

MILPERSMAN 1321-110

ACTIVE COMPONENT (AC), MPN-FUNDED, DEFINITE RECALL PROGRAM FOR OFFICERS

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References	(a) 10 U.S.C. §12301 (b) OPNAVINST 1900.4 (c) OPNAVINST 1120.9 (d) BUPERSINST 1540.41D (e) SECNAVINST 1800.2 (f) OPNAVINST 1001.27 (g) 10 U.S.C. §12646 (h) NAVMED P-117, Manual of the Medical Department (i) BUMEDINST 1306.72H (j) SECNAVINST 1770.3D (k) SECNAVINST 1850.4E
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1. **Policy.** Per reference (a), Selected Reserve (SELRES) officers of the Navy Reserve Component (RC) may volunteer for a "definite" (also termed as "temporary") Military Personnel, Navy (MPN) funded recall authorization to serve on active duty (ACDU) to fill specific advertised Navy Active Component (AC) Program billets.

2. **Program Definition**

a. **Purpose.** Definite recall of SELRES officers is voluntary and temporary, and is not designed as a career ACDU program. It is intended to be a constructive part of an officer's SELRES career, and is used to fill gapped or vacant Navy military personnel-funded AC billets. Officers recalled under definite recall orders remain on the Reserve Active Status List (RASL), retain their Reserve designator, and continue to compete for promotion on the RASL.

b. **Opportunity.** Definite recall quotas are limited in number and approved by the Chief of Naval Personnel per the annual fiscal year ACDU officer accession plan. Navy Personnel Command (NAVPERSCOM), Reserve Personnel Management Department (PERS-9) and NAVPERSCOM, Reserve Affiliation and Re-Designation Division (PERS-92) will coordinate with NAVPERSCOM (PERS-4) officer detailing and Bureau of Naval Personnel (BUPERS), Officer Community Management Division (BUPERS-31) to manage the distribution of approved quotas to the individual AC communities.

c. **Length.** This type of recall must be for a specified period that will not normally exceed 3 years. Any new definite recall orders in which the officer will perform greater than 1,095-days (3 years) of qualifying ACDU service out of the previous 1,460 days (4 years) requires a waiver from Office of the Chief of Naval Operations, (OPNAV) Military Personnel, Plans, and Policy Division (N13).

d. **Extensions.** Extensions of existing definite Reserve recall orders less than 3 years will be considered on a case-by-case basis in order to ensure no impact to quota availability, AC end-strength, the 1,095-days rule or sanctuary.

e. **Consecutive Orders.** In order to properly manage quota availability, AC end-strength, the 1,095-days rule, separation pay, and sanctuary, SELRES officers are prohibited from executing back-to-back MPN-funded recall orders for the same AC billet requirement without reapplying through the established process for definite recall opportunities. Officers approved for back-to-back MPN-funded recall orders or follow-on orders in support of a separate AC billet requirement may be required to take a break between the execution of the definite recall orders in order to ensure compliance with the 1,095-days rule. A period of active duty service is continuous if any break in service does not exceed 30 days, as stated in reference (b).

f. **Restrictions**

(1) Only SELRES officers from the Ready Reserve are eligible for definite recall orders in response to advertised Reserve recall opportunities. Full Time Support (FTS) officers are ineligible for definite recall orders. Individual Ready Reserve (IRR) and Standby Reserve officers must first affiliate

with a Reserve unit as a SELRES/voluntary training unit (VTU) officer prior to becoming eligible for definite recall orders.

(2) SELRES officers of any designation or community may apply for definite recall, and can apply for recall orders to an AC billet outside of their present community. For example, a SELRES surface warfare officer (1115 designator) can request recall to any advertised definite recall opportunity, and is not limited to only the AC surface warfare community (1110 designator), provided no additional designator requirements exist, and or the officer has the required background expertise.

3. Procedure for Applying

a. **Recall Advertisements.** Definite recall opportunities will be advertised through the Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) GovDelivery E-Mail Distribution System, and will be posted on applicable COMNAVRESFORCOM and Navy Personnel Command (NAVPERSCOM) Reserve Recall Web sites.

b. **Submission Request.** With the exception of the Reserve communities listed below, RC officers applying for recall will submit their recall request directly to NAVPERSCOM (PERS-92). Addresses and additional information can be found on the NAVPERSCOM Web site under the Officer Recall Web Page at: <http://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/officers/Pages/Recall.aspx>.

(1) **Medical, Dental, Medical Service, Nurse, and Chaplain Corps.** RC officers in the Medical Corps (2105), Dental Corps (2205), Medical Service Corps (2305), Nurse Corps (2905), and Chaplain Corps (4105) applying for definite recall will submit their application through their local Navy officer recruiter and Commander, Navy Recruiting Command (COMNAVCRUITCOM) for consideration. COMNAVCRUITCOM will forward the application to NAVPERSCOM (PERS-92) for further processing.

(2) **Community Specific Requirements.** Some officer communities (including the Chaplain Corps (per reference (c)) and the Naval Nuclear Propulsion Program (per reference (d)) have unique requirements before recall can be executed. Officer community concurrence may be required before ACDU recall can commence.

c. **Documents to Submit.** SELRES officers requesting definite recall are required to submit the following documents to be considered:

(1)	NAVPERS 1331/5 Application for Recall to Extended Active Duty at: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx .
(2)	Annual Statement of Service History from BUPERS Online at: https://www.bol.navy.mil/ .
(3)	Cumulative Active Duty Service Statement (reference (e), enclosure (1)).
(4)	Last four fitness reports (FITREPs). No gaps in FITREP continuity can exist. Less than four FITREPs will only be accepted if specifically stipulated by the billet advertisement.
(5)	Last three physical fitness assessment results (from Physical Readiness Information Management System (PRIMS)).
(6)	Military or civilian resume (optional).
(7)	Letters of recommendation (optional).
(8)	16-year waiver or sanctuary waiver request (per reference (f)), only required if expected to go over 16 years (16-year waiver) or 18 years (sanctuary waiver) of total ACDU service during the proposed recall.
(9)	Pertinent qualifications/training (optional).
(10)	Other endorsements as required by community (e.g., ecclesiastical endorsement for Chaplain Corps applicants).

The purpose of submitting all listed documents is to provide a means for an individual to request voluntary recall to ACDU, and the information is used to evaluate the individual's ability to perform the job to which applying. Provision of the information requested is voluntary; however, failure to provide all information in the application may result in an inability to process the application, or non-selection for the recall.

d. **Command Endorsements.** Command endorsements are required to accompany recall requests and should be from either the applicant's Reserve unit commanding officer/officer-in-charge (CO/OIC), Navy Reserve activity CO/OIC, or supported Command CO/OIC.

4. **Officer Requirements for Recall.** Requirements for officers requesting recall are as follows:

a. **RC Criteria.** Only SELRES officers are eligible to apply for definite recall. FTS, IRR, and Standby Reserve officers are ineligible.

b. **Community Criteria.** Eligible RC officers from any community may apply for a definite recall.

c. **Rank Criteria.** RC officers applying for recall will not be restricted by rank, unless specifically delineated in the advertised eligibility requirements.

d. **Failed of Selection (FOS) Criteria**

(1) **FOS on the ADL.** Officers previously released from the ADL as a result of multiple FOSs to promotion to any grade are eligible to apply for definite recalls. These officers will be considered on a case-by-case basis, based on community needs, past performance, and future promotability.

(2) **FOS on the RASL.** Officers with any FOS while on the RASL are eligible to apply for definite recall, but will be considered on a case-by-case basis while based on community needs, past performance, and future promotability.

e. **Sanctuary Criteria**

(1) **Sanctuary Definition.** An RC officer who is on ACDU and is within 2 years of becoming eligible for retired pay may not be involuntarily released from that duty before becoming eligible for that retirement pay, unless the release is approved by the Secretary of the Navy (SECNAV). This period of attaining 18 years of cumulative ACDU is commonly known as entering "sanctuary."

(2) **Sanctuary Policy.** Sanctuary policy for RC officers executing definite recall orders is governed by references (e) through (g).

(3) **Sanctuary Screening.** Reference (f) requires that RC members being considered for a definite recall be screened for sanctuary status by NAVPERSCOM (PERS-92). If predicted to go over 16 years of cumulative total active service during the

period of proposed recall, the organization that desires the RC officer to perform the ACDU must submit either a 16-year waiver or sanctuary waiver (as applicable) to OPNAV (N13). The waiver must be approved prior to the generation of the definite recall orders.

5. **Physical Requirements**. Each applicant selected for recall to extended ACDU must meet physical standards per reference (h).

6. **Application Processing Procedures**

a. **Processing Time**. The normal processing time for applications is approximately 6 weeks.

b. **Criterion**. All applications for definite recall are received by NAVPERSCOM (PERS-92) and are reviewed for compliance with the guidelines in this instruction. All eligible applicants are forwarded to a selection board.

c. **Selection Board**. Selection is by recommendation of a board of officers within BUPERS-3, NAVPERSCOM (PERS-4), and the command requesting the definite recall. The applicant is evaluated based on billet and community needs, previous naval and civilian experience, and past performance. Officers will receive official notification of the decision reached on their recall request.

7. **Approving Authorities**. NAVPERSCOM (PERS-9) is the final approval or disapproval authority for definite recall applications when there is a unanimous recommendation from NAVPERSCOM (PERS-9), BUPERS-3, and NAVPERSCOM (PERS-4). Applications with non-unanimous recommendations will be forwarded to Commander, Navy Personnel Command (COMNAVPERSCOM) for final decision.

8. **Service Obligation for Recalled Officers**

a. **Duration Obligation**. Officers recalled to ACDU under a definite recall will be obligated to remain on ACDU for the duration of the definite recall orders for a period no less than 12 months and normally not to exceed 36 months. Definite recall orders for periods of less than 12 months will not be approved, (nor generated).

b. **Limitations.** Due to the purpose and nature of this Reserve Recall Program, officers recalled and serving under definite recall orders are **not** authorized to be selected for, nor volunteer for, mobilization or individual augmentation. Officers with approved mobilization or individual augmentation orders, and or mobilization assignment status codes will not be approved for recall.

c. **Early Termination.** Officers recalled under definite recall orders are subject to early termination of the recall orders either due to needs of the Navy or due to performance issues exhibited by the officer during the recall.

9. **Medical Hold (MEDHOLD)**

a. MEDHOLD is a SECNAV program managed by MEDHOLD, Line of Duty Healthcare, and NAVPERSCOM, Medical Retention Review Division (PERS-95) to retain RC personnel on orders greater than 30 days beyond the expiration of their existing ACDU orders to obtain medical treatment for an injury, illness, or disease incurred or aggravated on ACDU.

b. RC officers on definite recall orders who are authorized by NAVPERSCOM (PERS-95) for extension on ACDU for medical care will be placed in a MEDHOLD status and transferred from definite recall orders to active duty for training orders per reference (a), paragraph (h) and references (h) through (k).

c. A declination to go on MEDHOLD will be considered as a denial of treatment, in which case the RC officer will be released from the ACDU and may pursue a line of duty entitlement per reference (i).

10. **Additional Recall Programs**

a. **Navy Indefinite Recall Program.** Indefinite recall of Reserve officers is voluntary and permanent, and is designed as a career ACDU program. It is intended to allow qualified and interested SELRES and FTS officers the opportunity to be considered for a permanent component change from RC to AC. RC officers interested in volunteering to fill specific advertised indefinite recall billets should refer to MILPERSMAN 1321-101.

b. **Navy Reserve 3-Year Recall Program.** RC officers interested in volunteering for definite recall to fill specific advertised Navy Reserve Personnel FTS billets should refer to MILPERSMAN 1132-010.

c. **Permanent Recall to FTS.** RC officers interested in applying for permanent recall into the FTS Program should refer to MILPERSMAN 1001-020.

d. **Retired Officers Recall.** Retired officers, whether having retired from the RC or AC, interested in applying to permanent recall back into the AC Navy, should refer to MILPERSMAN 1811-010.