are disbursing facilities at the AT or ADT site, the per diem advance will be made after the Reservist reports. If there is not a disbursing facility at the AT or ADT site, the disbursing officer servicing the activity where the Reservist

performs regular drills will issue the advance before the member reports for AT or ADT.

1405. AT/ADT Without Pay. Members ordered to AT/ADT without pay may be entitled to allowances in kind per DODFMR, chapter 57.

1406. AT/ADT Without Pay or Allowances. No payment is authorized.

1407. ID. Members performing ID (such as FHD or MD) are entitled ID allowances as determined by DODFMR and DOD Instruction 1215.06, Funeral Honors Detail Allowance. Per 10 U.S.C., 191 and DODFMR, chapter 58, a member of the Ready Reserve may be ordered to FHD, with the consent of the member, in preparation for or to perform funeral honors for those members entitled to funeral honors. COMNAVRESFORINST 1001.5E contains specific guidance on the eligibility for this allowance and the procedures required for payment.

1408. Pay Entitlements Requiring Reserve Activity Management

1. Dual Compensation. A Reservist may not receive pay or allowances for AT/ADT or IDT for the same period that the member is drawing a pension, retired or retainer pay, or disability from the U.S. Government by virtue of prior military service. Per MILPERSMAN 7220-380, the following guidelines must be complied with for members receiving government compensation:

a. Members must elect to waive either their AT, ADT, or IDT compensation or their government compensation.

b. NOSCs must discharge, for the convenience of the government, members with obligated service who are receiving disability pay and do not want to waive either compensation.

c. NOSCs must ensure members submit an affidavit or waiver using the format provided in Defense Joint Military Pay System (DJMS) Personnel Training Guide (PTG).

2. Special Pay - Flight (ACIP). Entitlement to ACIP is determined per DODFMR and BUPERSINST 7220.29A. Specific procedures and limitations applicable to ID officers are set forth below.

a. When aeronautically designated ID Navy Reserve officers are initially gained in Navy Reserve units, NAVPERSCOM (PERS-911) is responsible for ensuring that aviation commissioning date, aviation service entry date, months of flying, and gate status information are initially entered into IMAPMIS. That action will allow automatic payment of ACIP to eligible officers.

b. When aeronautically designated officers arrive at the 12-year and 18-year aviation career gates, NAVPERSCOM (PERS-911) examines their service record and notifies members by letter of their terminated or continued eligibility for ACIP. NAVPERSCOM (PERS-911) enters information into IMAPMIS which allows

- (1) payment of ACIP.
- (2) conditional payment of ACIP.
- (3) termination of ACIP.

c. Flight surgeons and other medical department officers who hold aeronautical designations are not entitled to continuous ACIP. Such officers are entitled to monthly aviation incentive pay when assigned to operational flying billets and performing flying duties per OPNAVINST 3710.7T.

d. Reserve component officers or enlisted members who meet the requirements of BUPERSINST 7220.29A or BUPERSINST 1326.4D for an aviation service career are entitled to ACIP while performing pay drills and active service (e.g., while performing IDT, ADT, ADSW, and AT).

e. Local NOSCs are responsible for the following actions:

- (1) Verifying ACIP per BUPERSINST 7220.29A, BUPERSINST 1326.4D, and OPNAVINST 3710.7T.
- (2) Authorizing payment of ACIP through NSIPS on at least a monthly basis.
- (3) Labeling AT orders "Flight Pay Authorized."

(4) Discontinuing payment of ACIP when officers

(a) fail to complete an annual flight physical within their birth month.

(b) are medically incapacitated and have been determined to be not physically qualified (NPQ). Disqualification for ACIP will occur 365 days after the date of the initial incapacitation or on the date that NAVPERSCOM (PERS-911) determines the incapacitation is permanent, whichever is earlier.

(c) meet other disqualifying criteria outlined in BUPERSINST 7220.29A.

3. Special Pay - Career Enlisted Flyer Incentive Pay (CEFIP). CEFIP is an incentive pay for career enlisted flyers. It is designed as a tool to retain enlisted Navy aircrewmen and keep them in aircrew/critical aviation-related assignments throughout their career. Entitlement to CEFIP is determined by 37 U.S.C., 301 and 302, and by BUPERSINST 1326.4D. Applicable requirements of the ACIP program as well as the below information apply.

a. Specific procedures for collection, maintenance, waivers, and termination of personnel eligible for CEFIP will be implemented by COMNAVRESFORCOM and COMNAVAIRFORES.

b. Career enlisted flyers are enlisted aircrew members in an enlisted aviation community rating (AD, AE, AF, AM, AME, AO, AT, AV, AW, or PR) who hold NEC 78XX or 82XX, or are in training for the award of NEC 78XX or 82XX and primarily assigned throughout their career into flying billets.

c. Career enlisted flyers are entitled to continuous CEFIP if they

(1) are not permanently medically disqualified for aviation service and complete an annual flight physical.

(2) have completed fewer than 25 years of aviation service.

(3) have not missed required years-months of flying screening gates as listed in BUPERSINST 1326.4D.

(4) CEFIP will be paid based on years of aviation service. Navy Reservists will receive one-thirtieth of the current monthly amount for years of aviation service for each drill performed.

4. Special Pay - Medical Officers on Active Duty for More than 30 Days Other than for Training. The below listed medical officers may be entitled to special pay per the listed chapter of DODFMR.

- a. Medical officers per chapter 5.
- b. Dental officers per chapter 6.
- c. Pharmacy officers, optometrists, and veterinarians per chapter 7.
- d. Nurse Corps officers per chapter 21.
- e. Non-Physician Health Care Providers per chapter 5.
- f. Psychologists per chapter 5.

5. Special Pay - Medical Officers on AT/ADT. The below listed medical officers may be entitled to special pay per the listed chapter of DODFMR.

- a. Medical officers per chapter 5.
- b. Dental officers per chapter 6.

6. Special Pay - Other. Certain other Reservists (such as divers, submariners, SEALs, etc.) are also entitled to special pay when they meet certain qualifications specified by law and regulations. Additional information can be found in COMNAVRESFORINST 1001.5E.

CHAPTER 15

GROUP LIFE INSURANCE

1501. Servicemembers' Group Life Insurance (SGLI). SGLI is group term life insurance. There is no loan, cash, paid up, or extended values. The coverage is provided, per law, under a group policy issued to Department of Veterans Affairs by a private insurer. SGLI coverage takes place without required member action. No individual policies are issued; instead, members complete SGLV 8286, Servicemembers' Group Life Insurance Election and Certificate Eligibility, which serves as both a beneficiary election form and a certificate of coverage. This form and other insurance forms can be obtained online at <http://www.insurance.va.gov/>.

1. Eligibility

a. Ready Reserve members (pay or non-pay) who are assigned to a unit in which they may be required to perform AD or ADT and will be scheduled to perform at least 12 drills annually will receive the automatic level of coverage for 365 days a year in the amount of \$400,000. This is the maximum SGLI coverage available. The automatic level of coverage is provided without required action by the member; however, entitlement to coverage is affected if a member becomes medically disabled or is transferred to a unit that is not scheduled to perform at least 12 drills per year (e.g., to an ASP component of the IRR at NAVPERSCOM).

b. Ready Reservists not normally eligible for full time SGLI coverage due to their TRC (i.e., not scheduled to annually perform at least 12 drills) are authorized to receive the automatic level of coverage in the amount of \$400,000 during the period of their ADT and while traveling to and from such duty.

2. Change in Member's Status

a. A Reservist's SGLI coverage is affected whenever certain circumstances change (e.g., when a member is placed in records review, moved from pay to non-pay, transferred to the ASP IRR, or retires). The NOSC CO will notify a member in writing via NAVPERS 1070/613 (figure 15-1) that

(1) SGLI coverage is affected; specifically, SGLI coverage ceases on the 121st day after transfer whenever a member is transferred from a unit that is scheduled to perform at least 12 drills per year to a unit that is not scheduled to perform at least 12 drills per year.

(2) SGLI premium payment procedures are changed due to transfer from pay status (e.g., assigned to Reserve Forces Squadron (RESFORON) or augment unit, assigned to non-pay status in a unit scheduled to perform at least 12 drills per year, or assigned to a VTU).

b. Some members will not be eligible for SGLI coverage due to a change in status (e.g., transfer to the ASP IRR, or transfer to the Standby Reserve Inactive or Retired Reserve); however, they are eligible to convert their SGLI to Veterans' Group Life Insurance (VGLI) during the 120-day period after their change of status takes effect (see section 1502). To convert to VGLI during the 120-day period, members must submit an SGLV 8714 to the Office of Servicemembers' Group Life Insurance (OSGLI) with at least the first month's premium payment. If their circumstances subsequently change and they reaffiliate with a unit scheduled to perform at least 12 drills per year, they will receive SGLI at the automatic level of coverage (\$400,000) with no action required. General correspondence should be sent to the Office of Servicemembers' Group Life Insurance, 290 West Mt. Pleasant Avenue, Livingston, NJ 07039.

3. Coverage Options. Ready Reservists may elect one of the following options for SGLI coverage:

a. Receive the automatic level of coverage in the amount of \$400,000 upon completion of the SGLV 8286.

b. Receive coverage at a lesser amount in increments of \$50,000 - member must submit an SGLV 8286.

c. Decline coverage - member must submit an SGLV 8286.

Note: Every time the maximum SGLI coverage is increased, all members will be covered at the new maximum amount without action by them, regardless of previous elections. Members desiring a lesser amount of coverage or declining coverage must submit a

new SGLV 8286 every time coverage is changed. When married servicemembers decline SGLI coverage, elect less than \$400,000 SGLI coverage, or designate beneficiaries other than their current lawful spouse or child for SGLI coverage, the servicing Personnel Office, Personnel Support Detachment/Activity, or NOSC will, within 30 days of the members' election, mail a notification letter to the spouse. The letter shall not include the name of the actual designated beneficiary and will be sent by first class mail to the spouse's DEERS address. Copy of the SGLV 8286 and the Spousal Notification Letter will be mailed to NAVPERSCOM (PERS-312C). The format for the letter can be found at www.npc.navy.mil/commandsupport/casualtyassistance.

4. Premiums. General guidance concerning SGLI premiums.

a. DFAS Cleveland is responsible for collecting SGLI premiums from drilling Reservists (both pay and non-pay) as follows:

(1) SELRES - DFAS will make monthly deductions from the drill pay accounts of SELRES members.

(2) Non-Pay Drilling Reservists - DFAS will forward computerized billing statements for SGLI premiums to non-pay members.

(3) Delayed Entry Reservists - Coverage commences from the date of enlistment. DFAS will deduct the accrued premiums from IADT pay. IADT orders will indicate the members' coverage election as the basis for accrued SGLI premium computation and payments.

b. The monthly premium is not prorated if coverage is provided for less than a full month.

c. Members who elect a lesser coverage or decline coverage remain liable for all premiums due prior to the date of election or declination and will be billed accordingly.

5. Termination of SGLI for Members of the Ready Reserve Who Fail to Pay Premiums. If a Ready Reservist who is required to make direct premium payments fails to make such payment within 60 days of the due date, SGLI will be terminated. Termination will be made by written notice to the Reservist's official

address and shall be effective 120 days after the date of the notice. Termination may be vacated if, before the effective date of determination, the Reservist remits past-due payments and demonstrates that the failure to make payments was justifiable.

6. Beneficiary Designation. The SGLV 8286 is used to designate who will receive SGLI benefits in the event of the death of the servicemember. If a specific designation is not made, benefits will be paid to survivors per Federal law (which may result in proceeds going to some who were not intended). Therefore, beneficiaries must be designated in writing on the SGLV 8286 by name, address, percentage of shares, and option of payment. The term "by law" as an SGLI beneficiary designation is prohibited. See note in 1501.3.

7. Payment of Claim. In case of death, the individual's insurance status will be determined from the member's personnel and finance records. The Navy Casualty Office is responsible for certifying whether a member was or was not covered and if a beneficiary was designated. Once certification of coverage is determined, the claim will be sent to and paid by the OSGLI. If the member elected a lump sum payment, the beneficiary can receive the funds in either a lump sum or 36 monthly installments.

8. SGLV 8286. An SGLV 8286 must be completed every time a member elects a lesser coverage, declines coverage, or changes the designation of a beneficiary. This form is available at the NOSC and online at <http://www.insurance.va.gov/>. In addition to NOSC entering the data into NSIPS, the form will be witnessed and distributed as follows:

a. For Beneficiary Change

Original - forward to NAVPERSCOM (PERS-312C) with a copy of Spousal Notification Letter, if required.

First copy and copy of Spousal Notification Letter, if required - file behind page two in the member's service record for enlisted and command files for officers.

Second copy - give to the member.

b. For Reducing or Declining Coverage

Original - give to the member.

First copy and copy of Spousal Notification Letter, if required - file in the member's service record for enlisted and command files for officers.

Second copy and copy of Spousal Notification Letter, if required - mail to NAVPERSCOM (PERS-312C).

1502. Family SGLI (FSGLI). The Veterans' Survival Benefits Improvement Act of 2001 extended life insurance coverage to spouses and children of servicemembers insured under the SGLI program effective 1 November 2001.

1. Eligibility. All servicemembers insured under SGLI on 1 November 2001 automatically received Family Servicemembers' Group Life Insurance (FSGLI) of \$10,000 per existing child at no cost and \$100,000 spousal coverage at an age-based rate (rates available at www.insurance.va.gov). FSGLI coverage is based on data on file at DEERS. Servicemembers are advised to keep DEERS data current, specifically spousal information, to ensure correct FSGLI premiums are deducted from their pay and appropriate payments are made when a claim is filed.

2. SGLV 8286A, Family Servicemembers' Group Life Insurance Election and Certificate. An SGLV 8286A must be completed every time a member elects a lesser coverage (maximum spousal coverage is \$100,000 or equal to servicemember's coverage if \$100,000 or less is selected), declines coverage, or changes the designation of a beneficiary.

1503. VGLI. A program of VGLI is offered to non-drilling members of the Ready Reserve who are separated from Active Duty, members who have qualified for and have been transferred to a retired status (eligible for pay), or are physically disabled.

1. Eligibility. Members released from a duty status in which they were previously eligible to receive SGLI coverage are eligible for VGLI. These members include those who have been

a. discharged.

b. retired, including members assigned to the Retired Reserve (or members who would be eligible for assignment to the Retired Reserve upon application) who have not received their first increment of retired pay and have not reached their 61st birthday but have completed at least 20 years of qualifying service creditable for Reserve retired pay under 10 U.S.C.. 1223.

c. released from Active Duty (including ADSW).

d. released from ADT performed under a recall or orders which exceed 30 days.

e. disabled due to service-connected injury or illness.

f. transferred from a drilling status.

2. General Information

a. VGLI becomes effective at the end of the 120 days of free SGLI coverage that follows discharge, retirement, or release from Active Duty or extended ADT only if payment of at least the first month's required premium is made prior to the end of the 120 day period and the SGLV 8714 is completed. Applications for VGLI may be obtained from OSGLI. All premiums must be paid directly to the OSGLI, not to DFAS.

b. If a VGLI application is submitted between 120 days after separation from service and 1 year and 120 days after separation from service, proof of good health must also be submitted, or the application may be disapproved. No application for VGLI may be submitted after 1 year and 120 days after separation from service.

c. The amount of available VGLI coverage is capped at the amount of SGLI coverage in effect at the time of the members' release from a duty status in which they were previously eligible to receive SGLI coverage. For example, if a member had elected to reduce the amount of coverage from the automatic level (\$400,000) to \$100,000 and it remained at this level at the time of release, then the maximum amount of VGLI coverage available to this member would be \$100,000.

d. VGLI is a 5-year renewable term policy, which may be converted at any time without medical examination to an

individual policy of insurance with a participating commercial company.

For questions concerning VGLI, call toll-free 1-800-419-1473

Toll-free fax numbers:

Death and accelerated benefit claims only: 1-877-832-943

All other fax inquiries: 1-800-236-6142

Overseas:

Telephone: 1-973-58-5699

Fax number: 1-973-58-5300

1504. Beneficiary Designations and Settlement Option Elections

1. Beneficiary designations and settlement option elections remain in effect until either of the following events occurs:

a. SGLI or VGLI terminates.

b. New designation or elections are submitted on SGLV 8286 for SGLI or on SGLV 8714 for VGLI per pertinent regulations.

2. Exceptions to the foregoing policy are

a. beneficiary designations and settlement option elections terminate at the time a member enters another armed service.

b. for FSGLI/SGLI coverage which is immediately followed by VGLI coverage, beneficiary designations and settlement option elections made for SGLI continue for only 60 days after VGLI commences. During this 60-day period, beneficiary designations or settlement options must be submitted in writing and signed by the insured unless the insured is mentally incompetent. If the insured is mentally incompetent, designations and settlement options made for SGLI may continue beyond that 60-day period until the disability is removed but not for more than 5 years after the effective date of the insured's VGLI. If the insured did not designate a beneficiary for VGLI coverage and death occurs more than 60 days after the VGLI coverage becomes effective, the death benefit will be paid under procedures established by law.

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3. No person may carry a combined amount of SGLI and VGLI in excess of \$400,000 at any time. Any person insured under VGLI who again becomes insured under FSGLI/SGLI may convert any or all of the VGLI to an individual commercial policy within 60 days after becoming so insured. If the person dies before converting the VGLI (within that 60-day period), the VGLI will be payable only if the member is insured for \$400,000 or less. The total payment will not exceed \$400,000.

**NAVPERS 1070/613 ENTRY REQUIRED WHEN FSGLI/SGLI COVERAGE IS
AFFECTED DUE TO CHANGE IN STATUS**

Reservists who have changes in circumstances (e.g., transfer to the ASP IRR or retirement with or without pay), that will affect their eligibility for SGLI coverage, or who are transferred from pay to non-pay drilling status affecting premium payment methods, will sign the following NAVPERS 1070/613 entry:

1. (Date) I have been transferred to a non-pay status effective this date. I am not assigned to a unit required to conduct a minimum of 12 drills per year. I understand that my entitlement to FSGLI/SGLI coverage will be affected. I understand that to maintain my eligibility for VGLI coverage, I must make my selection within 120 days of this date. Failure to convert my FSGLI/SGLI to VGLI within this required time will result in loss of insurance coverage. I can obtain specific information concerning conversion to VGLI and other coverage options by contacting the Office of Servicemembers' Group Life Insurance, 290 West Mt. Pleasant Avenue, Livingston, NJ 07039, telephone 1-800-419-1473.

(Signature of Member)

Witnessed

OR

2. (Date) I have been transferred to a non-pay status effective this date. I am assigned to a unit that is required to conduct a minimum of 12 drills per year. I understand that my transfer to a non-pay status will cause a transaction to be submitted via Navy Standard Integrated Personnel System (NSIPS), placing me in a non-pay status in Defense Joint Military Pay System-Reserve Component (DJMS-RC). Approximately 2 months after this occurs, I will receive a quarterly premium notice from DFAS-CL. At that time, I can choose to pay one quarter of the yearly SGLI premium or remit the entire year's premium. The payment must be made payable to the Department of the Treasury

Figure 15-1

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**NAVPERS 1070/613 ENTRY REQUIRED WHEN FSGLI/SGLI COVERAGE IS
AFFECTED DUE TO CHANGE IN STATUS (CONT'D)**

and mailed to Defense Finance and Accounting Service Cleveland Center, 1240 East 9th Street, Cleveland, OH 44199. Questions concerning my SGLI should be directed to my servicing PERSUPPDET. I also understand that if I fail to pay the premiums, I will lose my SGLI coverage.

(Signature of Member)

Witnessed

Figure 15-1 (Cont'd)

CHAPTER 16

**FAMILY MEMBER IDENTIFICATION CARDS AND DEFENSE ENROLLMENT
ELIGIBILITY REPORTING SYSTEM (DEERS) ENROLLMENT PROGRAM**

1601. General. DOD Instruction 1000.13 provides eligibility criteria for uniformed services identification (ID) cards and instructions for preparation and issuance of cards via DEERS. This chapter contains information concerning DEERS enrollment for Reserve family members and family member ID cards.

1602. Guard and Reserve DEERS Enrollment Program. This program is used to enroll Ready Reservists and Standby Reservists, Retired Reservists under age 60 without pay but who are entitled to retired pay at age 60 (also referred to as Gray Area Retirees), and their family members in DEERS. Sponsors and their family members are maintained in a pre-eligible status for future entitlement to benefits. If the sponsor is called for more than 30 days of Active Duty or ADT, DEERS will verify that the family members are eligible for full benefits for a period of up to 180 days. After 180 days, the family members' relationship to the sponsor must be revalidated to retain eligibility. It is the responsibility of the military sponsor to ensure all eligible family members are enrolled in DEERS, that all information is accurate, and that any changes in relationship are promptly reported to the service record holder. Members and their families are enrolled when they apply for their ID cards. Standby Reservists do not currently participate in the Guard and Reserve DEERS Enrollment Program unless previously enrolled while in another status.

1603. DD 1173-1, Department of Defense Guard and Reserve Family Member Identification Card

1. DD 1173-1 is used to identify individuals as family members or as unmarried/unremarried surviving spouses of Ready Reservists, of Former Members who are not on Active Duty in excess of 30 days, of Standby Reservists, or of Retired Reservists (without pay and in receipt of a Notice of Eligibility (NOE)/Line of Duty (LOD)). If the sponsor is called to more than 30 days Active Duty, the form extends access to full benefits when accompanied by a copy of the sponsor's Active Duty orders and will activate the family members' pre-eligibility enrollment in DEERS.

2. Issuance of DD 1173-1 is mandatory for family members of Ready Reservists, Former Members, and Retired Reservists (without pay and in receipt of an NOE/LOD) as part of the Guard and Reserve DEERS Enrollment Program. Family members of Standby Reservists will be issued a DD 1173-1 at the sponsor's request.

1604. Eligibility for DD 1173-1. Family members eligible to be issued a DD 1173-1 include

1. spouse, child, stepchild, and ward of Ready Reservists, Standby Reservists, Former Members, and Retired Reservists (without pay and in receipt of an NOE/LOD). Children normally must be between the ages of 10 and 21. (See DOD Instruction 1000.13.)

2. unremarried surviving spouse, child, stepchild, and ward of Retired Reservists (without pay and in receipt of an NOE/LOD) whose sponsor dies prior to reaching age 60.

1605. DD 1173-1 Issuance Procedures. Drilling Reservists must go to the activity holding their service record to complete the DD 1172, Application for Uniformed Services Identification Card/DEERS Enrollment, to apply for their family members' DD 1173-1. Non-drilling members of the IRR, Standby Reserve, Retired Reserve, and Former Members (without pay and in receipt of an NOE/LOD) may apply in person or by mail to the nearest ID card-issuing facility. Family members may take verified applications to any ID card-issuing activity within 90 days of the date of verification to obtain the DD 1173-1. Specific information regarding application procedures and preparation of the ID card is contained in DOD Instruction 1000.13.

CHAPTER 17

**MILITARY EXCHANGE; MORALE, WELFARE, AND RECREATION;
AND TRANSIENT HOUSING FACILITIES PRIVILEGES**

1701. General. Per DOD Instruction 1015.10, all Ready Reservists, Standby Reservists, Retired Reservists (excluding Retired Reserve not eligible for retired pay at age 60), Former Members, and their family members are authorized to use Navy Exchange and revenue generating MWR facilities and Temporary Lodging Facilities (TLF) on the same basis as members serving on Active Duty in the United States. Reserve component personnel who are in a non-duty status are authorized to occupy transient unaccompanied personnel housing (i.e., bachelor quarters) on a space available basis if TLF are not available. For Inactive Duty members who reside or participate outside the U.S., use of MWR facilities is governed by Status of Forces Agreements (SOFAs) between the United States and the host country which may or may not authorize these privileges.

1702. Identification Requirements

1. Members. Members must present their Common Access Card (CAC) or a DD 2 (RES), Armed Forces Identification Card (Inactive).

2. Family Members. Must present a valid DD 1173-1.

CHAPTER 18

GENERAL RESERVE ENTITLEMENTS

1801. General. Per 10 U.S.C., 1063, Ready Reservists and their family members as well as Retired Reservists/Former Members (entitled to or receiving retired pay) and their family members are entitled to use commissary stores on the same basis as Active Duty members and their family members. Standby Reservists (USNR-S1 and USNR-S2) and their family members are not entitled to commissary privileges. Retired Reservists who are not eligible for retired pay at or after age 60 are not entitled to commissary privileges.

1802. Access to Benefits. Members of the Navy Reserve and their family members will use their Armed Forces Identification Card for access to commissary facilities.

1803. Reserve Entitlements. Figures 18-1 and 18-2 provide a summary of additional reserve entitlements.

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RESERVE ENTITLEMENTS DURING IDT/AT/ADT/ADSW/INVOLUNTARY RECALL

BENEFIT	REF	COMMENT
MEDICAL/DENTAL (MEMBER)	10 U.S.C. CHAPTER 55 NDAA FY-05 SEC 703	SUBJECT TO THE LIMITATIONS DELINEATED BY GOVERNING GUIDANCE. FOR TRICARE INFO SEE WWW.TRICARE.MIL
MEDICAL (FAMILY MEMBERS)	10 U.S.C. CHAPTER 55 NDAA FY-05 SEC 703	SUBJECT TO THE LIMITATIONS DELINEATED BY GOVERNING GUIDANCE FOR TRICARE INFO SEE WWW.TRICARE.MIL
DENTAL (FAMILY MEMBERS)	10 U.S.C. sec 1076a	SUBJECT TO THE LIMITATIONS DELINEATED BY GOVERNING GUIDANCE FOR TRICARE DENTAL INFO SEE WWW.TRICAREDENTALPROGRAM.COM
USERRA	38 U.S.C. 4301-4333	REEMPLOYMENT RIGHTS
SCRA	SERVICEMEMBERS CIVIL RELIEF ACT	CONSULT WITH MILITARY LEGAL ASSISTANCE ATTORNEY FOR QUESTIONS REGARDING RIGHTS OR ANTICIPATE NEEDING TO EXERCISE SCRA RIGHTS
COMMISSARY (ALL)	NDAA FY-04 SEC 651	INCLUDES IRR & MBRS OF RETIRED RESERVE (ELIGIBLE FOR RETIRED PAY)
ADVANCE PAY	DODFMR VOL 7A	
GI BILL (ACTIVE DUTY)	BUPERSINST 1780.1A	FIRST ACTIVE DUTY MUST BE AFTER 1985. CHECK TO MAKE SURE AN AUTOMOMATIC PAYROLL DEDUCTION IS NOT BEING TAKEN OUT
POST-9/11 GI BILL	38 U.S.C. CHAPTER 38	AUTOMATICALLY ELIGIBLE FOR EDUCATIONAL ASSISTANCE UNDER PROGRAM UPON SERVING THE REQUIRED ACTIVE DUTY TIME ESTABLISHED IN REFERENCE.
VARIOUS SPECIAL PAYS	10 U.S.C. DODFMR VOL 7A OPNAVINST 7220.7G	MEETS ELIGIBILITY REQUIREMENTS PER REFERENCES AND CURRENT FISCAL YEAR GUIDANCE
BASE PAY	DODFMR VOL 7A	
BAS	DODFMR VOL 7A	SUBJECT TO THE LIMITATIONS DELINEATED BY GOVERNING GUIDANCE

8 MAY 2019

**RESERVE ENTITLEMENTS DURING IDT/AT/ADT/ADSW/INVOLUNTARY RECALL
(CONT'D)**

BENEFIT	REF	COMMENT
BAQ	DODFMR VOL 7A	SUBJECT TO THE LIMITATIONS DELINEATED BY GOVERNING GUIDANCE
VHA	JFTR CHAPTER 8	SUBJECT TO THE LIMITATIONS DELINEATED BY GOVERNING GUIDANCE
HHG SHIPMENT & FAMILY MEMBER MOVE	JFTR CHAP 7	*MAY BE AUTHORIZED IN SPECIFIC CIRCUMSTANCES. SEE SPECIFIC GUIDANCE IN REFERENCE.
HHG STORAGE	JFTR CHAP 7	SUBJECT TO THE LIMITATIONS DELINEATED BY GOVERNING GUIDANCE
TRAVEL	JFTR CHAP 5 & 7	*WHEN ON TRAVEL AWAY FROM DRILL SITE
ID CARD	BUPERSINST 1750.10C	
UNIFORM ALLOWANCE (OFFICER)	DODFMR VOL 7A	ONCE EVERY 2 YEARS IF NOT ON ACTIVE DUTY FOR >89 DAYS WITHIN PREVIOUS 2 YEARS
UNIFORM ALLOWANCE (ENLISTED)	DODFMR VOL 7A	*E6 AND BELOW IF NO ISSUE-IN-KIND/E7 AND ABOVE MAINTENANCE
LEAVE ACCRUAL	DODFMR VOL 7A	AT RATE OF 2½ DAYS PER MONTH
EXCEED 60 DAY LEAVE SELL BACK	DODFMR VOL 7A	*IF IN SUPPORT OF SECDEF APPROVED CONTINGENCY OPERATIONS

Figure 18-1 (Cont'd)

CHAPTER 19

AIR TRAVEL

1901. General. OPNAVINST 4630.25C identifies categories of passengers eligible for space available transportation and conditions governing travel. The following information defines eligibility of Reserve members for space available transportation on DOD-owned or DOD-controlled aircraft.

1. Eligible passengers include

a. active status Reserve members in uniform upon presentation of a CAC Card or a DD 2 (RES), Armed Forces Identification Card and a completed DD 1853, Verification of Reserve Status for Travel Eligibility (figure 19-1).

b. members of the Retired Reserve without pay (Reservists who have received a NOE for retired pay at age 60 but have not reached age 60) upon presentation of a DD 2 (RES) and an NOE. Wearing of the uniform is not required.

c. retired members with pay who have been issued a DD 2 (RET). They may be accompanied by eligible family members who have been issued a DD 1173 for travel between overseas areas and between the contiguous United States (CONUS) and overseas areas only. To obtain transportation, they will present their ID cards.

2. Personnel identified above are eligible for space available transportation on DOD-owned or DOD-controlled aircraft except as indicated below.

a. Within CONUS. Family members may not accompany their sponsors for travel within CONUS.

b. Between CONUS and Overseas Areas. Travel for active status members and Gray Area Retirees who have received notification of retirement eligibility is limited to travel directly between the CONUS and Alaska, Hawaii, Puerto Rico, the U.S. Virgin Islands, or Guam.

c. Within Overseas Areas. Active status Reservists and members retired without pay who have received their notification

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of retirement eligibility are limited to travel within Alaska, Hawaii, Puerto Rico, or the U.S. Virgin Islands.

VERIFICATION OF RESERVE STATUS FOR TRAVEL ELIGIBILITY <i>(Part B may be completed by the requester's commander, First Sergeant, or a DoD personnel official with access to the Personnel Data System.)</i>				1. DATE PREPARED <i>(YYYYMMDD)</i>	
PRIVACY ACT STATEMENT					
AUTHORITY: 10 USC 8102, 44 USC 3101 and EO 9397. PRINCIPAL PURPOSE: Use of your SSN is necessary to positively identify you. ROUTINE USE: Used by Reserve personnel to verify eligibility for space available transportation on DoD-owned or controlled aircraft. DISCLOSURE: Voluntary; however, failure to disclose will prevent the applicant from traveling on a DoD-owned or controlled aircraft.					
PART A - TO BE COMPLETED BY APPLICANT					
2. NAME <i>(Last, First, Middle Initial)</i>		3. PAY GRADE	4. BRANCH OF SERVICE		5. SSN
6. UNIT/COMMAND NAME			7. UNIT/COMMAND ADDRESS		
8. SIGNATURE				9. DATE SIGNED <i>(YYYYMMDD)</i>	
PART B - TO BE COMPLETED BY VERIFYING OFFICIAL					
The Reservist named above is an active reserve component member and is eligible for space available transportation on DoD-owned or controlled aircraft in accordance with DoD Regulation 4515.13-R, and is authorized to so travel <i>(not to exceed six months)</i> .					
10. FROM <i>(YYYYMMDD)</i>			11. TO <i>(YYYYMMDD)</i>		
12. NAME OF VERIFYING OFFICIAL <i>(Last, First, Middle Initial)</i>		13. PAY GRADE	14. TITLE		
15. ORGANIZATION		16. SIGNATURE		17. DATE SIGNED <i>(YYYYMMDD)</i>	

DD FORM 1853, OCT 1999

PREVIOUS EDITION MAY BE USED.

Figure 19-1

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CHAPTER 20

RETIREMENT

2001. Retired Reserve. The Navy's Retired Reserve consists of the following categories:

1. Navy Reserve personnel who are eligible to draw retired pay or currently drawing retired pay for non-regular service under 10 U.S.C., chapter 1223.
2. Navy Reserve personnel who have not reached eligibility to draw non-regular retired pay, have received a Notice of Eligibility (NOE), and have not applied for retired pay benefits but have transferred to a Retired Reserve status after completing the required service for non-regular retired pay benefits under 10 U.S.C., chapter 1223. These members are often referred to as Gray Area Retirees.
3. Navy Reserve personnel who have retired under 10 U.S.C., chapters 1201, 1202, 1204, or 1205 due to a physical disability.
4. Navy Reserve personnel who have retired after completion of 20 or more years of active military service or 15 to 20 years of active service when authorized under temporary early retirement authority.
5. Navy Reserve personnel who have been transferred to a Retired Reserve status in lieu of a discharge, transfer, or retention in the Standby Reserve (Inactive status) (USNR-S2) and are not eligible for non-regular service retired pay benefits. These Navy Reserve members in the past have been referred to as Honorary Retirees (see OPNAVINST 1820.1A and section 2013 of this chapter).

2002. Reserve Retired List. Per 10 U.S.C., § 12774, the Reserve Retired List of the Navy is comprised of only those eligible for retired pay and benefits and includes the following:

1. All Navy Reserve officers and enlisted personnel who receive retired pay on the basis of their Active Duty or Reserve service.

2. All Navy Reserve officers and enlisted personnel transferred to a Retired Reserve status that are entitled to retired pay for non-regular service but have not reached their retired pay eligibility date; and

3. Other retired Navy Reserve personnel who are drawing Reserve retired pay based on reasons other than age, service requirements, or physical disability.

2003. Reserve Service Requirements to Qualify for Non-Regular Retirement

1. Unless otherwise provided by law, a Navy Reserve member must have completed 20 years of qualifying service to be eligible for non-regular service retired pay. The last 6 years of such qualifying service must be in a Reserve Component (RC) for members who have earned 20 or more years of qualifying service on or before 24 April 2005. There is no requirement that the last 6 years in a RC be continuous service. For members who complete 20 years of qualifying service on or after 25 April 2005, the last 6 years of qualifying service in an RC is not a requirement to qualify for non-regular retired pay.

2. The 20-year requirement has been reduced to 15 years for certain Selected Reserve (SELRES) determined to be not physically qualified (NPQ). To be eligible for this early retirement the member must:

a. Meet all other requirements of law for retirement (see 10 U.S.C., chapter 1223);

b. Be a member of a SELRES component;

c. Be determined NPQ by NAVPERSCOM (PERS-95) as recommended by BUMED; and

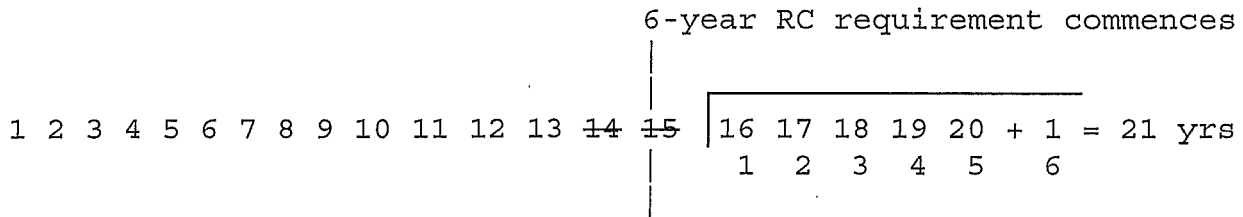
d. Be approved by NAVPERSCOM (PERS-9).

3. For members who have completed 20 or more years of qualifying service before 25 April 2005 only, any period of service as a member of a regular component intervening between periods of reserve service after the 14-year mark does not count towards the final 6-year RC requirement. Service in a regular

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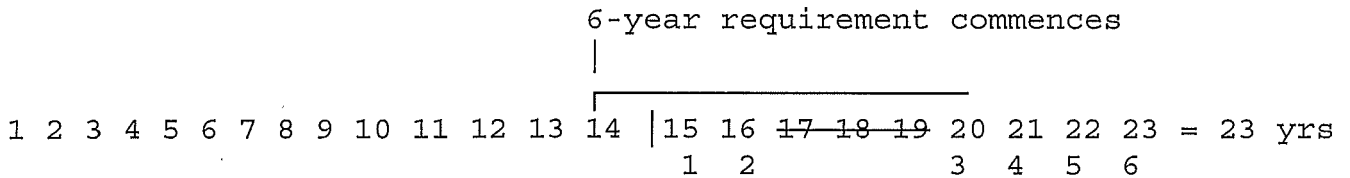
component during a partial year shall be treated in the same manner as 1 full year of service in this respect. For example:

a. To qualify for a non-regular service retirement (20 years) members must have satisfactorily served a minimum of 6 years, commencing at the beginning of their 15th year through the date of retirement, in a RC. The 6-year requirement does not have to be consecutive as indicated below:



Note: In the above example, the member was serving in a regular component during years 14 and 15. As a result, the member must complete an additional qualifying year of Reserve service to meet the last 6-year requirement.

b. The 6-year requirement does not have to be consecutive as indicated below. However, any regular ADL component time after year 14 does not count towards the final 6-year RC requirement:



Note: In the above example, the member was serving in a regular component during years 17, 18 and 19. As a result, the member must complete an additional 3 qualifying years of Reserve service to meet the last 6-year requirement.

2004. Eligibility for Retirement Point Credit for Non-Regular Service Retirement

1. Members in the following categories are eligible for retirement point credit:

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a. Members of a regular (i.e., USN, USMC, USCG, USA, USAF, or Public Health Service) or RC (i.e., USNR, USMCR, USCGR, USAR, USAFR, ANG, or Public Health Service) on Active Duty;

b. Members of a RC, not on extended Active Duty, in an active status (i.e., SELRES, IRR, or Standby Reserve-Active (USNR-S1)); and

c. Members of a RC in a retired status (other than members who have retired from active service, members transferred to the Fleet Reserve or Fleet Marine Corps Reserve, or members transferred to a Retired Reserve status who are not eligible for non-regular service retired pay benefits under 10 U.S.C., chapter 1223) who are ordered to perform Active Duty or other appropriate duty under official Active Duty, Active Duty for Training (ADT), or Inactive Duty Training (IDT) orders issued and authorized by appropriate authority (NAVPERSCOM or COMNAVRESFORCOM).

2. Members of a RC in the Standby Reserve-Inactive (i.e., USNR-S2) may not be credited with service for retirement per 10 U.S.C., 12734(a).

2005. Criteria for Establishing the Service Requirement for a Satisfactory Year of Service for Non-Regular Service Retirement

1. The full year periods used for the crediting of qualifying years for non-regular retirement shall be based on "anniversary" years. These anniversary year periods are calculated from an anniversary date unique to each Service member. Per DoD Instruction 1215.07 of 18 November 2005, the date used to determine the anniversary year is established by the date the member entered into active service or into active status in an RC, whichever is earlier. Members with previously established anniversary dates will retain that date as the beginning of their anniversary year. There are two exceptions as follows:

a. In the case of officers with Reserve service as a cadet or midshipman at a service academy or in the Reserve Officers Training Corps (ROTC) program, the date for the start of a member's initial anniversary year will be established as the date the member entered into active service or active status minus any service as a cadet or midshipman; and

b. In the case of enlisted members of the Armed Forces (members who have service as cadets or midshipmen but who did not later receive or who do not hold a commission as officers), service as cadets or midshipmen at a service academy shall be included and counted as Active Duty service.

2. Adjustment to Anniversary Years

a. The start date (month and day) for each successive anniversary year will not be adjusted unless a member has a break in service. A break in service occurs only when a member transfers to the Inactive Status List (ISL), the Temporary Disability Retired List (TDRL), the Retired Reserve, or is discharged for a period greater than 24 hours. There is no break in service if a member transfers directly to another regular or Reserve service.

b. Effective 1 October 1995, when a member with a break in service returns to an active reserve status or to active service, the revised anniversary year start date shall be the date of return or re-entry.

c. It is very important that individual Navy Reserve members be aware of their anniversary year because retirement points earned in 1 anniversary year are not transferable to any other anniversary year. Years of qualifying service are calculated as of the end of each anniversary year.

d. In an anniversary year in which fewer than 50 points are credited, the earned points are added to the cumulative retirement point total, but that anniversary year is not a qualifying year creditable for earning a non-regular retirement.

3. Credit for Partial Years of Service. A member who has a break in service that occurs during an anniversary year may be credited with a partial year of qualifying service for non-regular retirement. When, as a result of a break in service, a partial year occurs, the Service Member must meet the minimum retirement point requirements set forth in figures 20-5 and 20-6. A partial qualifying year is any period less than 12 full months in which the retirement points credited to a member, when computed proportionally to 12 months, are equal to or greater than 50 points.

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2006. Retirement Point Credit by Activity. Historically, a maximum of 60 inactive retirement points could be earned per anniversary year. On 23 September 1996, the maximum increased to 75; and, on 30 October 2000, the maximum further increased to 90. Currently, per 10 U.S.C., 12733, 130 inactive points can be earned in anniversary years ending on or after 30 October 2007. A maximum of two inactive retirement points may be awarded in 1 calendar day for any activity or combination of activities and no more than one point for any day in which the member is serving on Active Duty including: AT, ADT, mobilization, recall, or ADSW. A person performing active service may not concurrently receive retirement points for other activities (e.g., completion of correspondence courses). However, no deductions in the retirement points credited for membership in a RC are required for active service other than service as a member of a regular component during an anniversary year. A maximum of 365 points (366 points in a leap year) may be awarded in an anniversary year. A current list of authorized activities is listed in figure 20-1.

1. Active Service. One point for each day of active service. Active service is service on Active Duty including AT, ADT, Initial Active Duty for Training (IADT), and ADSW.

2. Inactive Duty Service. Inactive duty service will be credited as follows:

a. One point for each attendance at a regularly scheduled or rescheduled IDT period (drill), Additional Training Period (ATP), Additional Flying Training Period (AFTP), or Readiness Management Period. See chapter 12 for definitions of IDTs.

b. A maximum of two retirement points may be credited for attendance at IDT periods in any 1 calendar day.

c. One point per 3 hours of authorized non-resident instruction successfully completed. The number of retirement points authorized for Navy non-resident correspondence courses is listed for each course. Courses are also offered through Navy Knowledge Online (NKO) E-Learning at <https://wwa.nko.navy.mil>. NAVPERSCOM (PERS-9) may restrict or limit correspondence course credit. Retirement point credit for NKO courses will be given only one time for the same course. Duplicate credit is not authorized. Active Status Pool (ASP)

IRR members who have not completed annual screening requirements may be restricted from receiving retirement point credit for correspondence courses. The non-resident training should be of such military value that the instruction received would enhance the professional development and broaden the skills of the Navy Reserve member either by:

(1) Qualifications for duties to which the member may be expected to be assigned upon mobilization; or

(2) Qualifications to supervise Navy personnel who perform work related to the training.

d. One retirement point per day for Ready Reserve members (USNR-R) attending an authorized military department-sponsored seminar, symposium; or similar assembly (hereafter, referred to as "meeting"), scheduled either separately or in connection with a professional meeting provided:

(1) The meeting is designated by COMNAVRESFORCOM (for SELRES, IMA, Strategic Sealift Readiness Group (SSRG) (formerly MMIRRG), and Volunteer Training Unit (VTU) personnel) or NAVPERSCOM (for ASP IRR personnel) as being of such value that the instruction received would enhance the professional development and broaden the skills of the Navy Reserve member either by:

(a) Qualifications for duties to which the member may be expected to be assigned upon mobilization; or

(b) Qualifications to supervise Navy personnel who perform work related to the training.

(2) The meeting's duration is at least 4 hours;

(3) Navy Reserve members attendance has been approved previously by either COMNAVRESFORCOM (for SELRES, IMA, VTU, and SSRG personnel) or NAVPERSCOM (for all other ASP IRR personnel);

(4) Navy Reserve members either register with a designated monitor representing the Navy, or in the absence of such a monitor, are authorized to and do certify their own attendance; and

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(5) Participation is without compensation other than the pay to which the members may be entitled as members of the Navy Reserve.

e. IRR and active status USNR-S1 personnel authorized by COMNAVRESFORCOM to participate in civil defense activities (per DoD Instruction 1215.06 of 7 February 2007) will be credited with one retirement point per period of IDT of a duration determined by the Federal Emergency Management Agency, but not fewer than 4 hours duration. A maximum of two retirement points for IDT may be credited per calendar day.

f. Navy Reserve personnel in an active status (USNR personnel on Active Duty, USNR-R, and USNR-S1 personnel) are credited with membership retirement points at the rate of 15 per anniversary year, or proportional part thereof, for membership in the Navy RC per DoD Instruction 1215.07 of 18 November 2005.

g. One point for each day of Inactive Duty associated with Funeral Honor Duty (FHD) or Muster Duty (MD) in which a minimum of two hours of duty is performed.

3. ROTC Summer Training Credit. Per 10 U.S.C., sections 971 and 2107(g), officers commissioned through a service academy or ROTC program are not eligible for summer training credit. However, officers who participated in ROTC and were commissioned prior to the 1964 ROTC Vitalization Act, may receive retirement point credit (one point per day under orders) for periods of summer training. Because the actual number of days served on summer training can vary, it is necessary that training be properly documented as a prerequisite to awarding retirement point credit for those officers who participated in ROTC and were commissioned prior to the 1964 ROTC Vitalization Act. Proper documentation consists of one or more of the following and should be submitted to NAVPERSCOM (PERS-911):

a. Standard ROTC Summer Cruise/Training Orders issued for each period of a midshipman summer training and endorsed upon the member's arrival and departure;

b. Leave and Earning Statements (LES) or NAVCOMPT 2120 Pay Voucher;

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c. Ship's deck logs or ship's diaries, which show the dates the member (by name) embarked and debarked;

d. A letter from the ROTC unit commanding officer (CO) certifying the actual dates of summer training;

e. A letter from DFAS Cleveland, OH, certifying the actual dates of summer training; or

f. NAVPERS 1070/613 Administrative Remarks prepared by the ROTC unit, which states that the member is being discharged to accept a commission. These standard administrative remarks usually list the summer training completed while enrolled at that particular ROTC unit.

2007. Recording and Maintaining Service Credit for Non-Regular Service Retirement. Retirement point credits for Navy Reserve personnel are recorded and maintained in the Navy Enlisted and Officer Participation System (NEOPS), a subsystem of IMAPMIS.

1. For enlisted personnel, an initial individual record of retirement point credits is established in NEOPS by the supporting Navy Reserve Activity (NRA) utilizing the procedures in figure 20-2, when:

a. An enlisted Navy Reserve member, not on extended Active Duty, affiliates with a Navy Reserve unit in either a pay or a non-pay status and the Navy Reserve member's initial IDT participation data is recorded in NSIPS. However, to establish a complete NEOPS record of retirement point credits and the member's anniversary year date, prior Active Duty and Inactive Duty service data from another RC, previous enlistment, or appointment information must be reported by mailing a completed NAVPERS 1810/1 Naval Reserve Retirement Point Capture, to NAVPERSCOM (PERS-912). See figure 20-3; or

b. An enlisted Navy Reserve member is released from an extended Active Duty service and the appropriate documents and personnel data are received and validated. NAVPERSCOM (PERS-912) will determine the Navy Reserve member's anniversary year date and qualifying service and initiate a NEOPS record of retirement point credits.

2. Complete NEOPS records for officers are normally established without the necessity of a completed NAVPERS 1810/1 based on military service data provided by NAVPERSCOM (PERS-911) upon the officer's release from Active Duty or appointment as a Navy Reserve officer.
3. Quarterly, the Space and Naval Warfare Systems Command (SPAWAR) New Orleans prepares and distributes a report listing enlisted personnel by NRA who require the submission of a completed NAVPERS 1810/1 to establish a complete NEOPS record of retirement point credits and an anniversary year date.
4. Retirement point credits for active service and extended Active Duty (more than 179 days) are recorded in NEOPS electronically, though it may take approximately 90 days from the release date to post. If points are over 90 days old, forward documents certifying completion of Active Duty service (DD 214 Certificate of Release or Discharge from Active Duty), BUPERS ADSW and Active Duty (AD) orders with pay vouchers (DFAS LES), or AT and ADT orders with pay vouchers (DFAS LES) to NAVPERSCOM (PERS-912) for manual crediting. The Navy Reserve member's supporting personnel support detachment (PERSUPPDET) or supporting NRA is responsible for forwarding copies of active duty service documents to NAVPERSCOM (PERS-912) for recording in NEOPS.
5. Retirement point credits for AT and ADT are recorded in NSIPS via the supporting NRA or PERSUPPDET. For AT and ADT completed more than 12 months prior, AT and ADT orders with pay vouchers must be submitted to NAVPERSCOM (PERS-912) for recording in NEOPS. Retirement point credits for Inactive Duty service are recorded in NEOPS from the following sources:
 - a. IDT data received from DFAS-CL for pay drills;
 - b. NSIPS for non-pay drills or correspondence courses graded and recorded by the member's supporting NRA; and
 - c. NETPDTC for correspondence courses they grade and record on each individual Navy Reserve member.

6. Annual Retirement Point Record and Annual Statement of Service History (ARPR and ASOSH)

a. ARPR and ASOSH is available online at <https://www.bol.navy.mil>. Paper copies are no longer available. The ARPR and ASOSH provides the following information:

(1) A detailed statement of Active and Inactive Duty service dates and retirement point credits earned and recorded in NEOPS during the Navy Reserve member's previous anniversary year; and

(2) A statement of active and inactive service retirement point credits earned and recorded in NEOPS for the previous anniversary years provided the service was qualified as satisfactory service towards eligibility for non-regular service retired pay.

b. NRA COs, Officers-In-Charge (OICs), or Directors of PERSUPPDETs shall provide assistance to Navy Reserve members in validating the retirement point credits recorded on their ARPR and ASOSH. Discrepancies older than 12 months are to be annotated by the member's supporting NRA on a copy of the member's ARPR and ASOSH and forwarded to NAVPERSCOM (PERS-912) with a copy of supporting source documents (e.g., DD-214, Drill Muster Record, AT orders with pay voucher).

2008. Notice of Eligibility (NOE) for Non-Regular Service Retired Pay

1. Per 10 U.S.C., section 12731, NAVPERSCOM (PERS-912) will issue a NOE for non-regular service retired pay to each Navy Reserve member not on extended AD who has met all of the following conditions to qualify for non-regular service retired pay:

a. A Navy Reserve member must have completed at least 20 years of qualifying service computed under 10 U.S.C., section 12732; completed at least 15 years of qualifying service and was approved for early medical retirement; or must have been previously eligible and approved for retired benefits;

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b. If applicable, a Navy Reserve member must have served the last 6 years of such qualifying service as a member of a RC. (See section 2003.1); and

c. A member in a RC of any of the Armed Forces before 16 August 1945 must have performed AD service (other than for training) during World War I or World War II or during a subsequent period of conflict as stated in 10 U.S.C., section 12731.

2. The NOE for non-regular service retired pay, per 10 U.S.C., chapter 1223, will automatically be issued by NAVPERSCOM (PERS-912) within 1 year after the member has met all the requirements for the non-regular service retired pay. Under normal conditions, NAVPERSCOM (PERS-912) issues the NOE for non-regular service retired pay approximately 3 months after the end of the anniversary year in which the member completes the conditions necessary to qualify for retired pay benefits.

3. Per 10 U.S.C., Section 12738, and except as provided by 10 U.S.C., sections 12740 and 12731(a), after a member has been granted retired pay for non-regular service or received an NOE for non-regular service retired pay issued by NAVPERSCOM (PERS-912), the member's eligibility may not be denied or revoked on the basis of any error, miscalculation, or misinformation unless it resulted from fraud or misrepresentation of the member. Corrections, however, can be made to accurately reflect points earned. When such a correction is made, the member is entitled to retired pay in accordance with the number of years of creditable service, as corrected, from the date the Service Member is granted retired pay.

4. Information concerning the Reserve Component Survivor Benefit Plan (RC-SBP), the elections available, the effects of such elections and an enrollment application shall be included with the NOE for non-regular service retired pay (see section 2021 for further information on the RC-SBP).

2009. Non-Regular Retirement Orders and Authorizations.

Non-regular retirement orders and transfer authorizations to a Retired Reserve status for Navy Reserve personnel are issued by NAVPERSCOM (PERS-912). Retirement orders are normally issued 1 to 3 months in advance of the scheduled retirement date.

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2010. Effective Date of Retirement

1. The effective date of retirement will be specified in the retirement orders issued by NAVPERSCOM.
2. The effective date of retirement for members of the Navy Reserve who are eligible for non-regular service retired pay at a future date and are retired for other than physical reasons, shall be the 1st day of the month.
3. The effective date of retirement for members of the Navy Reserve who are eligible to start receiving non-regular service retired pay shall normally be the date the member is entitled to retired pay.
4. The effective date of retirement for members of the Navy Reserve who are retired due to physical disability will be the date the Secretary of the Navy (SECNAV) approves such retirement, or on any subsequent date specified by SECNAV.
5. The effective date of retirement for members of the Navy Reserve subject to mandatory removal from an active status who are not eligible for non-regular service retired pay, but are approved for transfer to Retired Reserve Status in lieu of discharge or transfer or retention in USNR-S2 status shall be the 1st day of the month.

2011. Retired Grade Determination (see OPNAVINST 1820.1A)

1. Reserve enlisted personnel and officers are normally transferred to Retired Reserve status in the grade in which serving at the time of transfer. Exceptions are as listed below in sections 2011.2, 2011.3, and 2011.4.

2. Enlisted Personnel

a. Enlisted personnel advanced to E7, E8, or E9 in the Navy Reserve who voluntarily request retirement must satisfactorily serve 24 months in the grade in which they wish to be retired or request retirement in their previously held grade. Per OPNAVINST 1820.1A, time-in-rate requirements may be waived by COMNAVPERSCOM during times of force reduction. When waived, members may retire in the highest rate held and should check with their order-issuing authority for the current waiver policy at the time of their

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retirement. (Enlisted members below the pay grade of E7 will be retired in the highest pay grade satisfactorily held.)

b. Reserve enlisted members who, through no fault of their own, are unable to complete the service-in-grade requirements may request a waiver to retire at the higher pay grade from NAVPERSCOM (PERS-91).

c. Reserve enlisted members subject to involuntary transfer from an active status (USNR-R and USNR-S1), approved for transfer to a Retired Reserve status in lieu of discharge or transfer or retention in the Standby Reserve (inactive status) (USNR-S2), will be permitted to retire in the highest pay grade satisfactorily served.

3. Officers

a. Per 10 U.S.C., sections 1370(d) and 12771, officers selected for promotion who have accepted promotion to the next higher grade must meet the satisfactory service-in-grade requirements listed below or request retirement in their previously held grade. Note that officers who have completed at least 6 months of satisfactory service-in-grade and who are transferred from an active status solely due to the requirements of a non-discretionary provision of law requiring such a transfer due to the officer's age, physical disability, or years of service may be transferred to the Retired Reserve at that grade.

<u>Grade</u>	<u>Service-in-grade requirements for Discretionary Retirement</u>
O1 through O4	6 months
O5 through O8	3 years

Note: O5 and O6 service-in-grade requirements may be reduced from 3 years to 2 years as provided in 10 U.S.C., section 1370(d) and OPNAVINST 1820.1A. O5 and O6 service-in-grade waivers may be requested through NAVPERSCOM (PERS-91). For O7 and above, retirements in current grade require Under Secretary of Defense (Personnel and Readiness) approval.

b. Reserve warrant officers will be retired in the grade held on the day before the effective date of their retirement or in any higher warrant grade in which they served satisfactorily

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on AD, as determined by SECNAV, for a period of more than 30 days.

4. The service-in-grade requirements listed above must be served in an active status (USNR-R or USNR-S1). Frocking does not constitute acceptance of advancement or promotion. Any misconduct, moral or professional dereliction, which results in a Courts-Martial or Separation for Cause shall also be taken into consideration in determining if the member's service-in-grade was satisfactory.

5. Reserve members, upon assignment or transfer to Retired Reserve status, shall be transferred in their current grade (if held satisfactorily). Members who have satisfactorily held a higher rank or grade during their military career, regardless of branch of service, will be concurrently advanced to that higher rank or grade at the time they apply for and receive retired pay.

2012. Retirement Due to Age and Transfer of Navy Reserve Officers to Retired Reserve Status

1. Effective 17 October 2006, per 10 U.S.C., section 14509, all Navy Reserve officers in an active status (USNR-R or USNR-S1) or on the ISL (USNR-S2) in a rank below Rear Admiral (Lower Half), who have not been recommended for promotion to the rank of Rear Admiral (Lower Half), will be transferred to the Retired Reserve, or discharged upon reaching 62 years of age, unless retention has been specifically authorized by SECNAV, per 10 U.S.C., section 14703. Therefore, all officers approaching their 62nd birthday must actively pursue one of the following options:

a. Request transfer to the Retired Reserve effective no later than the 1st day of the month following their 62nd birthday;

b. Be granted an age extension per 10 U.S.C., section 14703. The bi-annual SECNAV Navy Reserve Retention and Continuation Plan authorizes certain professional members extension past age 62. NAVPERSCOM (PERS-91) will notify eligible members in advance and provide appropriate requests to be completed and returned; or

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c. Request discharge. (This last option is required by law, and must occur if the officer is not retirement eligible).

2. Failure to request extension will result in the officer being retired, or discharged, as applicable.

2013. Voluntary Retirement and Transfer to Retired Reserve Status for Members Not Eligible for Non-Regular Service Retired Pay (Honorary Retirees)

1. Historically, Navy Reserve personnel, who were not eligible for non-regular service retired pay but who were subject to mandatory removal from Ready Reserve or Standby Reserve status, could apply and be transferred to Retired Reserve status in lieu of discharge, provided the characterization of service would qualify the member for an Honorable Discharge and the member met the requirements of either paragraphs 1a(2)(a) or (b) listed below. These members, referred to as "Honorary Retirees," are not entitled to any military retired pay benefits, nor are they authorized to retain a U.S. Armed Forces identification card. They became Honorary Retirees:

a. If they met at least one of the following requirements:

(1) Completed at least 10 years of active commissioned service; or

(2) Attained the age of 37 on the date of retirement and have either:

(a) Completed at least 8 years of service with a minimum of 50 retirement point credits earned per year after 1 July 1949;

(b) Completed at least 8 years of service in a RC, including at least 6 months of honorable service on AD in time of war or national emergency;

(c) Consistently supported the Armed Forces in an outstanding manner as determined by SECNAV; or

(d) If they were found NPQ for AD service, not as a result of their own misconduct.

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2. Changes to DoD Instruction 1215.06 of 7 February 2007 and DoD Instruction 1200.15 of 18 September 1997 suspended the Honorary Retiree program after 18 September 1997. While members previously transferred to the Retired Reserve, but not eligible for retired pay, will not be discharged, additional transfers will be limited to those authorized by NAVPERSCOM to meet specific legal or special skill requirements within the parameters outlined in OPNAVINST 1820.1A.

2014. Voluntary Retirement and Transfer to Retired Reserve Status for Members Eligible for Non-Regular Service Retired Pay

1. Navy Reserve personnel who are eligible for non-regular service retired pay per 10 U.S.C., chapter 1223 may be retired and transferred to Retired Reserve status upon application or as otherwise directed by NAVPERSCOM (PERS-911) or (PERS-913) provided:

a. The member was issued an NOE or has completed all of the requirements necessary to qualify for an NOE for non-regular service retired pay (see section 2007);

b. The member is not entitled under any other provision of law to retired pay from an armed force or retainer pay as a member of the Fleet Reserve or Fleet Marine Corps Reserve; and

c. There is not a stop-loss or other service restriction policy in effect.

2. Navy Reserve personnel who are eligible for non-regular service retired pay and have been approved for retirement and transfer to Retired Reserve status are entitled to unlimited military exchange and commissary privileges (see chapter 18). Such Navy Reserve personnel (Gray Area Retirees) must apply later, shortly before they reach their eligibility date, for retired pay benefits for non-regular service.

3. Navy Reserve personnel who are eligible for non-regular service retired pay at a future date will be notified by NAVPERSCOM (PERS-912) approximately 3 to 6 months in advance of their eligibility date and are advised to submit a DD 108 Application for Retired Pay Benefits, along with other applicable forms.

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2015. Submission of Application for Retirement and Transfer to Retired Reserve Status

1. Applications for voluntary retirement and transfer to Retired Reserve status should be sent in time to reach NAVPERSCOM (PERS-912) between 3 and 6 months in advance of the requested retirement or transfer date. Applications should be submitted in the format shown in Figure 20-4, and can also be found on NAVPERSCOM's Web site at <http://www.public.navy.mil/bupers-npc/Pages/default.aspx> under "Reserve Personnel Management." Applications are also accepted via e-mail at the address indicated on the application form. Per 5 U.S.C., section 8301, the requested day of retirement must be the first day of the month in which retirement is desired. Members assigned to a SELRES unit or VTU must forward their applications via their unit CO or OIC and the CO of their supporting NRA for endorsement and, where applicable, provide a copy to the appropriate PERSUPPDET.

2. Obligated service through the requested date of retirement or transfer to Retired Reserve status is mandatory for enlisted personnel.

3. The unit CO or OIC and CO of the supporting NRA shall verify that members meet the eligibility requirements for retirement, counsel members on their affected benefits (i.e. MGIB-SR, Post-9/11 GI Bill Transferability, TRICARE Reserve Select, etc.), and recommend transfer to Retired Reserve status in their endorsement.

4. NAVPERSCOM may process enlisted ASP IRR members who are eligible for non-regular retired pay in lieu of an Honorable discharge, without the member's request, at the expiration of the member's obligated service.

5. Procedures for transferring members to the Retired Reserve:

a. Order-issuing activities will cancel a member's existing orders to a drilling unit effective no later than the day immediately preceding the requested retirement date, or; even if a member's retirement orders have not been received prior to the requested retirement date. Additionally, the appropriate Navy Standard Integrated Personnel System (NSIPS) entry to reflect the member's change in status will be made by the order-issuing activity. Members may not be retained in a drilling unit pay or

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non-pay or earn retirement points beyond the day immediately preceding the requested retirement date.

b. NAVPERSCOM will send original retirement orders directly to the member, and a copy will be sent to the applicable NRA.

2016. Application for Receiving Non-Regular Retired Pay

1. Individuals are responsible for applying to receive retired pay. It is not an automatic process. However, NAVPERSCOM (PERS-912) provides advance notification to members prior to their eligibility date and will assist members with their application.

2. Eligibility. In order to receive non-regular service retired pay, a Navy Reserve member must:

a. Normally, be at least 60 years of age or be eligible to receive non-regular retirement pay at a date earlier than age 60, per 10 U.S.C., section 12731;

b. Complete requirements for issuance of an NOE as outlined in section 2008; and

c. Submit an application package to NAVPERSCOM (PERS-912).

3. Application Procedures

a. NAVPERSCOM (PERS-912) notifies eligible personnel approximately 6 months prior to their eligibility date. If an individual does not receive the notification within 4 months prior to their eligibility date, the member should either contact NAVPERSCOM at 1-866-827-5672 and request the notification package or go to <http://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/Pages/default.aspx> and find the "Forms for Download".

b. The member must complete the application and send it to NAVPERSCOM (PERS-912) within 30 days of receipt to allow sufficient time for processing. Depending on the applicant's status, the application may need to be sent via other commands.

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4. The effective date of retired pay is the date of initial eligibility (attainment of age 60 or completion of the specific service requirement, whichever occurs later) or a subsequent date elected by the applicant. Service performed by members eligible to receive retired pay cannot be credited after age 62 for officers (age 60 for enlisted) unless the member has been granted an age waiver by NAVPERSCOM (PERS-911/913).

5. The formula for computing retired pay is derived from 10 U.S.C., chapters 1401, 1407, section 12731, and is as follows:

$$(P/360) \times .025 \times B = \$ \text{ per month}$$

a. Where, in this formula:

(1) "P" represents the total number of points allowed to be credited for retirement purposes over a member's entire military career. Note that point capture files are electronically maintained by NAVPERSCOM (PERS-9) and can be adjusted at any time (to include after retirement) provided the member has proper verification;

(2) 360 days (not 365) is used as the divisor, to compress total points earned into years and partial years for purposes of calculating pay;

(3) ".025" represents the "2.5 percent pay per year" standard used for calculating retired pay. Although certain AD retirements were indexed differently for members entering military service after 1997, non-regular retired pay remains payable at the 2.5 percent per year rate; and

(4) "B" represents the base pay available at the time the member starts receiving retired pay. For those who entered military service after 7 September 1980, the base pay is calculated by adding the base pay available for the member (commensurate with their rank and longevity) for each of the 36 preceding months prior to drawing retired pay, and dividing that by 36 to get an average pay rate for the final 3 years. For purposes of entering the pay tables, a member's longevity starts with the pay entry base date (PEBD) and continues to accrue as long as the member holds retired status until the member starts to draw retired pay. Because of this standard,

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most members will max out on the longevity scales by the time they reach age 60. Also, note that should a member request and receive a discharge at an age prior to being eligible for receipt of retired pay, instead of transferring to Retired Reserve status longevity would no longer accrue and base pay would be calculated on the pay scale available at the discharge date.

6. Per OPNAVINST 1820.1A, members will normally be retired in the highest grade or rate in which the members served satisfactorily as determined by SECNAV (see section 2011).

2017. Obligations

1. Recall. Per DoD Directive 1352.1 of 16 July 2005, retired Navy Reserve personnel are liable for involuntary recall to AD in time of war or national emergency declared by Congress, or when otherwise authorized by law (see figure 22-1). Members may also be recalled to AD in a retired status, subject to their consent, as authorized by SECNAV. Recall, in such cases, is normally authorized when skills cannot be found in the Active or Reserve inventory.

2. Mailing Address. Retired Navy Reserve personnel must keep NAVPERSCOM (PERS-912) at 1-866-827-5672 advised of their current mailing address and of any temporary or permanent changes of residence. Those receiving pay must also update changes of address with DFAS Cleveland (www.dfas.mil).

3. Travel and Residence Overseas. Permission to leave the United States is not required. Retired Navy Reserve personnel who plan to travel or reside in any country not within the jurisdiction of an area commander should, upon arrival in and departure from each country, except for brief tours, notify their presence to the nearest U.S. Naval Attaché, as a matter of courtesy, by personal visit or by letter. In the absence of a Naval Attaché in the country, notify the U.S. Military or Air Attaché or the civilian representative of the American Embassy or Consulate.

4. Employment Restrictions. Navy Reserve personnel not on AD may accept employment in any civil branch of the public service of the United States, or may be employed in civilian professions or occupations including the practice of such professions or

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occupations before or in connection with any department of the Federal Government of the United States; however, civil employment and compensation with any foreign government or any concern controlled, in whole or in part, by a group of governments including the United States is subject to the approval of SECNAV and the Secretary of State.

2018. Privileges for Members of the Retired Reserve Without Pay but Eligible for Non-Regular Service Retired Pay at a Later Date (Gray Area Retirees)

1. Identification Card. Retired Navy Reserve personnel (without pay) are entitled to a Uniformed Services Identification Card identifying them as retired Navy Reserve personnel. This may be obtained by submitting a DD 1172 Application for Uniformed Services Identification Card - DEERS Enrollment together with a copy of retirement orders to any card-issuing activity.
2. Wearing of the Uniform. Refer to U.S. Navy Uniform Regulations at <http://www.public.navy.mil/bupers-npc/support/uniforms/uniformregulations/Pages/default.aspx> for information on wearing the prescribed uniform of the rank or rating at which retired, as appropriate.
3. Use of Military Title. Retired personnel may use their military titles subject to certain restrictions and the exercise of good judgment. Considerable discretion should be shown by members in permitting the use of their name and military title to endorse any commercial enterprise which might in any way be perceived as indicating that the Department of the Navy approves the enterprise and especially to avoid an endorsement or contract which would bring discredit upon the Navy. All Navy reserve members transferred to the Retired Reserve are eligible to use "United States Navy - Retired" in their title.
4. Correspondence Courses. Retired personnel are eligible to apply for Navy correspondence courses. However, retirement points will not be earned.
5. Additional Benefits
 - a. Veterans' Group Life Insurance (VGLI) (see chapter 15);

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- b. Use of exchange and Morale, Welfare, and Recreation (MWR) facilities (see chapter 17);
- c. Use of commissary (see chapter 18);
- d. Space available transportation (see chapter 19); and
- e. Survivor benefits, if elected (see section 2021).

2019. Privileges for Individuals Discharged from the Navy Reserve Without Pay but Eligible for Non-Regular Retired Pay at or After Age 60 (Former Members). Individuals who have been discharged from the Navy Reserve but are eligible for non-regular retired pay per 10 U.S.C., section 12731 are referred to as Former Members. These individuals are eligible for commissary, exchange, and MWR benefits under 10 U.S.C., chapter 54. Specifically, Former Members and their family members are entitled to the DD-1173 Department of Defense Uniformed Services Identification and Privilege Card. This card grants unlimited exchange, MWR, and commissary privileges.

2020. Health Care Benefits for Members of the Navy Reserve and Former Members Receiving Retired Pay at or After Age 60. When in receipt of retired pay on or after age 60, retired Navy Reserve personnel and Former Members are eligible for the benefits listed in section 2018 or 2019, as well as, the following health care benefits:

1. Retired members of the Navy Reserve and Former Members receiving retired pay from the Navy are eligible for TRICARE Prime, Standard, or Extra from ages 60 through 64 and TRICARE for Life (TFL) with Medicare Parts A and B coverage at age 65.

a. Family members and survivors of retired members and Former Members are eligible for TRICARE Prime, Standard, or Extra. After enrollment in Medicare Part B, they may be eligible for TFL. Survivors include spouses; unremarried widows or widowers; unmarried children under age 21, those under 23 if enrolled full time in college, and those incapable of self-support because of a mental or physical incapacity which existed prior to their 21st birthday.

b. Parents and parents-in-law who are dependent on a retired or Former Member for more than one-half of their support and

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reside in the member's household, as well as, surviving parents and parents-in-law who met such requirements at the time of the member's death, are eligible for care in military treatment facilities (MTF) and may enroll in TRICARE Plus based on space and resource availability. They are not eligible for TRICARE Prime, Standard, Extra, or TFL. See www.tricare.osd.mil/faqs/ for additional information.

2. Retired members and their family members, including those age 65 and over, are eligible for the Uniform Services Family Health Plan (USFHP), a TRICARE Prime option.

a. All health care must be through the USFHP network, not through MTFs, pharmacies, or other TRICARE-authorized providers.

b. USFHP care includes outpatient and inpatient care, pharmacy services, emergency and urgent care, therapy, home health care, mental health care, and medical equipment. See www.usfhp.com for more information.

2021. Reserve Component Survivor Benefit Plan and Survivor Benefit Plan (RC-SBP and SBP)

1. The RC-SBP was established by 10 U.S.C., chapter 73, to provide an annuity to eligible beneficiaries of Navy Reserve personnel who are qualified for retired pay. RC-SBP information is forwarded as part of the member's NOE package. Members will have 90 days from the date of receipt of the package to participate in RC-SBP by mailing the election certificate. It must be postmarked within the 90-day time frame in order to be considered a valid election. The exception to this rule is, if the member is not married at the time of receipt of the NOE package, then an election can be made within 1 year of acquiring a spouse or child.

2. RC-SBP coverage is automatic at the maximum level for members who are married and:

a. Do not make an RC-SBP election within the 90-day timeframe;

b. Elect Option "A" without providing spousal concurrence; and

c. Elect coverage at a lesser amount without providing spousal concurrence.

3. The Retired Serviceman's Family Protection Plan (RSFPP) was superseded by the SBP. Any election made under RSFPP is void if the member qualified for retired pay on or after 21 September 1972.

4. Persons eligible to make an election under the SBP who desire other than the automatic coverage or who have eligible minor children, should complete and mail a DD 2656 Data for Payment of Retired Personnel to NAVPERSCOM (PERS-912) prior to the date of initial eligibility for retired pay. This date is normally the member's 60th birthday. However, where eligibility for retired pay is after age 60, care should be taken to ensure the election is made in advance of the eligibility date.

5. Any requests for clarification or additional information about SBP or RC-SBP may be referred to NAVPERSCOM (PERS-912). After the member starts receiving retired pay, all questions about RC-SBP and SBP should be directed to Defense Finance and Accounting Service (DFAS), 1240 East Ninth Street, Cleveland, OH 44199-2055, 1-800-321-1080.

2022. Additional Information

1. Upon retirement, the last digit of a Reserve officer's designator is changed to "9".

2. Longevity for pay purposes continues to accrue while in a Retired Reserve status but stops when the member begins receiving retired pay.

3. Upon written request from the member and approval from the unit CO, a retirement ceremony may be provided upon transfer to the Retired Reserve. The ceremony should be designed to express the Navy's appreciation for the many years of faithful and honorable service members devoted to their country. Additional guidance may be obtained from MILPERSMAN 1800-010.

2023. Presentation of the United States Flag. Upon transfer to the Retired Reserve, Navy Reserve personnel shall be presented a United States flag. A member is not eligible for a flag if the member has previously been presented a flag under any provision of law providing for the presentation of a United States flag,

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incident to release from active service for retirement. The supporting NRA is responsible for procurement of the flag to SELRES and VTU members. NAVPERSCOM (PERS-912) is responsible for procurement and delivery to all other qualified members.

Note: Further information on retirements and frequently asked questions about this subject can be found at <http://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/Pages/default.aspx>.

2024. Eligibility Date to Start Receiving Non-Regular Retired Pay. Historically, 10 U.S.C., chapter 1223, has provided that non-regular retired pay begin, upon application, at age 60, for members who have earned at least 20 years of qualifying service (15+ years for medical and RTB retirees). A major change provided in NDAA 2008, section 647 modified previous versions of this law. Per 10 U.S.C., section 12731, members reaching age 60 normally become eligible to receive non-regular retirement, but Navy Reserve personnel serving on periods of qualifying AD as defined in DoD Instruction 1215.07 of 18 November 2005, on or after 28 January 2008, may qualify to start receiving retired pay at an earlier date. Periods of general recall or Full-Time Support (FTS) duty do not qualify. Note that medical benefits do not start until age 60. The change in law allows a member to start receiving retired pay at a date earlier than age 60. For each 90 day total of such service performed within the same fiscal year, a member becomes eligible to start receiving retired pay 3 months earlier than age 60.

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CREDITING OF RETIREMENT POINTS

I	II	III
When the member	Is in an eligible status and is	the member may be credited with
1. is on Active Duty, IADT, AT, ADT, or ADSW	on such duty under orders	one point for each day of AD, IADT, AT, ADT, or ADSW
2. attends scheduled unit training periods (drills) with pay (IDT)	a member of a SELRES unit under orders issued by competent authority	one point for each drill period of a minimum 4 hours duration with a maximum of two points in any 1 calendar day
3. attends scheduled unit training period (drills) non-pay (IDT)	under orders (VTU)	one point for each drill period of a minimum 3 hours duration except that two drills performed in the same day will be a minimum 4 hour duration each with a maximum of two points in any 1 calendar day
4. is satisfactorily completing authorized military correspondence courses	a member of the Ready or Standby Reserve-Active	points for the satisfactory completion of courses evaluated for retirement credit based upon the point evaluation listed
5. is authorized training in addition to the scheduled unit training periods (may not be substituted for scheduled drills in maintaining satisfactory performance in the unit)	under orders (such training is performed in a non-pay status)	one point for each drill period of a minimum 3 hours duration except that two drills performed in the same day will be of 4 hours duration with a maximum of two points in any 1 calendar day

Figure 20-1

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CREDITING OF RETIREMENT POINTS (CONT'D)

I	II	III
<p>6. is authorized to attend professional or trade conventions, Armed Forces seminars, or professional meetings or training conferences; or performs duties in conjunction with Employer Support of the Guard and Reserve, (e.g., meeting with business executives to explain the significance of the Navy Reserve and National Guard, attendance at meetings, trade show exhibits); also known as Continuing Education (CE) and Continuing Medical Education (CME)</p>	<p>a member of the Ready or Standby Reserve-Active, is authorized retirement point credit for attendance. The meeting is sponsored, supervised, and conducted by one or more of the military departments and authorized by NAVRESFORCOM, BUMED or NAVPERSCOM as being of such military value that the instruction received would enhance the Navy Reserve members' professional qualifications for duties to which they may be expected to be assigned upon mobilization, or the qualification of those whose work may be supervised. Navy Reserve personnel register with a designated monitor representing Navy Department or, in the absence of such monitor, are authorized to, and do certify their own attendance. The Navy Reserve members' participation is without remuneration, other than the pay to which they may be entitled as a member of a Navy Reserve program</p>	<p>a maximum of 1 point per day of the meeting for a maximum of 20 points in any anniversary year except for CMEs. Effective the date of this instruction, up to 20 retirement points for medical CMEs per anniversary year will be allowed for ASP IRR members and 35 retirement points for medical CMEs per anniversary year will be allowed for SELRES members. CMEs will be forwarded by NAVPERSCOM (PERS-912) to BUMED for point determination</p>

Figure 20-1 (Cont'd)

8 MAY 2013

CREDITING OF RETIREMENT POINTS (CONT'D)

I	II	III
7. performs liaison and recruiting duties for the U.S. Naval Academy	affiliated under orders as a member of Naval Academy Information Program (NAIP) (formerly called Blue & Gold Program)	one point for each accumulated period of 3 hours spent in counseling prospective candidates or liaison duties as prescribed, not to exceed two points in any 1 calendar day based on 8 hours performance of duty
8. performs staff and administrative duties	affiliated under orders to a unit of the Navy Reserve (pay for such training is not authorized)	one point for a minimum of 3 hours of duty
9. performs civil defense duties	affiliated under orders with an authorized Civil Defense Program	one point for a minimum of 3 hours of duty except that two drills performed in the same day will be of 4 hours minimum duration with a maximum of two points in any 1 calendar day
10. performs medical duties	assigned under orders and the duty is performed without remuneration (pay or professional fees) and outside the unit training periods for which point credit is already awarded	one point for each accumulated 3 hour period of military medical duties or services not to exceed two points in 1 calendar day based on 8 hours performance of duty

Figure 20-1 (Cont'd)

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CREDITING OF RETIREMENT POINTS (CONT'D)

I	II	III
11. is a chaplain or chaplain candidate (chaplain candidates can only participate for point credit when their duty is supervised by a Navy chaplain)	assigned under orders to a unit of the Navy Reserve	one point for each accumulated 3-hour period spent in military ceremony or worship service; spent in preparation for military worship service; or spent interviewing prospective applicants for the Chaplain program not to exceed two points per day based on 8 hours performance of duty. (Points other than credit for the drill period are not authorized for preparation performed during the scheduled drill periods)
12. performs duties in connection with the Navy Marine Corps Military Affiliate Radio System (MARS) program	assigned under orders to participate in the MARS program	one point for a minimum of 3 hours performance of duty with a maximum of two points in any 1 calendar day, based on a minimum of 8 hours performance of duty
13. performs Funeral Honors Duty (FHD)	under Inactive Duty (ID) orders	one point for all FHD performed for at least 2 hours in 1 day unless the duty is performed while in a status for which credit is provided (e.g., IDT, AT)

Figure 20-1 (Cont'd)

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CREDITING OF RETIREMENT POINTS (CONT'D)

I	II	III
14. performs duties in support of the Sea Cadet program	assigned under orders issued by the order-issuing activity to duties in support of the Sea Cadet program	one point for a minimum of 3 hours performance of duty with a maximum of two points in any day based on a minimum 8 hours performance of duties
15. performs duties as campus liaison officer	assigned under orders issued by the order-issuing activity to duties as a campus liaison officer.	one point for each accumulated 3 hour period of duty as prescribed by the appropriate recruiting district commander with a maximum of two points in 1 calendar day based on a minimum of 8 hours performance of duties
16. performs other training projects authorized by the appropriate program sponsor and approved by COMNAVRESFORCOM	a member of the USNR-R or the USNR-S1	one point for each minimum 3 hours work on the project not to exceed two points in 1 calendar day based on a minimum 8 hours performance of duties. Points may not be awarded for any day for which points are earned for some other duty

Figure 20-1 (Cont'd)

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CREDITING OF RETIREMENT POINTS (CONT'D)

I	II	III
<p>17. performs duties in the Merchant Marine</p>	<p>affiliated with the Strategic Sealift Officer Program (SSOP)</p>	<p>one point for each 4 hours of Standards of Training, Certification Watchkeeping (STCW) professional training, not to exceed 35 points per year (e.g., STCW taken as a civilian; sea service to operate or renew license); one point for each 8 hours of non-STCW professional training, not to exceed 5 points per year; 35 points per year for an unlimited tonnage or horsepower (HP) license upgrade or renewal with STCW determined by the SSO Program office (licenses renewed for continuity purposes are NOT eligible); 35 points per year for extended sea service as determined by the SSO Program office; up to 20 points per year for harbor pilot service as determined by the SSO Program office.</p>

Figure 20-1 (Cont'd)

CREDITING OF RETIREMENT POINTS (CONT'D)

I	II	III
18. performs other duties as specifically directed by COMNAVRESFORCOM	SELRES, VTU or SSRG member	number and duration as specified by COMNAVRESFORCOM. For pay drills: one point for each drill period of a minimum of 4 hours duration with a maximum two points in any 1 calendar day. For non-pay drills: one point for each drill period of a minimum 3 hours duration except that two drills performed in the same day will be a minimum 4-hour duration each with a maximum of two points in any 1 calendar day

Figure 20-1 (Cont'd)

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**PROCEDURES TO ENROLL ENLISTED MEMBERS IN THE NAVY
ENLISTED/OFFICER PARTICIPATION SYSTEM (NEOPS)**

The supporting NRA will prepare NAVPERS 1810/1 Navy Reserve Retirement Point Capture to enroll enlisted members in NEOPS. A copy of the NAVPERS 1810/1 can be downloaded by accessing the NAVPERSCOM Web site at <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>.

1. Procedures to Prepare NAVPERS 1810/1 (must be typed or legibly printed; see figure 20-3).

a. Heading - It is essential that all information contained within the heading portion of the form be complete and accurate:

(1) RUIC - Reserve Unit Identification Code - 5-digit code assigned to the particular reserve unit.

(2) Reserve Unit Title - Use long title.

(3) UIC - Unit Identification Code - 5-digit code assigned to the Navy Reserve Activity (NOSC, NAS, NRF ship, etc.) where the individual reserve unit is assigned.

(4) Supporting Activity - Use long title of the activity.

(5) Name (LAST) - Enter the first 15 letters of the Navy Reserve member's last name. Do not enter Jr., II, etc. Do not include spaces (e.g., VAN HORN should appear as VANHORN). If the member's last name is fewer than four letters, enter as many letters of the first name that it takes to make five positions in this block (e.g., TU WONG would appear as TU WO).

(6) Initial - Enter the first name initial only.

(7) SSN/Service Number - Enter only the last four digits for the SSN. If DoD ID Number used, enter the entire 10 digit number. Do not use spaces or hyphens for either. Verify SSN or Service Number with individual's enlistment contract.

Figure 20-2

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PROCEDURES TO ENROLL ENLISTED MEMBERS IN THE NAVY
ENLISTED/OFFICER PARTICIPATION SYSTEM (NEOPS) (CONT'D)

b. Period Covered (column 1)

(1) Dates should be listed with the year, month, and day using the last 2 digits of the year, the 2-digit number for the month, and the 2-digit number for the day (YYMMDD).

(2) Start line one with the date of initial entry of the member into uniformed service. Review the enlistment contract and any available documentation of prior service for initial entry date. Continue each line by anniversary year. Note that information on prior service is to be recorded as follows:

(a) Regular Component - All periods of Active Duty service (USN, USMC, USAF, USA, USCG) are to be entered as a single line entry.

(b) RC - For all components of Reserve service (USNR, USMCR, USAFR, USAR, USCGR, and National Guard (active/inactive)), enter individually on lines by the member's anniversary year.

(c) Unresolved Periods - If a line cannot be completed because information is not available, enter 999 in column (8).

(d) Broken Service Periods - If, during an interview, the Navy Reserve member claims no service in any branch for a particular time, broken service is confirmed. Enter the appropriate periods of time in the "From - To" column and 888 in column (8) of the applicable line.

(3) Last Line Entry - Enter the beginning date of the anniversary year in the "From" block and all other columns on this line are to be left blank. The points for this anniversary year will be calculated and credited through NSIPS.

c. Data columns (columns 2 through 8) - AT/ADT orders, NAVCOMPT 2120 Active Duty for Training Orders and Pay Voucher, NAVPERS 1070/604 Enlisted Qualification History,

Figure 20-2 (Cont'd)

**PROCEDURES TO ENROLL ENLISTED MEMBERS IN THE NAVY
ENLISTED/OFFICER PARTICIPATION SYSTEM (NEOPS) (CONT'D)**

NAVPERS 1070/613, DD 214s, etc., as available, will be used to verify retirement points. Transfer the point credits in each category of service (drills, AT and ADT, Active Duty, correspondence courses, etc.) from any available documents (e.g., AT and ADT orders, NAVCOMPT 2120s, NAVPERS 1070/604s, NAVPERS 1070/613s, DD 214s, etc.) onto the NAVPERS 1810/1. The objective is to provide as complete and accurate a retirement point capture as possible.

(1) Total Drills (column 2) - This column indicates total drills performed within the specified anniversary year or period of service.

(2) AT and ADT (column 3) - This column reflects any AT and ADT completed during the period based upon AT and ADT orders (NAVCOMPT 2120). If AT and ADT documentation is not available, enter 00.

(3) Active Duty (column 4) - This column reflects Active Duty points. Credit for Active Duty time is day-for-day and must be computed accurately considering leap years and lost time. Day of enlistment and discharge are to be included in the Active Duty total. Any lost time should appear on the DD 214 and must be subtracted from the total period of Active Duty when computing retirement points.

(4) Correspondence Course (column 5) - This column reflects points for correspondence courses successfully completed during the period.

(5) Gratuitous Points (column 6) - This column reflects membership points earned during the period.

(6) Branch Code (column 7) - This column reflects branch of service. Enter the appropriate code for branch of the Armed Forces listed below:

Figure 20-2 (Cont'd)

**PROCEDURES TO ENROLL ENLISTED MEMBERS IN THE NAVY
 ENLISTED/OFFICER PARTICIPATION SYSTEM (NEOPS) (CONT'D)**

<u>Branch of the Armed Forces</u>	<u>Branch</u>
None for broken service	0
U.S. Navy Reserve	6
U.S. Army	A
U.S. Army Reserve	1
U.S. Navy (regular only)	N
U.S. Marine Corps	M
U.S. Marine Corps Reserve	4
U.S. Air Force	F
U.S. Air Force Reserve	2
U.S. Coast Guard	P
U.S. Coast Guard Reserve	5
U.S. National Guard	G
U.S. Air National Guard	3
Period of time spent in more than one branch of service	Z

(7) Column (8) - Total - In this column, add points indicated in the horizontal lines and enter the sum. Take care to ensure that no more than 130 points are credited for inactive participation (drills, correspondence courses, and membership points) for an anniversary year. Advise the member about the 130-point maximum for inactive participation during the reviewing and certifying interview.

2. Navy Reserve Enlisted Retirement Points Source Documents.

Members must submit documentation to verify all military service with the NAVPERS 1810/1. The following participation and retirement credit documents contain information which contributes to the enlisted retirement point capture. Not all documents are in each Navy Reserve member's record, but any may be helpful in accumulating the data necessary to complete the NAVPERS 1810/1. In an effort to provide a comprehensive list of source documents for all members, including those with World War II service or earlier, this list contains several forms which have been superseded and are therefore not currently available (thus they are omitted from appendix C, Forms Availability). If documentation of service cannot be found, the members should

Figure 20-2 (Cont'd)

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**PROCEDURES TO ENROLL ENLISTED MEMBERS IN THE NAVY
ENLISTED/OFFICER PARTICIPATION SYSTEM (NEOPS) (CONT'D)**

provide documents from their personal records to substantiate service. A legible copy of all documents used to verify or support prior service information should be submitted to NAVPERSCOM (PERS-912).

a. Record of Navy Reserve Service

- (1) NAVPERS 1070/611
- (2) NAVPERS 1070/601-11
- (3) NAVPERS 601
- (4) BNP 952-7A
- (5) NAVPERS 1070/605
- (6) NAVCOMPT 2120

b. Administrative Remarks - if containing information related to participation

- (1) NAVPERS 1070/613
- (2) NAVPERS 601-13

c. Lost Time and Unauthorized Absence

- (1) NAVPERS 1070/606
- (2) NAVPERS 1070/607

d. Drill Attendance Records

- (1) NAVRES 1570/21
- (2) NAVPERS 601
- (3) NAVPERS 601-8A

Figure 20-2 (Cont'd)

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PROCEDURES TO ENROLL ENLISTED MEMBERS IN THE NAVY
ENLISTED/OFFICER PARTICIPATION SYSTEM (NEOPS) (CONT'D)

- e. First Statement of Service
 - (1) NAVPERS 1070/2
 - (2) NAVPERS 1070/3
 - (3) NAVPERS 1267
 - (4) NAVPERS 1822/1
- f. Last Letter of Years of Qualifying Service
 - (1) NAVPERS 1070/30
 - (2) NAVPERS F-143
- g. Record of Discharge
 - (1) NAVPERS 601-14
 - (2) NAVPERS 1070/614
- h. DD-214
- i. DD-215
- j. NAVPERS 1070/601
 - (1) NAVRES 1570/21
 - (2) NAVPERS 601
- k. NAVPERS 1070/622
- l. NAVPERS 553
- m. Correspondence course completion letters

Figure 20-2 (Cont'd)

PROCEDURES TO ENROLL ENLISTED MEMBERS IN THE NAVY
ENLISTED/OFFICER PARTICIPATION SYSTEM (NEOPS) (CONT'D)

3. Additional Information to Prepare Form

a. For members with lost time or unauthorized absence, any NAVPERS 1070/606, NAVPERS 1070/607, and NAVPERS 1070/613 will be obtained and submitted with the NAVPERS 1810/1.

b. Members with prior Navy Reserve service who were previously in NEOPS who reenlist after broken service require only update documentation. Prepare a NAVPERS 1810/1 as prescribed in paragraph 1 and indicate "PRIOR NEOPS" on the form. Obtain a copy of the member's current enlistment contract, any pertinent military service update documentation, and most recent ASOSH or Historical Summary Sheet, if available, and submit with the NAVPERS 1810/1.

c. Ensure that all personnel involved in the transfer of retirement points review this chapter in order to understand retirement point procedures.

4. Reviewing and Certifying NAVPERS 1810/1

a. Members will review and sign the completed NAVPERS 1810/1. The signature indicates they have seen the information. If members do not agree with the awarded points, they should forward a statement with the completed form.

b. The CO of the submitting activity will certify and sign the document. "By direction" signatures are acceptable by individuals authorized to sign pay documents.

5. Distribution. Send Part 1 of each NAVPERS 1810/1, along with supporting documentation, to NAVPERSCOM (PERS-912). Send Part 2 of each NAVPERS 1810/1 to the members' Official Military Personnel File.

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SUPPORTING DIRECTIVE BUPERSINST 1001.39

NAVY RESERVE RETIREMENT POINT CAPTURE				MAIL COMPLETED COPY TO:		Commander Navy Personnel Command (PERS-912) 5720 Integrity Drive Bldg 768 Millington, TN 38055			
RUIC		RESERVE UNIT TITLE			UIC		RECORD HOLDING ACTIVITY NAME		
NAME (LAST)			NAME (FIRST)		MIDDLE INITIAL		SOCIAL SECURITY NUMBER		
	(1) PERIOD COVERED DATE FROM TO		(2) TOTAL DRILLS	(3) AT/ADT	(4) ACTIVE DUTY	(5) CORRES COURSE	(6) GRATUITO US	(7) BRANCH CODE	(8) TOTAL 2-6
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									

SAMPLE

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Departmental Regulations
 PURPOSE: This information will be used to capture Navy Reserve Retirement Points credit.
 ROUTINE USES: To designate (DD) personnel who capture or compute Navy Reserve Retire Point credit and for maintenance/update of the service record.
 DISCLOSURE: Completion of this form is mandatory. Failure to provide required information may result in an inaccurate assessment of eligibility for retirement.

REVIEWED BY: _____ RESERVIST SIGNATURE	CERTIFIED TO BE CORRECT: _____ COMMANDING OFFICER BY DIRECTION
--	---

NAVPERS 1810/1 (04-07)

FOR OFFICIAL USE ONLY
PRIVACY SENSITIVE

S/N: 0106-LF-981-5500

Figure 20-3

8 MAY 2013

**FORMAT FOR REQUESTING TRANSFER TO THE RETIRED RESERVE
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE**

(Date)

From: Rating/Rank, Full Name, Designator
To: Commander, Navy Personnel Command (PERS-912)
Via: (1) Commanding Officer, Navy Reserve Unit (Note 1)
(2) Commanding Officer, Navy Reserve Activity
Subj: REQUEST TO TRANSFER TO THE RETIRED RESERVE (Note 2)
Ref: (a) BUPERSINST 1001.39F
(b) DTM 09-003

1. Per reference (a), I request transfer to the Retired Reserve and understand per reference (b) I must elect to transfer Post-9/11 GI Bill education benefits prior to my approved retirement date.

2. The following information is provided:

- a. Current mailing address, including zip code.
- b. Current telephone numbers.
- c. E-mail address.
- d. Desired transfer date. (Note 3)
- e. Date of birth.
- f. Date of expiration of enlistment or valid extension (enlisted only).
- g. Ceremony date requested. (Note 4)
- h. Reason transfer is requested.
- i. Unit's facsimile and telephone numbers.
- j. NRA's facsimile and telephone numbers.

Member's signature

8 MAY 2013

FORMAT FOR REQUESTING TRANSFER TO THE RETIRED RESERVE (CONT'D)

Note 1: Members not assigned to a drilling Reserve unit will not have "via" addressees. Their request should be submitted directly to NAVPERSCOM (PERS-912).

Note 2: Transfer to the Retired Reserve will be without pay if the member is not yet eligible to start receiving retired pay. Member will be notified by NAVPERSCOM (PERS-912) approximately 6 months before reaching eligibility for pay.

Note 3: Per the Uniform Retirement Date Act, 5 U.S.C., 8301, the effective date of retirement must be the first day of a month desired by the member. Requests should be submitted not earlier than 6 months and not later than 3 months prior to the requested retirement date. Personnel will not be transferred to the Retired Reserve without written authorization from NAVPERSCOM (PERS-912). The effective date of transfer must be a date within the term of an enlistment contract or extension. Requests to cancel previously submitted applications for retirement without pay should be sent to NAVPERSCOM (PERS-912) and be endorsed by the same chain-of-command through which the original request was submitted.

Mail to:
NAVY PERSONNEL COMMAND (PERS-912)
5720 INTEGRITY DRIVE
MILLINGTON TN 38055

Note 4: See section 2022 for more information.

Figure 20-4 (Cont'd)

MINIMUM RETIREMENT POINT CREDIT CHART

NUMBER OF DAYS IN AN ACTIVE STATUS	MINIMUM POINTS REQUIRED	
0	8	1
9	14	2
15	21	3
22	29	4
30	36	5
37	43	6
44	51	7
52	58	8
59	65	9
66	73	10
74	80	11
81	87	12
88	94	13
95	102	14
103	109	15
110	116	16
117	124	17
125	131	18
132	138	19
139	146	20
147	153	21
154	160	22
161	168	23
169	175	24
176	182	25
183	189	26
190	197	27
198	204	28
205	211	29
212	219	30
220	226	31
227	233	32
234	240	33
241	248	34
249	255	35
256	262	36
263	270	37
271	277	38
278	284	39

Figure 20-5

MINIMUM RETIREMENT POINT CREDIT CHART (CONT'D)

NUMBER OF DAYS IN AN ACTIVE STATUS		MINIMUM POINTS REQUIRED
285	292	40
293	299	41
300	306	42
307	313	43
314	321	44
322	328	45
329	335	46
336	343	47
344	350	48
351	357	49
358	365 (366)	50

Figure 20-5 (Cont'd)

8 MAY 2013

PRO-RATING NAVY RESERVE MEMBERSHIP POINTS

NUMBER OF DAYS IN THE ACTIVE RESERVE		MEMBERSHIP POINTS TO BE CREDITED
FROM	TO	POINTS
1	12	0
13	36	1
37	60	2
61	85	3
86	109	4
110	133	5
134	158	6
159	182	7
183	206	8
207	231	9
232	255	10
256	279	11
280	304	12
305	328	13
329	352	14
353	365 (366 leap year)	15

Figure 20-6

CHAPTER 21

NAVY RESERVE SCREENING

2101. Screening Requirements. 10 U.S.C., 1019 requires continuous screening of units and members of the Ready Reserve to ensure their immediate availability for Active Duty and to minimize attrition during recall and mobilization.

2102. Navy Policy. All members of the Ready Reserve who are not on Active Duty will be screened at least annually per DOD Directive 1200.7. The purpose of the screening is to ensure that Ready Reservists

1. meet Navy wartime standards of mental, moral, professional, and physical fitness.
2. possess military qualifications required of their various ranks, ratings, and specialties.
3. are immediately available for recall or mobilization.

2103. Annual Screening Procedures. Ongoing procedures to screen members of the Ready Reserve include the following:

1. Key Employee Screening. At mobilization, Ready Reservists will only be exempted or deferred from mobilization due to civilian employment as specifically directed by DOD. Accordingly, all Ready Reservists will be screened at least annually to ensure their availability for mobilization. DOD Directive 1200.7 provides guidelines for determining if certain Ready Reservists employed by Federal or non-Federal employers are to be designated as key employees. Those so designated by DOD will be removed from the Ready Reserve either by being transferred to the Standby Reserve or the Retired Reserve, or discharged, as appropriate. Question 9 of NAVPERS 1001/3, Ready Reserve Screening Questionnaire, (figure 21-1), is designed to allow Federal and non-Federal employees to inform the Navy Reserve if they have been so designated by their employer per the general guidelines listed below. Ready Reservists who are identified as key Federal or non-Federal employees will notify NAVPERSCOM (PERS-91) for removal from the Ready Reserve per DOD guidelines.

a. Non-Federal employees who work in the fields of public health and safety as well as defense support industries may be considered key employees if they possess unique skills which cannot be filled in a reasonable time after mobilization. Examples include a physician who is the only health care provider for a remote community which is not served by other health care agencies or a lead engineer who provides essential technical expertise relating to the development or maintenance of certain national security assets.

b. Federal employees whose functions are essential to the continuity of the Federal government may be considered key employees if they occupy positions that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of their agency to function effectively. Federal Agency Heads are responsible for reporting key employees per DOD Directive 1200.7. Examples include members of Congress, certain Federal law enforcement officials, and civilian appointees such as Cabinet officials and military department leaders.

2. Members with More than 20 Years of Qualifying Service. Annually, NAVPERSCOM (PERS-91) identifies members of the Ready Reserve who have 20 or more years of qualifying service but who have earned fewer than 50 retirement points in their most recent anniversary year. Those members (known as 50-point failees) are notified and unless waived, are transferred from USNR-R to USNR-S2 by NAVPERSCOM (PERS-91) per DOD Instruction 1200.15.

3. IRR and USNR-S1 Officers with Fewer than 20 Years of Qualifying Service and Fewer than 27 Points. Annually, NAVPERSCOM (PERS-911) identifies officers with fewer than 20 years of qualifying service who have earned fewer than 27 retirement points, including the 15 membership points, in their most recent anniversary year. Those officers (known as 27-point failees) may be transferred from an active status (USNR-R and USNR-S1) to the Standby Reserve Inactive (USNR-S2) by NAVPERSCOM (PERS-91) after notification if they have completed their MSO per SECNAVINST 1920.6C.

4. Muster and Screening of the IRR. NAVPERSCOM (PERS-93) may administer an annual muster and screening of members of the IRR in order to obtain current information on the members' readiness for mobilization.

a. To satisfy the ASP annual screening requirement, members may be ordered to MD, with or without the members' consent, per 10 U.S.C., 12319. Exemptions from an in-person IRR muster may be authorized as follows:

(1) Members who were gained into the IRR within the fiscal year of muster.

(2) Members who are scheduled for discharge from military service within the fiscal year of muster.

(3) Members who reside outside established geographical limitations as set by NAVPERSCOM (PERS-9).

(4) Members participating in officer training programs, those in the Armed Forces Health Professions Scholarship and Financial Assistance Program (AFHPS/FAP), members in training or awaiting training, or those in a Delayed Entry Program or Delayed Entry Training Program for active or Reserve component service.

(5) All other exemptions shall be granted on a case-by-case basis by NAVPERSCOM (PERS-93).

b. ASP members, excluding those specified in section 2103, paragraph 4.a.(4), are screened online through the BUPERS Online (BOL) IRR Annual Screening site, which is accessed at the Navy Knowledge Online (NKO) IRR Community of Practice.

c. Members of the VTU may be screened either by mail or in person.

d. Members of the MMIRRG are screened annually by the MMIRRG Program Manager, COMNAVRESFORCOM (N14).

e. A Reservist's failure to respond to muster and screening directives will be used as a basis for determining participation status in the Ready Reserve and may result in unfavorable administrative action.

2104. Annual Screening Requirements. Members of the Ready Reserve and Standby Reserve Active are required to provide current information, which is used to update IMAPMIS file. Questionnaires also become part of an officer's official record.

The following chart identifies which forms are to be completed based on the current status of a member:

	NAVPERS 1200/2 (Officers only)	NAVPERS 1001/3	BOL IRR Annual Screening Site
SELRES	X	X	
IRR (VTU)	X	X	
IRR (ASP)			X

1. NAVPERS 1200/2, Navy Reserve Qualification Questionnaire for Inactive Duty Personnel (NRQQ). All SELRES and VTU Officers will complete NAVPERS 1200/2, annually during their anniversary month. The NAVPERS 1200/2 is used to collect information for the IMAPMIS files and the Reserve Components Common Personnel Data System (RCCPDS) as required by DOD Instruction 7730.54. Topics covered on the NAVPERS 1200/2 include education, civilian employment, foreign language proficiency, etc. Members are required to complete these forms and return them to NAVPERSCOM (PERS-91). After pertinent data is extracted, the NAVPERS 1200/2 is then forwarded to NAVPERSCOM (PERS-312) for inclusion into the officer's official record. The NAVPERS 1200/2 can be found at the NAVPERSCOM (PERS-9) Reserve Personnel Management Web site <http://www.npc.navy.mil/CareerInfo/ReservePersonnelManagement/>

2. NAVPERS 1001/3, Ready Reserve Screening Questionnaire (RRSQ). All SELRES and members of the VTU will complete NAVPERS 1001/3 (figure 21-1) upon initial affiliation and each fiscal year.

a. Members will sign NAVPERS 1001/3 certifying that they are ready for immediate mobilization and that they will expeditiously notify their CO, as appropriate, should circumstances arise that would prevent their availability. If there is no change from the information provided on the previous year's NAVPERS 1001/3, then signature verification is authorized instead of completing a new questionnaire annually. This method requires only the member's signature with an appropriate statement (e.g., "I certify that there has been no change since my last NAVPERS 1001/3 of _____") on the back of the current form until a new form with appropriate signature blocks is distributed.

b. Unit COs are responsible for ensuring NAVPERS 1001/3 is reviewed and members are interviewed after they complete the questionnaire. The supporting NOSC CO is responsible for reviewing and signing the unit CO's NAVPERS 1001/3. If a unit CO determines that a member has a situation which cannot be resolved locally and would preclude the member from being immediately available for mobilization, that CO will submit a letter to the supporting NOSC CO for review. If the activity CO determines that the situation cannot be resolved utilizing the references listed on NAVPERS 1001/3, the NOSC will forward a letter to NAVPERSCOM (PERS-91) via the Echelon 4 command requesting appropriate action and will make an annotation on the retained questionnaire.

c. Unit COs will submit completed NAVPERS 1001/3 to the supporting NOSC CO for review. NOSC COs will ensure the completed NAVPERS 1001/3 is retained in a manner accessible during mobilization.

3. BUPERS Online (BOL) IRR Annual Screening Site. Members of the ASP IRR (excluding those in a Ready Reserve training program (officer training programs or AFHPS/FAP), education delay, Reserve Officers Training Corps (ROTC) assignment delay, etc.) will complete their annual screening requirements during their anniversary month using the BOL IRR Annual Screening site, which is accessed at the NKO IRR Community of Practice. Completion of this screening allows NAVPERSCOM to collect information regarding the members' current physical condition and to complete mobilization readiness screening requirements at the same time. The BOL screening includes questions regarding education, civilian employment, foreign language proficiency, physical condition, and mobilization interests.

2105. Screening Checklist for Mobilization, PSRC, ADSW, and Recall to Active Duty. Order-writing authorities and supporting NOSCs will ensure that members being considered for mobilization, etc., meet all requirements for activation. Navy Reservists are periodically screened for potential for mobilization, etc. However, circumstances may change between screenings, which may necessitate delay or termination of processing. Activities will utilize the Navy-Marine Corps Mobilization Processing System (NMCMPMS) Screening Checklist to screen members for activation.

READY RESERVE SCREENING QUESTIONNAIRE

SUPPORTING DIRECTIVE BUPERSINST 1001.39

PRIVACY ACT STATEMENT					
<p>AUTHORITY AND PURPOSE: 5 U.S.C. 301, Departmental Regulations, and E.O. 9397 (SSN). Provided information is used to assist officials and employees of the Navy in the management, supervision and administration of Navy personnel (officer and enlisted) and the operations of related personnel affairs and functions.</p>					
<p>ROUTING USES: Information will be utilized by Department of the Navy officials in verifying qualifications and suitability for continued assignment to the Ready Reserve.</p>					
<p>DISCLOSURE: VOLUNTARY. However, failure to provide the requested information may result in an administrative change to your reserve status or separation from the Naval Reserve.</p>					
NAME: (Last, First, MI)		SSN:	PAYGRADE:	DESIG/RATE:	
<p>Place an "X" in the Yes or No box. Provide amplifying information as required.</p>				YES	NO
1. Is your Record of Emergency Data (NAVPERS 1070/602) current? If not, review and update as necessary.				<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have a dependent(s) who would prevent, restrict or delay your mobilization? If yes, explain. See note 1 BUPERSINST 1001.39 (Ch. 21).				<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have a spouse who is an active or reserve service member? If yes, see notes 1 and 2 in BUPERSINST 1001.39 (Ch. 21).				<input type="checkbox"/>	<input type="checkbox"/>
4. Are you a single member with dependent(s)? If yes, see notes 1 and 2 in BUPERSINST 1001.39 (Ch. 21)				<input type="checkbox"/>	<input type="checkbox"/>
5. Have you within the last year failed to meet, or do you believe you are now unable to meet, the physical readiness standards per OPNAVINST 6110.1? If yes, explain below. See note 3 in BUPERSINST 1001.39 (Ch. 21).				<input type="checkbox"/>	<input type="checkbox"/>
6. Do you have a medical problem or physical defect, which might prevent your mobilization or restrict your assignment? If yes, explain below. See note 4 in BUPERSINST 1001.39 (Ch. 21).				<input type="checkbox"/>	<input type="checkbox"/>
7. Are you preparing for religious ministry by attending a recognized theological or divinity school, or an equivalent, or preparing to meet religious faith group requirements? If yes, identify institution course of instruction and date entered program below. See note 5 in BUPERSINST 1001.39 (Ch. 21).				<input type="checkbox"/>	<input type="checkbox"/>
8. Are you a student, resident, or intern in any educational program, which leads to a certification as a medical doctor or dentist? If yes, describe program, credential to be awarded, date started and expected duration of course. See note 6 in BUPERSINST 1001.39 (Ch. 21).				<input type="checkbox"/>	<input type="checkbox"/>

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Figure 21-1

READY RESERVE SCREENING QUESTIONNAIRE (CONT'D)

SUPPORTING DIRECTIVE BUPERSINST 1001.39

READY RESERVE SCREENING QUESTIONNAIRE (CONTINUED)		YES	NO
9(a). Are you currently employed? If yes, provide the information requested below. Name of Organization: _____ Position Title: _____		<input type="checkbox"/>	<input type="checkbox"/>
9(b). Are you considered a "key" employee? If yes, please provide the information listed below. See note 1 in BUPERSINST 1001.39 (Ch. 21). POC: _____ Phone: _____		<input type="checkbox"/>	<input type="checkbox"/>
10. Do you have any benefits that would prevent or restrict your service during mobilization or recall? If yes, explain below. See note 1 in BUPERSINST 1001.39 (Ch. 21).		<input type="checkbox"/>	<input type="checkbox"/>
11. Are you a non-prior service member who has not completed a 12 week period of basic training or its equivalent? If yes, describe the circumstances. See note 7 in BUPERSINST 1001.39 (Ch. 21).		<input type="checkbox"/>	<input type="checkbox"/>
12. Do you know of any reason why your recall to active duty would create a personal or community hardship? If yes, explain below. See note 1 in BUPERSINST 1001.39 (Ch. 21).		<input type="checkbox"/>	<input type="checkbox"/>
13. Have you been convicted of any criminal offense? If yes, identify the offense below. See note 1 in BUPERSINST 1001.39 (Ch. 21)		<input type="checkbox"/>	<input type="checkbox"/>
14. Are you currently involved in any pending civil or criminal legal matters that could delay or preclude your immediate mobilization? See note 1 in BUPERSINST 1001.39 (Ch. 21)		<input type="checkbox"/>	<input type="checkbox"/>
15. Have you ever been convicted of a domestic violence offense? See notes 1 and 8 in BUPERSINST 1001.39 (Ch. 21).		<input type="checkbox"/>	<input type="checkbox"/>
16. Is there any other reason why you would not be immediately available for recall to active duty? If yes, explain. See note 1 in BUPERSINST 1001.39 (Ch. 21).		<input type="checkbox"/>	<input type="checkbox"/>
CERTIFICATION BY PERSON COMPLETING FORM			
I certify that the information I have provided is complete and accurate to the best of my knowledge. I will expeditiously notify my commanding officer of any circumstances that may develop in the future that could delay or prevent my immediate mobilization.			
MEMBER'S SIGNATURE: _____		DATE: _____	
COMMANDING OFFICER'S ENDORSEMENT (SELRES AND VTU ONLY)			
<input type="checkbox"/>	I consider the member mobilization ready. I will notify the local Naval Reserve activity of any changes to the member's status that may affect his/her mobilization.		
<input type="checkbox"/>	I consider the member not mobilization ready. The following action has been taken:		
<input type="checkbox"/>	FORWARDED TO ACTIVITY COMMANDING OFFICER FOR FURTHER REVIEW.		
UNIT COMMANDING OFFICER'S SIGNATURE: _____		DATE: _____	
ACTIVITY COMMANDING OFFICER'S SIGNATURE: _____		DATE: _____	

Figure 21-1 (Cont'd)

**NOTES FOR COMPLETION OF
READY RESERVE SCREENING QUESTIONNAIRE**

The unit CO will accomplish the following:

Note 1: Investigate. If it is determined that the member's mobilization is restricted, submit a letter to the supporting NOSC CO providing details. See section 2103.1 for a discussion of key employees. If the supporting NOSC determines the situation cannot be resolved, it must forward the letter to NAVPERSCOM (PERS-91) via the Echelon 4 command requesting to change the member's status or process the member for separation, as appropriate.

Note 2: Comply with OPNAVINST 1740.4C. Ensure the member has a current NAVPERS 1740/6, Family Care Plan Certificate in the service record and a copy in the unit files. If the member is married to a prior service spouse, ensure that the spouse is not still under contract with the military. If the spouse is still subject to recall (e.g., as a member of the IRR with an unfulfilled MSO), ensure the member fills out the required NAVPERS 1740/6.

Note 3: Comply with OPNAVINST 6110.1H.

Note 4: Provide information to your Reserve activity for a determination of the member's status per appropriate medical directives and BUPERSINST 1001.39F.

Note 5: Interview the individual to ascertain if the member is actually attending a recognized theological or divinity school and is preparing to become an ordained minister, cleric, or equivalent. If both conditions are met, submit a letter to NAVPERSCOM (PERS-91) via Echelon 4 and 5 commands providing details. This may result in the member's removal from the unit and a transfer to the Standby Reserve-Active (USNR-S1) after evaluation by NAVPERSCOM. If, however, the member is merely pursuing religious studies for educational purposes and does not intend to become a minister for a particular faith group, then comment accordingly and forward the NAVPERS 1001/3 to the parent NOSC.

Figure 21-1 (Cont'd)

**NOTES FOR COMPLETION OF
READY RESERVE SCREENING QUESTIONNAIRE (CONT'D)**

Note 6: Provide details to the order-issuing authority. Per DOD Directive 1200.7, these members may remain Ready Reservists but are restricted during mobilization to student, intern, resident, or fellow assignments. Order-issuing authorities: reassign, if appropriate, to a medical unit or billet or VTU until the member completes the studies; request BUMED to assign NOBC 0104 to interns or 0106 to residents.

Note 7: The member may not be assigned to Active Duty on land outside the United States or its territories and possessions until this training is complete. Consult with the supporting NOSC to ensure that the member is assigned to an appropriate mobilization billet and to determine when training can be provided.

Note 8: Effective 30 September 1996, the Gun Control Act of 1968 was amended (via the Lautenberg Amendment) to make it a felony for any person convicted of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. The amendment also makes it a felony for any person to transfer a firearm or ammunition to any person known to have such a conviction. There is no exemption for military or law enforcement personnel. A domestic violence conviction could severely impact an individual's mobilization potential.

Figure 21-1 (Cont'd)

CHAPTER 22

MOBILIZATION

2201. General. Mobilization is the process of bringing the armed services to a state of readiness for operational missions, contingencies, emergencies, or war. Mobilization includes the order to Active Duty of units and members of the Reserve component to expand the Navy beyond its active force capability. The degree of expansion required will depend on the nature of the crisis or emergency and the authority invoked in response. Reserve component members may also be mobilized as Individual Augmentation (IA) in support of Joint Manning Document, combat support or service support requirements as directed by CNO (N3/N5).

1. Per 10 U.S.C., 12301(a), in time of war or national emergency declared by Congress or when otherwise authorized by law, an authority designated by the Secretary concerned may, without the consent of the persons affected, order any unit and any member not assigned to a unit of a Reserve component to Active Duty for the duration of the war or emergency and for 6 months thereafter.

2. OPNAVINST 3060.7B, articulates authority, responsibilities, and implementation procedures for recall and mobilization of the Navy Reserve. It implements general Navy policy governing the activation, mobilization, and demobilization of the Ready Reserve. Additional mobilization and IA policy information can be found on the Navy Knowledge online Web site (wwwa.nko.navy.mil) and the Mobilization Policy and Program Management Branch NAVPERSCOM (PERS-4G4) Web site www.npc.navy.mil/CareerInfo/Augmentation/Mobilization/.

2202. Mobilization Assets and Precedence. Navy Reserve mobilization assets consist of personnel in the following categories. Mobilization asset categories and the order in which they may be mobilized are illustrated in figure 22-1.

1. Selected Reserve (SELRES). The Navy's SELRES is the principal source of trained units and personnel to augment the active forces in time of war or national emergency. It is comprised of personnel drilling with pay in structured units or in specific mobilization billets. COMNAVRESFORCOM, at the

direction of CNO, is responsible for directing and overseeing activation processing at NOSCs and identifying qualified SELRES personnel to fill mobilization requirements.

a. SELRES Units. A unit is any group or detachment of one or more individuals organized, equipped, and trained to serve, upon activation or mobilization, on Active Duty as an operational unit.

b. Individual Mobilization Augmentee (IMA). IMAs are trained individuals of the SELRES who are pre-assigned to an active component, DOD agency, Selective Service System, or Federal Emergency Management Agency organization billet that must be filled to meet contingency, pre-mobilization, mobilization, sustainment, or demobilization manpower requirements. IMAs should not be confused with Individual Augmentation (IA) billet requirements as described in paragraph 2201.

2. Pre-Trained Individual Manpower (PIM). The following Reserve categories are collectively referred to as PIM and are listed in order of mobilization precedence. NAVPERSCOM (PERS-9) is tasked with managing the PIM community; updating information contained within the corporate Navy Reserve database, the IMAPMIS; and identifying and sourcing qualified PIM personnel for mobilization.

a. Individual Ready Reserve (IRR). The IRR is a manpower pool consisting of individuals who have had training and have previously served in the active component or in the SELRES. The IRR is composed of the VTU and the ASP which includes the MMIRRG (see chapter 3). IRR personnel may be voluntarily or involuntarily assigned to fill mobilization requirements that cannot be readily filled by SELRES personnel.

b. Standby Reserve. Per 10 U.S.C., 12301(a) and 12306 and SECNAVINST 1001.32B, members of the Standby Reserve may be mobilized in time of war or national emergency declared by Congress, or when otherwise authorized by law, without the consent of the member, if there are not enough qualified SELRES or IRR members readily available to meet requirements. Definitions of the two categories of Standby Reserve follow:

(1) USNR-S1 (Active Status List). Individuals in this category possess desired mobilization skills but are listed as key Federal or non-Federal employees or have a documented hardship as approved by NAVPERSCOM (PERS-9). They are in an active status and are eligible to participate in a Navy Reserve program, without pay, for retirement point credit.

(2) USNR-S2 (Inactive Status List). Reservists who are classified USNR-S2 are in an inactive status. They may not participate for retirement points or pay and may not be assigned to any Navy Reserve organization other than the Inactive Status Pool. They may not be considered for advancement or promotion.

c. Retired Military. Retired USN, USNR, and Fleet Reserve personnel may be subject to involuntary mobilization under 10 U.S.C., 688, 12301(a), and 12307; DOD Directive 1352.1; and OPNAVINST 1300.19. Mobilized retirees will be used primarily to backfill CONUS, Alaska, and Hawaii installations, permitting reassignment of Active Duty personnel to fleet and operational billets. Retired personnel should require minimal training and indoctrination after being recalled. Per OPNAVINST 1300.19, the following retired categories are eligible for recall:

(1) Category I - Non-disability military retirees under age 60 who have been retired fewer than 5 years.

(2) Category II - Non-disability military retirees under age 60 who have been retired for more than 5 years.

3. Navy Veteran (NAVET). NAVETs are defined as personnel discharged from the Navy service with no further service obligation and are, therefore, not included as Navy Reserve resources. Veterans are an asset that may be considered in personnel mobilization planning. Veteran volunteers will be processed for Active Duty by the COMNAVCRUITCOM under the same processing procedures that apply to non-prior service volunteers.

4. Students in the Health Profession. Involuntary activation of Reserve component personnel engaged as students in a full time training program in the health professions shall be consistent with policies pertaining to active component personnel in the same status per DOD Instruction 1235.12.

5. Students in Theological or Divinity School. Per 10 U.S.C., 12317, Reserve component members are not required to serve on Active Duty or to participate in IADT while preparing for the ministry at a recognized theological or divinity school.

2203. Screening. DOD Instruction 1235.12 states that the screening system is a continuous peacetime process and the primary means for ensuring that Reserve component members receive fair treatment when being considered for recall to Active Duty without their consent. Upon activation or mobilization, all members remaining in the Ready Reserve shall be considered immediately available for active service. See chapter 21 for more information on mobilization screening.

2204. Personal Readiness. In preparation for potential recall and mobilization, all Navy Reserve personnel should maintain a personal file containing, at a minimum, documents identified in figure 22-2. This file should be reviewed annually and updated when changes occur. Having these documents readily available upon recall and mobilization will facilitate administrative processing and minimize pay problems and delays in obtaining privileges and benefits for dependents. NOSC COs shall communicate member responsibility for maintaining documentation and provide administrative and legal support as required and/or available.

2205. Alert and Notification. All SELRES members shall be prepared to report to their supporting NOSC within 24 hours of notification (receipt of orders). SECNAV will specify reporting dates for IRR members. To ensure that reporting times are met, members shall arrange in advance the handling of family, personal, business, and other responsibilities.

2206. Basic Training Requirements. Basic training requirements for various categories of Reserve personnel are as specified in DOD Instruction 1215.06. Per 10 U.S.C., 671, a Navy Reserve member may not be assigned to Active Duty on land outside the United States and its territories and possessions until the member has completed the Navy's basic training requirements.

2207. Deferments, Delays, and Exemptions. Requests for deferment, delay, or exemption will be considered on a case-by-case basis. Specific guidance concerning exemption criteria will be published with the implementing mobilization directive.

See OPNAVINST 3060.7B for information and procedures regarding delays in mobilization. Members who affiliate with the SELRES upon release from active duty may be deferred from mobilization for up to 2 years after affiliation. NAVPERSCOM (PERS-4G) Web site (in paragraph 2201) includes links to current deferment policies.

2208. Unit Integrity. Per 10 U.S.C., 12301(c) and DOD Instruction 1235.12, members of units organized and trained to serve as units shall, so far as practicable, be ordered to Active Duty with their units. When units remain intact following mobilization, the administration of a mobilized commissioned unit will be the same as the administration of an active component unit. Members of augment units, on the other hand, will generally be activated, mobilized, deployed, re-deployed, and demobilized as individuals.

1. Unit members undergoing IADT shall complete IADT before being mobilized with their unit OCONUS.

2. Members on ADT or ADSW at the time their unit is activated or mobilized can expect to be ordered to Active Duty with their assigned unit.

3. Unit members may be reassigned after being ordered to Active Duty (other than for training) to meet requirements.

2209. Stop-Loss. Per 10 U.S.C., 12305, Reservists may be restricted from separation, retirement, transfer, or discharge via applicable stop-loss guidance.

2210. Mobilization Resource Guide. The Mobilization Information and Resources Guide, published by the Office of the Assistant Secretary of Defense, Reserve Affairs, is designed to provide Guard and Reserve members with information that will assist them in preparing for their military duties. It includes current information on policy, pay, allowance, benefits, and assistance for mobilizing Reservists and their families. The Guide is located on the DOD Reserve Affairs Web site <http://www.dod.mil/ra/>. Reservists and their families may also contact their unit or NOSC ombudsman for information on additional family support resources.

NAVY RESERVE MOBILIZATION PRECEDENCE

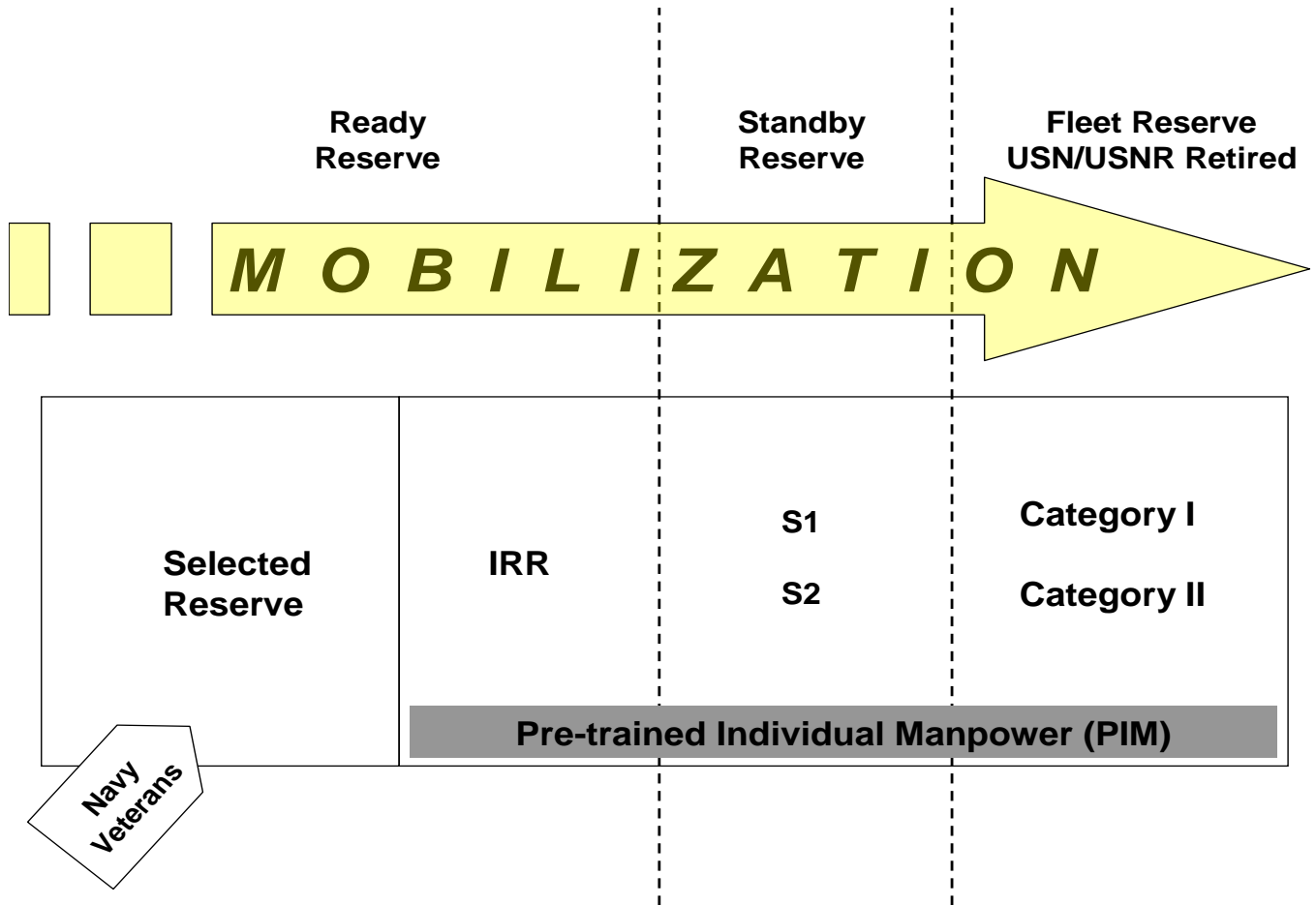


Figure 22-1

PERSONAL DOCUMENTATION FOR MOBILIZATION READINESS

Note: The following list contains documents that should be maintained at a minimum to prepare for possible activation. This list is not comprehensive and is not intended to replace established NCMCPS checklist requirements for Reservists identified for recall.

A. PAY/DIRECT DEPOSIT/ALLOTMENT

1. Bank account information (bank address/telephone, bank routing/account numbers) for direct deposit and desired allotments.

2. Copy of current child support agreement(s).

3. If in MC, DC, MSC, NC, certified copies or proof of the following:

a. Current license/certificate.

b. Current BCLS, ACLS, PALS, etc.

c. Current demographic information if MC.

d. Internship.

e. Residency.

f. Board certification in specialty or board certification qualifications.

B. SERVICE RECORD/PSD

1. Certification of discharge/separation (DD 214) for all former periods of Active Duty.

2. Birth certificate or passport.

3. Birth, adoption, or guardianship certificates for family members.

4. Social Security numbers for self and family members.

Figure 22-2

5. Certified copy of marriage certificate for present marriage.

6. Certified copies of documentation terminating any previous marriage (divorce/annulment/spouse's death certificate).

7. Certification of full time enrollment for self and college-age family members from school registrar.

8. Signed statement from licensed physician for family members, parent/children over 21 years of age who are incapacitated.

9. Current NAVPERS 1740/6, Family Care Plan Certificate.

10. Current Page 2.

C. SECURITY CLEARANCE (if investigation expired)

1. Certified copy of naturalization papers.

2. Names/addresses of personal/professional references (minimum of three each required).

3. Names/addresses/dates of employment for past 10 years (or since graduation from high school/college).

4. Names/addresses/dates of high school and college(s) attended.

5. Addresses and dates of all previous residences.

6. Names/dates/places of birth for your parents and your spouse's parents.

D. LEGAL

1. Location of current valid will.

2. Copy of current power(s) of attorney (business arrangements/tax filing/child care/family member's medical emergency care/household goods and POV storage).

3. Documentation to support potential legal issues, such as loss of college tuition assistance, loss of security deposit on lease, loss of employee medical benefits, etc.

E. MEDICAL

1. Documentation to support enrollment of exceptional family member in available Navy/DOD programs.

2. Documentation of enrollment in TRICARE Dental Plan (TDP).

F. MISC

1. Driver's license (to support issuance of government license).

2. If authorized POV travel, vehicle registration and insurance documentation.

3. Documentation to support any claim for delay/exemption.

Figure 22-2 (Cont'd)

CHAPTER 23

NAVY RESERVE REEMPLOYMENT RIGHTS

2301. General. On 13 October 1994, Congress enacted the Uniformed Services Employment and Reemployment Rights Act (USERRA), a complete rewrite of the Veterans' Reemployment Rights (VRR) law, first enacted in 1940. USERRA is now codified as 38 U.S.C., 4301-4333. USERRA applies to persons who apply for reemployment with their pre-service employers on or after 12 December 1994 (60 days after enactment).

1. USERRA preserves the VRR rights of persons who applied for reemployment prior to that date.

2. Under USERRA, 38 U.S.C., 4303(13), service in the uniformed services means the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes Active Duty, ADT, IADT, IDT, etc., and a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty.

2302. Applicability. Like the VRR law, USERRA applies to voluntary as well as involuntary military duty, in peacetime as well as wartime. USERRA applies to the Federal government as a civilian employer (including non-appropriated fund (NAF) activities), to State and local governments, and to private employers, regardless of size.

2303. Eligibility Criteria. To have the right to reemployment following a period of service including a short period such as IDT, members must meet the following eligibility criteria:

1. Hold a civilian job.
2. Give prior notice to the employer that they will be leaving that job for service in the uniformed services.
3. Must not exceed the 5-year cumulative limit on the duration of service.
4. Be released from service under honorable conditions.

5. Report back to work in a timely manner or submit a timely application for reemployment.

2304. Position of Employment. Per 38 U.S.C., 4312, even if the member's job is considered temporary, the individual can have reemployment rights unless the employer can establish to the satisfaction of a court that the member's employment is for a brief, non-recurrent period and there is no reasonable expectation that such employment will continue indefinitely or for a significant period.

2305. Notice to Employer

1. Under USERRA, prior notice to the civilian employer is required, regardless of the category of service to be performed. The notice can be verbal or written, and it can be provided either by the person who is to perform service in the uniformed services or by an appropriate officer of the uniformed service in which the service is to be performed. Figure 23-1 is an example of a letter that a Navy Reserve unit CO could send to the employer of a unit member, notifying such employer of a unit's IDT (drill) schedule, ADT, or recall to Active Duty.

2. USERRA does not specify how much advance notice is required, but it is strongly recommended that members give the employer as much advance notice as possible. If the members have little notice from the Navy, the lateness of the notice to the employer will not be held against them, but if the members have advance notice from the Navy and intentionally withhold that notice from the employer until the last moment, and if the lateness of the notice causes severe disruption of the employer's operations, a court could hold that the member does not have reemployment rights.

3. Advance notice to the employer is not required if it is precluded by military necessity under 38 U.S.C., 4312(b). The determination of military necessity is to be made by military authorities and is not subject to judicial review. It is conceivable that, in the most unusual circumstances, it could be necessary to classify not only an activated unit's destination and mission but also the fact of activation. Such a determination of military necessity should not be made lightly.

4. Notice to the employer is also not required in cases where it is deemed to be impossible or unreasonable per 38 U.S.C., 4312(b). For example, if a member was notified at 2200 to report to a military airfield for activation and deployment at 0600 the next morning, and if the member's employer is not open at night and the member does not have the employer's home telephone number, it could be determined that advance notice was impossible or unreasonable. It is envisioned that this will be a rare exception to the notice requirement, because the member can give such notice in any number of ways (e.g., in person, by mail, or by telephone).

2306. Limit on Duration of Service. Under USERRA, a Reservist can serve in the uniformed services for up to 5 years and have reemployment rights. This limit is cumulative but only as long as the member is employed by or seeking reemployment with the same civilian employer. When the member starts a new job with a new employer, a fresh 5-year entitlement applies.

1. Much of the service that a member may perform is exempted from the 5-year limit.

a. If the member is involuntarily recalled to Active Duty from a Navy Reserve status, or if the member's Active Duty period is involuntarily extended, that period of involuntary service does not count toward the 5-year limit even when a later period of voluntary service is added (38 U.S.C., 4312(c)).

b. Periodic Navy Reserve duty (e.g., IDT and ADT) does not count toward the 5-year limit.

c. A longer period of Navy Reserve training can be excluded from the 5-year limit if SECNAV determines and certifies in writing that such training is necessary for professional development or for skill training or retraining per 38 U.S.C., 4312(c)(3).

2. Voluntary Active Duty performed can be excluded from the 5-year limit if SECNAV determines that the duty is in support of a critical mission or requirement of Navy, or if SECNAV determines that the duty is in support of a mission for which other Reservists have been involuntarily recalled (38 U.S.C., 4312(c)(4)(C) and 4312(c)(4)(D)). Note that if the member is in any danger of exceeding the 5-year limit with the current

employer, the member should seek legal advice before agreeing to voluntary duty which may cause the member to exceed the limit and lose reemployment rights.

2307. Character of Service. Per 38 U.S.C., 4304, if a member is courts-martialed and is awarded one of the following punitive actions, the member will lose reemployment rights:

1. Bad Conduct Discharge (BCD).
2. Dishonorable Discharge (DD).
3. Other Than Honorable Discharge (OTH).
4. Dismissal.
5. Dropped from the rolls of the Navy because of a lengthy period of unauthorized absence or a civilian conviction.

2308. Timely Return to Work. Under USERRA, the deadline for a member to report for work or apply for reemployment depends upon the duration of the period of service, not the category.

1. If the period of service was for fewer than 31 days, including IDT and most periods of annual ADT, members must report for work no later than the beginning of the first regularly scheduled workday following the completion of the members' IDT or ADT, allowing for an 8-hour grace period upon completion of travel from the location where IDT or ADT was performed to the members' residence. This grace period is allotted for rest between travel and the members' resuming their normal civilian work schedule.

- a. For example, if the member's weekend of IDT ends at 1700 on Sunday, and it takes 4 hours for the member to drive home, and the member's normal workday is shift work which commences at 0200 the following Monday, the member need not report for work until the regularly scheduled shift on Tuesday. If reporting for work at the first regularly scheduled working period that next day, as described above, is impossible or unreasonable because of factors beyond the member's control, the member must report for work as soon as possible thereafter. For example, an automobile accident on the return trip could extend the deadline for the member to report for work.

2. Following a period of service of 31-180 days, the member must submit an application for reemployment within 14 days following the completion of that service per 38 U.S.C., 4312(e) (1) (C).

3. Following a period of service of 181 days or more, the member must submit an application for reemployment within 90 days per 38 U.S.C., 4312(e) (1) (D).

4. Any of these deadlines can be extended by up to 2 years if the member is hospitalized or convalescing for a service-connected injury or illness per 38 U.S.C., 4312(e) (2) (A).

5. Following a period of service of 31 days or more and upon request by the member's employer, the member is required to provide such documentation as is readily available to establish that the application for reemployment is timely, that the member has not exceeded the 5-year limit, and that the member is not disqualified for reemployment by virtue of having received a punitive or OTH discharge (see section 2307 of this chapter). Such documentation could include a DD 214, an endorsed copy of the member's orders, or a letter from the member's CO or the PERSUPPDET.

a. If the documentation does not yet exist or is not readily available, the employer is required to reemploy the member promptly while awaiting documentation.

b. If the documentation establishes that the member is not entitled to reemployment, the employer is permitted to discharge the member and to terminate any benefits that have been provided per 38 U.S.C., 4312(f) (3).

2309. Entitlements Upon Return. If the member meets the eligibility criteria described above, the following basic entitlements apply:

1. Prompt reinstatement.
2. Accrued seniority, as if the member had been continuously employed.
3. A position of exact or equivalent status.

4. Reinstatement of health insurance coverage.
5. Training or retraining.
6. Special protection against discharge, except for cause.

2310. Prompt Reinstatement

1. After a period of up to 30 days of service, including most Navy Reserve training, the member must report for work at the start of the first regularly scheduled working period on the 1st day after the completion of the service and the time reasonably required for safe transportation. When members report for work as required, they are entitled to immediate reinstatement.

2. After a longer period of service, the member is required to submit an application for reemployment. The employer is required to act upon the application and reemploy the member promptly, generally within a few days or at the start of the next pay period. It would be unlawful for the employer to make the member wait for a vacancy, because the member's right to reemployment is not contingent upon there being a vacancy.

2311. Accrued Seniority. In its first case applying the 1940 VRR law, the Supreme Court enunciated the "escalator principle" when it held

"The returning veteran does not step back on the seniority escalator at the point he stepped off. He steps back on at the precise point he would have occupied had he kept his position continuously during his military service."

1. 38 U.S.C., 4316(a) expressly ratifies the escalator principle, and 38 U.S.C., 4318 applies this principle to all sorts of pension plans, including defined contribution plans as well as defined benefit plans.

a. If members meet the eligibility criteria, and if the members' employers have a system of seniority, then the members must be treated as if continuously employed for all seniority purposes.

b. If members would have been continuously employed and would have received a pay raise or promotion based upon seniority, then the members are entitled to that pay raise or promotion upon reemployment.

c. The escalator principle applies to informal seniority systems based upon custom or practice as well as formal systems set forth in collective bargaining agreements.

2. 38 U.S.C., 4318 requires that each member be treated as continuously employed for purposes of civilian pension.

a. If members would normally contribute to a pension plan while employed, then the members must make up those contributions after reemployment.

b. 38 U.S.C., 4318(b)(2) gives each member an extended period to make up back contributions, without interest. That period extends for three times the most recent period of service or 5 years, whichever is less.

2312. Status. Following a period of fewer than 91 days of service in the uniformed services, members are entitled to the exact position of employment, including seniority credit for the members' period of service per 38 U.S.C., 4313(a)(1)(A).

1. If the period of service is for 91 days or more, employers have the option to reemploy members in another position of like seniority, status, and pay.

a. For example, if a member was the nurse manager of a medical facility prior to the period of service, reinstating the member as the assistant nurse manager is not satisfactory, even if the pay is the same, because that is not the same status.

2313. Reinstatement of Health Insurance Coverage. If members meet USERRA's eligibility criteria, then they are entitled to immediate reinstatement of health insurance coverage for the members and their families. There must be no waiting period and no exclusion of "pre-existing conditions" other than those conditions which the DVA has determined to be service-connected (38 U.S.C., 4317(b)).

2314. Training and Other Accommodations

1. If members are gone from their civilian jobs for months or years, they may find many changes on their return. Even if equipment and methods have not changed, the members' civilian job skills may have been dulled by a long period without use. If members must be qualified in order to be reemployed, 38 U.S.C., 4313(a)(2)(B) requires employers to make "reasonable efforts" to qualify members. Such efforts could include training or retraining.

2. If, upon return for employment, a member is suffering from a service-connected disability, employers are required to make "reasonable efforts" to accommodate that disability per 38 U.S.C., 4313(a)(3). For example, an employer could be required to lower an assembly line to enable a member to perform work despite having lost legs to an enemy land mine. If the disability cannot be accommodated through reasonable employer efforts, employers must reemploy the member in some other position of like seniority, status, and pay or the closest approximation thereof, consistent with the circumstances of the member's case (38 U.S.C., 4313(a)(3)(B)).

2315. Special Protection Against Discharge

1. If the period of service was for 181 days or more, members cannot be discharged, except for cause, within 1 year after proper reinstatement per 38 U.S.C., 4316(c)(1).

2. If the period of service was for 31-180 days, members cannot be discharged, except for cause, within 180 days after the members' proper reinstatement per 38 U.S.C., 4316(c)(2). If the members are discharged during this period of special protection, employers must bear a heavy burden of proof to establish that the members were discharged for cause.

2316. Entitlements During Service

1. If employers provide holiday pay, Christmas bonuses, or other non-seniority benefits to employees who have been furloughed (laid off) or employees on some form of non-military leave of absence (such as jury duty), employers must provide members the same benefits while they are away from work for service in the uniformed services per 38 U.S.C., 4316(b)(1)(A).

2. If employers have more than one form of non-military leave, the comparison should be with the employers' most generous form of leave. The comparison must be for comparable periods of time. Members cannot compare a 5-day jury duty with a 5-year military leave.

3. A new provision in USERRA gives members the right to elect continued health insurance coverage for members and their families through the members' civilian job while they are away from that job for service in the uniformed services per 38 U.S.C., 4317(a). This is not automatic. Members must inform employers that this election is being made. Employers will not necessarily inform members regarding this provision.

4. If the period of service is for fewer than 31 days, including most Navy Reserve training, employers are permitted to charge members only the employee share, if any, of the cost of that insurance coverage per 38 U.S.C., 4317(a)(1)(B).

5. If the period of service is for 31 days or more, employers are permitted to charge members up to 102 percent of the entire premium, including the part normally paid by the employer. If members elect this coverage for a period of service of more than 30 days, they have the right to that continued coverage, while the members pay the premium, during their period of service plus the period (generally up to 90 days) when they can apply for reemployment, or for 18 months after the members' absence from the civilian job began, whichever is the shorter period (38 U.S.C., 4317(a)(1)(A)).

6. Members are advised to elect this continued coverage during periods of fewer than 31 days of service in the uniformed services, including most Navy Reserve training. Under 10 U.S.C., 1076(a)(2)(A), members are entitled to use the military health care system, including TRICARE, for their spouses and family members only if the members are on a period of continuous service of 31 days or more. Electing this continued coverage for such short military tours will ensure that there is no gap in their family health insurance coverage.

2317. Prohibition on Discrimination. 38 U.S.C., 4311(a) provides as follows:

"A person who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform service in the uniformed services shall not be denied initial employment, reemployment, retention in employment, promotion, or any benefit of employment by an employer on the basis of that membership, application for membership, performance of service, application for service, or obligation."

This is a very broad provision, both as to the categories of persons protected and as to the scope of the protection provided. 38 U.S.C., 4311(b) provides that if one of the protected factors, such as membership in a uniformed service, was a motivating factor (not necessarily the only reason) in an employer's decision not to hire a member or to take some adverse action against a member, that decision is unlawful unless the employer can prove (not just say) that the same decision would have been made for lawful reasons in the absence of that protected factor.

2318. Assistance and Enforcement. Questions concerning securing USERRA rights should be directed to the National Committee for Employer Support of the Guard and Reserve (NCESGR) at 1-800-336-4590 or www.esgr.org. NCESGR will put members in contact with one of its volunteer ombudsmen or with Veterans' Employment and Training Service (VETS), United States Department of Labor. USERRA gives members the right to free assistance of VETS and free legal representation by Department of Justice or Office of Special Counsel, even if a member is claiming reemployment rights with respect to the Federal government as the civilian employer.

2319. Practical Suggestions. The following suggestions are offered for Navy Reservists and their COs with respect to maintaining employer support of the Navy Reserve:

1. Provide ample notice to employers.
2. Spread around extra duty.
3. Avoid misuse of employer equipment, supplies, and time.
4. Recognize cooperative employers.

2320. Provide Ample Notice. Many Reservists magnify their employer-support problems by waiting until the last moment to notify their employers of expected absences from work for Navy Reserve training or service. It is strongly recommended that members give their employers as much advance notice as possible to enable the employers to make the necessary arrangements to cover the members' work in their absence.

1. Reserve unit COs can assist in this regard by establishing a drill schedule, reducing it to writing, and informing employers of unit members of that schedule. Figure 23-1 is a sample notification letter. It is equally important that unit COs do not deviate from the schedule unless it is essential to do so. If a CO changes the schedule, the unit members' employers must be made aware of the change.

2. USERRA does not require written notice, but it would be prudent to give the notice in writing and to keep a copy in case a question arises as to whether such notice had been given.

2321. Spread Around Extra Duty. The right to be away from work for Navy Reserve training or service is not limited to one weekend of IDT per month and 2 weeks of ADT per year. COs are advised to spread around extra duty among many unit members instead of assigning all such duty to a perennial volunteer. Spreading around such duty limits the burden on any one employer-employee relationship, and it also represents a more prudent use of limited training funds.

2322. Avoid Abuse of Employer Equipment, Supplies, and Time. USERRA gives Reservists the right to time off from work to perform Navy Reserve training or service. The law does not give members the right to do Reserve unit activities while "on the clock" at their civilian job (i.e., it does not give members the right to use an employer's word processor and photocopier to produce a unit's Plan of the Month). In addition, Navy Reserve unit COs are urged to avoid routinely calling Reservists at work for recall exercises and similar reasons. They should conduct such exercises during non-working hours, if possible, and call unit members at home for Navy Reserve business.

2323. Recognize Cooperative Employers. Many employers go far beyond what USERRA requires in supporting Reservists. For example, many employers make up the difference in pay when

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employees are away from work for Reserve training. Especially cooperative employers should receive recognition through NCESGR. Call 1-800-336-4590 for details.

SAMPLE TRAINING NOTIFICATION TO EMPLOYER

Re: Your employee _____

Dear _____:

Since 1973, the Armed Forces of the United States have obtained personnel entirely through voluntary enlistment. Since the fall of the Berlin Wall and the demise of the Soviet Union, the size of the Active Duty military force has been reduced by more than 25 percent. However, this is still a dangerous world, and situations around the world may from time-to-time require our President to dispatch American military personnel.

Our country has found it cost-effective to rely increasingly upon part time servicemembers in the National Guard and Reserve instead of full time Active Duty personnel for many missions that may be needed in emergency situations but may not be needed to the same degree on a day-to-day basis during peacetime. National Guard and Reserve personnel are available to be recalled to Active Duty on short notice when they are needed. The cost to the government and to you as a taxpayer for this availability is a small fraction of the cost of keeping someone on Active Duty full time. Today, Reservists and National Guard members comprise about half of the total pool of available military personnel.

Under the Total Force Policy, it is necessary to recruit and retain National Guard and Reserve personnel, and it is also necessary to have them engage in periodic and special training to maintain and enhance their military skills and readiness. Some of today's weapon systems are very complex, and we as a nation simply cannot afford to rely upon teaching these systems to personnel after an emergency arises.

On October 13, 1994, the Uniformed Services Employment and Reemployment Rights Act (USERRA) was enacted which codified sections 4301-4333 of Title 38 U.S.C. The USERRA is a complete rewrite of the 54-year-old law that protected the civilian job rights of veterans and Reserve component members.

Figure 23-1

SAMPLE TRAINING NOTIFICATION TO EMPLOYER (CONT'D)

Section 4312(a) (1) of the USERRA requires a person leaving a civilian job for military training or service, or an appropriate officer of the service, to notify the civilian employer in advance unless giving advance notice is precluded by military necessity or otherwise impossible or unreasonable. The employee named above is a member of the unit I command and will be participating in military training or service as stated below. I have urged this employee to alert the appropriate supervisor to upcoming military-related absences, but we believe that this letter is sufficient to comply with the USERRA's notice requirement.

(check all that apply)

- The subject employee is a member of my unit and will be expected to engage in Inactive Duty training (IDT) in accordance with the attached schedule. If there are any changes in this schedule, either I or the employee will notify you as far in advance as possible.
- The subject employee will begin a short tour of military training or service on _____, and will have the right to time off from this job to participate in this training or service. This includes reasonable travel and rest time, if necessary. This period of training or service is scheduled to end on _____, and you can expect this employee to return to work on or about _____, unless the return is delayed by factors beyond our control.
- The subject employee will begin a longer tour of military service or training on _____. This person may have reemployment rights upon completion of this service.

Figure 23-1 (Cont'd)

SAMPLE TRAINING NOTIFICATION TO EMPLOYER (CONT'D)

If you would like reassurance that this employee has, in fact, engaged in military training or service as scheduled, please call me at _____. The USERRA provides the employee the right to time off for military training whether or not employers find it convenient. It also notes the employee's right to time off for military training or service is in addition to whatever right the employee otherwise has to vacation or time off. I want to work with you to minimize the problems caused by military service, but please recognize that my first responsibility is to ensure that my unit is ready to serve if called upon. I cannot reschedule my entire unit's training to accommodate the desires of the employer of one unit member. If members miss training, they may be unprepared to perform their mission for our country.

If you have questions about the need for employer support of Reservists and National Guard members, or about the laws that protect the civilian job rights of these members, please call the National Committee for Employer Support for the Guard and Reserve at 1-800-336-4590.

Sincerely,

Commanding Officer

Figure 23-1 (Cont'd)

APPENDIX A

ACRONYMS

<u>ACRONYM</u>	<u>DESCRIPTION</u>
AA	AUTHORIZED ABSENCE (DRILLS)
ACIP	AVIATION CAREER INCENTIVE PAY
AD	ACTIVE DUTY
ADL	ACTIVE DUTY LIST
ADOS	ACTIVE DUTY FOR OPERATIONAL SUPPORT
ADOT	ACTIVE DUTY OTHER THAN FOR TRAINING
ADSEP	ADMINISTRATIVE SEPARATION
ADSW	ACTIVE DUTY FOR SPECIAL WORK
ADT	ACTIVE DUTY TRAINING
AFHP	ARMED FORCES HEALTH PROFESSIONAL
AFHPS/FAP	ARMED FORCES HEALTH PROFESSIONS SCHOLARSHIP AND FINANCIAL ASSISTANCE PROGRAM
AFTP	ADDITIONAL FLYING TRAINING PERIOD
AIA	ACCELERATED INITIAL ACCESSION
APG	ADVANCED PAYGRADE
AQD	ADDITIONAL QUALIFICATION DESIGNATION
ARPR/ASOSH	ANNUAL RETIREMENT POINT RECORD/ANNUAL STATEMENT OF SERVICE HISTORY
ASP	ACTIVE STATUS POOL
ASVAB	ARMED SERVICES VOCATIONAL APTITUDE BATTERY

AT	ANNUAL TRAINING
ATP	ADDITIONAL TRAINING PERIOD
BAH	BASIC ALLOWANCE FOR HOUSING
BAQ	BASIC ALLOWANCE FOR QUARTERS
BAS	BASIC ALLOWANCE FOR SUBSISTENCE
BCD	BAD CONDUCT DISCHARGE
BCG	BUPERS CONTROL GROUP
BOL	BUPERS ONLINE
BUMED	BUREAU OF MEDICINE AND SURGERY
BUPERS	BUREAU OF NAVAL PERSONNEL
CAC/FHS	CASUALTY ASSISTANCE CALLS AND FUNERAL HONORS SUPPORT
CBVET	CONSTRUCTION BASIC VETERAN
CCPO	CHAPLAIN CANDIDATE PROGRAM OFFICER
CEFIP	CAREER ENLISTED FLYER INCENTIVE PAY
CEI	CIVILIAN EMPLOYER INFORMATION
CHNAVPERS	CHIEF OF NAVAL PERSONNEL
CMA	CLOTHING MONETARY ALLOWANCE
CME	CONTINUING MEDICAL EDUCATION
CNO	CHIEF OF NAVAL OPERATIONS
CNRFC	COMMANDER, NAVY RESERVE FORCES COMMAND
CO	COMMANDING OFFICER
COMNAVAIRFORES	COMMANDER, NAVAL AIR FORCE RESERVE

COMNAVPERSCOM	COMMANDER, NAVY PERSONNEL COMMAND
COMNAVRESFORCOM	COMMANDER, NAVY RESERVE FORCES COMMAND
CONUS	CONTIGUOUS UNITED STATES
CT	CRYPTOLOGIC TECHNICIAN
CWO	CHIEF WARRANT OFFICER
DCO	DAMAGE CONTROL OFFICER
DD	DISHONORABLE DISCHARGE
DD	DEPARTMENT OF DEFENSE (FORM)
DDS	DIRECT DEPOSIT SYSTEM
DEERS	DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM
DEP	DELAYED ENTRY PROGRAM
DFAS	DEFENSE FINANCE AND ACCOUNTING SERVICE
DJMS-AC	DEFENSE JOINT MILITARY PAY SYSTEM-ACTIVE COMPONENT
DJMS-RC	DEFENSE JOINT MILITARY PAY SYSTEM-RESERVE COMPONENT
DOD	DEPARTMENT OF DEFENSE
DODFMR	DOD FINANCIAL MANAGEMENT REGULATIONS (DOD 7000.14-R)
DVA	DEPARTMENT OF VETERANS AFFAIRS
EAOS	EXPIRATION OF ACTIVE OBLIGATED SERVICE
ECMO	ENLISTED CAREER MANAGEMENT OBJECTIVE
EDO	ENGINEERING DUTY OFFICER

EIT	ENGINEER-IN-TRAINING
EOS	EXPIRATION OF OBLIGATED SERVICE
EPMAC	ENLISTED PERSONNEL MANAGEMENT CENTER
FAP	FINANCIAL ASSISTANCE PROGRAM
FHD	FUNERAL HONORS DUTY
FITCPAC	FLEET INTELLIGENCE TRAINING CENTER, PACIFIC
FITREP	FITNESS REPORT (EVALUATION REPORT ON E-7 - O-6) (NAVPERS 1610/2)
FLPB	FOREIGN LANGUAGE PROFICIENCY BONUS
FMS	FINAL MULTIPLE SCORE
FSA	FAMILY SEPARATION ALLOWANCE
FSGLI	FAMILY SERVICEMEMBERS' GROUP LIFE INSURANCE
FTS	FULL TIME SUPPORT
GENDET	GENERAL DETAIL (ENLISTMENT PROGRAM)
GTR	U.S. GOVERNMENT TRANSPORTATION REQUEST (SF 1169)
HDIP	HAZARDOUS DUTY INCENTIVE PAY
HDLD	HIGH DEMAND LOW DENSITY
HIV	HUMAN IMMUNODEFICIENCY VIRUS
HYT	HIGH YEAR TENURE
IA	INDIVIDUAL AUGMENTATION
IADT	INITIAL ACTIVE DUTY TRAINING
ID	IDENTIFICATION (CARD)

ID	INACTIVE DUTY
IDT	INACTIVE DUTY TRAINING
IDTT	INACTIVE DUTY TRAINING TRAVEL
IMA	INDIVIDUAL MOBILIZATION AUGMENTEE
IMAPMIS	INACTIVE MANPOWER AND PERSONNEL MANAGEMENT INFORMATION SYSTEM
IRR	INDIVIDUAL READY RESERVE
IS	INTELLIGENCE SPECIALIST
ISIC	IMMEDIATE SUPERIOR IN COMMAND
ISL	INACTIVE STATUS LIST
JAG	JUDGE ADVOCATE GENERAL
JFTR	JOINT FEDERAL TRAVEL REGULATIONS
LDO	LIMITED DUTY OFFICER
LES	LEAVE AND EARNING STATEMENT
LIMDU	LIMITED DUTY
LN	LEGALMAN
LOD	LINE OF DUTY
LOT	LETTER OF TRANSMITTAL
MA	MASTER-AT-ARMS
MARS	MILITARY AFFILIATE RADIO SYSTEM
MAS	MOBILIZATION AVAILABILITY STATUS
MDR	MEDICAL DEPARTMENT REPRESENTATIVE
MEDHOLD	MEDICAL HOLD

MGIB-SR	MONTGOMERY GI BILL-SELECTED RESERVE
MILPERSMAN	NAVAL MILITARY PERSONNEL MANUAL
MMIRRG	MERCHANT MARINE INDIVIDUAL READY RESERVE GROUP
MO	MEDICAL OFFICER
MRR	MEDICAL RETENTION REVIEW
MSO	MILITARY SERVICE OBLIGATION
MST	MISSION SUPPORT TEAM
MWR	MORALE, WELFARE, AND RECREATION
NAC	NAVY ACCESSION COURSE
NADDS	NAVY ACTIVE DUTY DELAY FOR SPECIALISTS (PHYSICIAN PROGRAM)
NAF	NON-APPROPRIATED FUNDS
NAIP	NAVAL ACADEMY INFORMATION PROGRAM
NAT	NEW ACCESSION TRAINING
NAVET	NAVY VETERAN
NAVPERSCOM	NAVY PERSONNEL COMMAND
NCESGR	NATIONAL COMMITTEE FOR EMPLOYER SUPPORT OF THE GUARD AND RESERVE
NCS	NATIONAL CALL TO SERVICE
NEC	NAVY ENLISTED CLASSIFICATION (CODE)
NEOPS	NAVY ENLISTED/OFFICER PARTICIPATION SYSTEM
NETPDTC	NAVAL EDUCATION AND TRAINING PROFESSIONAL DEVELOPMENT AND TECHNOLOGY CENTER
NIACT	NAVY INDIVIDUAL AUGMENTEE COMBAT TRAINING

NIOC	NAVY INFORMATION OPERATIONS COMMAND
NMCMPS	NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM
NMITC	NAVY AND MARINE CORPS INTELLIGENCE TRAINING CENTER
NMPS	NAVY MOBILIZATION PROCESSING SITE
NOBC	NAVY OFFICER BILLET CLASSIFICATION
NOE	NOTICE OF ELIGIBILITY
NOOCS	NAVY OFFICER OCCUPATIONAL CLASSIFICATION SYSTEM
NOSC	NAVY OPERATIONAL SUPPORT CENTER
NPQ	NOT PHYSICALLY QUALIFIED
NRQQ	NAVY RESERVE QUALIFICATION QUESTIONNAIRE FOR INACTIVE DUTY PERSONNEL (NAVPERS 1200/2)
NREDQP	NAVAL RESERVE ENGINEERING DUTY QUALIFICATION PROGRAM
NRF	NAVY RESERVE FORCE
NRRCP	NAVY RESERVE RETENTION AND CONTINUATION PLAN
NSIPS	NAVY STANDARD INTEGRATED PERSONNEL SYSTEM
OCONUS	OUTSIDE CONTIGUOUS UNITED STATES
OIC	OFFICER IN CHARGE
OSGLI	OFFICE OF SERVICEMEMBERS' GROUP LIFE INSURANCE
OSVET	OTHER SERVICE VETERAN
OTH	OTHER THAN HONORABLE (DISCHARGE)
PE	PROFESSIONAL ENGINEER

PEB	PHYSICAL EVALUATION BOARD
PEBD	PAY ENTRY BASE DATE
PERSUPPDET	PERSONNEL SUPPORT DETACHMENT
PIM	PRE-TRAINED INDIVIDUAL MANPOWER
PMT	PERSONNEL MOBILIZATION TEAM
PSRC	PRESIDENTIAL SELECTED RESERVE CALL-UP
RASL	RESERVE ACTIVE STATUS LIST
RCCPDS	RESERVE COMPONENT COMMON PERSONNEL DATA SYSTEM
RC-SBP	RESERVE COMPONENT SURVIVOR BENEFIT PLAN
RESCORE-R	RECRUITING SELECTIVE CONVERSION REENLISTMENT- RESERVE
RESFORON	RESERVE FORCES SQUADRON
RIPO	RESERVE INTELLIGENCE PROGRAM OFFICE
RMP	READINESS MANAGEMENT PERIOD
ROTC	RESERVE OFFICERS TRAINING CORPS
RP	RELIGIOUS PROGRAM SPECIALIST
RS	RESCHEDULED (DRILLS)
RSFPP	RETIRED SERVICEMAN'S FAMILY PROTECTION PLAN
RUAD	RESERVE UNIT ASSIGNMENT DOCUMENT
SAM	SEA AIR MARINER PROGRAM
SBI	SPECIAL BACKGROUND INVESTIGATION
SCI	SENSITIVE COMPARTMENTED INFORMATION
SBP	SURVIVOR BENEFIT PLAN

SECNAV	SECRETARY OF THE NAVY
SEAL	SEA, AIR, LAND MEMBER OF NAVY SPECIAL WARFARE UNIT TRAINED FOR UNCONVENTIONAL WARFARE
SELRES	SELECTED RESERVE
SGLI	SERVICEMEMBERS' GROUP LIFE INSURANCE
SN	SEAMAN
SOFA	STATUS OF FORCES AGREEMENT
SSBP	SUPPLEMENTAL SURVIVOR BENEFIT PLAN
SSP	SUBSPECIALTY
TAR	TRAINING AND ADMINISTRATION OF THE RESERVES
TDP	TRICARE DENTAL PLAN
TDRL/PDRL	TEMPORARY/PERMANENT DISABILITY RETIRED LIST
TEP	TRAINING AND ADMINISTRATION OF THE RESERVE (FTS) ENLISTMENT PROGRAM
TIR	TIME-IN-RATE
TLF	TEMPORARY LODGING FACILITY
TRC	TRAINING AND RETIREMENT CATEGORIES
TRICARE	CIVILIAN HEALTH AND MEDICAL PROGRAM CONTRACTED BY THE MILITARY
TNPQ	TEMPORARILY NOT PHYSICALLY QUALIFIED
TPU	TRANSIENT PERSONNEL UNIT
U	UNEXCUSED ABSENCE
UCMJ	UNIFORM CODE OF MILITARY JUSTICE
UIC	UNIT IDENTIFICATION CODE

U.S.C.	UNITED STATES CODE
USERRA	UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT
USNR	UNITED STATES NAVY RESERVE
VA	VETERANS AFFAIRS
VETS	VETERANS' EMPLOYMENT AND TRAINING SERVICE
VGLI	VETERANS' GROUP LIFE INSURANCE
VRR	VETERANS' REEMPLOYMENT RIGHTS
VSI	VOLUNTARY SEPARATION INCENTIVE
VTU	VOLUNTARY TRAINING UNIT

APPENDIX B

LIST OF DIRECTIVES AND PUBLICATIONS

The following is a list of the current directives and publications referenced throughout this instruction.

BUPERSINST - <http://buperscd.technology.navy.mil>

- 1326.4D ADMINISTRATION OF ENLISTED FLIGHT
ORDERS/CAREER ENLISTED FLYER INCENTIVE PAY
(CEFIP)/HAZARDOUS DUTY INCENTIVE PAY (HDIP)
FOR AERIAL FLIGHT
- 1430.16E ADVANCEMENT MANUAL FOR THE ADVANCEMENT OF
ENLISTED PERSONNEL OF U.S. NAVY AND U.S.
NAVAL RESERVE
- 7220.29A AVIATION CAREER INCENTIVE PAY (ACIP)

COMNAVRESFORINST

[http://navyreserve.navy.mil/Public/Staff/Centers/Forces+Command/
WelcomeAboard/default.htm](http://navyreserve.navy.mil/Public/Staff/Centers/Forces+Command/WelcomeAboard/default.htm)

- 1001.5E ADMINISTRATIVE PROCEDURES FOR THE DRILLING
RESERVE AND PARTICIPATING MEMBERS OF THE
INDIVIDUAL READY RESERVE
- 1100.4B ENLISTED DRILLING NAVAL RESERVE INCENTIVE
BONUS PROGRAMS
- 6600.5 NAVAL RESERVE DENTAL HEALTH POLICY

COMNAVRESFORCOMINST

[http://navyreserve.navy.mil/Public/Staff/Centers/Forces+Command/
WelcomeAboard/default.htm](http://navyreserve.navy.mil/Public/Staff/Centers/Forces+Command/WelcomeAboard/default.htm)

- 1534.1 TRAINING AND ADMINISTRATION OF NAVAL RESERVE
OFFICERS IN THE MERCHANT MARINE RESERVE,
U.S. NAVAL RESERVE

SECNAVINST - <http://doni.daps.dla.mil/>

1000.7F INTERSERVICE TRANSFER OF COMMISSIONED OFFICERS

1001.32B MANAGEMENT AND MOBILIZATION OF THE STANDBY RESERVE

1520.11A NAVY ACTIVE DUTY DELAY FOR SPECIALISTS (NADDS) PROGRAM

1770.3D MANAGEMENT AND DISPOSITION OF INCAPACITATION AND INCAPACITATION BENEFITS FOR MEMBERS OF NAVY AND MARINE CORPS RESERVE COMPONENTS

1920.6C ADMINISTRATIVE SEPARATION FOR OFFICERS

5510.30A DEPARTMENT OF THE NAVY PERSONNEL SECURITY PROGRAM REGULATION

OPNAVINST - <http://doni.daps.dla.mil/>

1000.26A FULFILLING THE MILITARY SERVICE OBLIGATION (MSO)

1001.20B STANDARDIZED POLICY AND PROCEDURES FOR THE ACTIVE DUTY FOR SPECIAL WORK (ADSW) AND ONE YEAR RECALL (OYR) PROGRAM

1001.25 RESERVE INTELLIGENCE NAVY OFFICER BILLET CLASSIFICATION CODE (NOBCs)

1120.9 APPOINTMENT OF OFFICERS IN THE CHAPLAIN CORPS OF THE NAVY

1120.11 APPOINTMENT OF REGULAR AND RESERVE OFFICERS IN THE NAVY JUDGE ADVOCATE GENERAL'S CORPS

1160.7B REENLISTMENT QUALITY CONTROL PROGRAM FOR INACTIVE DUTY ENLISTED NAVY RESERVISTS

1200.3 NAVAL RESERVE OFFICER PROCEDURES AND
STANDARDS FOR CHANGE OF DESIGNATOR TO
SPECIAL DUTY OFFICER, INTELLIGENCE (1635)

1300.19 MANAGEMENT AND MOBILIZATION OF RETIRED NAVY
PERSONNEL

1534.1B MERCHANT MARINE RESERVE, U.S. NAVAL RESERVE
PROGRAM

1740.4C U.S. NAVY FAMILY CARE POLICY

1820.1 VOLUNTARY RETIREMENT OF MEMBERS OF THE NAVY
RESERVE NOT ON THE ACTIVE DUTY LIST (ADL)
(INCLUDING NAVY RESERVISTS ON ACTIVE DUTY IN
FULL TIME SUPPORT (FTS))

3060.7B NAVY MANPOWER MOBILIZATION/DEMOBILIZATION
GUIDE

3710.7T NATOPS GENERAL FLIGHT AND OPERATING
INSTRUCTIONS

4630.25C AIR TRANSPORTATION ELIGIBILITY

5300.10A NAVY SELECTED RESERVE INCENTIVE PROGRAM

6110.1H PHYSICAL READINESS PROGRAM

7220.7F FOREIGN LANGUAGE PROFICIENCY BONUS PROGRAM

NAVSUPINST

<http://www.npc.navy.mil/Officer/Pers44/SupplyCorps/ReserveCommunity/NOBC.htm>

1231.1L ASSIGNMENT OF NAVY OFFICER BILLET
CLASSIFICATION (NOBC) CODES TO NAVAL RESERVE
SUPPLY CORPS OFFICERS NOT ON ACTIVE DUTY

DOD DIRECTIVE - **<http://www.dtic.mil/whs/directives/>**

1200.7 SCREENING THE READY RESERVE

1205.5 TRANSFER OF MEMBERS BETWEEN RESERVE AND
REGULAR COMPONENTS OF THE MILITARY SERVICES

1332.14 ENLISTED ADMINISTRATIVE SEPARATIONS

1352.1 MANAGEMENT AND MOBILIZATION OF REGULAR AND
RESERVE RETIRED MILITARY MEMBERS

6000.12 HEALTH SERVICES OPERATIONS AND READINESS

DOD INSTRUCTION - <http://www.dtic.mil/whs/directives/>

1000.13 IDENTIFICATION (ID) CARDS FOR MEMBERS OF
THE UNIFORMED SERVICES, THEIR DEPENDENTS,
AND OTHER ELIGIBLE INDIVIDUALS

1015.10 PROGRAMS FOR MILITARY MORALE, WELFARE, AND
RECREATION (MWR)

1200.15 ASSIGNMENT TO AND TRANSFER BETWEEN RESERVE
CATEGORIES, DISCHARGE FROM RESERVE STATUS,
TRANSFER TO THE RETIRED RESERVE, AND
NOTIFICATION OF ELIGIBILITY FOR RETIRED PAY

1215.06 UNIFORM RESERVE, TRAINING, AND RETIREMENT
CATEGORIES

1215.07 SERVICE CREDIT FOR RESERVE RETIREMENT

1235.12 ACCESSING THE READY RESERVES

1304.25 FULFILLING THE MILITARY SERVICE OBLIGATION
(MSO)

7730.54 RESERVE COMPONENTS COMMON PERSONNEL DATA
SYSTEM (RCCPDS)

DOD REGULATION - <http://www.dtic.mil/whs/directives/>

5500.7-R JOINT ETHICS REGULATION (JER)

7000.14-R DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT
REGULATION, VOLUME 7A, MILITARY PAY POLICY
AND PROCEDURES-ACTIVE DUTY AND RESERVE PAY

NAVSEAINST - <http://www.navsea.navy.mil/Instructions.asp>

1001.3K NAVAL RESERVE ENGINEERING DUTY QUALIFICATION
PROGRAM

COMNAVCRUITCOMINST - No Web site for Directives

1130.8G NAVY RECRUITING MANUAL - ENLISTED

COMNAVSECGRUINST

1211.1E ASSIGNMENT OF NAVY OFFICER BILLET
CLASSIFICATION (NOBC) CODES TO CRYPTOLOGIC
OFFICERS NOT ON ACTIVE DUTY

BUMEDINST - <http://navymedicine.med.navy.mil/>

1001.2B ASSIGNMENT OF MEDICAL DEPARTMENT RESERVE
NAVY OFFICER BILLET CLASSIFICATION (NOBC),
SUBSPECIALTY (SSP), AND ADDITIONAL
QUALIFICATION DESIGNATOR (AQD) CODES

PUBLICATIONS

NAVMED P-117, Manual of the Medical Department (MANMED)

NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)

NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel
Classifications

NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel
Classifications and Occupational Standards, Volumes I & II

NAVSO P-1778, Reference Guide to Post-Government Service
Employment Activities of Department of the Navy Personnel

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NAVSO P-6064, Manual for Courts-Martial, United States

SECNAV M-5510.30, Department of the Navy Personnel Security
Program

APPENDIX C
FORMS AVAILABILITY

The following Web sites are an additional source for forms:

DoD Forms Program Web site -

www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm

Federal Forms Web site -

<http://www.forms.gov/bgfPortal/citizen.portal>

GSA Forms Library -

[http://www.gsa.gov/Portal/gsa/ep/formsWelcome.do?pageTypeId=8199
&channelPage=/ep/channel/gsaOverview.jsp&channelId=-13253](http://www.gsa.gov/Portal/gsa/ep/formsWelcome.do?pageTypeId=8199&channelPage=/ep/channel/gsaOverview.jsp&channelId=-13253)

NAVY Forms Online System - <https://forms.daps.dla.mil/>

SGLI Forms - <http://www.insurance.va.gov/sglisite/forms/forms.htm>

VA Forms - <http://www.va.gov/vaforms/>

<u>Form Number</u>	<u>Title</u>
BNP 952-7A	(not currently available)
DD 2 (RES) (05-79)	Armed Forces of the United States - Geneva Conventions Identification Card (Reserve)
DD 2 (RET) (05-79)	United States Uniformed Services Identification Card (Retired)
DD 4/ (01-01)	Enlistment/Reenlistment Document, Armed Forces of the United States
DD 108 (07-02)	Application for Retired Pay Benefits
DD 214 (05-79)	Certificate of Release or Discharge from Active Duty
DD 215 (02-00)	Correction to DD 214, Certificate of Release or Discharge from Active Duty

DD 368 (11-94)	Request for Conditional Release
DD 458 (Rev. 5-00)	Charge Sheet
DD 652 (05-78)	Uniformed Services Meal Ticket
DD 1172 (09-05)	Application for Uniformed Services Identification Card/DEERS Enrollment
DD 1173-1 (07-89)	Department of Defense Guard and Reserve Family Member Identification Card
DD 1173-1S (10-93)	United States Uniformed Services Identification Card (Reserve Dependent)
DD 1853 (10-99)	Verification of Reserve Status for Travel Eligibility
DD 2656 (04-06)	Data for Payment of Retired Personnel
DD 2656-5 (04-06)	Reserve Component Survivor Benefit Plan (RCSBP) Election Certificate
DD 2808 (10-05)	Report of Medical Examination
DD 2813 (09-06)	Department of Defense Active Duty/Reserve Forces Dental Examination
NAVCOMPT 2120 (04-88)	Active Duty for Training Orders and Pay Voucher S/N 0104-LF-702-1202
NAVPERS F-143	(not currently available)
NAVPERS 553 (08-45)	Notice of Separation from U.S. Naval Service (DD 214s were not issued until after January 1950; therefore, military members who separated or retired prior to that date were issued NAVPERS 553) (not currently available)

NAVPERS 601 (03-50)	(not currently available)
NAVPERS 601 (01-54)	(not currently available)
NAVPERS 601-8A (New 6-4G)	(not currently available)
NAVPERS 601-13	Administrative Remarks
NAVPERS 601-14	(not currently available)
NAVPERS 1001/3 (05-04)	Ready Reserve Screening Questionnaire
NAVPERS 1000/4 (02-04)	Officer Appointment Acceptance and Oath of Office
NAVPERS 1070/2	Dependency Application/Record of Emergency Data (Page 2) (not currently available)
NAVPERS 1070/3	Page 3 (not currently available)
NAVPERS 1070/30	(not currently available)
NAVPERS 1070/601 (01-00)	Immediate Reenlistment Contract
NAVPERS 1070/601-11 (10-58)	Record of Naval Reserve Service (Page 11) (not currently available)
NAVPERS 1070/602 (07-72)	Dependency Application/Record of Emergency Data
NAVPERS 1070/604 (03-05)	Enlisted Qualification History
NAVPERS 1070/605 (07-06)	History of Assignments
NAVPERS 1070/606 (01-77)	Record of Unauthorized Absence S/N 0106-LF-010-6957

NAVPERS 1070/607 (12-75)	Court Memorandum S/N 0106-LF-010-6961
NAVPERS 1070/611	Enlisted Record of Naval Reserve Service
NAVPERS 1070/613 (10-81)	Administrative Remarks
NAVPERS 1070/614	(not currently available)
NAVPERS 1070/615 (08-06)	Honorable Discharge from the U.S. Navy Reserve
NAVPERS 1070/621 (01-00)	Agreement to Extend Enlistment
NAVPERS 1070/622 (01/00)	Agreement to Recall or Extend Active Duty
NAVPERS 1200/1 (01-04)	Ready Reserve Transfer Request Service Agreement
NAVPERS 1200/2 (06/06)	Navy Reserve Qualification Questionnaire for Inactive Duty Personnel
NAVPERS 1267	(not currently available)
NAVPERS 1306/7 (01/03)	Enlisted Personnel Action Request
NAVPERS 1570/21 (05-93)	Inactive Duty Training (IDT) Participation Record
NAVPERS 1610/2 (03-02)	Fitness Report and Counseling Record (E7 - O6)
NAVPERS 1616/26 (03-02)	Evaluation Report and Counseling Record (E1 - E6)
NAVPERS 1626/7 (08-06)	NJP Report/Disposition of Offense

NAVPERS 1740/6 (08-06)	Department of the Navy Family Care Plan Certificate
NAVPERS 1810/1 (04-07)	Navy Reserve Retirement Point Capture
NAVPERS 1822/1	(not currently available)
NAVPERS 1910/31 (01-07)	Administrative Separation Processing Notice - Administrative Board Procedure
NAVPERS 7041/1 (12-92)	PCS Travel Form Authorization - Financial Management
NAVRES 1321/1 (02-79)	Officer Application/Orders for Inactive Duty Training S/N 0117-LF-013-2105
NAVRES 1326/4 (02-79)	Enlisted Application and Orders to a Naval Reserve Unit (Non-Obligor) S/N 0117-LF-013-2620
NAVRES 1326/5 (Rev 07-81)	Enlisted Inactive Duty Training Orders to a Naval Reserve Unit (Obligor) S/N 0117-LF-013-2628
NAVRES 1570/2 (01-98)	Satisfactory Participation Requirements/ Record of Unexcused Absence S/N 0117-LF-114-8500
NAVRES 1570/21	Inactive Duty Training (IDT) and Participation Record
NAVMED 6120/3 (06-91)	Annual Certificate of Physical Condition S/N 0105-LF-012-3800
OPNAV 5520/20 (10-79)	Certificate of Personnel Security Investigation, Clearance and Access
SGLV-8286 (Rev. 09/03)	Servicemembers' Group Life Insurance Election and Certificate S/N 0577-LP-010-0190

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SGLV-8286A Family Servicemembers' Group Life Insurance
Election and Certificate

SGLV-8714 Application for Veterans' Group Life
(Rev 03/03) Insurance