



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

BUPERSINST 1001.40D  
PERS-92  
26 Jul 2024

**BUPERS INSTRUCTION 1001.40D**

**From: Chief of Naval Personnel**

**Subj: RESERVE PERSONNEL NAVY-FUNDED DEFINITE RECALL PROGRAM**

**Ref:** (a) 10 U.S.C.  
(b) DoD Instruction 1215.06 of 11 March 2014  
(c) BUPERSINST 1430.16G  
(d) BUPERSINST 1001.39F  
(e) OPNAVINST 1001.27A  
(f) OPNAVINST 1900.4A  
(g) DoDD 5500.07-R Ethics and Standards of Conduct of 15 May 2024  
(h) SECNAVINST 5510.30C  
(i) OPNAVINST 6110.1K  
(j) NAVMED P-117, Manual of the Medical Department  
(k) SECNAVINST 5300.30F  
(l) MILPERSMAN 1160-135  
(m) COMNAVRESFORINST 6000.1E  
(n) SECNAVINST 1770.5  
(o) OPNAVINST 1427.1B

**Encl:** (1) Navy Reserve Canvasser Recruiter Application  
(2) Correspondence Used Upon Recall of Officer and Enlisted Navy Reserve Canvasser Recruiters (CANREC)

1. **Purpose.** To issue guidelines for the administration of the Reserve Personnel Navy (RPN)-Funded Definite Recall Program. Major revisions to this instruction include removed the failure of selection (FOS) restriction for officers to apply for or continue on Canvasser Recruiter (CANREC) orders, officers must be approved for continuation under the current continuation and retention policy; added exception to policy process for E-6s that promote to E-7 while on CANREC orders to be extended beyond their original orders, applications for CANREC orders for E-7 and E-8 members, and those CANREC personnel will be allowed to compete for advancement to E-7, E-8, and E-9 as a Selected Reserve (SELRES) member; added back-to-back recall orders to the same billet may be approved on a case-by-case basis; added the release from active duty policy for CANRECs who have been selected for O-5; and removed the counseling requirement and mandatory release for officers who have FOS'd while on recall orders.

2. **Cancellation.** BUPERSINST 1001.40C

3. Scope and Applicability. This instruction is applicable to Navy Reserve personnel requesting recall to, and serving on, temporary active-duty orders funded by RPN in the Reserve Component (RC).

4. Discussion. Per reference (a), section 12301 and reference (b), the Definite Recall Program is an authorized RPN-funded active duty for operational support RC duty type to fill specific advertised billets in the Training and Administration of the Reserve (TAR) community (TAR Vacancy Program), CANREC Program, and RPN-Required Recall Program.

a. TAR Vacancy Recall Program (formerly referred to as “4417 recalls”) is designed to allow community managers to fill inventory shortages for vacant or gapped billets in the TAR community. These billets are identified by the manpower resource code “RT” in the Total Force Manpower Management System (TFMMS).

b. CANREC Program enables RC Sailors to serve as production recruiters to primarily support Navy Recruiting Command with achieving the Navy Reserve recruiting mission. These requirements must not be used for Active Component, only recruiting duty. These billets are identified by the manpower resource code “RR” in TFMMS.

c. RPN-Required Recall Program (formerly “265 recalls”) allows Navy Personnel Command (NAVPERSCOM) Reserve Affiliation and Redesignation Division (PERS-92) to fill billets that support the RC where no TAR communities exist to provide the support. These billets are identified by the manpower resource code “RP” in TFMMS.

5. Opportunity. Temporary recall is not designed as a career active-duty program. It is intended to fill specific Reserve management requirements and to be a constructive part of a reservist’s career. Reservists recalled to active duty under this program will not be placed on the active-duty list and may not serve under a temporary recall for more than 3 continuous years, except under the CANREC program. The opportunity for Navy Reserve Sailors and officers to serve on active duty must be maximized by limiting additional tours by Sailors and officers previously recalled under this instruction.

a. Additional recalls may be permitted only on a case-by-case basis, as authorized by NAVPERSCOM Reserve Personnel Management Department (PERS-9). PERS-92 will coordinate with Commander, Navy Reserve Force and Bureau of Naval Personnel (BUPERS) Reserve Community Management (BUPERS-35) to manage the distribution of approved quotas to the individual TAR officer and enlisted rates.

b. Members recalled under Definite Recall orders remain in a SELRES status and continue to compete for advancement as SELRES per references (c) and (d).

6. Length. This type of recall will be for a specified period, not normally less than 12 months or greater than 3 years or may be authorized up to 5 years for the CANREC program. PERS-9 is the final approving authority for exception to policy requests.

a. Extensions. Extensions of 12 months on 24-month orders will be considered by PERS-92 on a case-by-case basis to ensure there are no impacts to limited quota availability or High Year Tenure (HYT) policy, and that there is no risk of entering into active-duty sanctuary for retirement. PERS-92 generally will not approve extensions beyond 3 years of active duty on the same orders.

b. Extension Requests. Commands will submit extension requests to PERS-92 no earlier than 1 year prior to the projected rotation date and no later than 120 days from order expiration.

Note: CANREC orders will be initially issued for 2 years. Extension authority for approvals up to 3 years will reside with the Commanding Officer, Navy Talent Acquisition Group (NTAG) while extension authority for approval up to 5 years will reside with Commander, Navy Recruiting Reserve Command. Total active service calculations will be required for extensions and any additional actions that may be required by PERS-9.

c. Continuation Beyond 16 of Years Active Duty. Personnel will not be continued beyond 16 years of active-duty service without authorization by the Office of the Chief of Naval Operations, Military Personnel Plans and Policy Division (OPNAV N13) per reference (e).

d. Continuation of Members in Pay Grades E-7 to E-9. Members in pay grades E-7 to E-9 who are not selected for continuation by the senior enlisted continuation board and associated Navy administrative messages (NAVADMIN) are ineligible for the Definite Recall Program. Recall orders will be cancelled for members who are in receipt of recall orders, have not yet executed travel, and are not selected for continuation. E-6s who promote to E-7 while on CANREC orders will not normally be extended beyond their original orders. Exceptions will be considered on a case-by-case basis. Commands will submit extension requests to PERS-92 no earlier than 1 year prior to the projected rotation date and no later than 120 days from order expiration. PERS-92 will route all extension requests to BUPERS-35 for endorsement prior to approval or disapproval. E-6 applicants should be aware of this limitation for extension and should consult their respective community managers before applying.

e. Consecutive Orders. Back-to-back recall orders to the same billet that matches a Sailor's skillset (e.g., rating, designator, Navy enlisted classification (NEC), or subspecialty code) will be

considered on a case-by-case basis. Members approved for back-to-back recall in support of a different active-duty billet requirement may be required to take a 31-day break between the execution of the follow-on definite recall orders per reference (a), section 115 and reference (f).

7. Program Management. The number of officers and enlisted Sailors on CANREC and RPN-required recalls must not exceed the number of authorized RPN Recall billets and must be coded with manpower resource codes "RR" and "RP" respectively. Excess RPN-required recalls to fill authorized TAR billets affects overall RPN end-strength and budget. BUPERS-35 is responsible for enforcing these strength controls.

8. Requirements and Eligibility for Recall. Personnel applying for an RPN Definite Recall Program must meet the criteria outlined in paragraph 8(a) through (b) below, in addition to the eligibility requirements outlined in NAVPERS 1300/33 Navy Reserve Definite Recall Pre-Screen or NAVPERS 1300/34 Navy Canvasser Recruiter Pre-Screen.

- a. Applicant must have a valid driver's license.
- b. Applicant must be under contract within the following programs:

(1) SELRES. Applicants must obtain an endorsement from their reserve unit mobilization unit identification code unit commanding officer (CO) or officer in charge (OIC) and their Navy Reserve center (formerly Navy operational support center (NOSC)) CO and meet all program requirements. If the applicant is already on orders at an active command, the endorsement from that CO should be substituted for the Navy Reserve center CO. The endorsement must also include the member's respective reserve unit CO or OIC.

(2) Voluntary Training Unit (VTU). Applicants must obtain a favorable recommendation from the CO of the nearest Navy reserve center or readiness and mobilization command (formerly Reserve Component command) and meet all program requirements.

(3) Individual Ready Reserve Active Status Pool (IRR-ASP)

Note: All documents required for application must support eligibility for recall and must be received by PERS-92 prior to executing orders.

- c. Applicants must have completed initial active-duty training prior to applying for the recall.
- d. Members' civilian employment, particularly Department of Defense-related positions, must pose no conflict of interest during the recall period per reference (g).

e. Members must have security clearance eligibility based on favorably adjudicated investigation, per reference (h), for access to classified information pursuant to billet requirements.

f. Per MILPERSMAN 1001-100, personnel who will reach age 60 during the recall are required to request and receive an approved age-60 waiver from NAVPERSCOM Reserve Personnel Administration (PERS-91) via PERS-92 for the full period of recall to be eligible. The approved age-60 waiver request must be included in the recall application.

g. Members must meet physical fitness assessment standards per reference (i) and associated NAVADMIN guidance, as well as specific billet requirements.

h. Members must meet physical requirements, per reference (j), before the execution of orders. Additional qualifications:

(1) Members will not be in a "temporarily not physically qualified" status or a medical retention review status.

(2) Members must be either Dental Class I or II.

(3) Members must have documentation of a completed human immunodeficiency virus (HIV) test, per reference (k), within 2 years of the recall orders start date or as directed by theater requirements. Members must also meet current vaccination requirements.

9. Specific Requirements for Officer Applicants. Reserve O-3 officers in an FOS status may not be eligible to apply unless approved for continuation under the current continuation and retention policy.

10. Specific Requirements for Enlisted Applicants. Members must meet the enlistment quality control standards of MILPERSMAN 1160-030. Other eligibility criteria include the following:

a. Enlisted applicants must first complete NAVPERS 1300/33 and submit to PERS-92 for review.

b. Members must be in a permanent rating status and proficient in their rating per MILPERSMAN 1133-061.

c. Members must be in, frocked to, or one pay grade below the pay grade advertised and have the appropriate rating or NEC for the advertised billet.

d. Applicants must be in compliance with current HYT policy, per reference (l), for the duration of their Definite Recall orders to be eligible to participate in the advancement exam. Applicants who are ineligible to participate in the advancement exam must be assigned to the VTU immediately upon their return to their Navy Reserve activity.

11. Additional Requirements for CANREC Applicants

a. Both enlisted and officer applicants must first complete NAVPERS 1300/34 and submit to PERS-92 for review.

b. Applicants must meet physical accession requirements for recall to active duty. Waiver requests will not be considered. A current physical examination on DD 2808 Report of Medical Examination must be submitted within 2 years of the date of application, DD 2807-1 Report of Medical History must be submitted within 90 days of the date of application, and a negative HIV test result obtained within 2 years of the date of application are required. Per reference (m) and due to the nature of assigned duties, Sailors assigned with a manpower availability status (MAS) "MPC" or "MPQ" should not apply until this MAS code has been removed. Sailors assigned with a MAS code "MPP" are eligible to apply.

c. Officer applicants must be in the grade of lieutenant or below. Officers in a FOS status may not be eligible to apply unless approved for continuation under the current continuation and retention policy.

(1) When necessary, officer CANRECs in the grade of O-4 or who have been selected for O-4, may be presented to an O-4 CANREC continuation board held by Commander, Navy Recruiting Command (CNRC) (N1). All applicable candidates will submit a recall continuation package. The contents and procedures required for the O-4 CANREC continuation board are provided by CNRC N1 standard operating procedures and will be made available to all candidates of the board.

(2) CANRECs who have been selected for O-5 must be released from their CANREC orders no later than 90 days prior to their promotion date. Requests to modify the 90-day period will be granted by PERS-92 on a case-by-case basis.

(3) CNRC N1 will provide the results of the continuation board to PERS-92 and will coordinate early release from active duty for those not continued (as necessary).

(4) No officer will be extended beyond his or her current set of orders if not selected for continuation.

d. Enlisted applicants must be in pay grades E-4 to E-6. Applications for E-7 and E-8 will be considered on a case-by-case basis. Subject to current policy, CANREC personnel may compete for advancement to E-7, E-8, and E-9 as a SELRES. Administrative reduction-in-rate, for the sole purpose of being recalled in the CANREC Program, is not authorized.

e. Applicants should not have a record of non-judicial punishment in the last 3 years.

f. Applicants should not have any marks of 2.0 or lower on their last three evaluations or fitness reports.

g. Applicants should not have a driving while intoxicated or driving under the influence conviction.

12. Submission of Application. The submitted information is used to evaluate the member's ability to fulfill requirements of the billet for which they are applying. Provision of the information requested is voluntary; however, not providing all information in the application may result in an inability to process the application or non-selection for the recall.

a. RPN Recall: Members will submit their completed recall applications with proper endorsements directly to PERS-92.

(1) NAVPERS 1300/29 Navy Reserve Definite Recall Application. Application must be endorsed by the unit CO, executive officer (XO), or designated representative and the NRC CO, XO, or senior enlisted leader.

(2) DD 214 Certificate of Uniformed Service (include all DD 214's received).

(3) NAVPERS 1616/26 Evaluation Report and Counseling Record (E1-E6) for the last 3 years.

(4) NAVPERS 1610/2 Fitness Report and Counseling Record (W2-O6) for the last 3 years.

(5) NAVPERS 1300/32 Navy Reserve Definite Recall Cumulative Active Duty Service Statement.

(6) Current Physical Readiness Information Management System (PRIMS) printout.

b. CANREC Recall: NTAG's will submit completed CANREC applications to PERS-92 via CNRC N1. Application must include all documents that are required for RPN Recall and must include the following additional items:



- (1) CANREC Application - enclosure (1)
- (2) DD 2807-1
- (3) DD 2808
- (4) Photo copy of valid driver's license

c. Additional information may be accessed on the MyNavyHR Web site at:  
<https://www.mynavyhr.navy.mil/Career-Management/Reserve-Personnel-Mgmt/Definite-Recall/>.

d. Documents required for recall applications may be found in the enclosures of this instruction and as outlined in paragraph 24.

13. **Selection.** Selection is made by the command requesting the Definite Recall. The member is evaluated based on billet requirements, previous military and civilian experience, and past performance. Members will receive official notification from PERS-92 of the decision reached on their recall request.

14. **Administrative Procedures**

a. **Orders.** Orders assigning personnel to billets will be issued by PERS-92. Under no circumstances will orders be issued or members received onboard prior to receipt of authorization from NAVPERSCOM. Within 10 days prior to order execution, members must complete and forward NAVPERS 1300/30 Navy Reserve Definite Pre-Reporting Checklist to PERS-92. Upon recall, the gaining activity will complete NAVPERS 1300/31 Navy Reserve Definite Recall Gain Transaction Checklist and ensure the documentation shown in enclosure (2) is signed. Forward signed documentation to PERS 92 within 3 days of completing the gain.

b. **Performance.** Should performance be judged substandard during the initial or subsequent periods of active duty, the member must be counseled and performance documented accordingly. The command may recommend non-continuation for those members whose production, performance, or potential for further active duty are judged substandard. The recommendation must provide details on the substandard production, performance, or potential and include documentation of all counseling efforts.



c. Early Release from Active Duty

(1) Members recalled under Definite Recall orders are subject to early termination of the recall orders due to needs of the Navy or performance issues exhibited by the member during the recall.

(2) Officers on recall orders who fail to select to the next higher pay grade for the second time (2xFOS) and have not been approved for continuation will be released from active duty per SECNAVINST 1920.6D and the current continuation and retention policy.

d. Administrative Separation (ADSEP) from Naval Service. If a member warrants ADSEP, the supported command is responsible for processing the ADSEP per the appropriate MILPERSMAN article (1910 or 1920 series) and reference (a), section 12312. No members on recall orders will be extended for ADSEP reasons without prior approval of their supported command, NAVPERSCOM Enlisted Performance and Separations Branch (PERS-832), NAVPERSCOM Reserve Enlisted Status Branch (PERS-913), and PERS-92.

e. Legal Hold. In the event a CO decides to retain a member on orders due to a legal issue, the CO must immediately notify PERS 92 (through e-mail) with an information copy to CNRC N1 in the case of members on CANREC orders.

(1) The e-mail must contain the following information:

- (a) Nature of the offense(s)
- (b) Anticipated duration of legal hold
- (c) Type of legal process involved

(2) Members on Definite Recall orders held for legal issues will not be separated nor receive new orders until direction is provided by NAVPERSCOM Personnel Performance and Security Branch (PERS-833) or NAVPERSCOM Officer Performance and Separations Branch (PERS-834) to release the member from active-duty orders.

f. Medical Hold (MEDHOLD)/Injury or Illness. Reserve members who incur or aggravate injuries, illnesses, or diseases while on active-duty orders may be eligible for benefits per reference (n). Commands are to immediately contact NAVPERSCOM Medical Benefits Division (PERS-95) and PERS-92 when recalled members incur injuries, illnesses, or diseases that may result in potentially unfitting conditions while attached to their command. The supported command is responsible for ensuring the member's status is properly documented via DD 2807-1 and DD 2808 within 30 days prior to the end of the member's orders. Members who

accept the voluntary MEDHOLD status will not be separated, nor receive new orders until a military medical provider deems them fit for duty, separated, or retired as a result of a Disability Evaluation System finding per references (a) and (m). Exceptions to this policy will be considered on a case-by-case basis. No members on recall orders will be extended for medical reasons without prior approval of their supported command, PERS-95, and PERS-92. Determination of eligibility for benefits will be made by PERS-95.

g. Termination of Orders. It may become necessary to release members from active duty prior to the expiration of their orders. This action is separate and apart from non-continuation. Members may send voluntary termination requests, via the chain of command, to PERS-92. A complete explanation of the reason the member is requesting voluntary termination must be provided. Voluntary terminations will be considered on a case-by-case basis.

15. Deactivation. Sailors must check-in with their Navy Reserve activity at the completion of their Definite Recall orders for re-affiliation into a SELRES or VTU status. Sailors in a non-pay status will return to a non-pay status (VTU or IRR-ASP) upon completion of the orders. Reference RESPERMAN 1300 series for current deactivation procedures and SELRES billet assignment policy.

16. Officer Promotion. Reserve officers compete for promotion in their Ready Reserve designator and competitive category per reference (o).

17. Enlisted Advancement. Enlisted personnel will continue to compete for advancement as defined in references (a) and (c). The command to which the member is recalled will be responsible for the exam cycle process (i.e., worksheet preparation, exam ordering, exam administration, etc.). Commands are advised that the SELRES advancement exam cycle does not align with the Active Component exam cycle.

18. End Strength Implications. Per reference (b), SELRES Sailors filling TAR manpower requirements (i.e., performing Reserve management duties while on active duty) are to be counted as TAR strength, rather than SELRES strength, while on RPN-funded recall orders. The number of officers and enlisted Sailors on CANREC and RPN-Required Recalls must not exceed the number of authorized RPN-funded recall billets, coded with manpower resource code "RR" and "RP" respectively in TFMMS. Since additional RPN recalls filling vacant TAR billets affect overall RPN end-strength and budget, BUPERS-35 will allocate and manage recalls to remain within aggregate TAR end-strength controls. BUPERS-35 will coordinate with the Chief of Navy Reserve (OPNAV N095) if any variance exceeds historical norms. BUPERS-35 and the orders issuing authority are responsible for enforcing these strength controls. Exceptions to this policy will be coordinated with and adjudicated by OPNAV N095.

**19. TAR Vacancy Recall Approval Process**

a. BUPERS-35 establishes the total control number, per paragraph 18, for the fiscal year and informs OPNAV N095, NAVPERSCOM Training and Administration of the Reserve (TAR) Distribution and Augmentation Division (PERS-46) for officers and NAVPERSCOM Training and Administration of the Reserve Distribution Branch (PERS-4012) for enlisted Sailors.

b. For officer recalls, PERS-46 determines priority of vacant TAR billets and works with the affected commands to source fills. PERS-4012 fulfills this role for enlisted recalls. Generally, recall opportunities will be openly advertised via ZipServe to ensure equal opportunity to all qualified applicants.

c. Once an applicant is selected for a TAR Vacancy Recall, PERS-46, PERS-4012, and PERS-92 will coordinate with BUPERS-35 for final designator, rating, and pay grade verification.

d. Once verified, PERS-92 will write recall orders for the selectee.

Note: If a command has a need for an RPN recall to fill a vacant TAR billet, the command must contact PERS-46 (for officers) or PERS-4012 (for enlisted) for appropriate prioritization. PERS-46 and PERS-4012 must make the final determination on which TAR billets will be filled by TAR vacancy recalls within the annual controls provided by BUPERS-35.

**20. RPN-Required Recall Approval Process**

a. RPN-Required Recalls are intended to be used for enlisted rates or officer designators that do not have an associated TAR community and to fill funded Reserve recall (manpower resource code "RP") billets.

(1) If the recall application will be submitted to fill a gapped TAR billet, utilize the TAR vacancy recall approval process in paragraph 19.

(2) If a recall application will be submitted to fill a funded Reserve recall billet (manpower resource code RP), authorization is not required from BUPERS-35 or NAVPERSCOM. Screening and eligibility determination will be completed by PERS-92 when the application is submitted.

b. Generally, recall opportunities will be openly advertised via ZipServe to ensure equal opportunity to all qualified applicants.

c. For key leadership RPN-Required Recalls, by-name requests from the gaining command will be added to the pool of applicants to be reviewed by a panel.

21. Final Approval Process for Key Leadership (O-5/O-6) RPN-Required Recalls. Key leadership RPN-Required Recalls will be advertised and slated by a panel process on a quarterly basis. This panel process will ensure fairness and transparency, selecting the best and fully qualified applicant when slating these key Reserve management positions. PERS-92 will furnish applications to PERS-46 for voting by the panel on a quarterly basis. The panel will consist of five captains who will review the applications and approve the slating for these key leadership RPN-Required Recalls. Panel membership will include representatives from PERS-46, BUPERS-35 (SELRES community lead), Commander, Navy Reserve Forces Command, and OPNAV N095. Once the slate is finalized and signed out by Director, PERS-46), the slate will be sent to PERS-92 for notifications and order issuing.

## 22. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained for the standard subject identification codes 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <http://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the DON/AA DRMD Program office.

23. Review and Effective Date. Per OPNAVINST 5215.17A, PERS-92 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

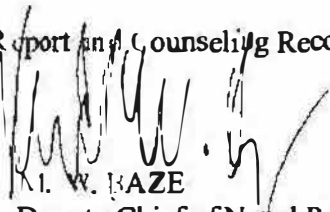
24. Forms

a. The following DD forms are available at: <https://www.esd.whs.mil/Directives/forms/>.

- (1) DD 214 Certificate of Uniformed Service
- (2) DD 2807-1 Report of Medical History
- (3) DD 2808 Report of Medical Examination

b. The following NAVPERS forms are available at: <https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>.

- (1) NAVPERS 1300/29 Navy Reserve Definite Recall Application
- (2) NAVPERS 1300/30 Navy Reserve Definite Pre-Reporting Checklist
- (3) NAVPERS 1300/31 Navy Reserve Definite Recall Gain Transaction Checklist
- (4) NAVPERS 1300/32 Navy Reserve Definite Recall Cumulative Active Duty Service Statement
- (5) NAVPERS 1300/33 Navy Reserve Definite Recall Pre-Screen
- (6) NAVPERS 1300/34 Navy Canvasser Recruiter Pre-Screen
- (7) NAVPERS 1610/2 Fitness Report and Counseling Record (W2-O6)
- (8) NAVPERS 1616/26 Evaluation Report and Counseling Record (E1-E6)

  
K. W. BAZE  
Deputy Chief of Naval Personnel

Releasability and Distribution: This instruction is cleared for public release and is available electronically only via BUPERS Web site: <https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/>.

BUPERSINST 1001.40D  
26 Jul 2024

**NAVY RESERVE CANVASSER (CANREC) RECRUITER APPLICATION  
FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE**

From: (Service member's name)  
To: Navy Personnel Command (PERS-92)  
Via: (1) Commanding Officer, Navy Operational Support Center or Reserve Unit  
(2) Commanding Officer, Navy Talent Acquisition Group \_\_\_\_  
Subj: REQUEST FOR RECALL TO ACTIVE DUTY AS A NAVY RESERVE CANVASSER  
RECRUITER (CANREC)  
Ref: (a) BUPERSINST 1001.40D

Encl: (1) NAVPERS 1300/29 Navy Reserve Definite Recall Application  
(2) DD 2807-1 Report of Medical History  
(3) DD 2808 Report of Medical Examination  
(4) Copy of all forms DD 214 Certificate of Uniformed Service (long form that includes blocks 23 through 29)  
(5) Documentation of negative HIV results (must be within 24 months of projected recall date)  
(6) Copy of last three fitness reports (officers)  
(7) Copy of last three evaluations (enlisted)  
(8) Current Physical Readiness Information Management System (PRIMS) printout  
(9) Photocopy of valid driver's license

1. Per reference (a), I request assignment to an authorized Navy Reserve Canvasser Recruiter billet at \_\_\_\_\_ (include address of talent acquisition onboarding center). Enclosures (1) through (9) are forwarded in support of this request.

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

- a. Home address/telephone: \_\_\_\_\_
- b. Number of miles from home address to activity where billet is located (exact distance, not estimation): \_\_\_\_
- c. Date of Birth: \_\_\_\_
- d. Date of Rank: \_\_\_\_\_
- e. Designator: \_\_\_\_
- f. If enlisted, primary and secondary NEC's:

Enclosure (1)

**FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE**

**Subj: REQUEST FOR RECALL TO ACTIVE DUTY AS A NAVY RESERVE CANVASSER  
RECRUITER (CANREC)**

g. Have you previously served in another branch? \_\_\_\_\_ If so, forward all DD-214's  
received and Statement of Service from other branch.

h. Date last released from active duty: \_\_\_\_\_

i. Total years active duty: \_\_\_\_\_ Yrs \_\_\_\_\_ Mos \_\_\_\_\_ Days

j. Pay Entry Base Date: \_\_\_\_\_

k. Date of last physical: \_\_\_\_\_

l. Number of family members: \_\_\_\_\_

m. Activity where service record is maintained: \_\_\_\_\_

n. Date last physical readiness test successfully performed and results: \_\_\_\_\_

o. If enlisted in a temporary rate, date temporary rate became permanent: \_\_\_\_\_

p. Expiration of Reserve Enlistment: \_\_\_\_\_

3. I fully understand the provisions of reference (a) and the limitations on active-duty service in the  
CANREC Program.

**X**

\_\_\_\_\_  
Applicant Signature

**PRIVACY ACT STATEMENT:** This statement is provided per the Privacy Act of 1974 (Public Law 93-579). The authority to collect the information requested is contained in Title 5 United States Code, Section 301. Federal agencies must provide this notice to individuals requested to provide information about themselves. The principal purpose of the information is to enable you to apply for recall to temporary active duty as a Navy Reserve Canvasser Recruiter. The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility for temporary active duty as a Navy Reserve Canvasser Recruiter and in approving or disapproving requested temporary active duty. Completion of the application is voluntary; however, we may be unable to process your application unless all of the information requested is provided.



BUPERSINST 1001.40D  
26 Jul 2024

**CORRESPONDENCE USED UPON RECALL OF OFFICER AND ENLISTED NAVY  
RESERVE CANVASSER RECRUITERS (CANREC)**

From: Commanding Officer, Navy Talent Acquisition Group \_\_\_\_  
To:

Subj: INITIAL ASSIGNMENT FOR RECRUITING DUTY AS A NAVY RESERVE  
CANVASSER RECRUITER (CANREC)

Ref: (a) BUPERSINST 1001.40D  
(b) NAVPERSCOM MSG DTG \_\_\_\_\_

1. Per references (a) and (b), you are assigned an initial tour of active duty as a Navy Reserve Canvasser Recruiter. By your signature below, you certify that you are aware that, except in time of war or national emergency hereafter declared by appropriate authority, or when otherwise authorized by law, you will be released from active duty upon expiration of this obligation unless otherwise extended by the Navy Personnel Command Reserve Affiliation/Redesignation Division (PERS-92), and that you have no entitlement either stated or otherwise implied to an active duty retirement. This and any subsequent sets of orders will be based on your performance and the needs of the Navy and will be contingent upon Navy Personnel Command approval.

\_\_\_\_\_  
(Signature of Commanding Officer)

\_\_\_\_\_  
(Signature of Member)

Copy to:  
NAVPERSCOM (PERS-92)  
COMNAVCRUITCOM (N1)

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Enclosure (2)