

MILPERSMAN 1133-062

ACTIVE COMPONENT AND FULL TIME SUPPORT (FTS) TO SELECTED RESERVE (SELRES) DELAYED AFFILIATION PROGRAM (DAP)

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Reference (s)	(a) BUPERSINST 1001.39F (b) COMNAVCRUITCOMINST 1130.8J (c) NAVMED P-117, Manual of the Medical Department (d) OPNAVINST 6110.1J (e) NAVSO P-6034, Joint Federal Travel Regulations, Volume 1 (f) DoDINST 1215.13 (g) BUPERSINST 1900.8D (h) COMNAVRESFORINST 1001.6 (i) RESPERS M-1001.5, Navy Reserve Military Personnel Manual (RESPERSMAN) (j) BUPERSINST 1610.10C (k) 10 U.S.C §1145 (l) USD(P&R) memo dated 01 Dec 2009
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1. **Purpose.** This article sets forth policy and implements guidance for management of the Active Component (AC) and Full Time Support (FTS) to Selected Reserve (SELRES) Delayed Affiliation Program (DAP).

2. **Background**

a. DAP allows AC and FTS enlisted Sailors to delay in-rate affiliation with the SELRES for up to 6 months after expiration of active obligated service (EAOS), as extended. Eligible Sailors who choose to delay their affiliation due to

transitional civilian obligations, or who cannot affiliate due to an absence of SELRES in-rate Career Waypoint-Reenlistment quotas effective at EAOS, may request future quotas via a reservation system managed by the SELRES enlisted community manager (ECM). In return for a quota reservation, Sailors must satisfactorily participate in a voluntary training unit (VTU) of the Individual Ready Reserve (IRR) until their SELRES affiliation. Upon completion of their affiliation delay, they will be accessed into the SELRES by their local Navy recruiter.

b. DAP enables the continuum of service by providing Navy veterans a flexible affiliation option, helps solidify SELRES affiliation decisions by providing Sailors with a predictable start date, and optimizes the Navy's return on investment by retaining trained and experienced Sailors.

3. Policy

a. AC and FTS Sailors who desire delayed SELRES affiliation may request a future SELRES quota from up to 90 days prior to EAOS. Sailors must request delayed SELRES affiliation from the Bureau of Naval Personnel (BUPERS), SELRES ECM (BUPERS-328) via their chain of command. Sailors may request DAP only in their current rating. Sailors must indicate their requested affiliation date, desired Navy Reserve Activity (NRA), and IRR service option in the request.

b. AC and FTS Sailors who desire active duty to SELRES transition with no affiliation delay must obtain a SELRES quota using Career Waypoint-Reenlistment.

c. DAP requests will be approved by the SELRES ECM on a case-by-case basis. If approved, the SELRES ECM will reserve a future quota and designate the Sailor's affiliation month. The maximum allowable delay between AC and FTS separation and SELRES affiliation is 6 months. The SELRES ECM will notify the Sailor; Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N1); Navy Recruiting Command (NAVCRUITCOM), National Enlisted Programs Officer (NEPO); and Navy Personnel Command (NAVPERSCOM), Career Transition Office (CTO) (PERS-97) of all DAP approvals.

d. The number and phasing of SELRES quotas available for DAP will be determined by the SELRES ECM in collaboration with NAVCRUITCOM NEPO.

e. CTO will provide transition assistance to members approved for DAP and coordinate with COMNAVRESFORCOM, Assignment Branch (N12) to ensure proper generation of IRR assignment orders to the member's NRA, and VTU.

f. DAP Sailors will report to their NRA and conduct their first drill or muster with their assigned VTU, per their IRR assignment orders, no later than 60 days following their EAOS, or their SELRES quota reservation will be canceled. During this 60-day period, the NRA will adjudicate any missed inactive duty for training (IDT) periods as authorized absences for personnel assigned to the VTU. Any missed IDT periods beyond 60 days following a Sailor's EAOS will be adjudicated as unexcused absences.

g. Failure to meet the satisfactory VTU participation requirements may result in transfer to the active status pool of the IRR, or other administrative action per reference (a).

h. Upon successful completion of their service in the IRR VTU, DAP members will be accessed into the SELRES by NAVCRUITCOM in coordination with the SELRES ECM, and counted against Reserve Component (RC) end strength.

i. The member's NRA shall provide the recruiter a Reserve unit identification code (RUIC), unit name, and billet for the best fit unit. After the member is affiliated with the SELRES, (not while in VTU) the NRA shall assist the member in applying for a billet via [MyNavy Assignment](#) (MNA), if a billet was not previously identified with the recruiter. Following their SELRES affiliation, Sailors will conduct their first drill as a SELRES during the next scheduled drill weekend.

j. Failure to comply with the requirements and timelines outlined in this article may result in revocation of a Sailor's SELRES quota. Unexecuted DAP quotas will be returned to the SELRES ECM for reallocation.

4. **Eligibility**

a. All separating AC and FTS enlisted Sailors are eligible for DAP, provided they have no restrictions disqualifying them from SELRES affiliation per references (a) and (b). Sailors may request delayed affiliation, provided they have not reached maximum age limit per reference (a), or 30 years of combined active and reserve military service.

b. Members who have reached SELRES high year tenure (HYT), per MILPERSMAN 1160-120, are not eligible for SELRES affiliation and may not request a DAP quota. Per reference (b), Sailors must be eligible to serve 2 years from date of actual SELRES affiliation, not AC and FTS separation, before reaching SELRES HYT.

c. Sailors must meet requirements as set forth in MILPERSMAN 1160-030 to establish reenlistment eligibility under continuous service conditions.

d. Sailors must meet physical qualifications for affiliation and retention in the RC as set forth in reference (c).

e. Sailors must comply with physical readiness standards, provided in reference (d), which are separate and distinct from physical qualifications.

5. Application

a. **Timeline and Sequence of Events**

(1) Sailor requests in-rate DAP affiliation from SELRES ECM 90 days prior to EAOS using NAVPERS 1306/7 Enlisted Personnel Action Request and NAVPERS 1306/97 Reserve Affiliation Screening Checklist and Contact Information sheet. Both forms must be fully completed and e-mailed to SELRES_ECM@navy.mil for consideration. NAVPERS 1306/7 and NAVPERS 1306/97 may be accessed via the following link:
<http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>.

(2) Sailors receive approval or disapproval from SELRES ECM via e-mail reply.

(3) If approved, Sailors contact CTO, per paragraph 8 of this article, for further guidance.

b. Sailors must include their desired NRA and requested affiliation month on NAVPERS 1306/7. The following is an example of a NAVPERS 1306/7 reason for submission statement:

"Request DAP to VTU, and SELRES affiliation effective October 2013 (no later than 90 days prior to EAOS) with Navy Operational Support Center (NOSC) Green Bay, WI."

c. When selecting their desired NRA, Sailors must be familiar with authorized travel and transportation allowances, as well as unit assignment limitations, based on reasonable commuting distance. A member who separates from active duty is authorized travel and transportation allowances per reference (e) chapter 5, part B, section 8.

d. A SELRES member who permanently changes his or her residence may not be assigned to a unit beyond a reasonable commuting distance without the member's consent per reference (f). Reasonable commuting distance is the maximum distance an obligated member of a RC may be required to travel involuntarily between residence and IDT site. Commuting distances are defined in reference (f) as either 50 or 100 miles. Sailors requesting an NRA beyond a reasonable commuting distance shall sign a permanent NAVPERS 1070/613 Administrative Remarks waving their rights to reasonable commuting distance per reference (f). NAVPERS 1070/613 may be accessed via the following link:
<http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>.

e. Sailors with approved SELRES Career Waypoint-Reenlistment quotas may request delayed SELRES affiliation. If subsequently approved for DAP, the member's SELRES Career Waypoint-Reenlistment quota will be reallocated. Sailors approved for the Early Career Transition Program (ECTP) are not eligible for DAP. ECTP Sailors may request modification of transition date (if necessary).

6. **Approval**. The SELRES ECM will approve or disapprove DAP requests case-by-case, based on quota availability, demand signal, and shall determine the affiliation month for all approved Sailors.

7. **Notification**. The SELRES ECM will provide approval notification to the Sailor's command; COMNAVRESFORCOM, Manpower and Personnel (N1); NAVCRUITCOM; and CTO. The SELRES ECM will provide disapproval notification to the Sailor's command.

8. **AC and FTS to Individual Ready Reserve Processing**. Sailors involuntarily separated from active duty and subsequently

approved for DAP must comply with the requirements set forth in MILPERSMAN 1910-050 as a condition of eligibility for involuntary separation pay.

a. Sailors approved for DAP shall agree in writing to serve in the VTU until their SELRES affiliation by signing a permanent NAVPERS 1070/613 service record entry prior to separation from active duty. With their signature, Sailors acknowledge their understanding of an agreement to meet satisfactory participation requirements in the VTU in return for a SELRES quota reservation. A Sailor who enters into this written agreement and who is qualified for the Ready Reserve shall, upon such Sailor's separation from active duty, be enlisted as a reserve member.

b. DAP Sailors will be processed from the AC or FTS into the VTU via the CTO. Prior to a Sailor's discharge or release from active duty, the Sailor's command will forward the signed original NAVPERS 1070/613 (delayed affiliation agreement) to the supporting personnel office or personnel support detachment (PERSUPP DET) for completion of DD 214 Certificate of Release or Discharge from Active Duty and electronic submission of NAVPERS 1070/613 into the official military personnel file (OMPF).

c. The supporting personnel office or PERSUPP DET will forward the completed DD 214 to the Sailor's command for verification and accuracy by the member. Upon completion of the DD 214 verification, the Sailor's command will forward a signed copy of NAVPERS 1070/613 (delayed affiliation agreement) and DD 214 (verified worksheet) to CTO. If the Sailor is not qualified for the IRR VTU based on the verified DD 214, the command will resubmit NAVPERS 1306/97 to the CTO indicating final recommendation.

d. CTO will prepare an enlistment contract for the member's signature.

(1) **Member Present at Separating Command.** CTO will prepare an enlistment contract for the member's signature and forward to the Sailor's command. Once the enlistment contract has been signed by the member and the reenlisting officer, the Sailor's command will immediately forward the original signed copy to the personnel office or PERSUPP DET for electronic submission to the OMPF, and a signed copy to CTO.

(2) **Member not Present at Separating Command.** Special accommodations will be required for Sailors not present at their separating command (e.g., separation leave) to reenlist and sign the enlistment contract. CTO will prepare an enlistment contract under letter of explanation and forward to the member's NRA selected per paragraph 5 of this article. Once the enlistment contract has been signed by the Sailor and the reenlisting officer, the NRA will immediately submit the original signed contract to the OMPF and a signed copy to CTO.

e. Once DD 214 is complete, the supporting personnel office or PERSUPP DET will coordinate arrangement for Sailor's signature. If the Sailor is unavailable to sign, the supporting personnel office or PERSUPP DET will annotate "member not available for signature" and forward respective copies per reference (g).

f. Upon gaining the Sailor into the VTU, the CTO will assign a manpower availability status code of DAP in Navy Standard Integrated Personnel System (NSIPS), draft VTU orders in the IDT order writing system, and coordinate with COMNAVRESFORCOM (N12) for approval.

g. COMNAVRESFORCOM (N12) will forward approved VTU orders to the NRA and CTO, directing the Sailor (through CTO coordination) to report to the NRA within 60 days for duty with his or her VTU. These orders will also direct the Sailor to report to his or her local recruiter for SELRES affiliation processing no later than the 10th day of the month specified by the SELRES ECM in the DAP approval notification.

9. IRR VTU Participation Requirements

a. Unit assignment and participation requirements in the VTU are set forth in references (a), (h), and article 1300-030 of reference (i). Members participating in the VTU Program must maintain IDT participation requirements outlined in reference (a). Drill periods in the VTU are performed without pay; however, members receive retirement point credit and credit towards a qualifying retirement year for each drill period performed.

b. Members agreeing to serve in the VTU shall:

(1) Maintain assignment eligibility requirements per reference (a) to include medical, dental, and mobilization

readiness. NRA and VTU COs shall track individual readiness to ensure members maintain SELRES eligibility through their affiliation date.

(2) Maintain satisfactory participation per references (a), (h), and article 1300-030 of reference (i).

c. DAP members in the VTU may request ADT or active duty for special work (ADSW) orders, if funding and appropriate training and or operational support opportunities exist. If a member is approved for ADT or ADSW orders and projected to execute those orders beyond his or her SELRES affiliation month as specified by the SELRES ECM,

(1) the member must submit a complete recruiting package, per paragraph 11 of this article, to his or her local recruiter prior to execution of ADT and ADSW orders;

(2) the member's NRA will coordinate with COMNAVRESFORCOM (N12) to complete the SELRES gain in NSIPS during the specified affiliation month and update the member's manpower availability status code;

(3) COMNAVRESFORCOM (N12) will place the member in an "in assignment processing" (IAP) status and assign them to the local operational support unit; and

(4) upon the member's return from ADT or ADSW, the NRA shall assist the member in applying for a billet via [MNA](#).

d. DAP personnel in the VTU are eligible to take an advancement exam and advance to the next higher pay grade, provided they are satisfactory participants and have not reached SELRES HYT.

e. **Performance Evaluations.** VTU COs shall complete evaluation reports for DAP participants per reference (j).

10. **IRR Benefits**

a. VTU members are eligible for IRR benefits and entitlements per reference (a), chapters 15-20. Examples of benefits include: Servicemembers' Group Life Insurance eligibility; access to the commissary, Navy Exchange, and Morale, Welfare, and Recreation (revenue generating) facilities; a common access card (CAC) and CAC reader; a Navy and Marine

Corps intranet account; access to the Navy Reserve Homeport Web site; and an annual medical assessment to include vaccinations.

b. Montgomery GI Bill-Selected Reserve (MGIB-SR) and Bonuses. VTU service time will not count toward MGIB-SR or SELRES bonus eligibility. Upon transitioning to SELRES, Sailors may be eligible for affiliation or enlistment bonuses, provided they meet all requirements published in the current bonus naval administrative message (NAVADMIN). Reference (i) provides minimum SELRES service obligation required for a prior service enlistment or affiliation bonus. Sailors in ratings or NECs who may be eligible for a bonus must have sufficient obligated service remaining at the time of their SELRES affiliation to qualify.

c. Transitional Assistance Management Program (TAMP). Per reference (k), TAMP provides 180 days of transitional healthcare benefits to help certain uniformed Service members and their families transition to civilian life. Defense Enrollment Eligibility Reporting System (DEERS) is the official system of record for benefits eligibility. Additional transitional healthcare benefits information can be found at www.tricare.mil/tamp.

(1) Per reference (k), paragraph (a)(2)(A), Sailors involuntarily separated from active duty may be eligible for transitional health care benefits.

(2) DAP Sailors who voluntarily separate do not meet transitional healthcare benefits eligibility criteria under reference (k), paragraph (a)(2)(F). Per reference (l), members who voluntarily separate from active duty must affiliate with SELRES the day after separation in order to qualify for transitional healthcare benefits, unless they are otherwise eligible under reference (k) paragraph (a)(2).

(3) Sailors who affiliate with SELRES without delay to qualify for transitional healthcare benefits after voluntary active duty separation, and who later experience a temporary work conflict or personal hardship that precludes satisfactory SELRES participation, may request up to 6 months of authorized absences from their SELRES unit CO per reference (i), article 1570-010.

11. SELRES

a. After satisfactory participation in the VTU, per this article, Sailors shall report to their local Navy recruiting office for SELRES accession processing no later than the 10th day of the month in which the member is approved to affiliate. Through regular communication, the Sailor's NRA and the local recruiter will maintain awareness of the member's affiliation month and ensure the Sailor reports to the recruiter on schedule with the required documentation. The Sailor is required to provide a complete recruiting package to the local recruiter upon arrival. A complete recruiting package is defined in reference (b).

b. It is highly recommended that Sailors obtain copies of the following additional documentation prior to separation and present to the local recruiter for accession processing, as these copies are difficult to obtain after separation:

(1) Training records from NSIPS electronic service record;

(2) Last three evaluation reports (ensure accurate performance mark average if advancement eligible); and

(3) Physical Readiness Information Management Systems record.

c. With local recruiter assistance, the member will update the Joint Personnel Adjudication System to verify security clearance level and status, and complete all affiliation paperwork.

d. Immediately after SELRES accession, the local recruiter shall mail the original accession package to NAVPERSCOM, Records Management Policy Branch (PERS-313) for inclusion in the member's OMPF.

e. The member's NRA shall provide the recruiter a reserve unit identification code, unit name, and billet for the best fit unit. The recruiter will return the completed draft SELRES orders to the NRA. After coordination with the RC command, the NRA will forward the draft SELRES orders to COMNAVRESFORCOM, (N12) for approval. Upon COMNAVRESFORCOM (N12) approval, the member's NRA will forward the approved orders to the member and to the local recruiter.

f. Following SELRES affiliation, Sailors will conduct their first drill during the next scheduled drill weekend. The NRA shall assist the Sailor in applying for a billet via MyNavy Assignment (MNA) after he or she have been gained, if a billet was not previously identified with the recruiter. The NRA shall update the Sailor's manpower availability status code as required.

g. Once affiliated, Sailors may be authorized to receive a temporary deferment from involuntary mobilization. Mobilization deferment policy is outlined in current NAVADMIN located on Navy Personnel Command (NPC) Web site.

12. **Adjudication Authority**. The table below summarizes adjudication authorities:

Overall policy	OPNAV ((N132)
DAP Program Manager	BUPERS-328 (SELRES ECM)
IRR order request	NAVPERSCOM (PERS 97)
IRR order approval	NAVRESFORCOM (N12)
Transition assistance	NAVPERSCOM (PERS 97)
SELRES accession	NAVCRUITCOM
SELRES, VTU procedures/personnel monitoring	NAVRESFORCOM (N1)
IDT order request	NAVCRUITCOM
IDT order approval	NAVRESFORCOM (N12)