

MILPERSMAN 1326-030

RESERVE COMPONENT (RC) /RESERVE PERSONNEL, NAVY (RPN) -FUNDED/DEFINITE RECALL PROGRAM FOR ENLISTED

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References	<ul style="list-style-type: none"> (a) 10 U.S.C. (b) DoD Instruction 1215.06 of 11 March 2014 (c) BUPERSINST 1430.16F (d) BUPERSINST 1001.39F (e) OPNAVINST 1900.4 (f) NAVMED P-117, Manual of the Medical Department (g) BUMEDINST 1306.72H (h) DoD 5500.07-R (i) BUPERSINST 1610.10D (j) SECNAV M-5510.30 (k) SECNAVINST 1800.2 (l) OPNAVINST 1001.27 (m) OPNAVINST 6110.1J (n) SECNAVINST 5300.30E (o) RESPERS M-1001.5 Navy Reserve Personnel Manual (p) SECNAVINST 1770.3D (q) Uniform Code of Military Justice (UCMJ)
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1. **Policy.** This article sets forth eligibility requirements and procedures for Reserve Component (RC) members, specifically Selected Reserve (SELRES) and voluntary training unit (VTU) enlisted personnel to volunteer for a Definite (also termed as temporary) Recall Program. Members assigned to the VTU due to High Year Tenure are not eligible for this program. Per reference (a), section 12301 and reference (b), enclosure (3), the Definite Recall Program is an authorized Reserve Personnel, Navy (RPN) funded Active Duty for Operational Support (ADOS) RC duty type to fill specific advertised Navy Full Time Support

(FTS) community billets. This policy does not apply to Active Duty for Special Work (ADSW), also an ADOS RC duty type.

2. Program Definition

a. **Purpose.** The Definite Recall Program for Reserve enlisted Sailors is voluntary, temporary, and is not designed as a career active duty (ACDU) program. It is intended to be a constructive part of members' SELRES career, to fill skill sets not resident in the enlisted FTS community or to fill gapped or vacant RPN-funded FTS billets. Members recalled under definite recall orders remain in a SELRES status and continue to compete for advancement as SELRES per references (c) and (d).

b. **Opportunity.** The opportunity to serve on ACDU will be maximized by limiting additional recalls for members under this article. Additional recalls may be permitted only on a case-by-case basis, as authorized by Navy Personnel Command (NAVPERSCOM), Reserve Personnel Management Department (PERS-9). NAVPERSCOM, Reserve Affiliation, and Re-Designation Division (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 FTS enlisted rates.

c. **Length.** This type of recall will be for a specified period, not normally less than 12 months or greater than 3 years.

d. **Extensions.** Extensions to current definite recall orders less than 3 years will be considered by NAVPERSCOM (PERS-92) on a case-by-case basis in order to ensure no impact to limited quota availability, policy governing 1,095 days of active duty service in a 1,460 day period, policy monitoring entry into sanctuary for retirement, or HYT policy.

e. **Consecutive Orders.** As this is not intended to be a career program, members are prohibited from executing back-to-back recall orders for the same ACDU billet without reapplying through the definite recall process. Members approved for back-to-back recall or follow-on orders in support of a different ACDU billet requirement may be required to take a 31-day break between the execution of the follow-on definite recall orders in order to ensure compliance with reference (a), section 115 and reference (e).

3. **Responsibilities**

a. Office of the Chief of Naval Operations (OPNAV), Manpower, Personnel, Training, and Education Policy (N13) is the final disposition authority of all 16-year and sanctuary waiver requests.

b. BUPERS (BUPERS-35) will:

(1) Track and account for members on RPN-funded definite recall orders; and

(2) Ensure SELRES or VTU affiliation quota is available.

c. NAVPERSCOM (PERS-9) will:

(1) Screen applications for the following eligibility criteria:

(a) 16-year waiver;

(b) Sanctuary consideration;

(c) Previous ACDU periods;

(d) HYT waiver;

(e) Sufficiency of enlistment contract; and

(f) Age-60 waiver.

(2) Forward screened recall applications to the supported command for selection recommendation.

(3) Endorse and forward any 16-year or sanctuary waiver requests received from supported command to OPNAV (N13) for final disposition.

(4) During screening, NAVPERSCOM (PERS-92) will verify that member's enlistment covers the period of recall.

(5) Coordinate definite recall affiliation procedures during recall process.

(6) Prepare necessary documents and execute the RC gain upon return from definite recall based on his or her SELRES or VTU status prior to recall.

(7) Maintain policy execution oversight of this article.

d. NAVPERSCOM (PERS-812) will:

(1) Coordinate advancement exam issues with the Naval Education and Training Professional Development Center to ensure all qualified members on recall orders are offered the SELRES advancement exam.

(2) Adjudicate reenlistment requests for members on recall orders.

e. Reserve Functional Service Center, Norfolk and personnel support detachment (PSD) (as identified in the orders) will perform all recall processing requirements as outlined in Navy Pay and Personnel Support Center's Standard Operating Procedures posted on the [MyNavy HR portal](#).

f. Supported command will:

(1) Identify eligibility criteria of the definite recall.

(2) Ensure billet advertisement is accurately produced and published.

(3) Plan for the timely relief of recalled member, vice requesting back-to-back orders as discussed in paragraph 2e above.

(4) Notify NAVPERSCOM (PERS-92) of their selection of the best qualified member from the list of all qualified members provided by NAVPERSCOM (PERS-92).

(5) Provide command endorsement to the member (as applicable).

(6) In coordination with NAVPERSCOM (PERS-92), ensure release of the recalled member prior to expiration of orders to allow adequate time for the member to complete the Transition Assistance Program and any travel, processing, and leave (if desired).

Note: Whenever possible, the supported command should provide opportunities for periodic use of leave during the term of orders.

g. Commander Naval Reserve Forces Command will advertise recall opportunities validated by NAVPERSCOM (PERS-92) via government e-mail distribution methods.

h. Navy Reserve activity (NRA) will:

(1) Complete activation processing for members selected for recall.

(2) Ensure members meet all theater-specific and security clearance requirements for assignment (if applicable) as delineated in the recall advertisement.

(3) Ensure member is physically and medically ready prior to recall.

(4) Coordinate reenlistment or enlistment extension for the member, if the member's reserve enlistment contract expires prior to the end of the recall.

(5) Complete member NRA check-in processing upon the conclusion of the recall.

i. Members will:

(1) Inform Reserve unit commanding officer (CO) or officer-in-charge, and obtain activity head's endorsement prior to initiation of the recall application.

(2) Complete the application process as delineated in paragraph 5b below and provide all necessary documentation per the specifics of the recall requirements listed in the advertisement.

(3) Report any medical or dental condition that could interfere with performance of duty to the NRA and supported command immediately.

(4) Obtain approval from the supported command CO, NAVPERSCOM (PERS-92), and NAVPERSCOM, Medical Benefits Division

(PERS-95) prior to commencing elective surgery or medical treatment per reference (f).

(5) Inform civilian employer of impending recall orders per reference (d).

(6) Review and sign statements of understanding on NAVPERS 1070/613 Administrative Remarks with regard to the recall orders (as applicable), including the accuracy of member's cumulative ACDU service statement:

(Date): Having reviewed my record of naval service, I certify that my cumulative active duty service is (years) and (months). I understand that if this is less than my actual cumulative active service, my active duty orders are subject to termination. I understand that additional active duty time is creditable towards my Reserve retirement.

(Member's Signature)

Witnessed: _____
(Name, Rank/Rate, Branch/Class, Title)

(7) Ensure proper accountability of advancement exam criteria with NAVPERSCOM, Reserve Enlisted Programs and Navy Enlistment Advancement System (NEAS) Branch (PERS-812), as well as through the chain of command of the member's supported command while on recall orders or through member's Reserve chain of command prior to the execution of and after the conclusion of recall orders.

(8) Ensure the Reserve enlistment contract will not expire prior to the end of this recall.

(9) Comply with all NRA recall guidance discussed in paragraph 3c and do not commence travel until recall orders are issued.

(10) Complete a medical assessment no less than 90 days prior to the expiration of recall orders, and forward documentation to NAVPERSCOM (PERS-92) per reference (g).

(11) Contact NAVPERSCOM, Career Transition Division (PERS-97) 90 days prior to completion of definite recall orders to facilitate transition into a SELRES or VTU drilling status.

4. **Enlisted Requirements for Recall.** Members must meet the enlistment quality control standards of MILPERSMAN 1160-030. Other eligibility criteria include the following:

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

b. **Conflict of Interest.** Per reference (h), members must be free of potential conflicts of interest stemming from the Reserve members' civilian employment, particularly Department of Defense-related positions, during the recall period.

c. **Initial ACDU Training (IADT).** Members must have completed IADT prior to applying for the recall.

d. **HYT.** Per MILPERSMAN 1160-120, personnel who reach HYT date during the recall are required to request and receive an approved HYT waiver from BUPERS-352 via NAVPERSCOM (PERS-92) for the period of recall to be eligible. The approved HYT waiver request must be included in the recall application.

e. **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, reference (i), and associated NAVADMINS 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.

f. **Security Clearance.** Members must have security clearance eligibility based on favorably adjudicated investigation, per reference (j), for access to classified information pursuant billet requirements.

g. **Satisfactory Participation Criteria.** Only satisfactorily participating enlisted members of SELRES units or the VTU are eligible, per reference (d), for definite recall orders under this article.

h. **Pay Grade.** Members must be in, frocked to, or one pay grade below the pay grade advertised and must have the appropriate rating or Navy enlisted classification for the advertised billet.

i. **Sanctuary Considerations.** RC members being considered for a definite recall are to be screened for sanctuary status by NAVPERSCOM (PERS-92) to be in compliance with references (a), (e), (k) and (l). If the recall duration is estimated to cross over 16 years or be within 6 months of 18 years of cumulative total active service during the proposed recall, the supported command desiring the member to perform the definite recall must submit either a 16-year waiver request or sanctuary waiver request as outlined in reference (l) to the Office of the Chief of Naval Operations; Military Personnel, Plans, and Policy Division (OPNAV (N13)) via NAVPERSCOM (PERS-9), with justification that addresses whether there are other qualified members available. The waiver must be approved prior to the generation of the definite recall orders and the member must be notified of the outcome.

j. **Age Limit.** 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 Enlisted Status Branch (PERS-913) via NAVPERSCOM (PERS-92) for the period of recall to be eligible. The approved age-60 waiver request must be included in the recall application.

k. **Physical Readiness.** Members must meet physical fitness assessment (PFA) standards, per reference (m), and associated NAVADMIN guidance, as well as specific billet requirements.

l. **Medically Qualified.** Members must meet physical requirements, as defined in reference (f), before the execution of orders. Additional qualifications are:

(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 test, per reference (n), within 12 months of the recall orders start date or as directed by theater requirements.

5. Application Processing Procedures

a. **Submission of Application.** Members will submit their recall request with proper endorsements directly to NAVPERSCOM (PERS-92). Additional information can be accessed on the NAVPERSCOM Web site under the Reserve Enlisted Community Manager's page at: <http://www.public.navy.mil/bupers-npc/Pages/ForReserve.aspx>.

b. **Documents Required for Application.** The submitted information is used to evaluate the member's ability to fulfill requirements of the billet for which he or she is 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:

(1) NAVPERS 1306/7 Enlisted Personnel Action Request may be accessed by using the following Web address:
<http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>;

(2) Annual Statement of Service History from BUPERS Online;

(3) Cumulative ACDU Service Statement (reference (e), enclosure (1));

(4) Last four performance evaluations;

(5) PFA results (from the Physical Readiness Information Management System) for the last 3 years;

(6) Military or civilian resume' (optional);

(7) Letters of recommendation (optional);

(8) Sanctuary request or 16-year-waiver request, per reference (1); only required if estimated crossing over 16 years (16-year waiver) or to be within 6 months of 18 years (sanctuary waiver) of total ACDU service during the proposed recall orders timeframe; and

(9) Applicable qualifications/training (if required in billet advertisement).

c. **Processing Time.** The normal processing time for applications is approximately 4-6 weeks.

d. **Compliance Review.** All applications for the Definite Recall Program are received by NAVPERSCOM (PERS-92), reviewed for compliance with the guidelines in this article, and forwarded to the supported command for selection. Incomplete or inaccurate packages will not be considered.

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

6. **Orders Procedures**

a. **Orders Issuance.** NAVPERSCOM (PERS-92) is the order issuing authority for all definite recalls. It is incumbent upon the member to read orders fully and follow all guidance contained therein.

b. **ACDU Pay Account.** The process of establishing an Active Component (AC) master military pay account, gaining to AC personnel systems, and updating and verifying Defense Enrollment Eligibility System will be performed by the Reserve Functional Service Center, Norfolk or the PSD as directed in the recall orders.

c. **Expiration of Orders.** NAVPERSCOM (PERS-92) will issue release from ACDU orders approximately 60 days prior to expiration of recall orders. Members are required to follow the guidance in paragraphs 3i(10) and 3i(11) of this article prior to the expiration of orders.

7. **Service Obligation for Recalled Enlisted**

a. To ensure the ability of members to complete definite recall orders under this article, members must have enough time on their current Reserve enlistment contract or reenlist for the duration of the recall orders, per MILPERSMAN 1160-030, prior to the execution of definite recall orders.

b. Members who volunteered for mobilization, who were notified or identified for mobilization, and who have the

associated individual mobilization status or manpower availability status codes (per reference (o)) will not be approved for recall.

8. **Injury or Illness while on Recall Orders.** Reserve members who incur or aggravate injuries, illnesses, or diseases while on ACDU orders may be eligible for incapacitation benefits per reference (p). Commands are to immediately contact NAVPERSCOM (PERS-95) via NAVPERSCOM (PERS-92) if a recalled member incurs an injury, illness, or disease that may result in a potentially unfit condition while attached to their command. No member on recall orders will be extended for medical reasons without prior approval of their supported command, NAVPERSCOM (PERS-95), and NAVPERSCOM (PERS-92). Determination of eligibility for incapacitation benefits will be made by NAVPERSCOM (PERS-95).

9. **Administrative Separation (ADSEP) and Legal Responsibility of Supported Command.** 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.

a. **ADSEP from the Naval Service.** If ADSEP is warranted for a member recalled to ACDU under this article, the supported command is responsible for ADSEP processing using the appropriate MILPERSMAN article within the 1910 series. Reference (a), section 12312 must be considered and adhered to in executing involuntary separations of definite recalled personnel. No members on recall orders will be extended for ADSEP reasons without prior approval of their supported command, NAVPERSCOM (PERS-832), NAVPERSCOM (PERS-913), and NAVPERSCOM (PERS-92).

b. **Disciplinary Action.** In the event a member becomes subject to disciplinary action under reference (q), the supported command will be responsible for legal procedures using the appropriate MILPERSMAN article within the 1910 series. No member on recall orders will be extended for legal processing without prior approval of their supported command, NAVPERSCOM (PERS-832), and NAVPERSCOM (PERS-92).