

MILPERSMAN 3060-050

ACCESSING THE READY RESERVE

Responsible Office	USFF (N1GFM)	Phone: COM FAX	(757) 836-4409 836-6234
		E-mail:	usff_nflt_n1_gfm_policy_assessment@us.navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/
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References	(a) 10 U.S.C. (b) DoD Instruction 1235.12 of 7 June 2016 (c) DoD Instruction 1352.01 of 8 December 2016 (d) RESPERS M-1001.5, Reserve Military Personnel Manual, June 2012 (e) OPNAVINST 1900.4A (f) OPNAVINST 3060.7D
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1. Purpose

a. To provide policy and assign responsibilities for accessing Ready Reserve units and individual Sailors per reference (a), chapter 1209, sections 12301(a), 12301(d), 12302, 12304, and 12304(a-b), voluntary and involuntary Reserve access authorities, in response to Secretary of Defense (SecDef) order or to fill a Deputy Chief of Naval Operations (CNO) for Operations, Plans, Strategy, and Warfighting Development (CNO N3N5N7)-validated requirement. Reference (b) provides Department of Defense (DoD) guidance on accessing the members of the Reserve Component (RC) across the Military Services. To understand the implementation of DoD guidance within the Navy, this article offers information on Navy processes relevant to reference (b).

b. This article is not intended to cover processes for accessing Training and Administration of the Reserve (TAR) officers and enlisted personnel. TAR complies with Active Component (AC) processes that are covered per [MILPERSMAN 3060-020](#) Individual Augmentee Manpower Management,

[MILPERSMAN 3060-030](#) Global Support Assignment, and [MILPERSMAN 3060-040](#) Overseas Support Assignment.

2. **Policy**. Various levels of military commitment and levels of activation are available to the President and Congress when RC forces are needed for a response to national security imperatives or other emergencies. The ability to mobilize RC forces rapidly and efficiently in response to requirements of the AC and to emergencies is essential to the security of the nation. This article implements DoD guidance on accessing the Reserve force and disseminates the Navy's guidance as applicable to RC Sailors.

3. **RC Activation Limits**. Activations of RC forces are limited in duration to current policy or the maximum allowable by law.

a. Reference (b), enclosure (3), provides a summary of the most significant RC access authorities applicable to this article. Per reference (b), the table of Reserve access authorities is not a substitute for thorough review and understanding of the applicable RC access authorities. Refer to reference (a), sections 12301(a), 12302, 12304, 12304(c), 12304a, or 12304b for complete citations.

b. Per reference (a), chapter 39, section 688; and chapter 1209, sections 12301(a), 12302, 12304, and 12304 (a-c); RC members activated are performing involuntary active duty.

c. Per reference (b) and [MILPERSMAN 1050-272](#), an order to active duty under reference (a), chapter 1209, section 12302, will not exceed 24 months, including any training required for the anticipated mission duties, accrued leave; and if applicable, post-deployment or activation respite absence.

d. The Secretary of the Navy (SECNAV) may activate an RC member with a minimum 24-hour notice as authorized by the SecDef, per reference (a), section 12304a. Activation orders must not exceed 30 days without SecDef's approval. With approval, activations may extend up to 120 days, including member processing, required training for mission duties, and accrued leave.

e. Per reference (a), chapter 1209, sections 12304 and 12304 (b-c), an order to active duty will not exceed 365 consecutive days, including any training required for the anticipated mission duties; accrued leave; and if applicable,

post-deployment or activation respite absence. Respite absence is not applicable for reference (b), section 12304(b), authority orders per [MILPERSMAN 1050-272](#).

f. Per reference (c), Reserve retirees may be ordered to active duty as needed to perform such duties as the SECNAV, with guidance from SecDef, considers necessary in the interests of national defense per reference (a), chapter 1209, sections 12301(a); and chapter 39, section 688. For Reserve retirees with less than 20 years of active duty who are not volunteers to be ordered to active duty, the authority is chapter 1209, section 12301(a), alone.

4. **Notification of Activation and Voluntary Activation Waivers**

a. **Advance Notification of Activation.** Informal advance notice to RC Sailors being involuntarily activated may occur up to 24 months in advance of activation and may encompass, but is not limited to an alert order, official notification of sourcing message, ready activation pool list, verbal notification, or other verifiable communication method. Advance verbal notification of activation is provided by the Navy Reserve activity to RC Sailors within 2 business days after the RC Sailor is identified and sourced to fill an augmentation activation manpower requirement.

b. **Formal Involuntary Activation Approval and Notification**

(1) For activations under all involuntary activation authorities except for reference (a), chapter 1209, section 12304(a) (covered in subparagraph 3d), formal approval and notification via official orders occurs when the SecDef approves the SecDef Orders Book (SDOB), or the Undersecretary of Defense (Personnel & Readiness) approves the notification matrix per reference (b).

(2) Per DoD standard, the Navy will provide orders notification for involuntary activation and or mobilization for urgent requirements a minimum of 60 days in advance of activation, with the goal of 90 days advance notice. For routine rotational requirements, the Navy will attempt to provide 180 days advance notice. Once activation is briefed to ultimate approval authority with SECNAV or Office of the SecDef levels, official notification is established as the date of orders release as measured from date-time-group of the orders to the first intermediate stop. Involuntary mobilizations with

less than 60 days notice will only be considered to comply with urgent and emergent SecDef direction to Navy, or to meet operational need or significant mission impacts as determined by U.S. Fleet Forces (USFF) Command Global Force Management (N1 GFM). RC Sailors activated to fill mission essential, emergent requirements will be given the maximum notification time possible.

(3) Director, USFF N1 is the waiver authority for notification timeline waivers. This applies to volunteers under involuntary authorities with less than 30 days notification and to non-volunteers with less than 60 days notification. All notification timeline waivers involve extensive review by USFF (N1 GFM), as well as higher levels of Navy and or DoD leadership for shorter notification timelines, and will be considered in order to comply with urgent and emergent SecDef direction or to meet significant mission impacts. RC members may request waiver of their own orders notification down to a minimum of 30 days from date of orders release.

(4) Per reference (b), RC forces activated in support of a contingency operation (per reference (a), section 101(a)(13)) for a period of more than 30 days will be given at least 30 days of formal notification to prepare for activation. Pursuant to statute, should the operational situation warrant, SecDef may waive the 30-day notification requirement and order RC members to active duty, provided SecDef provides Congress with a report detailing the reasons for the waiver and the mission requirements at issue. RC Sailors must then report in line with any such activation orders regardless of 30-day notification requirements otherwise applicable.

(5) Though the Navy aims for a 60-day notification standard, Navy policy directs that RC members should be prepared to report with as little as 72 hours notice. SECNAV or SecDef can order less than 72 hours notification per reference (b) in crisis scenarios. To ensure that reporting timelines are met, members should make arrangements for family, personal, business, and other responsibilities in advance.

c. **Voluntary Notification Waiver for Activation.** RC Sailors may waive the notification minimums for voluntary or involuntary activations.

(1) All Sailors who are activated in support of SecDef-ordered and (CNO N3N5N7)-validated requests for support

requirements that are eligible for an involuntary activation authority per reference (a), chapter 39, sections 688, and chapter 1209, sections 12301(a), 12302, 12304, 12304(a-c), as applicable; will be issued involuntary orders pursuant to that authority, even when they volunteer for that activation. Notification timeline is calculated based on the date of official approval of the SDOB or briefing of the notification matrix as appropriate based on the timelines per reference (b). RC Sailors may waive their own orders notification minimums down to 30 days for activation under involuntary authorities. For the extremely infrequent circumstances of activation notification less than 30 days, an RC Sailor's willingness to report with minimal notice is an important component of the brief to Director, USFF N1 up to SecDef for ultimate approval.

(2) Per reference (a), chapter 1209, section 12301(d), for voluntary activation orders, the notification goal remains 30 days. Waivers to this timeline are considered based on operational mission requirements and will be adjudicated by USFF (N1 GFM) in coordination with Commander, Navy Reserve Force (CNRF) Operations, Plans, and Policy (CNRF N3).

(3) RC members who desire to voluntarily waive the 60-day notification requirement must submit a signed [NAVPERS 1300/25](#) Voluntary Waiver Acknowledgement (VWA) for Mobilizing on Active Duty.

5. **Mobilization-To-Dwell Ratio and Dwell Waivers**

a. **Mobilization-to-Dwell Ratio**

(1) Per reference (a), chapter 1209, sections 12302, 12304, and 12304(a) and (b), dwell is the period of time between the release from active duty and the reporting date for a subsequent tour of active duty. Active duty performed per reference (a), chapter 1209, sections 12301(b) and 12301(d), is considered dwell for the purpose of calculating an RC member or unit's mobilization-to-dwell ratio.

(2) SecDef approval is required for activation requests per reference (a), chapter 1209, sections 12301(a), 12302, 12304, and 12304(b-c), when the RC unit or Sailor dwell ratio is 1 to 4 or less. The Navy will apply the SecDef's goal dwell ratio of 1 to 5 to RC units and individual Sailors. Per reference (a), chapter 50, section 991, dwell time begins for an RC member when the member returns to any housing (to include the

member's residence) that the member usually occupies for use during off-duty time when at his or her usual permanent duty station or homeport after completing a deployment of 30 days or more.

(3) Per reference (b), no RC Sailor with less than 12 months dwell will be involuntarily activated, except in cases covered by reference (a), chapter 1209, sections 12301(a) and 12304(a-b).

(4) The activation period is calculated from the start date of involuntary activation to the date of deactivation. For example: 6 months of involuntary activation, followed by 24 months dwell, yields a mobilization-to-dwell ratio of 1 to 4. The Navy tracks dwell for each RC Sailor via the application of individual mobilization status codes.

(5) The Undersecretary of Defense (Personnel and Readiness) and SECNAV may approve activations for units with mobilization-to-dwell ratios of 1 to 4 or less when all the affected members being involuntarily activated for the first time each have a mobilization-to-dwell ratio greater than 1 to 4, provided all other SecDef guidelines are met.

(6) per reference (a), chapter 1209, sections 12304(a-b), a mobilization-to-dwell ratio will not be considered for activations in either pre-activation or post-activation decisions.

b. **Dwell Waiver**

(1) **Involuntary Dwell Waiver**. Demand for certain mission critical skill sets may require a number of units and or individuals to be remobilized sooner than the 1 to 5 dwell goal or the 1 to 4 minimum standard. Any request to involuntarily mobilize individuals inside of the 1 to 4 dwell requires SecDef's approval. USFF (N1 GFM) will make dwell waiver recommendations to CNO N3N5N7 and provide justification on stressed communities that warrant waiver consideration via the briefs described in subparagraph 4b(2).

(2) **Voluntary Dwell Waiver**. Members who volunteer to mobilize within their dwell time must sign [NAVPERS 1300/25](#) when applying for any activation requirement orders under an involuntary authority when they are in a dwell status. They will earn additional dwell time for involuntary authority orders

for which they volunteer. Sailors volunteering to activate under voluntary activation authority, reference (a), chapter 1209, section 12301(d), will see no impact on their dwell time since 12301(d) orders neither earns dwell nor resets dwell.

6. Volunteering for Activation or Extensions in Support of SecDef-Ordered and CNO N3N5N7-Approved RFS Requirements

a. CNRF utilizes volunteers to fill mobilization requirements to the maximum extent possible.

b. RC members that are in a paid Selected Reserve (SELRES) billet or part of the voluntary training unit (VTU) can volunteer for mobilization through ZipServe by selecting the 'volunteer to mobilize button' on the CNRF Force Mobilizations Division (CNRF N35) homepage. Once on ZipServe, RC members can select a mission and submit application packages for consideration. Assignments will be made based on best fit for each billet assigned.

c. If RC members are in restricted populations, they volunteer via their chain of command or billet sourcing officers.

d. If RC members are part of the Individual Ready Reserve, they must first be gained into the VTU or a paid SELRES billet and then follow the normal volunteer process. See reference (d), [RESPERSMAN 1300-010](#) Selected Reserve Assignments, for more detailed direction.

e. Sailor voluntary extensions are considered based on the needs of the Navy. Individual theater restrictions and current Assistant Secretary of the Navy (Manpower and Reserve Affairs) per diem entitlement waiver limitations may prohibit extensions beyond a specified period. Volunteer extensions will be ordered under applicable involuntary authorities up to the limits based on law, SecDef direction, and Navy policy. Further extensions beyond these limits will be per reference (a), chapter 1209, section 12301(d), governing voluntary authority subject to supported command approval and mobilization requirement expiration date. Sailors seeking to extend should communicate that desire to their chains of command as soon as possible after receipt of their orders. The Navy does not guarantee the extension of orders. Requests must be forwarded to USFF (N1 GFM) and include the [NAVPERS 1300/24](#) Voluntary Service Agreement signed by the member.

f. RC members may execute a maximum of 5 years continuous active duty service to ensure compliance per reference (a), chapter 2, section 115, and prevent negative impacts on Sailors under reference (e), unless granted specific waiver via Office of the CNO (OPNAV) Compensation, Pay, and Reserve Sanctuary Issues Office (OPNAV N130).

(1) For the purposes of this 5-year limitation:

(a) Active duty consists of any continuous involuntary or voluntary duty performed per reference (a), chapter 1209, sections 12301(b) and (d), 12302, 12304, and 12304(a)-(c). This includes annual training, active duty for training, active duty operational support, and definite recall.

(b) A period of active duty service is continuous if there are no breaks in service that exceed 30 days.

(2) When an RC Sailor is identified, who is willing to extend but will exceed this 5-year limit, the sourcing agent or the command requesting the extension may coordinate a break of at least 31 days (from all forms of active duty) prior to the RC Sailor being approved to extend beyond 5 years continuous active duty service. Any such extension will need to be processed in coordination with USFF (N1 GFM) and CNRF (N35) to ensure break from all forms of active duty.

(3) Waiver of the 5-year limitation may be sought by supported commands or sourcing agents by letter to OPNAV (N130) and the order-writing authority, Navy Personnel Command Augmentation Management Division (PERS-46) via USFF (N1 GFM). Waiver request letters must be signed, or endorsed, by a flag officer or senior executive service official and provide justification.

7. **Pre-Deployment Screening and Activation.** Details on pre-deployment screening and activation criteria are contained in [MILPERSMAN 3060-080](#) Adaptive Mobilization Readiness and Screening Pathways for Active Component and Reserve Component Sailors on Augmentation Orders and [MILPERSMAN 3060-070](#) Ready Reserve Activation Screening Criteria. Reference (f) also contains processes and guidance related to activation policies.

8. **Mobilization and Activation Guidance.** The Navy offers further guidance for RC Sailors preparing for transition to active duty on the MyNavy Portal Web site at <https://mn3p.navy.mil/web/deployment-and-mobilization/overview>

9. **Mission Accomplishment Commitment.** The Navy is committed to finding the best balance between mission accomplishment, Sailor notification, family needs, and command readiness. Unanticipated demands may require tailored solutions not covered in this article.