# Recall to Active Duty Processing SOP

**Purpose:**

Naval Reservists are recalled to Active Duty for a variety of reasons, such as Force Mobilization in time of war or national emergency, to augment Regular Navy end strength shortfalls, Active Duty Operational Support (ADOS) requirements greater than 180 days or special contingency operations. Active Duty Recalls are either "Voluntary" or "Involuntary".

Naval Reservists recalled to Active Duty will require Navy Strength Gain processing, pay entitlement and allowance establishment, and for Enlisted Service Members, depending upon length of orders, obligated service may be required necessitating a reenlistment/extension as appropriate.

Most of the time, recall processing will be completed at the NMPS site. It is extremely important that both the Naval Reserve Activity (NRA), Navy Reserve Center (NRC) and Transaction Service Center (TSC) read the Service Member's orders to determine recall accession type in order to properly process the Reservist's Recall to Active Duty.

For links outside of this document right click, select "Copy link location", paste into address bar of browser.

Role Link's:

Command Leadership

Service Member

CPPA

Clerk

Supervisor

CCC

NMPS Mobilization Team

BUMED Providser

NRA Staff

PERS

PERS 31

NRC

CNO N13

BUPERS 31

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Best Practices

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Steps in numerical order

Approved for public release: Distribution Unlimited

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| BUMED INSTRUCTIONS |
| https://www.med.navy.mil/Directives/Instructions/ |
| BUPERS INSTRUCTIONS |
| https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/ |
| CPPA RESOURCES |
| https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/ |
| DJMS |
| https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide |
| DOD FMR |
| https://comptroller.defense.gov/FMR/ |
| DOD INSTRUCTIONS / DIRECTIVES / FORMS |
| https://www.esd.whs.mil/Directives/issuances/dodi/ |
| DON Memo dtd 30 June 2020 |
| https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/ |
| DON WEBSITE |
| https://www.doncio.navy.mil/ |
| DS-11 |
| https://travel.state.gov/content/travel/en/passports/how-apply/forms.html |
| JAG INSTRUCTION |
| https://www.jag.navy.mil/library/ |
| JTR |
| https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/ |

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| KSD |
| https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/Resources/ |
| MILPERSMAN |
| https://www.mynavyhr.navy.mil/References/MILPERSMAN/ |
| NAVADMINS |
| https://www.mynavyhr.navy.mil/References/Messages/ |
| NAVMED FORM |
| https://www.med.navy.mil/Directives/NAVMED-Forms/ |
| NAVMED MANUAL |
| https://www.med.navy.mil/Directives/MANMED/ |
| NAVPERS FORMS |
| https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/ |
| NAVSUPINST |
| https://www.navsup.navy.mil/NAVSUP-Enterprise/NAVSUP-Weapon-Systems-Support/Provisions-Instructions-and-Contract/ |
| NPPSC FORMS |
| https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/ |
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| https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin Folder/Forms/AllItems.aspx?FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E&id=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&viewid=2fbe9921%2D23f4%2D4835%2Db62a%2Db17cdfd37312 |
| OF 1164 |
| https://www.gsa.gov/reference/forms/claim-for-reimbursement-for-expenditures-on-official-business |
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| OPNAV INSTRUCTIONS |
| https://www.secnav.navy.mil/doni/opnav.aspx |
| OPS ALERTS |
| https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC_OPS_ALERTS/Forms/AllItems.aspx |
| PPIBS-MPAS |
| https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/ |
| SalesForce/eCRM |
| https://navynpc.my.salesforce.mil/ |
| SECNAV INSTRUCTIONS |
| https://www.secnav.navy.mil/doni/secnav.aspx |
| SECNAV MANUALS |
| https://www.secnav.navy.mil/doni/manuals-secnav.aspx |
| SF FORMS |
| https://www.opm.gov/forms/standard-forms/ |
| SGLV 8286 |
| https://www.va.gov/life-insurance/options-eligibility/sgli/ |
| US NAVY REGULATIONS |
| https://www.secnav.navy.mil/doni/navyregs.aspx |
| NP2 |
| https://prodhr.np2.cloud.navy.mil/my.policy |

# ROLES AND RESPONSIBILITIES

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- **NAVADMIN 013/22**, Adaptive Mobilization, allows for alternate pathways for the mobilization processing of Sailors in the Ready Reserve ordered to Active Duty pursuant to **Title 10 U.S.C. Sections 12301 through 12304B** and for Sailors on Active Duty preparing to deploy individually in support of overseas contingencies. Adaptive Mobilization (AM) is the use of mobilization pathways tailored to the mission requirements of the ultimate duty station. This NAVADMIN establishes AM, provides exceptions to policies that require mobilizing Sailors to process through Navy mobilization processing sites commanded by the Expeditionary Combat Readiness Center (EXPCBTREDCEN) per **OPNAVINST 3060.7C**, Navy Manpower Augmentation Guide, designates Commander, Navy Reserve Force (COMNAVRESFOR) as the Navy supported commander for Ready Reserve activation and deactivation and directs the command and control transfer of EXPCBTREDCEN to Commander, Navy Reserve Forces Command (COMNAVRESFORCOM).
- The AM construct applies to both Active and Reserve Sailors ordered to serve in individual augmentee (IA) assignments and establishes a mobilization to billet pathway (MOB-to-billet) for Selected Reserve (SELRES) Sailors. MOB-to-billet is the activation (other than for training) of SELRES Sailors to serve in the authorized and funded manpower billet at the command to which they are permanently assigned. The establishment of MOB-to-billet processing pathways aligns with CNO Navigation Plan 2021 to develop a seasoned team of Naval warriors by using the Navy Reserve Component in critical roles at sea and ashore rather than as IAs.
- COMNAVRESFOR is designated as the supported commander for Ready Reserve activation and deactivation processing. This key policy change leverages COMNAVRESFORs nationally distributed infrastructure of Navy Reserve Activities to activate SELRES personnel and minimizes the interim stops that Sailors are required to make between their home of record and their ultimate duty station during MOB-to-billet and Navy IA mobilizations.
- **TSC/Personnel Office Clerk:** The role of 'CLERK' as used in this SOP refers to a civilian Clerk, a contractor, or a Command Pay and Personnel Administrator (CPPA) authorized to *create* NSIPS transactions.
- **TSC/Personnel Office Supervisor:** The role of 'SUPERVISOR' refers to a civilian MILPERS or MILPAY Supervisor/Lead/Auditor or a senior Personnel Specialist who is normally designated as a TSC's, unit's person authorized to *release* NSIPS transactions.
- **Note:** "If the designated supervisor is not a MILPAY lead/auditor, then a TSC Deputy Disbursing Officer (DDO), or other senior designated pay/personnel service representative properly authorized will be required to audit NSIPS transactions and supporting documentation impacting military pay PRIOR to releasing them, so as to ensure accurate and correct DJMS information is transmitted for inclusion into the Master Military Pay Account (MMPA).
- **Command Leadership:** CO/XO/CMC and key representatives (on large afloat command may include DHs, Dept LCPO, DIVOs, LCPOs, LPOs depending on organizational structure of the command). Also, for the

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purposes of this SOP, is inclusive of NMPS, NRC and Service Member's Reserve Unit Command Leadership.

- **Command Career Counselor:** CCC and Dept/Div personnel who perform career counseling as a collateral duty. Additionally, for this SOP, CCC role may encompass responsibilities of Designated Command Transition Counselor.
- **CPPA:** Serves as the primary customer service link between command members and the supporting TSC or Regional Support Center (RSC). Duties and responsibilities are defined in MPM 1000-021. The term CPPA identifies personnel assigned the Navy Enlisted Classification (NEC) code of 791F, but for the purposes of this SOP may include Admin representatives who liaise directly with the ship's Personnel Office/TSC. Also, for the purposes of this SOP is inclusive of Command Individual Augmentee Coordinator (CIAC) responsibilities at the Service Member's Reserve Unit.
- **Note:** Recent and future NSIPS programming releases will continue to expand CPPA roles and capabilities within NSIPS. As such, CPPAs may accomplish TSC Clerk assigned steps within this SOP consistent with expanded NSIPS roles and capabilities and servicing TSC/RSC authorization.
- **NMPS Mobilization Team:** includes key personnel at the NMPS dedicated to RC mobilization processing.
- **NRA Staff:** includes Dept/Div Admin representatives, including CPPA and CIAC, that support Reservist's Recall to Active Duty.
- **NRC:** Navy Reserve Center includes multiple personnel that may be involved in supporting the deployment of mobilizing Reservists.
- **MTF:** includes medical provider supporting the medical/dental screening of Reservist at Service Member's Reserve Unit/NRC.
- **BUMED Provider:** includes medical personnel assigned to NMPS to support medical evaluation of deploying Reservists.
- **PERS:** includes multiple PERS/BUPERS codes that have a role in supporting the Reservist's Recall to Active Duty.
- **CNO N13**
- **Service Member:** A person serving in the Armed Forces who may be eligible for the entitlements listed in this SOP.

# BEST PRACTICES

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- Establish and maintain a close working relationship with the Navy Mobilization and Processing Site (NMPS).
- Provide input into the NMPS Orientation Briefing to facilitate Strength Gain and pay entitlement processing.
- TSC or NMPS Mobilization Team directs Recalled Reservist to complete NPPSC Mobilization Checklist. This provides necessary information previously obtained from the Reservist's Electronic Service Record (ESR) that enables TSC to process Strength Gain without delay.
- Make extensions operative during update to Strength Gain Panel 6. This procedure: 1) minimizes Strength Gain rejects from Navy Standard Integrated Personnel System (NSIPS) since NSIPS trouble desk ordinarily recommends TSC staff make extensions operative as a corrective action; 2) reduces overall TSC extension processing requirements for Recalled Reservists; 3) reduces workload at the Ultimate Duty Station (ULDUSTA) TSC since the CONUS TSC will make extensions operative during the Strength Gain processing; 4) ensures Reservist’s Pay Account is not adversely impacted during Recall to Active Duty due to inadvertent contract expiration.
- Provide access to the following applications/systems for TSC staff, supporting Reservist’s Recall to Active Duty, to reduce dependence on NMPS or other TSC codes: Bureau of Personnel (BUPERS) Online (BOL) - Annual Statement of Service History (ASOSH), Official Military Personnel File (OMPF), and Navy-Marine Corps Mobilization Processing System (NMCMPS).
- Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.
- Refer to MPM 1070-111, as required, to ensure NSIPS/ESR data is accurate and up-to-date when generating documents for submission to OMPF. Information should be verified by commands and/or activities responsible for service record entries before Service Members detach from the old duty station and upon reporting to the new duty station.
- All personnel are required to comply with all PII/CUI policy guidance per required annual GMT. For further information, refer to the DON CIO website: **https://www.doncio.navy.mil/**

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# REFERENCES

| # | Doc ID | Title |
|---|---|---|
| 1. | OPNAVINST 1001.20 (Series) | Standardization Policy and Procedures for the Active Duty for Specialized Work (ADOS) Program |
| | | https://www.secnav.navy.mil/doni/default.aspx |
| 2. | OPNAVINST 1160.6 (Series) | Special Duty Assignment Pay (SDAP) Program |
| | | https://www.secnav.navy.mil/doni/default.aspx |
| 3. | OPNAVINST 1320.6 (Series) | 1,095-Day Policy and Waiver Request Procedures |
| | | https://www.secnav.navy.mil/doni/default.aspx |
| 4. | OPNAVINST 3060.7 (Series) | Navy Manpower Mobilization/Demobilization Guide |
| | | https://www.secnav.navy.mil/doni/default.aspx |
| 5. | NAVMED P-117, Chapter 18 | Manual of the Medical Department (MANMED), Chapter 18 Medical Evaluation Boards |
| | | http://www.med.navy.mil/directives/Pages/NAVMEDP-MANMED.aspx |
| 6. | BUMEDINST 1300.3 (Series) | Suitability Screening for Individuals Nominated for Individual Augmentee and Support Assignments to Overseas Contingency Operations, and Specific Temporary Additional Duty Assignments |
| | | http://www.med.navy.mil/directives/Pages/BUMEDInstructions.aspx |
| 7. | BUPERSINST 1001.39 (Series) | Administrative Procedures for Navy Reservists |
| | | https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/ |
| 8. | BUPERSINST 1750.10 (Series) | Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel |
| | | https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/ |
| 9. | DoD FMR Volume 7A | Military Pay Policy and Procedures - Active Duty and Reserve Pay |
| | | http://comptroller.defense.gov/FMR/vol7a_chapters.aspx |
| 10. | JTR | Joint Travel Regulations, Uniformed Service Members and DoD Civilian Employees |
| | | https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf |
| 11. | MILPERSMAN 1000-030 | Active Duty Service Date (ADSD) for Enlisted Personnel |
| | | https://www.mynavyhr.navy.mil/References/MILPERSMAN/ |
| 12. | MILPERSMAN 1001-020 | Full Time Support of the Navy Reserve Officer Program |
| | | https://www.mynavyhr.navy.mil/References/MILPERSMAN/ |
| 13. | MILPERSMAN 1001-060 | Assignment of Enlisted Naval Reservists to Active Duty |
| | | https://www.mynavyhr.navy.mil/References/MILPERSMAN/ |
| 14. | MILPERSMAN 1050-272 | Post-Mobilization Respite Absence for Mobilized Reserve Component Personnel |
| | | https://www.mynavyhr.navy.mil/References/MILPERSMAN/ |

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|---|---|---|
| # | Doc ID | Title |
| 15. | MILPERSMAN 1070-111 | Submission of Navy Standard Integrated Personnel System (NSIPS) and Electronic Service Record (ESR) Documents to the Official Military Personnel File (OMPF). |
| | | https://www.mynavyhr.navy.mil/References/MILPERSMAN/ |
| 16. | MILPERSMAN 1070-250 | NAVPERS 1070/621, Agreement to Extend Enlistment |
| | | https://www.mynavyhr.navy.mil/References/MILPERSMAN/ |
| 17. | MILPERSMAN 1070-260 | NAVPERS 1070/622, Agreement to Recall or Extend Active Duty |
| | | https://www.mynavyhr.navy.mil/References/MILPERSMAN/ |
| 18. | MILPERSMAN 1070-270 | Dependency Application |
| | | https://www.mynavyhr.navy.mil/References/MILPERSMAN/ |
| 19. | MILPERSMAN 1070-271 | Record of Emergency Data |
| | | https://www.mynavyhr.navy.mil/References/MILPERSMAN/ |
| 20. | MILPERSMAN 1132-010 | Navy Reserve 3-Year Recall Program |
| | | https://www.mynavyhr.navy.mil/References/MILPERSMAN/ |
| 21. | MILPERSMAN 1160-010 | Age Limitation of Enlisted Personnel for Continuation on Active Duty |
| | | https://www.mynavyhr.navy.mil/References/MILPERSMAN/ |
| 22. | MILPERSMAN 1160-030 | Certain Enlistments and Reenlistments Under Continuous Service Conditions |
| | | https://www.mynavyhr.navy.mil/References/MILPERSMAN/ |
| 23. | MILPERSMAN 1160-040 | Extension of Enlistments |
| | | https://www.mynavyhr.navy.mil/References/MILPERSMAN/ |
| 24. | MILPERSMAN 1160-060 | Agreements of Enlisted Naval Reservists, Fleet Reservists, and Inductees to Remain on Active Duty |
| | | https://www.mynavyhr.navy.mil/References/MILPERSMAN/ |
| 25. | MILPERSMAN 1300-318 | Screening and Redeployment/Demobilization Procedures for Global War on Terrorism Support Assignment (GSA), Overseas Contingency Operations (OCO) Support Assignment (OSA), Individual Augmentation Manpower Management (IAMM), and Reserve Component (RC) Mobilization Assignments |
| | | https://www.mynavyhr.navy.mil/References/MILPERSMAN/ |
| 26. | MILPERSMAN 1301-600 | Voluntary and Involuntary Recall/Mobilization of Navy's Reserve Component (RC) Personnel |
| | | https://www.mynavyhr.navy.mil/References/MILPERSMAN/ |
| 27. | MILPERSMAN 1306-1500 | Enlisted Component Change Programs and Recall of Reserve Members to Full-Time Support - Overview |
| | | https://www.mynavyhr.navy.mil/References/MILPERSMAN/ |

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|---|---|---|
| # | Doc ID | Title |
| 28. | MILPERSMAN 1306-1502 | Enlisted Reserve Component to Active Component (RC2AC) or Enlisted Reserve Component Recall to Training and Administration of the Reserves (RC2TAR) Transition Procedures |
| | | https://www.mynavyhr.navy.mil/References/MILPERSMAN/ |
| 29. | MILPERSMAN 1320-110 | Travel Time in Conjunction with Call to or Release from Active Duty |
| | | https://www.mynavyhr.navy.mil/References/MILPERSMAN/ |
| 30. | MILPERSMAN 1321-105 | Active Component (AC), Indefinite Recall Program for Officers |
| | | https://www.mynavyhr.navy.mil/References/MILPERSMAN/ |
| 31. | MILPERSMAN 1321-110 | Active Component (AC), MPN-Funded, Definite Recall Program for Officers |
| | | https://www.mynavyhr.navy.mil/References/MILPERSMAN/ |
| 32. | MILPERSMAN 1326-030 | Reserve Component (RC)/Reserve Personnel, Navy (RPN) -Funded/Definite Recall Program for Enlisted |
| | | https://www.mynavyhr.navy.mil/References/MILPERSMAN/ |
| 33. | MILPERSMAN 1326-040 | Military Personnel, Navy (MPN) - Funded Active Duty (ACDU) Definite Recall Program for Enlisted Personnel |
| | | https://www.mynavyhr.navy.mil/References/MILPERSMAN/ |
| 34. | MILPERSMAN 7220-380 | Dual Compensation Regulation Applicable to the Naval Reserve |
| | | https://www.mynavyhr.navy.mil/References/MILPERSMAN/ |
| 35. | NPPSCINST 5213.1 (Series) | Forms Management |
| | | https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E |
| 36. | NPPSCINST 5220.2 (Series) | Standard Management Reports |
| | | https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E |
| 37. | NPPSCINST 7220.7 (Series) | Separation of Duties Affecting Military Pay |
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| # | Doc ID | Title |
| 38. | NPPSCINST 7250.1 (Series) | Retention of Disbursing Office Records |
| | | https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E |
| 39. | NAVADMIN 086/14 | Selected Reserve Selective Reenlistment Bonus (SRB) Program |
| | | https://www.mynavyhr.navy.mil/References/Messages/ |
| 40. | NAVADMIN 223/14 | Modification to Enlisted High Year Tenure for Navy Reserve Personnel |
| | | https://www.mynavyhr.navy.mil/References/Messages/ |
| 41. | NAVADMIN 278/14 | Selected Reserve Recruiting, Enlistment, and Affiliation Bonus Program |
| | | https://www.mynavyhr.navy.mil/References/Messages/ |
| 42. | NAVADMIN 030/15 | Transition Goals, Plans, Success NAVADMIN #6, Reserve Component Guidance |
| | | https://www.mynavyhr.navy.mil/References/Messages/ |
| 43. | NAVADMIN 243/16 | Component Change Reenlistments Between Full Time Support and Active Component |
| | | https://www.mynavyhr.navy.mil/References/Messages/ |
| 44. | NAVADMIN 254/17 | Self Service Record of Emergency Data and Dependency Application Regional Phased Implementation Schedule and Training Availability |
| | | https://www.mynavyhr.navy.mil/References/Messages/ |
| 45. | NAVADMIN 013/22 | Adaptive Mobilization |
| | | https://www.mynavyhr.navy.mil/References/Messages/ |
| 46. | PPIB 14-08 | Career Waypoints (C-WAY) Requirements |
| | | https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/ |
| 47. | PPIB 15-13 | Selected Reserve on Active Duty Reenlistment Process |
| | | https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/ |
| 48. | PPIB 16-10 | Issue 161001: Birth Certificates and Citizenship Documentation in the Official Military Personnel File (OMPF) |
| | | https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/ |

# ONLINE RESOURCES / AIDS / GUIDES

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| # | Website Sponsor | Title and Link |
|---|---|---|
| 1. | Defense Travel Management Office | Defense Travel Management Office website |
| | | http://www.defensetravel.dod.mil/ |
| 2. | Commander Navy Reserve Forces Command | United States Navy Reserve |
| | | https://www.navyreserve.navy.mil/ |
| 3. | U.S. Fleet Forces Command | Navy Individual Augmentee |
| | | https://www.usff.navy.mil/ia/ |
| 4. | Navy Expeditionary Combat Command | Expeditionary Combat Readiness Center |
| | | https://www.necc.usff.navy.mil/ecrc/ |
| 5. | Bureau of Medicine and Surgery (BUMED) | Navy Medicine Directives |
| | | http://www.med.navy.mil/directives/Pages/default.aspx |
| 6. | MyNavy HR | Augmentation Management Division (PERS-46) |
| | | https://www.mynavyhr.navy.mil/Career-Management/Detailing/Augmentation/ |
| 7. | MyNavy HR | Career Counseling Career Waypoints (C-Way) |
| | | https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/C-WAY/ |
| 8. | MyNavy HR | Reserve Component to Active Component Change Program |
| | | https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Selected-Reserves/RC-to-AC/ |
| 9. | MyNavy HR | Officer Community Manager Reserve Branch BUPERS 351 |
| | | https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Reserve-OCM/ |
| 10. | MyNavy HR | Enlisted Community Manager Selected Reserve Community |
| | | https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Selected-Reserves/ |
| 11. | MyNavy HR | Reserve Personnel Management |
| | | https://www.mynavyhr.navy.mil/Career-Management/Reserve-Personnel-Mgmt/ |
| 12. | MyNavy HR | Reserve Personnel Management Officers |
| | | https://www.mynavyhr.navy.mil/Career-Management/Reserve-Personnel-Mgmt/Officers/ |

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| # | Website Sponsor | Title and Link |
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| 13. | MyNavy HR | Reserve Personnel Management Enlisted |
| | | https://www.mynavyhr.navy.mil/Career-Management/Reserve-Personnel-Mgmt/Enlisted/ |
| 14. | MyNavy HR | CPPA Resources |
| | | https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/ |
| 15. | MyNavy HR | NSIPS |
| | | https://www.nsips.cloud.navy.mil/my.policy |

| # | Sponsor | Document Title and Link |
|---|---|---|
| 1. | DJMS MMPA Guide | Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) Guide |
| | | https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide |
| 2. | DJMS PTG | Defense Joint Military Pay System Procedures Training Guide |
| | | https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide |
| 3. | DJMS Procedures Training Guide: Part 7: Deductions and Collections | Chapter 1: Federal and State Income Tax Withholding and Earned Income Credit Section A: Federal Income Tax Withholding (FITW) |
| | | https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide |
| 4. | DJMS Procedures Training Guide: Part 7: Deductions and Collections | Chapter 1: Federal and State Income Tax Withholding and Earned Income Credit Section F: State Income Tax Withholding (SITW) |
| | | https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide |
| 5. | My Navy Portal (MNP) | ESR Quick Reference Guide for Personnel Specialists |
| | | https://www.mnp.navy.mil/group/nsips/home?inheritRedirect=true |

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# FORMS

| # | Form # | Title |
|---|---|---|
| 1. | NAVMED 1300/4 | Expeditionary Medical and Dental Screening for Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) |
| | | http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx |
| 2. | NAVMED 1300/5 | Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for Pacific Command (PACOM) Area of Responsibility (AOR) |
| | | http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx |
| 3. | NAVMED 1300/6 | Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for Korean Peninsula Area of Responsibility (AOR) |
| | | http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx |
| 4. | NAVMED 1300/7 | Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for European Command (EUCOM) Area of Responsibility (AOR) |
| | | http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx |
| 5. | NAVMED 1300/8 | Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for Africa Command (AFRICOM) Area of Responsibility (AOR) |
| | | http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx |
| 6. | NAVMED 1300/9 | Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for Joint Task Force (JTF) Guantanamo Bay (GTMO) Area of Responsibility (AOR) |
| | | http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx |
| 7. | NAVMED 1300/10 | Individual Augmentee (IA) And Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for West Pacific & Okinawa (With Extended Field Exposure) Area of Responsibility (AOR) |
| | | http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx |
| 8. | NAVMED 1300/11 | Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for United Nations Missions Area of Responsibility (AOR) |
| | | http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx |
| 9. | NAVPERS 1070/613 | Administrative Remarks |
| | | https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/ |
| 10 | NAVPERS 1070/621 | Agreement to Extend Enlistment |
| | | https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/ |

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| FORMS | | |
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| # | Form # | Title |
| 11 | NAVPERS 1070/622 | Agreement to Recall or Extend Active Duty<br>https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/ |
| 12 | NAVPERS 1300/21 | Medical Suitability Certification<br>https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/ |
| 13 | NAVPERS 1300/22 | Expeditionary Screening Checklist<br>https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/ |
| 14 | NAVPERS 1331/5 | Application for Recall to Extended Active Duty<br>https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/ |
| 15 | Standard Form (SF) 1199A | Direct Deposit Sign-Up Form<br>http://www.gsa.gov/portal/forms/type/SF |
| 16 | DD1351-2 | Travel Voucher or Subvoucher<br>http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1351-2.pdf |
| 17 | DD1351-2C | Travel Voucher or Subvoucher (Continuation Sheet)<br>http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd13512c.pdf |
| 18 | DD1561 | Statement to Substantiate Payment of Family Separation Allowance<br>http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1561.pdf |
| 19 | DD2058 | State of Legal Residence Certificate<br>http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2058.pdf |
| 20 | DD2058-1 | Tax Exempt Test Certificate, State Income<br>http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2058-1.pdf |
| 21 | DD2367 | Individual Overseas Housing Allowance (OHA) Report<br>http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2367.pdf |
| 22 | DD2560 | Advance Pay Certification/Authorization<br>http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2560.pdf |

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| FORMS | | |
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| # | Form # | Title |
| 23 | SGLV 8286 | Servicemembers' Group Life Insurance Election and Certificate |
| | | http://www.benefits.va.gov/INSURANCE/resources-forms.asp#sgli |
| 24 | SGLV 8286A | Family Coverage Election and Certificate |
| | | http://www.benefits.va.gov/INSURANCE/resources-forms.asp#sgli |
| 25 | Form W-4 | Employee's Withholding Allowance Certificate |
| | | http://www.irs.gov/pub/irs-pdf/fw4.pdf?portlet=3 |
| 26 | NPPSC 3060/1 | Mobilization Checklist |
| | | https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/ |

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# COMMAND LEADERSHIP

| STEP # | FLOW TEXT | ADDITIONAL TEXT |
|---|---|---|
| 1 | Return to Active Duty | Return to Active Duty for Other than Training (ADOT). Applications for augmentation must be completed in Career Waypoints (C-WAY). Certain ratings have additional job requirements. Documentation proving that the applicant meets those requirements must be sent to **RC to AC@Navy.mil** via encrypted email for an application for augmentation to be complete. Quotas for the program are updated monthly at: **https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Selected-Reserves/RC-to-AC/**<br>Refer to MPM 1301-600, Voluntary and Involuntary Recall/Mobilization of Navy's Reserve Component (RC) Personnel.<br><br>The Navy's Reserve Component (RC) is composed of several categories by law. Each category is subject to Recall to Active Duty under different conditions. RC Recalls to Active Duty may be for training purposes or for purposes other than training.<br><br>Active Duty Recalls for Other than Training (ADOT) type orders include General Assignment Recalls (GAR), Active Duty Operational Support (ADOS), Presidential Reserve Call-up (PRC), and Partial or Full Mobilization. Individual offices within NAVPERSCOM, depending upon Navy objective being served, govern policies and procedures for different types of recalls. Therefore, care must be taken to understand the type of orders under which the RC Service Member is recalled to ensure proper processing. Most, but not all, of these Service Members are to be gained to Active Component (AC) personnel and pay systems to ensure proper tracking, accounting, and support during ADOT recall.<br><br>Note: Recall to Active Duty for Training (ADT) type orders include Initial Active Duty for Training (IADT), Annual Training (AT), and Other Training Duty (ODT) type orders. These apply primarily to members of the Drilling Reserve. These type orders are not the subject of this SOP. |
| 1.2 | Identify Reservists for Voluntary ADOT orders | Command Leadership/Service Member identify Reservists for Voluntary ADOT orders. |
| 1.3 | Is Reservist volunteering for ADOS orders or Recall orders? | Is Reservist volunteering for ADOS orders or Recall orders?<br><br>If ADOS orders, **go to 1.5**.<br>If Recall orders, **go to 1.4**. |

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| COMMAND LEADERSHIP | | |
|---|---|---|
| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 1.4.1 | Screen enlisted Service Member IAW program requirements | Command Leadership/NRA Staff screen enlisted Service Member IAW Reserve Recall program requirements.<br><br>Refer to Enlisted Reserve Recall MILPERSMAN articles for applicable Reserve Recall Program requirements.<br>• **MPM 1326-030** Reserve Component (RC)/Reserve Personnel, Navy (RPN) - Funded/Definite Recall Program for Enlisted<br>• **MPM 1326-040** Military Personnel, Navy (MPN) - Funded Active Duty (ACDU) Definite Recall Program for Enlisted Personnel<br>• **MPM 1306-1500**: Enlisted Component Change Programs and Recall of Reserve Members to Full-Time Support – Overview<br>• **MPM 1306-1502**: Enlisted Reserve Component to Active Component (RC2AC) or Enlisted Reserve Component Recall to Training and Administration of the Reserves (RC2TAR) Transition Procedures |
| 1.4.2 | Verify eligibility requirements for enlisted recall orders | NRA Staff/Command Leadership verifies eligibility requirements for enlisted recall orders.<br><br>Applicants must meet the enlistment quality control standards of **MILPERSMAN 1160-010 and 1160-030**. The Service Member's Reserve unit chain of command and Naval Reserve Activity (NRA) shall verify eligibility, while NAVPERSCOM (PERS-92) will make the final determination of eligibility. Eligibility criteria include the following:<br>• Age Limit<br>• Physical Readiness<br>• Medically Qualified<br>• Proficiency<br>• Obligated Service (OBLISERV)<br>• Conflict of Interest<br>• Initial ACDU Training (IADT)<br>• High Year Tenure (HYT) Considerations<br>• E-7 to E-9 Continuation<br>• Security Clearance<br>• Sanctuary Considerations<br><br>Refer to MPM Article program eligibility requirements for further details. |

| COMMAND LEADERSHIP | | |
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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 1.4.2.1 | Verify Service Member meets physical readiness criteria | NRA Staff/Command Leadership verifies Service Member meets physical readiness criteria.<br><br>Applicants must meet physical readiness requirements of **OPNAVINST 6110.1** (Series) or current NAVADMIN guidance concerning physical fitness assessment standards. |
| 1.4.2.2 | Verify Service Member is medically qualified | NRA Staff/Command Leadership verifies Service Member is medically qualified.<br><br>Applicants must meet medical requirements as defined in **NAVMED P-117**. Additional qualifications are:<br>• Applicants shall not be in a temporarily not physically qualified status or a medical retention review status.<br>• Applicants must be either dental class I or II.<br>• Applicants must have documentation of a negative human immunodeficiency virus test, per **SECNAVINST 5300.30** (Series) within 12 months of the recall orders start date, or as directed by theater requirements. |
| 1.4.2.3 | Verify Service Member meets OBLISERV requirements | NRA Staff/Command Leadership verifies Service Member meets OBLISERV requirements.<br><br>Refer to **MPM 1001-060**, Assignment of Enlisted Naval Reservists to Active Duty.<br><br>Verify OBLISERV requirements.<br><br>Service Members selected for recall must ensure their OBLISERV covers the period of recall. This may be accomplished one of two ways:<br>• **NAVPERS 1070/601**, Immediate Reenlistment Contract, provided eligibility criteria per **MILPERSMAN 1160-010 and 1160-030** is met, or<br>• **NAVPERS 1070/621**, Agreement to Extend Enlistment, provided such agreement does not exceed a total aggregate of 24 months in two extensions when combined with previous extensions on a single enlistment contract. If the Service Member's total extensions will exceed 24 months and/or two extensions, the Service Member must reenlist in the Navy Reserve using NAVPERS 1070/601 prior to orders being issued for a period that exceeds the ACDU obligation by no less than 30 days. |

| COMMAND LEADERSHIP | | |
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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| | | Service Members selected for recall shall complete **NAVPERS 1070/622**, Agreement to Recall or Extend ACDU, sections 1 and 2, for the entire period of OBLISERV indicated on the recall authorization.<br><br>Note: Reenlistment restrictions while on ACDU. Service Members are not authorized to reenlist while on recall without approval from NAVPERSCOM (PERS-92). |
| 1.4.2.4 | Verify Service Member meets HYT requirements | NRA Staff/Command Leadership verifies Service Member meets HYT requirements, if applicable.<br><br>High Year Tenure (HYT) Considerations:<br>• Personnel who may reach their SELRES HYT date during the recall period are required to request a SELRES HYT waiver from NAVPERSCOM (PERS-913) for the period of recall.<br>• The HYT waiver request is to be included in the recall package.<br>• NAVPERSCOM (PERS-913) will forward the request to the BUPERS (BUPERS-32) for approval or disapproval.<br>• BUPERS (BUPERS-32) will forward the determination to NAVPERSCOM (PERS-913).<br>• If a waiver is not granted, the individual will not be eligible for recall. NAVPERSCOM (PERS-913) will notify the individual of the results.<br><br>Note: Changes have been made to the Enlisted High Year Tenure for Navy Reserve Personnel to apply HYT gates to Individual Ready Reserve (IRR) members and place limits on Active Status Pool (ASP) members not serving in Volunteer Training Units (VTU). SELRES must be eligible for retention under the High Year Tenure (HYT) restrictions in **MPM 1160-120** and **NAVADMIN 223/14**. |
| 1.4.3 | Does Service Member meet eligibility criteria or program waiver? | Does Service Member meet eligibility criteria or program waiver of requirements, if applicable?<br><br>If Yes, **go to 1.4.4**.<br>If No, go to Stop. |

| COMMAND LEADERSHIP | | |
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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 1.4.4 | Prepare application for Recall assignment | Service Member/NRA Staff/Command Leadership prepare application for Recall assignment.<br><br>Applications will not be accepted or processed unless requesting a valid advertised vacancy. Applications for positions that are not valid will be returned to the Service Member and his or her command without further action. Reserve Service Members volunteering for ACDU recall will submit requests to NAVPERSCOM (PERS-92) via their NRA with unit Commanding Officer (CO) endorsement. NAVPERSCOM (PERS-92) will check all applications for completeness and confirm that the applicant is requesting recall to fill a valid requirement. NAVPERSCOM (PERS-92) will forward completed recall requests to the affected gaining command for selection recommendation. |
| 1.4.4.1 | Compile and complete application documentation | Service Member/Command Leadership compile and complete application documentation.<br><br>The following information should be forwarded in a command endorsement on NRA letterhead, or as enclosures to a command endorsement:<br>• Eligibility criteria met as listed in **MPM 1326-040**<br>• **NAVPERS 1306/7** Enlisted Personnel Action Request with endorsement(s)<br>• Any non-judicial punishments, courts-martial, or civil infractions in last 48 months<br>• Endorsement from applicant's medical department representative verifying the Service Member meets all medical requirements<br>• Physical Readiness Information Management System printout for the last 4 years<br>• Last four observed performance evaluations<br>• Copy of current enlistment agreement (if Service Member reenlisted within 6 months of date of request)<br>• All ACDU documentation including, but not limited to:<br>  o Copies of DD214 Certificate of Release or Discharge from Active Duty for all branches of service in which the Service Member has served<br>  o Copies of all NGB 22 National Guard Report of Separation and Record of Service forms if previous National Guard Service Member<br>  o **NAVPERS 1070/605** History of Assignments<br>  o Complete Drill Point Capture Sheet to include all ACDU periods<br>• Address of current NRA |

| COMMAND LEADERSHIP | | |
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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| | | • NAVPERS 1070/613, Administrative Remarks, as applicable (e.g., Enlisted Reserve Recall Statement of Agreement per **MPM 1326-040**)<br>• HYT waiver request if the Service Member will reach HYT during recall period |
| 1.4.4.2 | Provide CO endorsement | Command Leadership provides CO endorsement. |
| 1.4.4.3 | Submit application | Service Member/Command Leadership submit application.<br><br>A copy of the application package will be retained in local command Admin file and by the Service Member until final adjudication of the application. |
| 1.4.8 | Screen officer IAW program requirements | Command Leadership/NRA staff screen officer IAW Reserve Recall program requirements.<br><br>Refer to Reserve Officer Recall Decision Matrix for applicable Reserve Recall Program requirements: **https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Reserve-OCM/Selected-Reservists/Reserve-Officer-Recall-RPN/**<br><br>• ADOS: **OPNAVINST 1001.20** (Series)<br>• RPN Temporary Recall Program: **MILPERSMAN 1132-010**<br>• RPN CANREC Program: **BUPERSINST 1001.40** (Series)<br>• Active Component (AC), Indefinite Recall Program for Reserve Component Officers: **MILPERSMAN 1321-105**<br>• Active Component (AC), MPN-Funded, Definite Recall Program for Officers: **MILPERSMAN 1321-110**<br>• TAR Lat/Xfer Boards: **MILPERSMAN 1001-020** |
| 1.4.9 | Verify eligibility requirements of officer recall orders | NRA Staff/Command Leadership verifies eligibility requirements for officer recall orders.<br><br>For Officers, refer to **MPM 1132-010 Para 3 and MPM 1321-105 and 110** for eligibility requirements.<br><br>Volunteering for Definite or Temporary Recall: Officers of the Navy Reserve interested in volunteering for definite, or temporary, recall to fill specific advertised Reserve program billets in TAR of the Navy Reserve should refer to **MPM 1132-010**. |

| STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| | | Definite, or temporary, Recall of Reserve Officers is not designed as a career ACDU program. It is intended to be a constructive part of an Officer's Selected Reserve (SELRES) career and is used to fill gapped or vacant ACDU-funded billets in direct support of ACDU requirements. 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. Refer to **MPM 1321-110**.<br>This type of recall shall be for a specified period not to exceed 3 years.<br><br>Conversely, indefinite, or permanent/general, Recall of Reserve Officers is designed as a career ACDU program. It is intended to allow qualified and interested Reserve Officers, to include TAR, to request to be considered for permanent recall to a regular ACDU status on the Active Duty List (ADL). Indefinite recalls can also be used to fill gapped or vacant ACDU billets in direct support of ACDU requirements, but the focus of indefinite recalls are the long term contribution to a given ACDU officer community that the officer will provide. Refer to **MPM 1321-105**.<br><br>Officers applying for recall must:<br>• be able to serve on Active Duty for the period of time advertised.<br>• not be in a failed of selection for promotion status (not applicable for O-6 applicants).<br>• be in, selected to, or below the grade advertised for the billet. If in the grade advertised, must not have more than 3 years in grade.<br>• be a satisfactory drilling Ready Reservist. Applicants being considered for billets responsible for developing policy affecting the Reserve component shall have a minimum of 3 years Selected Reserve experience immediately preceding recall.<br>• meet physical requirements for recall to Active Duty.<br>• have less than 13 years of total Active Duty service. |
| 1.4.10 | Does Service Member meet eligibility criteria or program waiver? | Does Service Member meet eligibility criteria or program waiver of requirements, if applicable?<br><br>If Yes, **go to 1.4.11**.<br>If No, go to Stop. |

| COMMAND LEADERSHIP | | |
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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 1.4.11 | Prepare application for Recall assignment | Service Member/NRA Staff/Command Leadership prepare application for Recall assignment.<br><br>Procedures for applying:<br>• Recall Advertisements<br>o Definite and indefinite recall opportunities will be advertised through the Commander, Navy Reserve Forces Command (COMNAVRESFOR) List serve email distribution system and will be posted on applicable COMNAVRESFOR and Navy Personnel Command (NAVPERSCOM) reserve recall websites.<br>o The application template for recall to extended ACDU is available for download at the NAVPERSCOM reserve recall websites.<br><br>• Request Submission<br>o With the exception of the reserve communities listed below, Reserve Officers who desire either definite or indefinite recall to ACDU will submit their recall request directly to Bureau of Naval Personnel (BUPERS); Head, Officer Community Management Branch (BUPERS-31).<br>o Command endorsements, if applicable, are highly desired to be submitted with the recall request. Reserve officers that are not able to provide a command endorsement will be screened through the losing Reserve Officer Community representatives prior to being considered for either a temporary or permanent recall.<br><br>• Medical/Dental Recall<br>o Reserve Officers in the Medical Corps (2105), Dental Corps (2205), Medical Service Corps (2305), Nurse Corps (2905), and Chaplain Corps (4105) interested in applying for either an indefinite or definite recall will submit their recall request through their local Navy officer recruiter and Commander, Navy Recruiting Command (COMNAVCRUITCOM) for consideration for recall.<br>o Applications from Reserve Officers from these communities will then be reviewed by the gaining ACDU officer community for consideration and eventual recommendation to BUPERS-31. |
| 1.4.11.1 | Compile and complete application documentation | Service Member/NRA staff/Command Leadership compile and complete application documentation. |

| STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| | | Interested Officers shall apply by letter to NAVPERSCOM (PERS-492) via their Reserve Unit Commanding Officer (CO). Applications should include the following information:<br>• Rank/name/SSN/designator<br>• Desired billet<br>• Date available for recall<br>• Mailing address/phone number<br>• Summary of military and civilian experience relevant to the billet<br>• Any other information requested in the billet advertisement<br>Documents to Submit: Reserve officers requesting recall are required to submit the following documents to be considered for either a definite or indefinite recall:<br>• **NAVPERS 1331/5**, Application for Recall to Extended Active Duty<br>• Annual Statement of Service History (ASOSH) from BUPERS Online (BOL)<br>• Cumulative Active Duty Service Statement<br>• Last four fitness reports (FITREPs)<br>• Pertinent qualifications/training (optional)<br>• Last Physical Readiness Test (PRT) results (from Physical Readiness Information Management System (PRIMS))<br>• Resume (military or civilian, optional)<br>• Letters of recommendation (optional)<br>• Sanctuary Waiver Request (only required if requesting a definite/temporary recall and only if expected to go over 16 years of total ACDU service during the proposed recall)<br>• Ecclesiastical endorsement (Chaplain Corps applicants only)<br><br>The purpose of submitting all above listed documents is to provide a means for an individual to request voluntary recall to ACDU. The information is used to evaluate the individual's ability to perform the job to which applying, if requesting a definite recall; or ability to meet the demands and be competitive within the ACDU officer community in which applying, if an indefinite recall request.<br><br>Provision of the information requested is voluntary; however, failure to provide all information on the application documents may result in an inability to process the application, or non-selection for the recall. |

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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| | | Note: Less than four FITREPs will be accepted for Chaplain Corps, Medical Corps, Dental Corps, Nurse Corps, and Medical Service Corps as long as their time in the Navy Reserve would not allow them the opportunity to receive four FITREPS. No gaps in continuity between FITREPS can exist. |
| 1.4.11.2 | Provide CO endorsement | Command Leadership provides CO endorsement.<br><br>Command endorsements are required to accompany Reserve 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 ACDU CO/OIC. |
| 1.4.11.3 | Submit application | Service Member/NRA Staff/Command Leadership submit application.<br><br>A copy of the application package will be retained in local command Admin file and by the Service Member until final adjudication of the application. |
| 1.5 | Screen Service Member for ADOS orders | Command Leadership screens Service Member for ADOS orders.<br><br>Refer to **OPNAVINST 1001.20** (Series). ADOS personnel are to be pre-screened by their supporting NRC/RC unit utilizing OPNAVINST 1001.20 (Series) Enclosure (3). |
| 1.5.1 | Verify Service Member's eligibility for ADOS orders | Command Leadership verifies Service Member's eligibility for ADOS orders.<br><br>NAVPERSCOM (PERS-462) will coordinate with NRCs and COMNAVRESFORCOM to ensure that reservists recalled under the ADOS Program meet eligibility criteria. The responsibility for verifying eligibility lies with the Service Member's chain of command and NRC. However, the final decision as to whether or not a Service Member is eligible for orders rests with NAVPERSCOM (PERS-462).<br><br>Refer to Paragraph 8 of **OPNAVINST 1001.20** (Series) for eligibility criteria.<br><br>Enlisted Service Members must meet the enlistment quality control standards of **MPM 1160-030**; must be eligible for retention under the High Year Tenure (HYT) restrictions in **MPM 1160-120**; must have sufficient obligated service under their current enlistment to complete the period |

| STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| | | of ADOS orders or must reenlist/extend their enlistment prior to the ADOS orders being issued per **MPM 1160-060**.<br><br>Note: Enlisted ADOS Service Members may not reenlist in the Regular Navy or transfer to the Regular Navy without prior notification of NAVPERSCOM (PERS-462). |
| 1.5.2 | Does Service Member meet eligibility criteria? | Does Service Member meet eligibility criteria?<br><br>If No, go to 1.5.3.<br>If Yes, **go to 1.5.4**. |
| 1.5.3 | Does Command desire to submit waiver request? | Does Command desire to submit waiver request?<br><br>If Yes, go to 1.5.3.1.<br>If No, go to Stop. |
| 1.5.3.1 | Submit waiver request | Command Leadership submits waiver request.<br><br>Requests for waivers to ADOS policy must be submitted in a timely and official manner to NAVPERSCOM (PERS-462) for adjudication. Requests for waiver of ADOS policy submitted less than 60 days prior to a desired start date may impact the actual start date of the orders.<br><br>Requests will be in official letter format and identify the specific ADOS policy from which relief is sought. Specific information concerning a Service Member's unique suitability for the requirement, risk/benefit to service of waiving subject policy, and alternatives to waiver must be provided.<br><br>Waivers to ADOS policy must be endorsed by the first active component flag or general officer in the requester's chain of command. |
| 1.6.5 | Review and complete the NAVPERS 1300/22 | NRA Staff/Command Leadership reviews and completes the **NAVPERS 1300/22**.<br><br>NRA Commanding Officers must review the completed, signed **NAVPERS 1300/21**, any medical waivers, and the completed **NAVPERS 1300/22** before signing. |
| 1.6.6 | Report Service Member's suitability via BOL | NRA Staff/Command Leadership reports Service Member's suitability via BOL.<br><br>COs must ensure that Service Member's suitability is reported via BUPERS-Online (BOL): **https://www.bol.navy.mil/** (login is required), within 30 days of the date/time/group on the orders. Suitability will be reported using the Overseas/IA Screening application from the BOL menu. |

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| COMMAND LEADERSHIP | | |
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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| | | Note 1: Certain items delineated on the NAVPERS 1300/22 are required to be completed nearer to the detachment date from the parent command, and thus cannot be completed within the 30 day timeframe. Commands must report suitability in BOL for all items that can be completed within the 30 day timeframe.<br><br>Commands must continue to track and ensure the Service Member completes all remaining suitability screening requirements. In the event the Service Member fails to complete all remaining screening requirements, commands will update BOL to reflect the unsuitability status.<br><br>Note 2: Commands that do not report screening status via BOL within 30 days of the date/time/group on the orders will receive a delinquency message. Compliance will be monitored by NAVPERSCOM (PERS-4G) and enforced by U.S. Fleet Forces Command (USFF). |
| 1.6.7 | Is Service Member Suitable or Unsuitable? | Is Service Member Suitable or Unsuitable?<br><br>If Unsuitable, go to 1.6.8.<br>If Suitable, **go to 1.6.10**. |
| 1.6.8 | Await disposition instructions | NRA Command Leadership awaits disposition instructions.<br><br>If a deficiency cannot be corrected by NRA, PERS-4G/USFF will determine disposition (i.e., delay, cancellation, report to NMPS, etc.). |
| 1.6.9 | What were disposition instructions? | What were disposition instructions?<br><br>If Delay, Cancellation, go to Stop.<br>If Continue processing, **go to 1.6.10**. |
| STOP | | |

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| SERVICE MEMBER | | |
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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| 1 | Return to Active Duty | Return to Active Duty for Other than Training (ADOT).<br>Applications for augmentation must be completed in Career Waypoints (C-WAY). Certain ratings have additional job requirements. Documentation proving that the applicant meets those requirements must be sent to **RC to AC@Navy.mil** via encrypted email for an application for augmentation to be complete. Quotas for the program are updated monthly at: **https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Selected-Reserves/RC-to-AC/**<br>Refer to MPM 1301-600, Voluntary and Involuntary Recall/Mobilization of Navy's Reserve Component (RC) Personnel.<br><br>The Navy's Reserve Component (RC) is composed of several categories by law. Each category is subject to Recall to Active Duty under different conditions. RC Recalls to Active Duty may be for training purposes or for purposes other than training.<br><br>Active Duty Recalls for Other than Training (ADOT) type orders include General Assignment Recalls (GAR), Active Duty Operational Support (ADOS), Presidential Reserve Call-up (PRC), and Partial or Full Mobilization. Individual offices within NAVPERSCOM, depending upon Navy objective being served, govern policies and procedures for different types of recalls. Therefore, care must be taken to understand the type of orders under which the RC Service Member is recalled to ensure proper processing. Most, but not all, of these Service Members are to be gained to Active Component (AC) personnel and pay systems to ensure proper tracking, accounting, and support during ADOT recall.<br><br>Note: Recall to Active Duty for Training (ADT) type orders include Initial Active Duty for Training (IADT), Annual Training (AT), and Other Training Duty (ODT) type orders. These apply primarily to members of the Drilling Reserve. These type orders are not the subject of this SOP. |
| 1.1 | Is Service Member being mobilized? | Is Service Member being mobilized IAW **OPNAVINST 3060.7** (Series) and **MPM 1300-318**?<br><br>If Yes, **go to 1.6**.<br>If No, go to 1.2. |
| 1.2 | Identify Reservists for Voluntary ADOT orders | Command Leadership/Service Member identify Reservists for Voluntary ADOT orders. |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 1.4 | Is Service Member an officer or enlisted Service Member? | Is Service Member an officer or enlisted Service Member?<br><br>If Officer, go to 1.4.8.<br>If Enlisted, go to 1.4.1. |
| 1.4.4 | Prepare application for Recall assignment | Service Member/NRA Staff/Command Leadership prepare application for Recall assignment.<br><br>Applications will not be accepted or processed unless requesting a valid advertised vacancy. Applications for positions that are not valid will be returned to the Service Member and his or her command without further action. Reserve Service Members volunteering for ACDU recall will submit requests to NAVPERSCOM (PERS-92) via their NRA with unit Commanding Officer (CO) endorsement. NAVPERSCOM (PERS-92) will check all applications for completeness and confirm that the applicant is requesting recall to fill a valid requirement. NAVPERSCOM (PERS-92) will forward completed recall requests to the affected gaining command for selection recommendation. |
| 1.4.4.1 | Compile and complete application documentation | Service Member/Command Leadership compile and complete application documentation.<br><br>The following information should be forwarded in a command endorsement on NRA letterhead, or as enclosures to a command endorsement:<br>• Eligibility criteria met as listed in **MPM 1326-040**<br>• **NAVPERS 1306/7** Enlisted Personnel Action Request with endorsement(s)<br>• Any non-judicial punishments, courts-martial, or civil infractions in last 48 months<br>• Endorsement from applicant's medical department representative verifying the Service Member meets all medical requirements<br>• Physical Readiness Information Management System printout for the last 4 years<br>• Last four observed performance evaluations<br>• Copy of current enlistment agreement (if Service Member reenlisted within 6 months of date of request)<br>• All ACDU documentation including, but not limited to: |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| | | o Copies of DD214 Certificate of Release or Discharge from Active Duty for all branches of service in which the Service Member has served<br>o Copies of all NGB 22 National Guard Report of Separation and Record of Service forms if previous National Guard Service Member<br>o **NAVPERS 1070/605** History of Assignments<br>o Complete Drill Point Capture Sheet to include all ACDU periods<br>• Address of current NRA<br>• NAVPERS 1070/613, Administrative Remarks, as applicable (e.g., Enlisted Reserve Recall Statement of Agreement per **MPM 1326-040**)<br>• HYT waiver request if the Service Member will reach HYT during recall period |
| 1.4.4.3 | Submit application | Service Member/Command Leadership submit application.<br><br>A copy of the application package will be retained in local command Admin file and by the Service Member until final adjudication of the application. |
| 1.4.6 | Was enlisted Service Member selected for recall orders? | Was enlisted Service Member selected for recall orders?<br><br>If No, go to Stop.<br>If Yes, **go to 1.4.6.1**. |
| 1.4.6.2 | Execute a Reserve Recall Statement of Agreement | Service Member executes a Reserve Recall Statement of Agreement (e.g., **MPM 1326-040**) NAVPERS 1070/613, as required. |
| 1.4.11 | Prepare application for Recall assignment | Service Member/NRA Staff/Command Leadership prepare application for Recall assignment.<br><br>Procedures for applying:<br>• Recall Advertisements<br>o Definite and indefinite recall opportunities will be advertised through the Commander, Navy Reserve Forces Command (COMNAVRESFOR) List serve email distribution system and will be posted on applicable COMNAVRESFOR and Navy Personnel Command (NAVPERSCOM) reserve recall websites.<br>o The application template for recall to extended ACDU is available for download at the NAVPERSCOM reserve recall websites. |

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| | | • Request Submission<br>o With the exception of the reserve communities listed below, Reserve Officers who desire either definite or indefinite recall to ACDU will submit their recall request directly to Bureau of Naval Personnel (BUPERS); Head, Officer Community Management Branch (BUPERS-31).<br>o Command endorsements, if applicable, are highly desired to be submitted with the recall request. Reserve officers that are not able to provide a command endorsement will be screened through the losing Reserve Officer Community representatives prior to being considered for either a temporary or permanent recall.<br><br>• Medical/Dental Recall<br>o Reserve Officers in the Medical Corps (2105), Dental Corps (2205), Medical Service Corps (2305), Nurse Corps (2905), and Chaplain Corps (4105) interested in applying for either an indefinite or definite recall will submit their recall request through their local Navy officer recruiter and Commander, Navy Recruiting Command (COMNAVCRUITCOM) for consideration for recall.<br>o Applications from Reserve Officers from these communities will then be reviewed by the gaining ACDU officer community for consideration and eventual recommendation to BUPERS-31. |
| 1.4.11.1 | Compile and complete application documentation | Service Member/NRA staff/Command Leadership compile and complete application documentation.<br><br>Interested Officers shall apply by letter to NAVPERSCOM (PERS-492) via their Reserve Unit Commanding Officer (CO). Applications should include the following information:<br>• Rank/name/SSN/designator<br>• Desired billet<br>• Date available for recall<br>• Mailing address/phone number<br>• Summary of military and civilian experience relevant to the billet<br>• Any other information requested in the billet advertisement<br>Documents to Submit: Reserve officers requesting recall are required to submit the following documents to be considered for either a definite or indefinite recall:<br>• **NAVPERS 1331/5**, Application for Recall to Extended Active Duty |

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| | | • Annual Statement of Service History (ASOSH) from BUPERS Online (BOL)<br>• Cumulative Active Duty Service Statement<br>• Last four fitness reports (FITREPs)<br>• Pertinent qualifications/training (optional)<br>• Last Physical Readiness Test (PRT) results (from Physical Readiness Information Management System (PRIMS))<br>• Resume (military or civilian, optional)<br>• Letters of recommendation (optional)<br>• Sanctuary Waiver Request (only required if requesting a definite/temporary recall and only if expected to go over 16 years of total ACDU service during the proposed recall)<br>• Ecclesiastical endorsement (Chaplain Corps applicants only)<br><br>The purpose of submitting all above listed documents is to provide a means for an individual to request voluntary recall to ACDU. The information is used to evaluate the individual's ability to perform the job to which applying, if requesting a definite recall; or ability to meet the demands and be competitive within the ACDU officer community in which applying, if an indefinite recall request.<br><br>Provision of the information requested is voluntary; however, failure to provide all information on the application documents may result in an inability to process the application, or non-selection for the recall.<br><br>Note: Less than four FITREPs will be accepted for Chaplain Corps, Medical Corps, Dental Corps, Nurse Corps, and Medical Service Corps as long as their time in the Navy Reserve would not allow them the opportunity to receive four FITREPS. No gaps in continuity between FITREPS can exist. |
| 1.4.11.3 | Submit application | Service Member/NRA Staff/Command Leadership submit application.<br><br>A copy of the application package will be retained in local command Admin file and by the Service Member until final adjudication of the application. |
| 1.4.13 | Was officer selected for recall orders? | Was officer selected for recall orders?<br><br>If Yes, go to 1.4.14.<br>If No, go to Stop. |

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| 1.5.4 | Complete ADOS Statements of Understanding | Service Member completes ADOS Statements of Understanding. |
| 2 | Complete activation processing for Service Members selected for recall | Complete activation processing for Service Members selected for recall.<br><br>Refer also to **NAVADMIN 030/15**, Transition Goals, Plans, Success **NAVADMIN #6**, Reserve Component Guidance, for departing RC Demobilization and OCONUS ADOS requirements. |
| 2.4 | Review and complete "Comply with Items" in orders | Service Member reviews and completes "Comply with Items" in orders.<br><br>Service Member must thoroughly READ ORDERS as soon as received. Step-by-step travel and destination information is contained in the orders as well as valuable point of contact (POC) information. |
| 2.5 | Update email address and contact information in NSIPS | NRC/Service Member update email address and contact information in NSIPS.<br><br>Per **PPIB 16-12** in an effort to establish a unified listing of current email addresses to ensure vital information can be communicated directly with all navy members in a timely manner the below action is required upon<br>upon each PCS Transfer or Change in Component, i.e., Active Component to Reserve Component or Reserve Component to Active Component.<br><br>Required action by each member.<br>NSIPS Ashore Users. Log on to your NSIPS self-service account at: **https://www.nsips.cloud.navy.mil/my.policy**.<br>• Click on "view personal information",<br>• then "address and phone",<br>• update your address, phone, and email address(es), then click "save."<br><br>NSIPS Afloat Users. Log on to your **shore** NSIPS self-service account at: **https://www.nsips.cloud.navy.mil/my.policy**.<br>• Click on "view personal information",<br>• then "address and phone",<br>• update your address, phone, and email address(es), then click "save."<br><br>Note: NSIPS Afloat Units must update their information via NSIPS Web Ashore |

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| 2.6 | Provide NRC with verified or updated NAVPERS 1070/602 | Service Member provides NRC with verified or updated **NAVPERS 1070/602**.<br><br>The individual Service Member is solely responsible for the accuracy of the information recorded on his or her **NAVPERS 1070/602**.<br><br>All Service Members shall verify the accuracy of data on the newest NAVPERS 1070/602 in their OMPF, and the data contained on both the emergency contact and dependency data panels within their Electronic Service Record (ESR).<br><br>Reserve Members must verify their NAVPERS 1070/602 on each occasion when an Inactive Duty Service Member comes on active duty, including active duty training, and then annually thereafter when on Active Duty.<br><br>Additional verifications are also required under the following circumstances:<br>• Upon reporting to a new duty station under permanent change of station (PCS) orders;<br>• Prior to departure on PCS orders;<br>• Prior to deployment, regardless of length;<br>• When ordered to periods of temporary duty or temporary additional duty away from permanent duty station in excess of 30 days;<br>• When a Service member applies for and upon assignment of Government housing;<br>• When a Service member claims reimbursement for dependent(s)'s travel;<br>• Upon recertification for secondary dependents; or<br>• At least 30 days prior to requesting dependent related travel, transportation, pay, benefits, or allowances (e.g., advanced or delayed dependent travel, dependent travel advances, early return of dependents, etc.). |
| 2.7 | Complete MNP training | Service Member completes My Navy Portal (MNP) training, as required in support of orders.<br><br>As part of mobilization process, the Service Member is required to complete a series of courses on My Navy Portal before leaving the parent command or NRC.<br><br>Refer to **NAVADMIN 087/17** as required. |

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| | | With the successful launch of My Navy Portal (MNP), the Navy has sunset Navy Knowledge Online (NKO) on 14 April 2017 and all NKO users will now be redirected to MNP at **https://my.navy.mil/** for logon.<br><br>Navy e-Learning courses (also known as NKO courses) can now be found by going to the MNP top navigation menu, hovering over Professional Resources, and clicking Navy e-Learning/Online Courses. Electronic Training Jacket will<br>be found by hovering over My Record. Navy e-Library resources are found at:<br>**https://mwrdigitallibrary.navy.mil/**.<br><br>More information about MNP can be found on the MyNavy HR website at:<br>**https://my.navy.mil/** |
| 2.8 | Update security clearance, if required | NRA Staff/Service Member updates security clearance, if required. |
| 2.9.3 | Login to DoDTAP webpage | CCC/Service Member login to DoDTAP webpage<br><br>Access DoDTAP website at **https://dodtap.mil/** **or** **https://dodtap.mil/login.html**, as required.<br><br>The Service Member has the capability to initiate the DD 2648 eForm and populate personal information through the Service Members and Veterans quick launch, otherwise the CCC/Transition Counselor can initiate the DD 2648 eForm during the pre-separation counseling session with the Service Member<br><br>Note: If Service Member is unable to access an online form due to disconnected operations, a manual hardcopy form may be completed. CCC provides instructions to Service Member if this is the case. |
| 2.9.4 | Create new/open existing DD 2648 eForm for Service Member | CCC/Service Member create new/open existing DD 2648 eForm for Service Member<br><br>Note: The eForm does not allow two people to access the form at the same time for version control reasons. Ensure that the Service Member is instructed to sign out of their eForm every time they access it. |

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| | | 1. Login to DoDTAP for Managers and Counselors<br>2. On the main page, with your mouse, highlight the Transition Documents TAB at the top of the page.<br>3. Within the transition documents menu click create New/Open eForm<br>4. In the DoD ID number box enter the Service member's DoD ID number.<br><br>Note: If a DoD ID is not available, click the use SSN box and access the client record by SSN. |
| 2.9.5 | Complete/verify the DD 2648 eForm - Service Member Personal Information | Service Member/CCC completes/verifies the DD 2648 eForm - Service Member Personal Information<br><br>The majority of the items in the Service Member Personal Information section of the eForm will be pre-populated with Service Members' information from DEERS upon entering the DoD identification number. If you are using the eForm enterprise solution, all data will be collected in real-time as you go through the transition process.<br><br>Refer to the eForm Job Aid for Managers and Counselors (Pre-Separation Counseling)<br>Note 1: Block numbers within the online eForm DO NOT correspond to Block numbers on the printed pdf.<br><br>When entering the client record for the first time please review blocks 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, and 16 for errors.<br>• If there are errors, please advise the Service member to report errors to their CPPA and supporting TSC<br>• If there are no errors update<br>If SM completed and signed their pre-separation using self-service then REVIEW blocks 8, 15, 17, 18, 19, 20, 21, 22, 23, and 24.<br><br>Note 2: If the Service Member completed this section of the eForm via self-service, CCC reviews data entries for accuracy and corrects/updates as required. |
| 2.9.6 | Complete the Pre-Separation Counseling | CCC/Service Member completes the Pre-Separation Counseling section of the eForm. |

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| | section of the eForm | Refer to the eForm Job Aid for Managers and Counselors (Pre-Separation Counseling).<br><br>CCC/Service Member completes the Pre-Separation Needs Assessment section of the eForm.<br>CCC/Service Member completes the Warm Handovers to supporting agencies section of the eForm, only if applicable.<br><br>Note: If the Service Member completed any of these sections of the eForm via self-service, CCC reviews data entries for accuracy and corrects/updates as required. |
| 2.9.7 | Review, sign, and print copy of Pre-Separation counseling DD2648 | CCC/Service Member review, sign, and print copy of Pre-Separation Counseling DD2 648<br><br>Ensure all data elements have been completed and click the button to sign. A box will open and click yes to acknowledge signature.<br><br>Note 1: Until the required fields are filled out correctly and completely, participants will not have an option to sign form. If the Service Member signed the form during self-service and the form has been filled out completely. it will allow the counselor to sign immediately. If the eForm does not allow you to sign, please save the form by clicking the save button (Top right) and the eForm will provide a red box around any errors you may have.<br><br>Note 2: If the SM did not sign in self-service, have the service member access the self-service application (they can use any electronic device with connectivity) by putting in their username and password, accessing the eForm and signing.<br><br>CCC prints completed Pre-Separation counseling eForm.<br><br>CCC provides a copy to Service member, and ensures a copy is placed in the service record and retained on file for two years. |
| 2.10 | Complete and submit ISOPREP | NRA Staff/Service Member completes and submits ISOlated Personnel REPort (ISOPREP), if required.<br><br>The ISOPREP is an operational authentication tool used by recovery forces to positively authenticate forces isolated personnel in enemy controlled |

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| | | or contested areas. It must be completed from a CAC-enabled computer on an unclassified .mil or .gov system. To complete and submit ISOPREP, follow the ISOPREP Pro-File Instructions. |
| 2.11 | Is Service Member required to complete further processing at NMPS? | Is Service Member required to complete further processing at NMPS?<br><br>If No, go to 2.12.<br>If Yes, go to 2.13. |
| 2.12 | Report to TSC that services Recalled Reservist's supported command or directly to supported command | Service Member reports to TSC that services Recalled Reservist's supported command or directly to supported command in accordance with orders.<br><br>Recall orders will direct Service Member to a TSC for further processing after activation at the NRA. If the Service Member is found not eligible either at the NRA or subsequently at the TSC, the NRA or TSC (as applicable) will contact NAVPERSCOM (PERS-92) for further instruction regarding any change to the Service Member's orders.<br><br>For all ADOS orders to supported commands located within the continental United States (CONUS), Alaska, and Hawaii, the Reservist will be activated at the Navy Reserve Center (NRC) and sent directly to the supported command or via a Navy Mobilization Processing Site (NMPS), as may be required by NAVPERSCOM (PERS-462).<br><br>The process of establishing an AC Master Military Pay Account (MMPA), gaining to AC personnel systems, enrolling in Defense Enrollment Eligibility System (DEERS), and issuing an ACDU identification card will be performed at the TSC as directed in the recall orders.<br><br>Go to 5. |
| 2.13 | Bring the following items to NMPS | Service Member brings the following items to NMPS.<br><br>• Completed Medical and Administrative Expeditionary Screening Checklists and any approved waivers:<br>  o Expeditionary Medical & Dental Screening (**NAVMED 1300/4**)<br>  o Expeditionary Screening Checklist Administrative (**NAVPERS 1300/22**)<br>  o Medical Suitability Certification (**NAVPERS 1300/21**) |

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| | | • Medical and dental records<br>• Medications (90 day supply)<br>• Copy of current prescriptions for medications and eyeglasses and/or contact lenses<br>• Government travel credit card and enough cash for two days berthing and meals (approximately $150.00-200.00)<br>• Proof of city/state residence<br>• Copy of the completion certificates for each mandatory prerequisite course completed on MNP e-Learning<br>• Orders will state if Service Member is required to take personnel record to NMPS<br>• Service Members should bring a copy of:<br>  o Orders<br>  o Updated Dependency Application and Record of Emergency Data<br>  o Current contract/extensions<br>  o Page 4s (quals, awards, and ASVAB)<br>  o Last FITREP/EVAL<br>  o FSA form (if applicable)<br>  o Exam worksheet (if applicable) |
| 4 | Initiate NMPS Processing | Initiate NMPS Processing.<br><br>To ensure timely processing and meet the contingency augmentation deployment time requirements, NMPSs will target processing each Reservist within 96 hours from when Service Member officially reports to the NMPS.<br><br>Processing onto extended Active Duty (i.e., mobilizing) occurs at the NMPS and involves establishing an AC Master Military Pay Account, gaining to AC personnel systems, performing medical, dental, legal screening, Defense Enrollment Eligibility System (DEERS) enrollment, Active Duty ID card issue, and all corrective actions that ensure completion of all the above requirements.<br><br>NMPSs are structured with function-specific processing stations for mobilization/demobilization actions outlined below. Navy-Marine Corps Mobilization Processing System (NMCMPS) will be employed to coordinate and document processing at each NMPS functional station and provide total visibility across the chain of command via the website. The following is a functional station listing recommendation for each NMPS:<br>• Transaction Service Center |

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| | | • Processing Station<br>• Medical Processing Station<br>• Dental Processing Station<br>• Supply Processing Station<br>• Navy Passenger Transportation Office Processing Station<br>• Navy Legal Services Office Processing Station<br>• Fleet and Family Service Center (FFSC) Processing Station |
| 4.1 | Report to NMPS | Service Member reports to the NMPS identified in orders.<br><br>Report to NMPS in a clean working uniform. Do not report in coveralls, flight suits, civilian clothes, or physical training (PT) gear.<br><br>Service Member does not take all standard issue uniforms to NMPS unless it is specified in orders. Service Member will only need enough clean Navy working uniforms to wear for a few days until mission uniforms are issued. Service Members are responsible to bring the Navy PT Uniform. All mission-specific required uniforms items, including a Navy PT sweatshirt and Navy PT sweatpants, will be issued at NMPS. Do not pack unnecessary items or items that will not be used during pre-deployment training. Service Members will be issued approximately 32 pounds of gear and a sea bag at NMPS. If military air is utilized to transport Service Member to their next intermediate stop, personal gear limit is 40 pounds—which includes the 32 pounds of gear issued at NMPS. Plan accordingly and minimize personal gear. Excess items may be mailed/shipped from NMPS to Service Member’s home or forwarded to the theater assignment location at Service Member’s expense.<br><br>Service Member will be at NMPS for approximately one week to ensure all prerequisite items and the Expeditionary Screening Checklist are completed and Service Member is qualified to move forward. All transportation is provided at the NMPS. No privately owned or rental cars are authorized unless stated on orders.<br><br>Service Members are required to stay in berthing provided. Family or guests are not authorized to stay with Service Member. Families are not authorized to accompany Service Member to NMPS, and they will not be allowed to accompany from this point forward. |

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| 4.2.4 | Verify and update NAVPERS 1070/602, SGLV 8286, and SGLV 8286A, if required | Service Member verifies and updates NAVPERS 1070/602 (Dependency Application), SGLV 8286 (Servicemembers' Group Life Insurance (SGLI) Election and Certificate), and SGLV 8286A (Family Coverage Election and Certificate), if required.<br><br>NAVPERS 1070/602 is usually part of a hardcopy file that includes NAVPERS 1070/602, SGLI and Family Servicemembers' Group Life Insurance (FSGLI) elections, and recent reenlistment/extension and contract modifications (enlisted only). The hardcopy documentation is part of NMPS Expeditionary Screening Checklist and an NRC responsibility.<br><br>Refer to **NAVADMIN 085/17**, as applicable. SGLI election, validation and election updates should only be manually processed in extenuating circumstances when Service Member does not have access to Servicemembers Group Life Insurance (SGLI) Online Enrollment System (SOES).<br><br>**NAVADMIN 085/17** announced the launch of the Servicemembers Group Life Insurance (SGLI) Online Enrollment System (SOES). SOES is a web-based system available through My Navy Portal that allows Sailors to validate or change SGLI or Family SGLI (FSGLI) coverage amounts and beneficiaries quickly and easily without using paper forms. SOES is available 24 hours a day and provides detailed guidance to Sailors that enables them to make informed decisions on their life insurance policy elections. |
| 6 | Process Strength Gain | Process Strength Gain.<br><br>DO NOT transfer Service Member from NMPS (CONUS processing location) until Strength Gain has posted and pay account has opened.<br><br>Exception 1: Service Members may transfer from NMPS to INCONUS training assignments without an open Active Duty Pay Account if Expeditionary Combat Readiness Center (ECRC) approval is obtained prior to transfer.<br><br>Exception 2: Service Members may transfer from NMPS to Ultimate Duty Station (INCONUS or OCONUS) without an open Active Duty Pay Account if Navy Expeditionary Combat Command (NECC) approval is obtained prior to transfer. |
| 6.16.6 | Sign "V" status NAVPERS 1070/613 | Reservist signs "V" status NAVPERS 1070/613. |

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| 9 | Process Activity Loss | Process Activity Loss.<br><br>DO NOT transfer Service Member from NMPS (CONUS processing location) until Strength Gain has posted and pay account has opened.<br><br>Exception 1: Service Members may transfer from NMPS to INCONUS training assignments without an open Active Duty Pay Account if Expeditionary Combat Readiness Center (ECRC) approval is obtained prior to transfer.<br><br>Exception 2: Service Members may transfer from NMPS to Ultimate Duty Station (INCONUS or OCONUS) without an open Active Duty Pay Account if Navy Expeditionary Combat Command (NECC) approval is obtained prior to transfer. |
| 9.5 | Depart NMPS site for next duty station | Reservist departs NMPS site for next duty station. |
| STOP | | |

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| CPPA | | |
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| 6 | Process Strength Gain | Process Strength Gain.<br><br>DO NOT transfer Service Member from NMPS (CONUS processing location) until Strength Gain has posted and pay account has opened.<br><br>Exception 1: Service Members may transfer from NMPS to INCONUS training assignments without an open Active Duty Pay Account if Expeditionary Combat Readiness Center (ECRC) approval is obtained prior to transfer.<br><br>Exception 2: Service Members may transfer from NMPS to Ultimate Duty Station (INCONUS or OCONUS) without an open Active Duty Pay Account if Navy Expeditionary Combat Command (NECC) approval is obtained prior to transfer. |
| 6.16.5 | Print "V" status NAVPERS 1070/613 | CPPA prints "V" status NAVPERS 1070/613. |
| 6.16.7 | Forward signed "V" status NAVPERS 1070/613 to clerk | CPPA forwards signed "V" status NAVPERS 1070/613 to clerk. |
| 8 | Process travel claim and extensions | Process travel claim and extensions. |
| 8.4.3 | Forward signed extension to clerk | CPPA forwards signed extension to clerk.<br><br>Clerk prints copy of RES extension for supervisor. |
| 8.4.9 | Forward signed extension to clerk | CPPA forwards signed extension to clerk.<br><br>Clerk prints copy of ADR extension for supervisor. |
| **STOP** | | |

| CLERK | | |
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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 3 | Prepare for Reservist deployment processing | Prepare for Reservist deployment processing at servicing NMPS and TSC.<br><br>Refer also to **NAVADMIN 030/15**, Transition Goals, Plans, Success **NAVADMIN #6**, Reserve Component Guidance, for departing RC Demobilization and OCONUS ADOS requirements. |
| 3.6 | Create Mobilization file | Clerk creates Mobilization (Retain) file.<br><br>Note: Mobilization file is synonymous with Gain file, Personnel Retain working file, etc. Some Mobilization file documents will eventually comprise the Personnel and Pay Retain files. |
| 5 | Receive Reservist Gain package from NMPS or supported command | Receive Reservist Gain Package from NMPS or supported command. |
| 5.1 | Receive and review Gain package | Clerk/Supervisor receives, and reviews Gain package.<br><br>Gain package contents include, as applicable:<br>• Recall to Active Duty orders with endorsements for NRC/NMPS, as applicable<br>• NPPSC Mobilization Checklist<br>• SF 1199A (Direct Deposit Sign-Up Form)<br>• W-4 (Employee's Withholding Allowance Certificate)<br>• DD 2058 (State of Legal Residence Certificate)<br>• DD 2058-1 (Tax Exemption Test Certificate, State Income)<br>• DD 1561 (Statement to Substantiate Payment of Family Separation Allowance)<br>• DD 2367 (Individual Overseas Housing Allowance (OHA) Report)<br>• NAVPERS 1070/613 (Administrative Remarks) for the following:<br>o Dual Pay Prohibition (MILPERSMAN 7220-380 Pension/Disability Compensation)<br>o AIP (MILPERSMAN 1050-272)<br>• DD 1351-2 (Travel Voucher or Subvoucher), for out-of-area Reservists<br>• DD 2560 (Advance Pay Certification/Authorization), if desired<br>• NAVPERS 1070/602 (Dependency Application) |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| | | • SGLV 8286 (Servicemembers' Group Life Insurance (SGLI) Election and Certificate), only if required<br>• SGLV 8286A (Family Coverage Election and Certificate (FSGLI)), only if required<br><br>Note: Gain file is synonymous with Mobilization file, Personnel Retain working file, etc. Some Gain file documents will eventually comprise the Personnel and Pay Retain files. |
| 5.2 | Is Gain package complete and accurate? | Is Gain Package complete and accurate?<br><br>If No, go to 5.3.<br>If Yes, go to 5.4. |
| 5.3 | Coordinate with CPPA to obtain missing documents and/or correct discrepancies | Clerk coordinates with CPPA to obtain missing documents and/or correct discrepancies.<br><br>Go to 5.2.<br><br>Note: Strength Gain processing may continue while this step is being completed. |
| 5.4 | Access Reservist's BOL - ASOSH | Clerk/Supervisor accesses Reservist's Bureau of Personnel (BUPERS) Online (BOL) - Annual Statement of Service History (ASOSH) and adds to Gain package.<br><br>Clerk uses BOL ASOSH to calculate Active Duty Service Date (ADSD) for Panel 1 of the Strength Gain in accordance with **MILPERSMAN 1000-030**. |
| 5.5 | Create Reservist's Gain file from Gain package | Clerk creates Reservist's Gain file from Gain package.<br><br>Gain file contents include, as applicable:<br>• Recall to Active Duty orders with endorsements for NRC/NMPS, as applicable<br>• NPPSC Mobilization Checklist<br>• SF 1199A (Direct Deposit Sign-Up Form)<br>• W-4 (Employee's Withholding Allowance Certificate)<br>• DD 2058 (State of Legal Residence Certificate)<br>• DD 2058-1 (Tax Exemption Test Certificate, State Income)<br>• DD 1561 (Statement to Substantiate Payment of Family Separation Allowance) |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| | | • DD 2367 (Individual Overseas Housing Allowance (OHA) Report)<br>• NAVPERS 1070/613 (Administrative Remarks) for the following:<br>o Dual Pay Prohibition (MILPERSMAN 7220-380 Pension/Disability Compensation)<br>o AIP (MILPERSMAN 1050-272)<br>• DD 1351-2 (Travel Voucher or Subvoucher), for out-of-area Reservists<br>• DD 2560 (Advance Pay Certification/Authorization), if desired<br>• NAVPERS 1070/602 (Dependency Application)<br>• SGLV 8286 (Servicemembers' Group Life Insurance (SGLI) Election and Certificate), only if required<br>• SGLV 8286A (Family Coverage Election and Certificate (FSGLI))<br>• ASOSH Point Capture Sheet, only if required<br><br>Note: Gain file is synonymous with Mobilization file, Personnel Retain working file, etc. Some Gain file documents will eventually comprise the Personnel and Pay Retain files. |
| 6 | Process Strength Gain | Process Strength Gain.<br><br>DO NOT transfer Service Member from NMPS (CONUS processing location) until Strength Gain has posted and pay account has opened.<br><br>Exception 1: Service Members may transfer from NMPS to INCONUS training assignments without an open Active Duty Pay Account if Expeditionary Combat Readiness Center (ECRC) approval is obtained prior to transfer.<br><br>Exception 2: Service Members may transfer from NMPS to Ultimate Duty Station (INCONUS or OCONUS) without an open Active Duty Pay Account if Navy Expeditionary Combat Command (NECC) approval is obtained prior to transfer. |
| 6.2 | Verify Reservist's record has been staged for Strength Gain in OPINS | Clerk verifies Reservist's record has been staged for Strength Gain in OPINS.<br><br>GLI code should reflect F or G.<br><br>Prior to initiating Strength Gain, verify record has been staged for Mobilization Gain in L0OG/LOPG. If record is not staged for Mobilization Gain, contact NPPSC and BUPERS-072 through My Navy Career Center (MNCC) **mailto:askmncc@navy.mil** immediately.<br><br>Continue Strength Gain when record has been properly staged for Mobilization Gain. |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 6.3 | Review Reservist's Gain file | Clerk reviews Reservist's Gain file.<br><br>Update Active Duty Processing Checklist, if required. |
| 6.4 | Is the Gain file documentation sufficient to process the Strength Gain? | Is the Gain file documentation (Recall to Active Duty orders, ASOSH Point Capture Sheet, and NPPSC Mobilization Checklist) sufficient to process the Strength Gain?<br><br>If No, go to 6.5.<br>If Yes, go to 6.6. |
| 6.5 | Contact CPPA to resolve Gain file discrepancies | Clerk contacts Command Pay and Personnel Administrator (CPPA) to resolve Gain file discrepancies.<br><br>Go to 6.3. |
| 6.6 | Create Strength Gain in NSIPS | Clerk creates Strength Gain in NSIPS. |
| 6.6.1 | Update Panels 1 through 5, as required | Clerk updates Strength Gain Panels 1 through 5, as required.<br><br>Login to NSIPS: Gains > Strength Gain > Use > Strength Gain – Create. Enter Reservist's SSN.<br>• Panel 1 (Personal Info): Select Gain Type (Mobilization, Recall, or ADOS) as appropriate in accordance with Recall to Active Duty orders. For Recalled Reservists, if Strength Code does not reflect K (Compass Projected Gain & Avail), then stop and contact Reservist's NRC to update Individual Mobilization Status (IMS) Code to RC3 (SELRES departed for NMPS). Recalled Reservist cannot be strength gained to NMPS until RC3 has posted. Once Strength Code reflects K, proceed with Strength Gain. Caution: ADSD is not Date Gained to Active Duty (DGAD). Calculate ADSD per MILPERSMAN 1000-030.<br>• Panel 2 (Rate Change): When gaining Reservist to Active Duty, be aware of Active Duty rating mergers that have not taken effect for Reserves. If rating merger has not taken effect for Reserves, then system defaults Reservist to an E3 when pay account opens.<br>• Panel 3 (Employment Info): Ensure MOD field and initial enlistment code are updated for enlisted, MOD Code 7 for < 8 years and MOD Code 0 for > 8 years. Also, ensure SPI code is updated. Obtain SPI code from orders, normally J for Mobilizing Reservists. |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| | | • Panel 4 (Test Scores): Armed Services Vocational Aptitude Battery (ASVAB) score is necessary to process Strength Gain. Obtain information, if available. Enter a default score of 50 if ASVAB score is unavailable.<br>• Panel 5 (BSC/NEC): Recalled Reservists should be strength gained to the Accounting Category Code (ACC) identified in their orders. Mobilized Reservist should be strength gained to ACC 330, not ACC 107 or 103. Sometimes the TSC may need to Strength Gain Reservist to ACC 320 to process the Strength Gain, and then subsequently update Reservist to ACC 330 through transient tracking. If this is the case, after Strength Gain is released, clerk should go to transient tracking to update ACC from 320 to 330. Update Billet Sequence Code (BSC) to 99990 for Officers and Navy Enlisted Classification (NEC) code for Enlisted, as required. |
| 6.6.2 | Update Panel 6 of Strength Gain | Clerk updates Panel 6 (Contract Info) of Strength Gain (Enlisted Reservists only).<br><br>Clerk compares current contract expiration date against length of Recall to Active Duty orders.<br><br>For Mobilizing Reservists: NMPS Expeditionary Screening Checklist indicates RC Member should have a minimum of three months remaining Active Component Expiration of Active Obligated Service/Reserve Component Expiration of Reserve Enlistment (AC EAOS/RC EREN) beyond this Individual Augmentation (IA) assignment.<br><br>Note: Any reenlistments/extensions required to support Recall to Active Duty orders should have been executed by the NRC. |
| 6.6.3 | Make extension operative, if applicable | Clerk makes extension operative, if applicable.<br><br>Clerk makes extension operative by updating the "Ext Mos Oper" field of Strength Gain Panel 6 with the total months of the executed extension, if applicable.<br><br>Note: This EREN extension may or may not be sufficient to support the length of the Recall to Active Duty orders. |
| 6.6.4 | Does Reservist have sufficient OBLISERV to execute orders? | Does Reservist have sufficient Obligated Service (OBLISERV) to execute orders?<br><br>If No, go to 6.6.5.<br>If Yes, go to 6.6.10. |

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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| 6.6.5 | Is current contract expired or does it expire within 30 days? | Is current contract expired or does it expire within 30 days?<br><br>If Yes, go to 6.6.6.<br>If No, go to 6.6.10. |
| 6.6.6 | Defer Strength Gain and contact NMPS or NRC to locate a hardcopy contract or extension | Clerk defers Strength Gain and contacts NMPS or NRC to locate a hardcopy contract or extension.<br><br>If current contract expires within 30 days, clerk will be unable to process Reservist's Strength Gain to Active Duty. |
| 6.6.7 | Does NMPS or NRC have hardcopy contract or extension? | Does NMPS or NRC have hardcopy contract or extension?<br><br>If Yes, go to 6.6.8.<br>If No, go to Stop.<br><br>If NMPS or NRC does not have a copy of contract or extension, then clerk works with NMPS or NRC to resolve issue. If contract or extension issue cannot be resolved, then clerk may be required to abort Strength Gain and return Reservists to NRC. |
| 6.6.8 | Obtain copy of contract or extension from NMPS or NRC | Clerk obtains copy of contract or extension from NMPS or NRC. |
| 6.6.9 | Update contract information and make extension operative, as applicable | Clerk updates contract information (Current Enlistment Date (CED), Term, Increments, No. of Enlistments) and makes extension operative (updates "Ext Mos Oper" field), as applicable.<br><br>The extension may or may not be sufficient to support the length of the orders. Clerk needs to verify.<br><br>Go to 6.6.4. |
| 6.6.10 | Update RADO Months and RADO Days to support the | Clerk updates Reserve Active Duty Obligation (RADO) Months and RADO Days to support the length of the recall orders or the duration of contract, as applicable. |

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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| | length of the recall orders or the duration of contract, as applicable | For Recall and ADOS Reservists:<br>If EREN supports length of recall orders, clerk updates RADO months for duration of orders.<br><br>For Mobilizing Reservists:<br>If EREN supports length of mobilization orders, clerk updates RADO months for duration of orders plus three months in Strength Gain Panel 6 as required by NMPS Expeditionary Screening Checklist.<br><br>Note for Mobilizing Reservists: To account for respite absence entitlement and to avoid extension requirements upon demobilization, the following OBLISERVE requirements are recommended for Mobilizing Reservists:<br><br>Length of Orders/EREN:<br>• 365 days/15 months<br>• 380 days/15 months<br>• 400 days/16 months<br>• 420 days/16 months<br>• 450 days/17 months<br>• 470 days/18 months<br>• 500 days/19 months<br>• 510 days/19 months<br>• 540 days/20 months<br>• 600 days/22 months<br><br>For Mobilizing, Recall and ADOS Reservists:<br><br>If EREN does not support length of recall orders, clerk updates RADO Months and RADO Days to match EREN in Strength Gain Panel 6. This action will adjust EAOS to match EREN. Reservist will require a Reserve (RES)/EREN extension and an Active Duty Reserve (ADR)/EAOS extension in order to execute orders. |
| 6.7 | Update Active Duty Processing Checklist to reflect | Clerk updates Active Duty Processing Checklist to reflect Reservist requirement for extensions, if applicable.<br><br>If an extension is necessary to support the length of the orders, Reservist will require both a Reserve (RES)/EREN extension and an Active |

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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| | Reservist requirement for extensions, if applicable | Duty Reserve (ADR)/EAOS extension to execute recall orders. Clerk updates Active Duty Processing Checklist to identify extension requirement and number of months of required extension to support orders.<br><br>Recall and ADOS Reservists with OBLISERV less than the duration of their recall orders will need to extend/reenlist for at least the duration of their recall orders. TSC does not process reenlistments for Reservists Recalled to Active Duty.<br><br>Mobilized Reservists with OBLISERV less than the duration of mobilization orders will need to extend/reenlist for at least the duration of mobilization orders plus three months as required by NMPS Expeditionary Screening Checklist. TSC does not process reenlistment for Reservists recalled to Active Duty.<br><br>Note for Mobilizing Reservists: To account for respite absence entitlement and to avoid extension requirements upon demobilization, the following OBLISERVE requirements are recommended for Mobilizing Reservists:<br><br>Length of Orders/EREN:<br>• 365 days/15 months<br>• 380 days/15 months<br>• 400 days/16 months<br>• 420 days/16 months<br>• 450 days/17 months<br>• 470 days/18 months<br>• 500 days/19 months<br>• 510 days/19 months<br>• 540 days/20 months<br>• 600 days/22 months |
| 6.8 | Archive screen shot of Strength Gain Panels 1, 3, and 6 (Enlisted) and Panels 1 and 3 (Officers) for Gain file | Clerk archives screen shot of Strength Gain Panels 1, 3, and 6 (Enlisted) and Panels 1 and 3 (Officers) for Gain file. |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 6.10 | Update transient tracking to reflect Reservist onboard for Recall to Active Duty processing | Clerk updates transient tracking to reflect Reservist onboard for Recall to Active Duty processing.<br><br>If not already in NSIPS, login to NSIPS: Transient Tracking > Transient Tracking > Use > Transient Tracking. Enter Reservist's SSN.<br><br>Clerk updates Panel 1 of Transient Tracking (Transient - General).<br>• Enter Planned Loss Date (PLD): Normally select a date 10 - 14 days in the future<br>• Select ACC: If Reservist was strength gained under ACC 320, change to ACC 330 (TEMDU FFT - For Further Transfer)<br>• Enter ACC Effective Date: Date reported to NMPS<br>• Select appropriate Transient Tracking Code (TTC)<br>• Enter TTC Effective Date: Date reported to NMPS<br>• Update remarks to reflect Reservist onboard for Mobilization processing |
| 6.11 | Verify Strength Gain posts | Clerk verifies Strength Gain posts (on PERS side).<br><br>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.<br><br>Clerk checks MMPA using verbs L0OG (Officers) or LOPG (Enlisted) to verify Strength Gain posted. |
| 6.12 | Did Strength Gain post? | Did Strength Gain post?<br><br>If No, go to 6.13.<br>If Yes, go to 6.14. |
| 6.13 | Determine reason for the posting delay | Clerk determines the reason for the posting delay.<br><br>1. Clerk researches error codes to determine the cause of transaction failure.<br>2. Check message status inquiry in NSIPS for error code:<br>• If error is correctable, clerk corrects and resubmits Strength Gain to supervisor for audit and release in NSIPS. |

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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| | | • If error is not correctable, clerk submits trouble ticket to NSIPS.<br><br>Note 1: If Officer Reservist (O1-O3) identified prior enlisted service (active enlisted service and/or enlisted reserve points totaling four years) then Officer pay account should open in O1E-O3E status. Contact NPC if corrective action is required.<br><br>Note 2: When gaining Reservist to Active Duty, be aware of Active Duty rating mergers that have not taken effect for Reserves. If rating merger has not taken effect for Reserves, system defaults Reservist to an E3 when pay account opens. Contact NPC if corrective action is required.<br><br>Go to 6.11. |
| 6.14 | Archive copy of Strength Gain for Gain file | Clerk archives copy of Strength Gain for Gain file. |
| 6.15 | Did pay account open in "A" status? | Did pay account open in "A" status?<br><br>Clerk checks MMPA using verb "JJAA" and enters the Service Member's SSN to verify if pay account opened in "A" (active) status.<br><br>If No, go to 6.16.<br>If Yes, go to 6.17. |
| 6.16 | Research reason pay account failed to open and record reject code and reason | Clerk/Supervisor research reason pay account failed to open and record reject code and reason. |
| 6.16.2 | Did pay account open in "A" status? | Did pay account open in "A" status?<br><br>If No, go to 6.16.3.<br>If Yes, go to 6.17. |
| 6.16.3 | Update Active Duty Processing | Clerk updates Active Duty Processing Checklist to indicate pay account did not open in "A" status. |

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| | Checklist to indicate pay account did not open in "A" status | |
| 6.16.4 | Prepare and forward pay account "V" status NAVPERS 1070/613 to CPPA | Clerk prepares and forwards pay account "V" status NAVPERS 1070/613 to CPPA. |
| 6.16.8 | Update Service Member's NSIPS ESR | Clerk updates Service Member's NSIPS ESR with applicable NAVPERS 1070/613s (Administrative Remarks).<br><br>Login to NSIPS: Electronic Service Record > Electronic Service Record > Use > Administrative Remarks. Enter Service Member's SSN.<br><br>Clerk updates Service Member's Administrative Remarks to reflect pay account "V" status, as applicable.<br><br>Supervisor verifies Service Member's Administrative Remarks. |
| 6.16.9 | Archive "V" status NAVPERS 1070/613 in Gain file | Clerk archives "V" status NAVPERS 1070/613 in Gain file.<br><br>Go to 6.18. |
| 6.17 | Update Active Duty Processing Checklist to indicate pay account opened in "A" status | Clerk updates Active Duty Processing Checklist to indicate pay account opened in "A" status. |
| 6.18 | Review NAVPERS 1070/602 | Clerk reviews NAVPERS 1070/602 (Dependency Application). |
| 6.19 | Does Reservist's NAVPERS 1070/602 | Does Reservist's NAVPERS 1070/602 (Dependency Application) require update? |

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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| | require update? | NMPS Expeditionary Screening Checklist requires review, update, and verification of NAVPERS 1070/602 within 30 days of DTG on orders. NAVPERS 1070/602 should have been updated at NRC.<br><br>If Yes, go to 6.20.<br>If No, go to 7. |
| 6.20 | Refer to Page 2 or RED/DA SOP for proper processing of requirements, as applicable | Clerk refers to Page 2 or RED/DA SOP for proper processing of requirements, as applicable:<br><br>Refer to Legacy Page 2 SOP for proper processing of any status changes if RED/DA has not been implemented, as applicable.<br><br>Page 2 SOP:<br>**https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx**<br><br>Alternatively, refer to RED/DA SOP for proper processing of any status changes, as applicable.<br><br>RED/DA SOP:<br>**https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx** |
| 7 | Establish pay allowances and entitlements | Establish pay allowances and entitlements.<br><br>Pay allowances and entitlement cannot be processed until Reservist's pay account is open in an "A" Status. If Reservist's pay account is in a "V" status, proceed to Step 4, and return to Step 3 when pay account opens. |
| 7.1 | Is pay allowance and/or entitlement documentation complete and accurate? | Is pay allowance and/or entitlement documentation complete and accurate?<br><br>Clerk conducts final review of Gain file to ensure that all documents have been received and are complete.<br>If No, go to 7.2.<br>If Yes, **go to 7.3**. |
| 7.2 | Work with CPPA to obtain pay allowance and/or entitlement documentation | Clerk works with CPPA to obtain pay allowance and/or entitlement documentation.<br><br>Go to 7.1. |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 7.3 | Create pay allowances and/or entitlements, as required | Clerk creates pay allowances and/or entitlements, as required.<br><br>Clerk determines appropriate pay entitlement Format Identifiers (FIDS) that require verification and/or processing, and updates pay entitlement checklist.<br>• LH (MILPAY - Direct Deposit)<br>• FJ (Federal Tax Withholding)<br>• FK (State Tax Withholding)<br>• 35 (BAQ)<br>• 68 (VHA)<br>• 51 (CONUS COLA)<br>• 43 (OHA)<br>• 46 (Overseas COLA)<br>• 65 (Family Separation Allowance)<br>• 60 (Officer clothing)<br>• 62 (E-7 and above clothing)<br>• 63 (Enlisted annual clothing allowance)<br>• 64 (E-6 and below partial clothing allowance)<br>• DB (SGLI)<br>• MG04 (State of Legal Residence) |
| 7.4 | Verify Direct Deposit (FID LH) properly posted in MMPA JJAA | Clerk verifies Direct Deposit (FID LH) properly posted in MMPA JJAA following Activity Gain.<br><br>Check MMPA JJAA after one update cycle but wait two update cycles before taking corrective action. |
| 7.5 | Did FID LH properly post in MMPA JJAA? | Did FID LH properly post in MMPA JJAA?<br><br>If No, go to 7.6.<br>If Yes, go to 7.9. |
| 7.6 | Does FID LH require Update or Start? | Does FID LH require Update or Start?<br><br>If Start, go to 7.7.<br>If Update, go to 7.8. |
| 7.7 | Create LH01 in NSIPS to match Reservist DDS | Clerk creates FID LH start (LH01) in NSIPS to match Reservist Direct Deposit Sign-Up (DDS) document selection, as required. |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| | document selection, as required | Based upon Reservist DDS selection, clerk creates FID LH start (LH01) in NSIPS.<br><br>Login to NSIPS: Pay Maintenance > Pay Deposit > Use > Pay Deposit-Create. Enter Reservist's SSN.<br><br>Clerk enters:<br>• Distribution Type: Select Direct Deposit<br>• Select Start (LH01)<br>• Effective Date: If before DFAS mid-month closeout, select first day of current month; if after DFAS mid-month closeout, select 16th day of current month<br>• Account #: Enter Reservist Account Number<br>• Transit Number: Enter Bank Routing Number<br>• Financial Institution: Select Reservist Financial Institution<br>• Account Type: Select Checking or Savings as applicable<br>Go to 7.9. |
| 7.8 | Create LH04 in NSIPS to match Reservist's DDS document selection, as required | Clerk creates Direct Deposit Update (LH04) in NSIPS to match Reservist's DDS document selection, as required.<br><br>Based upon Reservist DDS selection, clerk creates FID LH update (LH04) in NSIPS.<br><br>Login to NSIPS: Pay Maintenance > Pay Deposit > Use > Pay Deposit-Create. Enter Reservist's SSN.<br><br>Clerk enters:<br>• Distribution Type: Select Direct Deposit<br>• Select Change (LH04)<br>• Effective Date: If before DFAS mid-month closeout, select first day of current month; if after DFAS mid-month closeout, select 16th day of current month<br>• Account #: Enter Reservist Account Number<br>• Transit Number: Enter Bank Routing Number<br>• Financial Institution: Select Reservist Financial Institution<br>• Account Type: Select Checking or Savings as applicable |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 7.9 | Create Federal Tax Withholding (FID FJ) in NSIPS | Clerk creates Federal Tax Withholding (FID FJ) in NSIPS.<br>Based upon Reservist's W-4, clerk creates FID FJ in NSIPS. Refer to **DJMS PTG Part 7, Chapter 1, Section A** for guidance, as necessary.<br><br>If not already in NSIPS, login to NSIPS: Pay Maintenance > Taxes > Use > Tax Data. Enter Reservist's SSN.<br>Clerk enters:<br>• Select Federal Tax Data Panel<br>• Effective Date: If before DFAS mid-month closeout, select first day of current month; if after DFAS mid-month closeout, select first day of following month<br>• Tax Marital Status: As identified on W-4<br>• Number of Federal Income Tax Withholding Exemptions: As identified on W-4<br>• Federal Tax Additional Withholding Amount: As identified on W-4 |
| 7.10 | Create State Tax Withholding (FID FK) in NSIPS | Clerk creates State Tax Withholding (FID FK) in NSIPS.<br>Based upon Reservist's W-4 and State of Legal Residence, clerk creates FID FK in NSIPS. Refer to **DJMS PTG Part 7, Chapter 1, Section F** for guidance, as necessary.<br>If not already in NSIPS, login to NSIPS: Pay Maintenance > Taxes > Use > Tax Data. Enter Reservist's SSN.<br>Clerk enters:<br>• Select State Tax Data Panel<br>• Effective Date: If before DFAS mid-month closeout, select first day of current month; if after DFAS mid-month closeout, select first day of following month<br>• Tax Marital Status: As indicated on W-4, but may be exempt based upon state tax treatment of military serving on Active Duty outside of state of legal residence. Refer to DJMS PTG Part 7 Chapter 1 Section F for guidance, as necessary.<br>• Number of State Income Tax Withholding Exemptions: As identified on W-4<br>• State Tax Additional Withholding Amount: As identified on W-4 |
| 7.11 | Has Reservist been Recalled to Active Duty from an OCONUS location? | Has Reservist been Recalled to Active Duty from an OCONUS location?<br><br>If No, **go to 7.12**.<br>If Yes, **go to 7.13**. |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 7.12 | Process CONUS Housing entitlements | Clerk processes CONUS Housing entitlements.<br><br>Based upon Recall to Active Duty orders (type, duration, and location) and verified/updated NAVPERS 1070/602, clerk creates BAH for Reservist in NSIPS based upon Officer/Enlisted and dependency status in accordance with **JTR Chapter 10 Part E**. |
| 7.12.1 | Create BAQ entitlement (FID 35) in NSIPS | Clerk creates BAQ entitlement (FID 35) in NSIPS.<br><br>Login to NSIPS: Entitlements > Allowances > Use > Allowances-Create. Enter Reservist's SSN.<br><br>Clerk creates BAQ entitlement in accordance with **DJMS PTG Part 3 Chapter 2**. |
| 7.12.2 | Create VHA entitlement (FID 68) in NSIPS, if required | Clerk creates VHA entitlement (FID 68) in NSIPS, if required.<br><br>Note: If Reservist is single, VHA should auto-generate based upon BAQ start (3501).<br><br>If not already in NSIPS, login to NSIPS: Entitlements > Allowances > Use > Allowances-Create. Enter Reservist's SSN.<br><br>Clerk creates VHA entitlement in accordance with DJMS PTG Part 3 Chapter 8. |
| 7.12.3 | Is Reservist authorized CONUS COLA? | Is Reservist authorized CONUS COLA?<br>Based upon Recall to Active Duty orders (type, duration, and location) clerk verifies eligibility for CONUS COLA in accordance with **DoD FMR Vol 7A Chapter 67**. If eligible, clerk determines authorization by checking primary residence or permanent duty station zip code, as appropriate based upon type of recall orders, against DFAS CONUS COLA authorization at DoD Defense Travel/Per Diem website.<br>If Yes, go to 7.12.4.<br>If No, go to **7.14**. |
| 7.12.4 | Create CONUS COLA (FID 51) entitlement in NSIPS | Clerk creates CONUS COLA (FID 51) entitlement in NSIPS.<br>If not already in NSIPS, login to NSIPS: Entitlements > Allowances > Use > Allowances-Create. Enter Reservist's SSN.<br>Clerk creates CONUS COLA entitlement in accordance with DJMS PTG Part 3 Chapter 4 Section A.<br><br>**Go to 7.14**. |

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| 7.13 | Process OCONUS Housing entitlements | Clerk processes OCONUS Housing entitlements.<br><br>Based upon Reservist's current DD2367 and proof of mortgage/rental lease, clerk creates OHA in NSIPS in accordance with **DoD FMR Vol 7A Chapter 26**. |
| 7.13.1 | Create applicable OHA entitlement in NSIPS | Clerk creates applicable OHA entitlement in NSIPS.<br><br>If not already in NSIPS, login to NSIPS: Entitlements > Overseas Allowances > Use > Overseas Allowances-Create. Enter Reservist's SSN.<br><br>Clerk creates OHA entitlement in accordance with **DJMS PTG Part 3 Chapter 4 Section B**. |
| 7.13.2 | Create applicable OCONUS COLA entitlement in NSIPS | Clerk creates applicable OCONUS COLA entitlement in NSIPS.<br><br>Reservist receiving OHA will be entitled to OCONUS COLA. Verify against DoD Defense Travel/Per Diem website.<br><br>If not already in NSIPS, login to NSIPS: Entitlements > Overseas Allowances > Use > Overseas Allowances-Create. Enter Reservist's SSN.<br><br>Clerk creates OCONUS COLA entitlement in accordance with **DJMS PTG Part 3 Chapter 4 Section A**. |
| 7.14 | Is Reservist authorized FSA? | Is Reservist authorized FSA?<br><br>Clerk verifies eligibility in accordance with **DoD FMR Volume 7A, Chapter 27**.<br><br>If Yes, go to 7.15.<br>If No, go to 7.16. |
| 7.15 | Create FSA (FID 65) entitlement in NSIPS | Clerk creates FSA (FID 65) entitlement in NSIPS.<br><br>If not already in NSIPS, login to NSIPS: Entitlements > Allowances > Use > Allowances Create. Enter Reservist's SSN.<br><br>Clerk creates FSA entitlement in accordance with DJMS PTG Part 3 Chapter 3. |
| 7.16 | Process Reservist Clothing Allowances | Clerk processes Reservist Clothing Allowances. |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 7.16.1 | Is Reservist an Officer? | Is Reservist an Officer?<br><br>If Yes, go to 7.16.2.<br>If No, go to 7.16.3. |
| 7.16.2 | Create additional Active Duty uniform allowance (FID 60) in NSIPS, if authorized | Clerk creates additional Active Duty uniform allowance (FID 60) in NSIPS, if authorized.<br><br>Clerk determines if Officer is authorized clothing allowances in conjunction with Recall to Active Duty. Officers of Reserve Components may be entitled to an additional Active Duty uniform allowance as provided in **DoD FMR Chapter 30.**<br><br>If authorized, clerk processes Officer clothing allowance (FID 60) as stipulated in **DoD FMR Chapter 30**.<br><br>If not already in NSIPS, login to NSIPS: Entitlements > Clothing Allowances > Use > Clothing Allowances-Create. Enter Reservist's SSN.<br><br>Clerk creates Officer clothing allowance in accordance with **DJMS PTG Part 3 Chapter 6**.<br><br>**Go to 7.17**. |
| 7.16.3 | Create Enlisted annual clothing allowance (FID 63) in NSIPS | Clerk creates Enlisted annual clothing allowance (FID 63) in NSIPS.<br><br>Clerk determines if Enlisted Reservist is authorized Standard (Annual) Cash Clothing Replacement Allowance (FID 63), as provided in **DoD FMR Chapter 29**, in conjunction with Recall to Active Duty Orders.<br><br>If authorized, clerk processes Standard (Annual) Cash Clothing Replacement Allowance (FID 63), as stipulated in **DoD FMR Chapter 29**.<br><br>If not already in NSIPS, login to NSIPS: Entitlements > Clothing Allowances > Use > Clothing Allowances-Create. Enter Reservist's SSN.<br><br>Clerk enters:<br>• Select Initial Clothing Allowance<br>• Clothing Allowance Type: Select CMA (Initial Clothing Monetary Alw)<br>• Select Report |

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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| | | • Effective Date: Enter date of arrival at NRC based upon endorsed mobilization orders<br>• Entitlement Cd: Select appropriate Entitlement Code based upon rank (E-7 and above, E-6 and below)<br>• Actn Grp Indctr: Select appropriate Action Group Indicator based upon rank (E-7 and above, E-6 and below) and Active Duty service time (E-6 and below)<br><br>Refer to **DJMS PTG Part 3 Chapter 5**, as required.<br><br>Note 1: Active Duty service time (E-6 and below) is determined from Annual Statement of Service History (ASOSH) Point Capture Sheet. If unable to process enlisted annual clothing allowance (FID 63) in NSIPS, clerk/supervisor may need to process entitlement in DMO.<br><br>Note 2: Common outcome is that the 63 line will post in MMPA for a 0.00 dollar amount until the Service Member reaches the 12 month mark. |
| 7.16.4 | Is Reservist a Chief Petty Officer? | Is Reservist a Chief Petty Officer?<br><br>If Yes, go to 7.16.5.<br>If No, **go to 7.16.6**. |
| 7.16.5 | Create Special Initial Clothing Allowance (FID 62) in NSIPS, if authorized | Clerk creates Special Initial Clothing Allowance (FID 62) in NSIPS, if authorized.<br><br>Clerk determines if Chief Petty Officer is authorized Special Initial Clothing Allowance in conjunction with Recall to Active Duty. Chief Petty Officers may be entitled to Special Initial Clothing Allowance as provided in **DoD FMR Chapter 29**.<br><br>Note: Chief Petty Officers in the Navy Reserve who were advanced before 1 October 2009 were only paid a partial Special Initial Clothing Allowance and are entitled to a Partial Initial Clothing Allowance when recalled to Active Duty for 6 months or more.<br><br>If authorized, clerk processes Special Initial Clothing Allowance (FID 62), as stipulated in **DoD FMR Chapter 29**.<br><br>If not already in NSIPS, login to NSIPS: Entitlements > Clothing Allowances > Use > Clothing Allowances-Create. Enter Reservist's SSN.<br><br>Clerk enters: |

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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| | | • Select Additional Clothing Allowance<br>• Clothing Allowance Type: Select CAS (Clothing Allowance Spec Init)<br>• Select Report<br>• Effective Date: Enter date of arrival at NRC based upon endorsed Recall to Active Duty orders<br>• Special Init Cd: Select A (Promotion to Chief Petty Officer)<br>• Special Init Entl: Select 2 (Reduced Amount)<br><br>• Replacement Code: Select Male or Female Replacement Code as appropriate<br><br>Refer to **DJMS PTG Part 3 Chapter 5**, as required.<br>If unable to process Special Initial Clothing Allowance (FID 62) in NSIPS, clerk/supervisor may need to process entitlement in DMO.<br><br>**Go to 7.17**. |
| 7.16.6 | Is Reservist (E-6 and below) authorized PICMA? | Is Reservist (E-6 and below) authorized Partial Initial Clothing Monetary Allowance (PICMA)?<br><br>Clerk determines if Reservist (E-6 and below) is authorized PICMA in conjunction with Recall to Active Duty. Enlisted Reservists may be entitled to PICMA as provided in **DoD FMR Chapter 29**.<br><br>If Yes, go to 7.16.7.<br>If No, **go to 7.17**.<br><br>Note: PICMA may not be authorized in a given FY. Verify eligibility of/for entitlement prior to processing. |
| 7.16.7 | Create PICMA (FID 64) in NSIPS | Clerk creates PICMA (FID 64) in NSIPS.<br><br>If not already in NSIPS, login to NSIPS: Entitlements > Clothing Allowances > Use > Clothing Allowances-Create. Enter Reservist's SSN.<br><br>Clerk enters:<br>• Select Initial Clothing Allowance<br>• Clothing Allowance Type: Select CME (Clothing Monetary Allowance)<br>• Select Report |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| | | • Effective Date: Enter date of arrival at NRC based upon endorsed Recall to Active Duty orders<br>• Clothing Allw Initial Type Cd: Enter 5 (PICMA Naval Reserve Recalled to Active Duty)<br><br>Refer to **DJMS PTG Part 3 Chapter 5**, as required.<br><br>If unable to process PICMA (FID 64) in NSIPS, clerk/supervisor may need to process entitlement in DMO.<br>Note: PICMA is not always authorized. Verify entitlement prior to processing. |
| 7.17 | Is Reservist authorized ACIP entitlement? | Is Reservist authorized Aviation Career Incentive Pay (ACIP) entitlement?<br><br>Clerk refers to NPPSC Mobilization Checklist and Reservist Recall to Active Duty orders to determine whether entitlement is warranted. ACIP eligibility is authorized by email from NPC NAVRES Officer Status Branch, ACIP/HPSP/USUHS/FAP Program Manager.<br><br>Note: Clerk will need to email NPC POC to obtain authorization for ACIP entitlement.<br><br>If Yes, go to 7.18.<br>If No, go to 7.19. |
| 7.18 | Create ACIP in NSIPS | Clerk creates ACIP in NSIPS.<br><br>If not already in NSIPS, login to NSIPS: Entitlements > Incentive Pay > Use > Incentive Pay Create. Enter Reservist's SSN.<br><br>Clerk enters:<br>• Select Incentive Pay Type: ACIP (Aviation Career Incentive Pay)<br>• Select Start<br>• Enter Effective Date: DGAD<br>• Enter Aviation Commission Date (obtain from ACIP authorization email from NPC) |
| 7.19 | Does Reservist's SGLI/FSGLI election | Does Reservist's SGLI/FSGLI election require update?<br><br>Clerk reviews Reservist's Gain file to determine if SGLI election requires update. |

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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| | require update? | NMPS Expeditionary Screening Checklist requires review, update, and verification of Defense Enrollment Eligibility Reporting System (DEERS) and SGLI information within 30 days of DTG on orders. SGLI and FSGLI election updates should have been completed at the NRC.<br><br>Refer to **NAVADMIN 085/17**, as applicable. SGLI election, validation and election updates should only be manually processed in extenuating circumstances when Service Member does not have access to Servicemembers Group Life Insurance (SGLI) Online Enrollment System (SOES).<br><br>~~**NAVADMIN 085/17**~~ announced the launch of the Servicemembers Group Life Insurance (SGLI) Online Enrollment System (SOES). SOES is a web-based system available through My Navy Portal that allows Sailors to validate or change SGLI or Family SGLI (FSGLI) coverage amounts and beneficiaries quickly and easily without using paper forms. SOES is available 24 hours a day and provides detailed guidance to Sailors that enables them to make informed decisions on their life insurance policy elections.<br><br>Refer to SGLI and FSGLI SOPs, as required.<br>SGLI/FSGLI SOP:<br>**https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx**<br>If Yes, go to 7.20.<br>If No, **go to 7.22**. |
| 7.20 | Update SGLI (FID DB) election in NSIPS | Clerk updates SGLI (FID DB) election in NSIPS, only if required.<br><br>If not already in NSIPS, login to NSIPS: Personnel Maintenance > Deductions > Use > SGLI-Create. Enter Reservist's SSN.<br>• Select Change<br>• Coverage Plan: Select coverage Amount<br>• Election Date: Enter Effective Date within the current month |
| 7.21 | Submit updated SGLI election to NPC | Clerk submits updated SGLI election to NPC, only if required.<br><br>Clerk scans Reservist's updated SGLI election if not previously scanned in Step 1.<br><br>Updated SGLI election shall be submitted to Navy Personnel Command using the E-Sub application on BUPERS Online for filing in the Official Military Personnel File (OMPF). |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 7.23 | Verify pay allowances and/or entitlements post in MMPA JJAA | Clerk verifies pay allowances and/or entitlements post in MMPA JJAA. |
| 7.24 | Did pay allowances and/or entitlements post correctly? | Did pay allowances and/or entitlements post correctly?<br><br>Check MMPA JJAA allowances and/or entitlements after one update cycle but wait two update cycles before taking corrective action.<br><br>Clerk enters "E" in the New Required Field to verify all open entitlements/allowances posted correctly.<br><br>If No, go to 7.25.<br>If Yes, go to 7.26. |
| 7.25 | Determine reason for the posting delay | Clerk and supervisor determine the reason for the posting delay.<br><br>1. Clerk and supervisor research error codes to determine the cause of transaction failure.<br>2. Check message status inquiry in NSIPS for error code:<br>• If error is correctable, clerk corrects and resubmits pay allowances and entitlements to supervisor for audit and release in NSIPS or Defense MilPay Office (DMO), as applicable.<br>• If error is not correctable, supervisor submits trouble ticket to DFAS/NSIPS, as applicable.<br>Note: Clothing allowances may need to be processed through DMO.<br>Go to 7.24. |
| 7.26 | Archive copy of pay allowances and/or entitlements for Pay Retain file | Clerk archives copy of pay allowances and/or entitlements for Pay Retain file.<br><br>Effective 01 Dec 2021, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention in TRIM or local document retention system. The new file naming structure is:<br>• Last Name, then space<br>• First Name, then space<br>• Name of Entitlement |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 8 | Process travel claim and extensions | Process travel claim and extensions. |
| 8.1 | Did Reservist submit travel claim? | Did Reservist submit travel claim?<br><br>If Yes, go to 8.2.<br>If No, go to 8.3.<br><br>Note: Travel claim may be submitted directly to TSC by NMPS (Customer Command). |
| 8.2 | Forward travel claim to TSC via eCRM | Clerk forwards travel claim to TSC via eCRM, if required.<br><br>TSC processes travel claim. |
| 8.3 | Does Reservist require extensions? | Does Reservist require extensions?<br><br>Clerk may need to execute Reservist extensions to support recall orders.<br><br>If Reservist requires extensions, then Reservist will require both RES and ADR extensions based upon the manner in which the Strength Gain was processed.<br><br>If Yes, go to 8.4.<br>If No, go to 9. |
| 8.4 | Execute Reservist extensions | Clerk executes Reservist extensions.<br><br>Note: Clerk cannot process extension if Strength Gain did not post in LOPG. |
| 8.4.1 | Create RES extension in NSIPS | Clerk creates RES extension in NSIPS.<br><br>Login to NSIPS: Contract ADMIN > Extensions > Use > Extensions-Create.<br>Enter Reservist's SSN.<br>• Update Panel 1: Extensions<br>o Contract Type: RES (Reserve)<br>o Contract Status: Execute<br>o Extension Months (Other): Enter the number of months required to support execution of orders<br>o Ship/Duty Location<br>o Officer Name/Grade (Authorizing Official) |

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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| | | o Title (of Authorizing Official)<br><br>• Update Panel 2: Exceptions<br>o Contract Clause: Obligated Service for Orders (Contract Clause 034)<br>o Exceptions: Enter the Bureau of Naval Personnel (BUPERS) Order Number from Reservist Recall to Active Duty Orders<br><br>Note for Mobilizing Reservists: To account for respite absence entitlement and to avoid extension requirements upon demobilization, the following OBLISERVE requirements are recommended for Mobilizing Reservists:<br><br>Length of Orders/EREN:<br>• 365 days/15 months<br>• 380 days/15 months<br>• 400 days/16 months<br>• 420 days/16 months<br>• 450 days/17 months<br>• 470 days/18 months<br>• 500 days/19 months<br>• 510 days/19 months<br>• 540 days/20 months<br>• 600 days/22 months<br><br>Note: **NAVADMIN 242/09**, effective 01 Oct 2009, imposed the following restrictions on extensions:<br>• All extensions combined cannot extend a contract more than 24 months.<br>• A maximum of two extensions per contract is authorized. |
| 8.4.2 | Create PDF of RES extension and forward to CPPA for Reservist signature | Clerk creates PDF of RES extension and forwards to CPPA for Reservist signature.<br><br>Reservist signs RES extension. |
| 8.4.3 | Forward signed extension to clerk | CPPA forwards signed extension to clerk.<br><br>Clerk prints copy of RES extension for supervisor. |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 8.4.6 | Submit signed RES extension to NPC | Clerk submits signed RES extension to NPC.<br><br>RES extension shall be submitted to Navy Personnel Command using the E-Sub application on BUPERS Online for filing in the Official Military Personnel File (OMPF).<br>Archive scanned extension in the Gain file. |
| 8.4.7 | Create ADR extension in NSIPS | Clerk creates ADR extension in NSIPS.<br><br>Login to NSIPS: Contract ADMIN > Extensions > Use > Extensions-Create.<br>Enter Reservist's SSN.<br>• Update Panel 1: Extensions<br>  o Contract Type: ADR (Active Duty Reserve)<br>  o Contract Status: Execute<br>  o Extension Months (Other): Enter the number of months required to support execution of orders<br>  o Ship/Duty Location<br>  o Officer Name/Grade (Authorizing Official)<br>  o Title (of Authorizing Official)<br><br>• Update Panel 2: Exceptions<br>  o Contract Clause: ADOS/Mobilized Reserve (Contract Clause 047)<br>  o Exceptions: Enter Date Time Group (DTG) of Reservist Recall to Active Duty Orders<br>Note for Mobilizing Reservists: To account for respite absence entitlement and to avoid extension requirements upon demobilization, the following OBLISERVE requirements are recommended for Mobilizing Reservists:<br>Length of Orders/EREN:<br>• 365 days/15 months<br>• 380 days/15 months<br>• 400 days/16 months<br>• 420 days/16 months<br>• 450 days/17 months<br>• 470 days/18 months<br>• 500 days/19 months<br>• 510 days/19 months<br>• 540 days/20 months<br>• 600 days/22 months |

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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| | | Note: NAVADMIN 242/09, effective 01 Oct 2009, imposed the following restrictions on extensions:<br>• All extensions combined cannot extend a contract more than 24 months.<br>• A maximum of two extensions per contract is authorized. |
| 8.4.8 | Create PDF of ADR extension and forward to CPPA for Reservist signature | Clerk creates PDF of ADR extension and forwards to CPPA for Reservist signature.<br><br>Reservist signs ADR extension. |
| 8.4.12 | Submit signed ADR extension to NPC | Clerk submits signed ADR extension to NPC.<br><br>ADR extension shall be submitted to Navy Personnel Command using the E-Sub application on BUPERS Online for filing in the Official Military Personnel File (OMPF).<br><br>Archive scanned extension in Gain file. |
| 8.5 | Verify extensions post | Clerk verifies extensions post.<br><br>Verify both the RES and ADR extensions post in MMPA.<br><br>Clerk verifies after one update cycle but waits two update cycles before taking corrective action.<br>• Check MMPA LOPG Page 3 to verify RES extension posted. RESCON (Reserve Contract) should update to reflect the number of month(s) of the extension. This step verifies that extension updated at NPC.<br>• Check MMPA LOPG Page 3 to verify ADR extension posted. S-EAOS (Soft EAOS) should update to reflect the number of months of the extension. This step verifies that extension updated at NPC.<br>• Check MMPA JJAA to verify Soft EAOS, FID TU (Date of Separation), updated. FID TU should update to reflect the number of months of the extension. This step verifies that extension updated at DFAS. |
| 8.6 | Did executed extensions post? | Did executed extensions post?<br><br>If No, go to 8.7.<br>If Yes, go to 8.8. |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 8.7 | Determine reason for the posting delay | Clerk and supervisor determine the reason for the posting delay.<br>1. Clerk and supervisor research error codes to determine the cause of transaction failure.<br>2. Check message status inquiry in NSIPS for error code:<br>• If error is correctable, clerk corrects and resubmits extension(s) to supervisor for audit and release.<br>• If error is not correctable, supervisor submits trouble ticket to DFAS/NSIPS, as applicable.<br><br>Go to 8.6. |
| 8.8 | Archive copy of executed extensions in the Gain file | Clerk archives copy of executed extensions in the Gain file. |
| 8.9 | Has Recalled Reservist reported to ULDUSTA? | Has Recalled Reservist reported to Ultimate Duty Station (ULDUSTA)?<br><br>If No, go to 9.<br>If Yes, go to 8.10. |
| 8.10 | Audit and archive Personnel and Pay Retain files | Clerk audits and archives Personnel and Pay Retain files.<br><br>Personnel Retain file is comprised of Gain file documents and includes:<br>• Endorsed recall orders<br>• Strength Gain<br>• NAVPERS 1070/602 (Dependency Application)<br>• SGLV 8286 (Servicemembers' Group Life Insurance (SGLI) Election and Certificate), only if required<br>• SGLV 8286A (Family Coverage Election and Certificate), only if required<br>• RES and ADR Extensions executed to support recall orders<br><br>Go to Stop. |
| 9 | Process Activity Loss | Process Activity Loss.<br><br>DO NOT transfer Service Member from NMPS (CONUS processing location) until Strength Gain has posted and pay account has opened. |

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| | | Exception 1: Service Members may transfer from NMPS to INCONUS training assignments without an open Active Duty Pay Account if Expeditionary Combat Readiness Center (ECRC) approval is obtained prior to transfer.<br><br>Exception 2: Service Members may transfer from NMPS to Ultimate Duty Station (INCONUS or OCONUS) without an open Active Duty Pay Account if Navy Expeditionary Combat Command (NECC) approval is obtained prior to transfer. |
| 9.3 | Initiate Strength Loss in NSIPS | Clerk initiates Strength Loss in NSIPS.<br><br>Recalled Reservists will be demobilized and returned to NRC upon receipt of orders modification or demobilization orders, as appropriate. DD214 is not required because Reservist was not found qualified for orders.<br><br>Refer to RC Demobilization SOP:<br>**https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx**<br>or<br>Separations SOP:<br>**https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx**<br><br>for Strength Loss procedure, as appropriate.<br><br>Go to Stop. |
| 9.7 | Did Reservist request Advance Pay? | Did Reservist request Advance Pay?<br><br>Note: Clerk waits until verification that Reservist cleared medical screening before processing Advance Pay to prevent an overpayment and resultant indebtedness in the event Reservist is unable to be recalled to Active Duty.<br>If Yes, go to 9.8.<br>If No, **go to 9.9**. |
| 9.8 | Forward Advance Pay request to MILPAY for processing | Clerk forwards Advance Pay request to MILPAY for processing.<br><br>Per NPC guidance, Reservist is limited to one month's Advance Pay with a 3-month pay back schedule.<br><br>Note: If Reservist Pay Account did not open, then clerk cannot create Advance Pay since there is no account to send the payment. |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 9.9 | Create Activity Loss in NSIPS, if required | Clerk creates Activity Loss in NSIPS, if required.<br><br>The servicing TSC will track and process all intermediate activity prior to the Service Member reporting to their final station. Then the receiving TSC will gain the Service Member. When the Reservist departs the NMPS site enroute for training, the servicing TSC will process an Activity Loss to the "Ultimate Duty Station". The TSC servicing the NMPS site that processed the Reservist will continue to support the Service Member's pay/personnel accounts, and any issues that arise, during any training enroute, prior to "Entering Theater". Activity Gains will not be processed at intermediate duty stations.<br><br>Login to NSIPS: Losses > Activity Loss > Use > Activity Loss-Create. Enter Reservist's SSN.<br>• Update Panel 1: Activity Loss<br>o Loss Departure Date: Date of detachment from NMPS<br>o Loss Reason: OT1 (Officers) or MB1 or DT1, as appropriate (Enlisted)<br>o UIC Report to: Enter UIC of Ultimate Duty Station from Recall to Active Duty orders<br>o UIC Ultimate Duty Station: Enter UIC of Ultimate Duty Station from Recall to Active Duty orders<br>o Proceed Time, Travel Time, Leave Days, update as applicable<br>o Movement Reason Code: Operational |
| 9.10 | Archive copy of Activity Loss for Gain file | Clerk archives copy of Activity Loss for Gain file. |
| 9.12 | Verify Activity Loss posts | Clerk/Supervisor verifies Activity Loss posts in MMPA.<br><br>Clerk verifies after one update cycle but waits two update cycles before taking corrective action. |
| 9.12.1 | Did Activity Loss post? | Did Activity Loss post?<br><br>If No, go to 9.12.2.<br>If Yes, go to 9.13. |
| 9.12.2 | Determine reason for the posting delay | Clerk and supervisor determine the reason for the posting delay.<br><br>1. Clerk and supervisor research error codes to determine the cause of transaction failure. |

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| | | 2. Check message status inquiry in NSIPS for error code:<br>• If error is correctable, clerk corrects and resubmits Activity Loss to supervisor for audit and release in NSIPS.<br>• If error is not correctable, supervisor submits trouble ticket to DFAS/NSIPS, as applicable.<br>Go to 9.12.1. |
| 9.13 | Archive copy of Activity Loss for Gain file | Clerk archives copy of Activity Loss for Gain file. |
| 9.14 | Audit and archive Personnel and Pay Retain files | Clerk audits and archives Personnel and Pay Retain files.<br>Personnel Retain file is comprised of Gain file documents and includes:<br>• Endorsed recall orders<br>• Strength Gain<br>• NAVPERS 1070/602 (Dependency Application)<br>• SGLV 8286 (Servicemembers' Group Life Insurance (SGLI) Election and Certificate), only if required<br>• SGLV 8286A (Family Coverage Election and Certificate), only if required<br>• RES and ADR Extensions executed to support recall orders<br>• Activity Loss |
| 10 | Process Activity Gain and entitlements at Ultimate Duty Station, if required | Process Activity Gain and Entitlements at Ultimate Duty Station, if required. |
| 10.1 | Process Activity Gain to ULDUSTA | Clerk processes Activity Gain to Ultimate Duty Station (ULDUSTA).<br>Clerk refers to Receipts Process, as required:<br>**https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx** |
| 10.1.1 | Create Activity Gain in NSIPS | Clerk creates Activity Gain in Navy Standard Integrated Personnel System (NSIPS).<br>Note: Ensure Service Member's BAH entitlement is verified, and the appropriate data fields are completed on "Delay in Reporting" Panel of Gain transaction. Refer to **MPA 43/09**, as required. |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 10.1.2 | Submit Activity Gain to supervisor for audit and release | Clerk submits Activity Gain to supervisor for audit and release. |
| 10.1.4 | Did Activity Gain post? | Did Activity Gain post?<br><br>If No, go to 10.1.5.<br>If Yes, go to 10.2. |
| 10.1.5 | Determine reason for posting delay | Clerk and supervisor determine reason for posting delay.<br><br>1. Check message status inquiry in Navy Standard Integrated Personnel System (NSIPS) for error code.<br>2. Research reason for error in NSIPS:<br>• If error is correctable, correct and resubmit.<br>• If error is not correctable, submit NSIPS trouble ticket or contact DFAS, as applicable.<br><br>Go to 10.1.4. |
| 10.2 | Verify entitlements and allowances | Clerk verifies entitlements and allowances.<br><br>Clerk refers to appropriate Pay process, as required: **https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx** |
| 10.2.1 | Verify and create entitlements and allowances based upon duty assignment | Clerk verifies and creates entitlements and allowances based upon duty assignment.<br><br>In addition to the entitlements and allowances identified in Section 3 of this SOP, the clerk verifies additional entitlements in accordance with the appropriate section of the **DoD FMR** and starts entitlements in accordance with the appropriate section of the PTG based upon orders, orders duration, and duty assignment. Additional entitlements may include, but are not limited to:<br>• 14 - Hardship Duty Pay<br>• 23 - CZTE-HFP/IDP<br>• Hazardous Duty Pay (as specified in the orders)<br>o 10 – Demolition Pay<br>o 15 – Parachute Pay<br>o 21 – Diving Pay |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| | | o 11 – Flight Deck Pay<br>• 24 – Special Pay for Medical Corps Officers<br>• 20 – Special Pay for Dental Corps Officers<br>• 12 – Flight Pay<br>• 02 – Foreign Language Proficiency Pay (FLPP)<br>• 27 – Career Sea Pay (CSP)<br>• 30 – Special Duty Assignment Pay (SDAP – 180 days or more) |
| 10.2.2 | Submit all appropriate entitlements and allowances to supervisor for audit and release | Clerk submits all appropriate entitlements and allowances to supervisor for audit and release.<br><br>Supervisor releases entitlements and allowances, as required. |
| 10.2.3 | Did all entitlements post? | Did all entitlements post?<br>Check MMPA JJAA allowances and/or entitlements after one update cycle but wait two update cycles before taking corrective action.<br>Clerk enters "E" in the New Required Field to verify all open entitlements/allowances posted correctly.<br>If No, go to 10.2.4.<br>If Yes, go to 10.3. |
| 10.2.4 | Determine reason for posting delay | Clerk and supervisor determine reason for posting delay.<br>1. Check message status inquiry in NSIPS for error code.<br>2. Research reason for error in NSIPS:<br>• If error is correctable, correct and resubmit.<br>• If error is not correctable, contact supervisor and submit NSIPS trouble ticket or contact DFAS, if needed.<br>Go to 10.2.3. |
| 10.3 | Audit and archive Personnel and Pay Retain files | Clerk audits and archives Personnel and Pay Retain files.<br><br>Refer to Receipts SOP for Personnel Retain file: **https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx** |
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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 3 | Prepare for Reservist deployment processing | Prepare for Reservist deployment processing at servicing NMPS and TSC.<br><br>Refer also to **NAVADMIN 030/15**, Transition Goals, Plans, Success **NAVADMIN #6**, Reserve Component Guidance, for departing RC Demobilization and OCONUS ADOS requirements. |
| 3.4 | Receive bi-weekly forecast report from NMPS | Supervisor receives bi-weekly forecast report from NMPS.<br><br>NMPS activities provide weekly reports from PER-4G to TSC Reserve Component (RC) Mobilization/Demobilization Supervisors. Reports generally indicate workload (Reservists reporting for mobilization/demobilization) for the upcoming week, as well as projected workload for the next two months. These reports serve as a workload planning tool for RC Mobilization/Demobilization Supervisors. The reports often include:<br>• RC mobilization/demobilization personnel<br>• Global Support Assignments (GSA) – Active Duty Officers<br>• Overseas Contingency Operations (OCO) Support Assignments (OSA) – Active Duty Enlisted Personnel<br>• Individual Augmentation Manpower Management (IAMM) personnel<br>• RC Active Duty Operational Support (ADOS) personnel<br><br>Note: RC Mobilization/Demobilization Supervisor is intended to be inclusive of Global Support Services Supervisor, Separations Branch Supervisor, etc., as applicable at individual TSC activities. |
| 3.5 | Assign Mobilizing Reservist to clerk | Supervisor assigns Mobilizing Reservist to clerk for deployment processing. |
| 5 | Receive Reservist Gain package from NMPS or supported command | Receive Reservist Gain Package from NMPS or supported command. |
| 5.1 | Receive and review Gain package | Clerk/Supervisor receives, and reviews Gain package.<br><br>Gain package contents include, as applicable:<br>• Recall to Active Duty orders with endorsements for NRC/NMPS, as applicable<br>• NPPSC Mobilization Checklist<br>• SF 1199A (Direct Deposit Sign-Up Form) |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| | | • W-4 (Employee's Withholding Allowance Certificate)<br>• DD 2058 (State of Legal Residence Certificate)<br>• DD 2058-1 (Tax Exemption Test Certificate, State Income)<br>• DD 1561 (Statement to Substantiate Payment of Family Separation Allowance)<br>• DD 2367 (Individual Overseas Housing Allowance (OHA) Report)<br>• NAVPERS 1070/613 (Administrative Remarks) for the following:<br>  o Dual Pay Prohibition (MILPERSMAN 7220-380 Pension/Disability Compensation)<br>  o AIP (MILPERSMAN 1050-272)<br>• DD 1351-2 (Travel Voucher or Subvoucher), for out-of-area Reservists<br>• DD 2560 (Advance Pay Certification/Authorization), if desired<br>• NAVPERS 1070/602 (Dependency Application)<br>• SGLV 8286 (Servicemembers' Group Life Insurance (SGLI) Election and Certificate), only if required<br>• SGLV 8286A (Family Coverage Election and Certificate (FSGLI)), only if required<br><br>Note: Gain file is synonymous with Mobilization file, Personnel Retain working file, etc. Some Gain file documents will eventually comprise the Personnel and Pay Retain files. |
| 5.4 | Access Reservist's BOL - ASOSH | Clerk/Supervisor accesses Reservist's Bureau of Personnel (BUPERS) Online (BOL) - Annual Statement of Service History (ASOSH) and adds to Gain package.<br><br>Clerk uses BOL ASOSH to calculate Active Duty Service Date (ADSD) for Panel 1 of the Strength Gain in accordance with **MILPERSMAN 1000-030**. |
| 6 | Process Strength Gain | Process Strength Gain.<br><br>DO NOT transfer Service Member from NMPS (CONUS processing location) until Strength Gain has posted and pay account has opened.<br><br>Exception 1: Service Members may transfer from NMPS to INCONUS training assignments without an open Active Duty Pay Account if Expeditionary Combat Readiness Center (ECRC) approval is obtained prior to transfer.<br><br>Exception 2: Service Members may transfer from NMPS to Ultimate Duty Station (INCONUS or OCONUS) without an open Active Duty Pay Account if Navy Expeditionary Combat Command (NECC) approval is obtained prior to transfer. |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 6.1 | Assign Recalled Reservists to clerk for Recall to Active Duty processing | Supervisor assigns Recalled Reservists to clerk for Recall to Active Duty processing.<br><br>Reservist, or a group of Reservists, may have already been assigned to a specific clerk pre-arrival or upon arrival of Reservist at NMPS. |
| 6.9 | Audit and release Strength Gain in NSIPS | Supervisor audits and releases Strength Gain in NSIPS.<br><br>Note: Active Duty Personnel Supervisors will no longer be able to act as final approval authority for Reenlistments, Extensions, Conversion/Reversion, Gain Functional Identification Numbers (FIDS), Legal, Casualty Losses, Allotments, Special Duty Assignment Pay (SDAP), Service Dates, and Retain in Service. Once an Active Duty Personnel Supervisor approves the transaction, they will be required to route to a Pay Clerk or Pay Supervisor. The Pay Supervisor will be the final approval authority.<br><br>If a current Active Duty Personnel Supervisor does not have a Pay Clerk or Pay Supervisor as the next Role in the workflow routing chain, they will receive the following error: *"To comply with DoD FMR, Volume 5 (Separation of Duties), this transaction must be approved by a Pay Supervisor. Please add a Pay Clerk and/or Pay Supervisor to your Personnel Supervisor Account."* When the Active Duty Personnel Supervisor clicks OK to clear this message, they will receive the normal Route to Operator where they can enter the Operator ID of a Pay Clerk or Pay Supervisor. |
| 6.16 | Research reason pay account failed to open and record reject code and reason | Clerk/Supervisor research reason pay account failed to open and record reject code and reason. |
| 6.16.1 | Submit trouble ticket to DFAS POC to resolve pay account discrepancy | Supervisor submits trouble ticket to Defense Finance and Accounting Service (DFAS) Point of Contact (POC) to resolve pay account discrepancy.<br><br>If a Service Member's pay account opens in a "V" status (account is not in an active status/account is closed), TSC will submit DFAS trouble ticket via DFAS-CCL-mobilization email address with a priority to get fixed. If |

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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| | | the pay account has not opened in 3 days, TSC will engage with a DFAS supervisor to resolve the issue. OCONUS assigned Reservists MAY NOT detach from NMPS (CONUS processing location) until the pay account is established. |
| 7 | Establish pay allowances and entitlements | Establish pay allowances and entitlements.<br><br>Pay allowances and entitlement cannot be processed until Reservist's pay account is open in an "A" Status. If Reservist's pay account is in a "V" status, proceed to Step 4, and return to Step 3 when pay account opens. |
| 7.22 | Audit and release pay allowances and/or entitlements in NSIPS | Supervisor audits and releases pay allowances and/or entitlements in NSIPS. |
| 7.25 | Determine reason for the posting delay | Clerk and supervisor determine the reason for the posting delay.<br><br>1. Clerk and supervisor research error codes to determine the cause of transaction failure.<br>2. Check message status inquiry in NSIPS for error code:<br>• If error is correctable, clerk corrects and resubmits pay allowances and entitlements to supervisor for audit and release in NSIPS or Defense MilPay Office (DMO), as applicable.<br>• If error is not correctable, supervisor submits trouble ticket to DFAS/NSIPS, as applicable.<br>Note: Clothing allowances may need to be processed through DMO. Go to 7.24. |
| 8 | Process travel claim and extensions | Process travel claim and extensions. |
| 8.4 | Execute Reservist extensions | Clerk executes Reservist extensions.<br><br>Note: Clerk cannot process extension if Strength Gain did not post in LOPG. |
| 8.4.4 | Review and sign RES extension | Supervisor reviews and signs RES extension. |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 8.4.5 | Audit and release RES extension in NSIPS | Supervisor audits and releases RES extension in NSIPS.<br><br>Note: Active Duty Personnel Supervisors will no longer be able to act as final approval authority for Reenlistments, Extensions, Conversion/Reversion, Gain Functional Identification Numbers (FIDS), Legal, Casualty Losses, Allotments, Special Duty Assignment Pay (SDAP), Service Dates, and Retain in Service. Once an Active Duty Personnel Supervisor approves the transaction, they will be required to route to a Pay Clerk or Pay Supervisor. The Pay Supervisor will be the final approval authority.<br><br>If a current Active Duty Personnel Supervisor does not have a Pay Clerk or Pay Supervisor as the next Role in the workflow routing chain, they will receive the following error: *"To comply with DoD FMR, Volume 5 (Separation of Duties), this transaction must be approved by a Pay Supervisor. Please add a Pay Clerk and/or Pay Supervisor to your Personnel Supervisor Account."* When the Active Duty Personnel Supervisor clicks OK to clear this message, they will receive the normal Route to Operator where they can enter the Operator ID of a Pay Clerk or Pay Supervisor. |
| 8.4.10 | Review and sign ADR extension | Supervisor reviews and signs ADR extension. |
| 8.4.11 | Audit and release ADR extension in NSIPS | Supervisor audits and releases ADR extension in NSIPS.<br><br>Note: Active Duty Personnel Supervisors will no longer be able to act as final approval authority for Reenlistments, Extensions, Conversion/Reversion, Gain Functional Identification Numbers (FIDS), Legal, Casualty Losses, Allotments, Special Duty Assignment Pay (SDAP), Service Dates, and Retain in Service. Once an Active Duty Personnel Supervisor approves the transaction, they will be required to route to a Pay Clerk or Pay Supervisor. The Pay Supervisor will be the final approval authority.<br><br>If a current Active Duty Personnel Supervisor does not have a Pay Clerk or Pay Supervisor as the next Role in the workflow routing chain, they will receive the following error: *"To comply with DoD FMR, Volume 5 (Separation of Duties), this transaction must be approved by a Pay Supervisor. Please add a Pay Clerk and/or Pay Supervisor to your Personnel Supervisor Account."* When the Active Duty Personnel Supervisor clicks OK to clear this message, they will receive the normal Route to Operator where they can enter the Operator ID of a Pay Clerk or Pay Supervisor. |

| SUPERVISOR | | |
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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| 8.7 | Determine reason for the posting delay | Clerk and supervisor determine the reason for the posting delay.<br>1. Clerk and supervisor research error codes to determine the cause of transaction failure.<br>2. Check message status inquiry in NSIPS for error code:<br>• If error is correctable, clerk corrects and resubmits extension(s) to supervisor for audit and release.<br>• If error is not correctable, supervisor submits trouble ticket to DFAS/NSIPS, as applicable.<br><br>Go to 8.6. |
| 9 | Process Activity Loss | Process Activity Loss.<br><br>DO NOT transfer Service Member from NMPS (CONUS processing location) until Strength Gain has posted and pay account has opened.<br><br>Exception 1: Service Members may transfer from NMPS to INCONUS training assignments without an open Active Duty Pay Account if Expeditionary Combat Readiness Center (ECRC) approval is obtained prior to transfer.<br><br>Exception 2: Service Members may transfer from NMPS to Ultimate Duty Station (INCONUS or OCONUS) without an open Active Duty Pay Account if Navy Expeditionary Combat Command (NECC) approval is obtained prior to transfer. |
| 9.11 | Audit and release Activity Loss in NSIPS | Supervisor audits and releases Activity Loss in NSIPS. |
| 9.12 | Verify Activity Loss posts | Clerk/Supervisor verifies Activity Loss posts in MMPA.<br><br>Clerk verifies after one update cycle but waits two update cycles before taking corrective action. |
| 9.12.2 | Determine reason for the posting delay | Clerk and supervisor determine the reason for the posting delay.<br><br>1. Clerk and supervisor research error codes to determine the cause of transaction failure.<br>2. Check message status inquiry in NSIPS for error code:<br>• If error is correctable, clerk corrects and resubmits Activity Loss to supervisor for audit and release in NSIPS. |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| | | • If error is not correctable, supervisor submits trouble ticket to DFAS/NSIPS, as applicable.<br><br>Go to 9.12.1. |
| 10 | Process Activity Gain and entitlements at Ultimate Duty Station, if required | Process Activity Gain and Entitlements at Ultimate Duty Station, if required. |
| 10.1.3 | Audit and release Activity Gain in NSIPS | Supervisor audits and releases Activity Gain in NSIPS.<br><br>Note: Active Duty Personnel Supervisors will no longer be able to act as final approval authority for Reenlistments, Extensions, Conversion/Reversion, Gain Functional Identification Numbers (FIDS), Legal, Casualty Losses, Allotments, Special Duty Assignment Pay (SDAP), Service Dates, and Retain in Service. Once an Active Duty Personnel Supervisor approves the transaction, they will be required to route to a Pay Clerk or Pay Supervisor. The Pay Supervisor will be the final approval authority.<br><br>If a current Active Duty Personnel Supervisor does not have a Pay Clerk or Pay Supervisor as the next Role in the workflow routing chain, they will receive the following error: *"To comply with DoD FMR, Volume 5 (Separation of Duties), this transaction must be approved by a Pay Supervisor. Please add a Pay Clerk and/or Pay Supervisor to your Personnel Supervisor Account."* When the Active Duty Personnel Supervisor clicks OK to clear this message, they will receive the normal Route to Operator where they can enter the Operator ID of a Pay Clerk or Pay Supervisor. |
| 10.1.5 | Determine reason for posting delay | Clerk and supervisor determine reason for posting delay.<br><br>1. Check message status inquiry in Navy Standard Integrated Personnel System (NSIPS) for error code.<br>2. Research reason for error in NSIPS:<br>• If error is correctable, correct and resubmit.<br>• If error is not correctable, submit NSIPS trouble ticket or contact DFAS, as applicable.<br><br>Go to 10.1.4. |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 10.2.4 | Determine reason for posting delay | Clerk and supervisor determine reason for posting delay.<br><br>1. Check message status inquiry in NSIPS for error code.<br>2. Research reason for error in NSIPS:<br>• If error is correctable, correct and resubmit.<br>• If error is not correctable, contact supervisor and submit NSIPS trouble ticket or contact DFAS, if needed.<br><br>Go to 10.2.3. |
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# COMMAND CAREER COUNSELOR (CCC)

| STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| 2.9 | Conduct, document, and report pre-separation counseling | CCC conducts, documents, and reports pre-separation counseling.<br><br>The **Veterans Opportunity to Work Act of 2011** mandates Transition GPS attendance for all personnel released from title 10 active-duty periods of 180 days or more. Department of Defense policy requires eligible personnel, including qualifying RC personnel, to:<br>a. Receive pre-separation counseling and complete the DD 2648 eForm documenting the pre-separation counseling;<br>b. Attend the Department of Labor Employment Workshop (DOLEW), unless exempt;<br>c. Attend Veterans Affairs (VA) benefits briefings;<br>d. Complete the Service Member*s Individual Transition Plan and verify/document CRS achievement on the DD 2648 eForm.<br><br>Per **NAVADMIN 030/15** pre-separation counseling should be performed and reported during Service Member's mobilization processing<br><br>Personnel voluntarily separating may access transition services 12 months prior to their separation date. A Service Member's characterization of service, including "other than honorable," "dishonorable," or "bad conduct" discharge, does not affect eligibility to participate in the core components of TAP. Pre-separation counseling shall commence as soon as possible during the 12 month period preceding the anticipated separation date.<br><br>Counseling shall include at a minimum:<br>• Completion of DD2648 eForm, Pre-Separation Counseling Checklist (Needs Assessment)<br>• VA e-Benefits registration<br>• Issuing of ITP and completion of Block 1, Section I<br>• Discuss required documentation for attending Transition GPS/TAP<br>• Schedule Service Member for Transition GPS or VA Benefits Briefing (for exempt Service Members only)<br><br>Note 1: No Service Members, including Reservists, are exempt from participating in pre-separation counseling or the VA Benefits Briefing. |

| STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| | | Reporting requirements: Command transition/career counselors will use the Defense Manpower Data Center's (DMDC) web based TAP applications online tool available at: http://www.dmdc.osd.mil/tacl/ or https://dodtap.mil/ to conduct and document pre-separation counseling for active component Service Members and for deactivating/ demobilizing National Guard and Reserve Service Members (DD 2648 eForm).<br><br>Note 2: If DD 2648 eForm cannot be accessed in the DOD Transition Assistance Program (DODTAP) application, then CCC conducts pre-separation counseling using DD 2648 hardcopy form. The information is subsequently transferred to the DMDC web based TAP application, when available. |
| 2.9.1 | Conduct pre-separation counseling | CCC conducts pre-separation counseling.<br><br>Pre-Separation Counseling is mandatory counseling that is provided to eligible Service Members by TAP staff or command career counselors to inform members of services, benefits, curriculum, assessments, career readiness standards (CRS) deliverables, and individual transition plan (ITP) during and after their separation, retirement, or release from active duty.<br><br>Pre-Separation Counseling is to be conducted within a 90-day statutory window. Pre-Separation Counseling completed with 89 days or less remaining on Active Duty will require a justification/remark on the DD 2648 eForm.<br><br>A Guide for Pre-Separation Counseling Checklist to assist in completing the DD2648 can be found at: https://www.mynavyhr.navy.mil/Career-Management/Transition/Transition-TAP/<br><br>Command transition/career counselors use the DMDC web based TAP applications online tool available at: http://www.dmdc.osd.mil/tacl/ or https://dodtap.mil/ to conduct and document pre-separation counseling for active component Service Members and for deactivating/demobilizing National Guard and Reserve Service Members (DD 2648 eForm) |
| 2.9.2 | Document and report pre-separation counseling | CCC documents and reports pre-separation counseling.<br><br>CCC/collateral duty career counselors are responsible for completion and submission of DD 2648 eForm online as required by law.<br><br>To obtain access to DMDC/TAP, CCC must complete SAAR Form DD2875: |

| COMMAND CAREER COUNSELOR (CCC) | | |
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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| | | • Complete Parts I (block 11 MUST be digitally signed using a CAC), II and III<br>• Email completed SAAR to: **tom.albert@navy.mil** or **david.greene@navy.mil**<br>• Contact OPNAV N135F, 901-874-4254 or 901-874-6545 for additional guidance |
| 2.9.3 | Login to DoDTAP webpage | CCC/Service Member login to DoDTAP webpage<br><br>Access DoDTAP website at **https://dodtap.mil/** **or** **https://dodtap.mil/login.html**, as required.<br><br>The Service Member has the capability to initiate the DD 2648 eForm and populate personal information through the Service Members and Veterans quick launch, otherwise the CCC/Transition Counselor can initiate the DD 2648 eForm during the pre-separation counseling session with the Service Member<br><br>Note: If Service Member is unable to access an online form due to disconnected operations, a manual hardcopy form may be completed. CCC provides instructions to Service Member if this is the case. |
| 2.9.4 | Create new/open existing DD 2648 eForm for Service Member | CCC/Service Member create new/open existing DD 2648 eForm for Service Member<br><br>Note: The eForm does not allow two people to access the form at the same time for version control reasons. Ensure that the Service Member is instructed to sign out of their eForm every time they access it.<br><br>1. Login to DoDTAP for Managers and Counselors<br>2. On the main page, with your mouse, highlight the Transition Documents TAB at the top of the page.<br>3. Within the transition documents menu click create New/Open eForm<br>4. In the DoD ID number box enter the Service member's DoD ID number.<br><br>Note: If a DoD ID is not available, click the use SSN box and access the client record by SSN. |

| COMMAND CAREER COUNSELOR (CCC) | | |
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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 2.9.5 | Complete/verify the DD 2648 eForm - Service Member Personal Information | Service Member/CCC completes/verifies the DD 2648 eForm - Service Member Personal Information<br><br>The majority of the items in the Service Member Personal Information section of the eForm will be pre-populated with Service Members' information from DEERS upon entering the DoD identification number. If you are using the eForm enterprise solution, all data will be collected in real-time as you go through the transition process.<br><br>Refer to the eForm Job Aid for Managers and Counselors (Pre-Separation Counseling)<br>Note 1: Block numbers within the online eForm DO NOT correspond to Block numbers on the printed pdf.<br><br>When entering the client record for the first time please review blocks 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, and 16 for errors.<br>• If there are errors, please advise the Service member to report errors to their CPPA and supporting TSC<br>• If there are no errors update<br>If SM completed and signed their pre-separation using self-service then REVIEW blocks 8, 15, 17, 18, 19, 20, 21, 22, 23, and 24.<br><br>Note 2: If the Service Member completed this section of the eForm via self-service, CCC reviews data entries for accuracy and corrects/updates as required. |
| 2.9.6 | Complete the Pre-Separation Counseling section of the eForm | CCC/Service Member completes the Pre-Separation Counseling section of the eForm.<br><br>Refer to the eForm Job Aid for Managers and Counselors (Pre-Separation Counseling).<br><br>CCC/Service Member completes the Pre-Separation Needs Assessment section of the eForm.<br>CCC/Service Member completes the Warm Handovers to supporting agencies section of the eForm, only if applicable.<br><br>Note: If the Service Member completed any of these sections of the eForm via self-service, CCC reviews data entries for accuracy and corrects/updates as required. |

| COMMAND CAREER COUNSELOR (CCC) | | |
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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| 2.9.7 | Review, sign, and print copy of Pre-Separation counseling DD2648 | CCC/Service Member review, sign, and print copy of Pre-Separation Counseling DD2 648<br><br>Ensure all data elements have been completed and click the button to sign. A box will open and click yes to acknowledge signature.<br><br>Note 1: Until the required fields are filled out correctly and completely, participants will not have an option to sign form. If the Service Member signed the form during self-service and the form has been filled out completely. it will allow the counselor to sign immediately. If the eForm does not allow you to sign, please save the form by clicking the save button (Top right) and the eForm will provide a red box around any errors you may have.<br><br>Note 2: If the SM did not sign in self-service, have the service member access the self-service application (they can use any electronic device with connectivity) by putting in their username and password, accessing the eForm and signing.<br><br>CCC prints completed Pre-Separation counseling eForm.<br><br>CCC provides a copy to Service member, and ensures a copy is placed in the service record and retained on file for two years. |
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| NMPS MOBILIZATION TEAM | | |
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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 3 | Prepare for Reservist deployment processing | Prepare for Reservist deployment processing at servicing NMPS and TSC.<br><br>Refer also to **NAVADMIN 030/15**, Transition Goals, Plans, Success **NAVADMIN #6**, Reserve Component Guidance, for departing RC Demobilization and OCONUS ADOS requirements. |
| 3.1 | Review bi-weekly forecast report from PERS-4G | NMPS Mobilization Team reviews bi-weekly forecast report from PERS-4G.<br><br>The report includes the following personnel categories:<br>• RC mobilization/demobilization personnel<br>• Global Support Assignments (GSA) – Active Duty Officers<br>• Overseas Contingency Operations (OCO) Support Assignments (OSA) – Active Duty Enlisted Personnel<br>• Individual Augmentation Manpower Management (IAMM) personnel<br>• RC Active Duty Operational Support (ADOS) personnel |
| 3.2 | Identify Mobilizing Reservists | NMPS Mobilization Team identifies Mobilizing Reservists that will deploy through servicing NMPS and TSC. |
| 3.3 | Send bi-weekly forecast report from PERS-4G to servicing TSC | NMPS Mobilization Team sends bi-weekly forecast report from PERS-4G to servicing TSC.<br><br>The report includes the following personnel categories:<br>• RC mobilization/demobilization personnel<br>• Global Support Assignments (GSA) – Active Duty Officers<br>• Overseas Contingency Operations (OCO) Support Assignments (OSA) – Active Duty Enlisted Personnel<br>• Individual Augmentation Manpower Management (IAMM) personnel<br>• RC Active Duty Operational Support (ADOS) personnel<br><br>Note: RC Mobilization/Demobilization Supervisor is intended to be inclusive of Global Support Services Supervisor, Separations Branch Supervisor, etc., as applicable at individual TSC activities. |
| 4 | Initiate NMPS Processing | Initiate NMPS Processing.<br><br>To ensure timely processing and meet the contingency augmentation deployment time requirements, NMPSs will target processing each Reservist within 96 hours from when Service Member officially reports to the NMPS.<br><br>Processing onto extended Active Duty (i.e., mobilizing) occurs at the NMPS and involves establishing an AC Master Military Pay Account, gaining to AC |

| NMPS MOBILIZATION TEAM | | |
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| | | personnel systems, performing medical, dental, legal screening, Defense Enrollment Eligibility System (DEERS) enrollment, Active Duty ID card issue, and all corrective actions that ensure completion of all the above requirements.<br><br>NMPSs are structured with function-specific processing stations for mobilization/demobilization actions outlined below. Navy-Marine Corps Mobilization Processing System (NMCMPS) will be employed to coordinate and document processing at each NMPS functional station and provide total visibility across the chain of command via the website. The following is a functional station listing recommendation for each NMPS:<br>• Transaction Service Center<br>• Processing Station<br>• Medical Processing Station<br>• Dental Processing Station<br>• Supply Processing Station<br>• Navy Passenger Transportation Office Processing Station<br>• Navy Legal Services Office Processing Station<br>• Fleet and Family Service Center (FFSC) Processing Station |
| 4.2 | Conduct Orientation Briefings | NMPS Mobilization Team conducts Orientation Briefings. |
| 4.2.1 | Conduct personnel/pay entitlement portion of the Orientation Briefing | NMPS Mobilization Team conducts personnel/pay entitlement portion of the Orientation Briefing.<br><br>Briefing is most often conducted on a Monday morning and covers general pay entitlements for GSA, OSA, and IAMM Active Duty Service Members and mobilizing and ADOS Recalled Reservists.<br><br>Note: TSC clerk may conduct personnel/pay entitlement portion of the Orientation Briefing. |
| 4.2.2 | Conduct additional break-out session with Recalled Reservists only | NMPS Mobilization Team conducts additional break-out session with Recalled Reservists only. |

| NMPS MOBILIZATION TEAM | | |
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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 4.2.3 | Instruct Recalled Reservists to complete pay forms | NMPS Mobilization Team instructs Recalled Reservists to complete pay forms.<br><br>Forms include:<br><br>• Standard Form (SF) 1199A (Direct Deposit Sign-Up Form)<br>o Reservist should provide bank routing number and savings/checking account number for direct deposit<br>o Reservist could provide cancelled checks to support establishment of direct deposit<br>• W-4 (Employee's Withholding Allowance Certificate) for the current federal tax year<br>• DD 2058 (State of Legal Residence Certificate)<br>• DD 2058-1 (Tax Exemption Test Certificate, State Income)<br>• DD 1561 (Statement to Substantiate Payment of Family Separation Allowance), if eligible<br>• DD 2367 (Individual Overseas Housing Allowance (OHA) Report), if required<br>• NAVPERS 1070/613 (Administrative Remarks) for the following:<br>o Assignment Incentive Pay (AIP) - intended to document Reservist's choice of administrative absence days, AIP, or a combination thereof (MILPERSMAN 1050-272)<br>o Dual Pay Prohibition (MILPERSMAN 7220-380)<br>• DD 1351-2 (Travel Voucher or Subvoucher), for out-of-area Reservists<br>• DD 2560 (Advance Pay Certification/Authorization), if requested<br>o Navy Personnel Command (NPC) limits advance pay request to one month<br>o Advance Pay must be paid back over a 3-month period |
| 4.2.5 | Direct Recalled Reservists to complete NPPSC Mobilization Checklist | NMPS Mobilization Team directs Recalled Reservists to complete NPPSC Mobilization Checklist.<br><br>Obtain current version of NPPSC 3060/1, NPPSC Mobilization Checklist at **https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/**<br><br>Additionally, it is important to identify Recalled Reservists with prior enlisted service to verify pay accounts open properly.<br><br>• Identify Place of Birth (state only) |

| NMPS MOBILIZATION TEAM | | |
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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| | | • If not born in the U.S., identify country of birth<br>o Indicate Citizenship Status<br>- Naturalized (include naturalization certificate number and city, state, and date of naturalization)<br>- Non-U.S. citizen<br>- U.S. citizen derived (U.S. parents)<br>• Identify prior enlisted service (O1E-O3E), officers only<br>• Identify Reservist eligibility for Aviation Career Incentive Pay (ACIP), officers only<br>• Identify prior mobilizations and approximate dates of those mobilizations (for mobilizing reservists only)<br>• Identify federal, state, or local civilian government employment status to support AIP election (for mobilizing reservists only)<br>• Identify recent Active Duty Training/Annual Training (ADT/AT) orders and dates of ADT/AT assignment (Recalled Reservists cannot simultaneously be on ADT/AT and Recall to Active Duty orders)<br>• Identify any recent extensions/reenlistments executed at the NRC |
| 4.2.6 | Collect completed Gain package | NMPS Mobilization Team collects completed Gain package (NPPSC Mobilization Checklist, pay forms, and any additional documents, as required). |
| 4.2.7 | Collect copy of endorsed orders | NMPS Mobilization Team obtains copy of endorsed orders with arrival date/time stamp for each processing Reservist and adds to Gain package. |
| 4.3 | Submit Gain package to TSC | NMPS Mobilization Team submits Gain package to TSC to support processing Strength Gain and establish Active Duty pay account.<br><br>Effective 01 Dec 2021 all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention. The new file naming structure is:<br>• Last Name, then space<br>• First Name, then space<br>• Name of Entitlement<br><br>Gain package contents include, as applicable:<br>• Recall to Active Duty orders with endorsements for NRC/NMPS, as applicable<br>• NPPSC Mobilization Checklist |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| | | • SF 1199A (Direct Deposit Sign-Up Form)<br>• W-4 (Employee's Withholding Allowance Certificate)<br>• DD 2058 (State of Legal Residence Certificate)<br>• DD 2058-1 (Tax Exemption Test Certificate, State Income)<br>• DD 1561 (Statement to Substantiate Payment of Family Separation Allowance)<br>• DD 2367 (Individual Overseas Housing Allowance (OHA) Report)<br>• NAVPERS 1070/613 (Administrative Remarks) for the following:<br>  o Dual Pay Prohibition (MILPERSMAN 7220-380 Pension/Disability Compensation)<br>  o AIP (MILPERSMAN 1050-272)<br>• DD 1351-2 (Travel Voucher or Sub voucher), for out-of-area Reservists<br>• DD 2560 (Advance Pay Certification/Authorization), if desired<br>• NAVPERS 1070/602 (Dependency Application)<br>• SGLV 8286 (Servicemembers' Group Life Insurance (SGLI) Election and Certificate), only if required<br>• SGLV 8286A (Family Coverage Election and Certificate FSGLI)), only if required<br><br>Note: Gain file is synonymous with Mobilization file, Personnel Retain working file, etc. Some Gain file documents will eventually comprise the Personnel and Pay Retain files. |
| 4.4 | Verify all required items listed on orders and Expeditionary Screening Checklist were completed | NMPS Mobilization Team verifies all required items listed on orders and Expeditionary Screening Checklist were completed.<br><br>NMPS will verify that all required items listed in orders and on the Expeditionary Screening Checklist were completed, e-Learning courses were completed, all medical and dental screening is satisfactory including shots, and security clearance is up to date. In addition, NMPS will issue uniforms.<br><br>Note: For ADOS personnel who are prescreened by their supporting NRC/RC unit utilizing **OPNAVINST 1001.20** (Series) Enclosure (3). The NMPS should verify Service Members only with items that coincide with **OPNAVINST 1001.20** (Series). |
| 4.4.2 | Verify e-Learning | NMPS Mobilization Team verifies e-Learning courses were completed. |

| NMPS MOBILIZATION TEAM | | |
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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| | courses were completed | Service Member prints out the completion certificates at the end of each course and brings them to IA processing (NMPS, Army Training sites, and deployment locations). |
| 4.4.3 | Verify security clearance is up-to-date | NMPS Mobilization Team verifies security clearance is up to date. |
| 4.4.4 | Issue uniform items | NMPS Mobilization Team issues uniform items. |
| 4.5 | Update NMCMPS | NMPS Mobilization Team updates NMCMPS.<br><br>The NMPS will maintain via NMCMPS visibility for all pertinent fields (will update and keep current all data in NMCMPS) on all activated Reservists to include a copy of their recall orders, transportation arrangements, Special Case Boards (SCBs) (delay and exemption) results, and any other information pertaining to recall. The above items will be kept in a retain file for future match up with demobilization paperwork.<br><br>Record in NMCMPS, those Reservists completing mobilization. Transfer personnel to their follow-on assignment/intermediate assignments/supported command. |
| 4.6 | Submit required Mobilization/ADOS Status Update(s) to PERS-46, as directed | NMPS Mobilization Team submits required Mobilization/ADOS Status Update(s) to NAVPERSCOM (PERS-46), as directed.<br><br>Refer to **OPNAVINST 3060.7** (Series) Appendix 3. |
| 9 | Process Activity Loss | Process Activity Loss.<br><br>DO NOT transfer Service Member from NMPS (CONUS processing location) until Strength Gain has posted and pay account has opened.<br><br>Exception 1: Service Members may transfer from NMPS to INCONUS training assignments without an open Active Duty Pay Account if Expeditionary Combat Readiness Center (ECRC) approval is obtained prior to transfer.<br><br>Exception 2: Service Members may transfer from NMPS to Ultimate Duty Station (INCONUS or OCONUS) without an open Active Duty Pay Account if Navy Expeditionary Combat Command (NECC) approval is obtained prior to transfer. |

Landing Page

| NMPS MOBILIZATION TEAM | | |
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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| 9.1 | Did Reservist clear medical screening? | Did Reservist clear medical screening?<br><br>If No, go to 9.2.<br>If Yes, go to 9.4. |
| 9.2 | Notify clerk that Reservist did not clear medical screening | NMPS Mobilization Team notifies clerk that Reservist did not clear medical screening. |
| 9.4 | Notify clerk of Reservist NMPS departure date | NMPS Mobilization Team notifies clerk of Reservist NMPS departure date.<br><br>Clerk identifies and records transfer date and Ultimate Duty Station (ULDUSTA) Unit Identification Code (UIC) on Active Duty Processing Checklist. |
| 9.6 | Update NMCMPS | NMPS Mobilization Team updates NMCMPS.<br><br>Record in NMCMPS, those Reservists completing mobilization and transferred to their follow-on assignment/intermediate assignment/supported command.<br><br>Update those Service Members on Med Hold as well. The NMPS will maintain via NMCMPS visibility for all pertinent fields (will update and keep current all data in NMCMPS) on all activated Reservists to include a copy of their recall orders, transportation arrangements, Special Case Boards (SCBs) (delay and exemption) results, and any other information pertaining to recall. The above items will be kept in a retain file for future match up with demobilization paperwork. |
| STOP | | |

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| BUMED PROVIDER | | |
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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| 4.4.1 | Verify medical and dental screening is satisfactory | BUMED Provider verifies medical and dental screening is satisfactory.<br><br>All mobilized Reservists will be medically screened at the NMPS for a "Fit for Duty" determination. Personnel failing initial NMPS medical screening will be referred to CNO (N1R), Senior Medical Officer (SMO). |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 1 | Return to Active Duty | Return to Active Duty for Other than Training (ADOT).<br>Applications for augmentation must be completed in Career Waypoints (C-WAY). Certain ratings have additional job requirements. Documentation proving that the applicant meets those requirements must be sent to **RC to AC@Navy.mil** via encrypted email for an application for augmentation to be complete. Quotas for the program are updated monthly at: **https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Selected-Reserves/RC-to-AC/**<br>Refer to MPM 1301-600, Voluntary and Involuntary Recall/Mobilization of Navy's Reserve Component (RC) Personnel.<br><br>The Navy's Reserve Component (RC) is composed of several categories by law. Each category is subject to Recall to Active Duty under different conditions. RC Recalls to Active Duty may be for training purposes or for purposes other than training.<br><br>Active Duty Recalls for Other than Training (ADOT) type orders include General Assignment Recalls (GAR), Active Duty Operational Support (ADOS), Presidential Reserve Call-up (PRC), and Partial or Full Mobilization. Individual offices within NAVPERSCOM, depending upon Navy objective being served, govern policies and procedures for different types of recalls. Therefore, care must be taken to understand the type of orders under which the RC Service Member is recalled to ensure proper processing. Most, but not all, of these Service Members are to be gained to Active Component (AC) personnel and pay systems to ensure proper tracking, accounting, and support during ADOT recall.<br><br>Note: Recall to Active Duty for Training (ADT) type orders include Initial Active Duty for Training (IADT), Annual Training (AT), and Other Training Duty (ODT) type orders. These apply primarily to members of the Drilling Reserve. These type orders are not the subject of this SOP. |
| 1.4.1 | Screen enlisted Service Member IAW program requirements | Command Leadership/NRA Staff screen enlisted Service Member IAW Reserve Recall program requirements.<br><br>Refer to Enlisted Reserve Recall MILPERSMAN articles for applicable Reserve Recall Program requirements.<br>• **MPM 1326-030** Reserve Component (RC)/Reserve Personnel, Navy (RPN) - Funded/Definite Recall Program for Enlisted |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| | | • **MPM 1326-040** Military Personnel, Navy (MPN) - Funded Active Duty (ACDU) Definite Recall Program for Enlisted Personnel<br>• **MPM 1306-1500**: Enlisted Component Change Programs and Recall of Reserve Members to Full-Time Support – Overview<br>• **MPM 1306-1502**: Enlisted Reserve Component to Active Component (RC2AC) or Enlisted Reserve Component Recall to Training and Administration of the Reserves (RC2TAR) Transition Procedures |
| 1.4.2 | Verify eligibility requirements for enlisted recall orders | NRA Staff/Command Leadership verifies eligibility requirements for enlisted recall orders.<br><br>Applicants must meet the enlistment quality control standards of **MILPERSMAN 1160-010 and 1160-030**. The Service Member's Reserve unit chain of command and Naval Reserve Activity (NRA) shall verify eligibility, while NAVPERSCOM (PERS-92) will make the final determination of eligibility. Eligibility criteria include the following:<br>• Age Limit<br>• Physical Readiness<br>• Medically Qualified<br>• Proficiency<br>• Obligated Service (OBLISERV)<br>• Conflict of Interest<br>• Initial ACDU Training (IADT)<br>• High Year Tenure (HYT) Considerations<br>• E-7 to E-9 Continuation<br>• Security Clearance<br>• Sanctuary Considerations<br><br>Refer to MPM Article program eligibility requirements for further details. |
| 1.4.2.1 | Verify Service Member meets physical readiness criteria | NRA Staff/Command Leadership verifies Service Member meets physical readiness criteria.<br><br>Applicants must meet physical readiness requirements of **OPNAVINST 6110.1** (Series) or current NAVADMIN guidance concerning physical fitness assessment standards. |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 1.4.2.2 | Verify Service Member is medically qualified | NRA Staff/Command Leadership verifies Service Member is medically qualified.<br><br>Applicants must meet medical requirements as defined in **NAVMED P-117**. Additional qualifications are:<br>• Applicants shall not be in a temporarily not physically qualified status or a medical retention review status.<br>• Applicants must be either dental class I or II.<br>• Applicants must have documentation of a negative human immunodeficiency virus test, per **SECNAVINST 5300.30** (Series) within 12 months of the recall orders start date, or as directed by theater requirements. |
| 1.4.2.3 | Verify Service Member meets OBLISERV requirements | NRA Staff/Command Leadership verifies Service Member meets OBLISERV requirements.<br><br>Refer to **MPM 1001-060**, Assignment of Enlisted Naval Reservists to Active Duty.<br><br>Verify OBLISERV requirements.<br><br>Service Members selected for recall must ensure their OBLISERV covers the period of recall. This may be accomplished one of two ways:<br>• **NAVPERS 1070/601**, Immediate Reenlistment Contract, provided eligibility criteria per **MILPERSMAN 1160-010 and 1160-030** is met, or<br>• **NAVPERS 1070/621**, Agreement to Extend Enlistment, provided such agreement does not exceed a total aggregate of 24 months in two extensions when combined with previous extensions on a single enlistment contract. If the Service Member's total extensions will exceed 24 months and/or two extensions, the Service Member must reenlist in the Navy Reserve using NAVPERS 1070/601 prior to orders being issued for a period that exceeds the ACDU obligation by no less than 30 days.<br><br>Service Members selected for recall shall complete **NAVPERS 1070/622**, Agreement to Recall or Extend ACDU, sections 1 and 2, for the entire period of OBLISERV indicated on the recall authorization.<br><br>Note: Reenlistment restrictions while on ACDU. Service Members are not authorized to reenlist while on recall without approval from NAVPERSCOM (PERS-92). |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 1.4.2.4 | Verify Service Member meets HYT requirements | NRA Staff/Command Leadership verifies Service Member meets HYT requirements, if applicable.<br><br>High Year Tenure (HYT) Considerations:<br>• Personnel who may reach their SELRES HYT date during the recall period are required to request a SELRES HYT waiver from NAVPERSCOM (PERS-913) for the period of recall.<br>• The HYT waiver request is to be included in the recall package.<br>• NAVPERSCOM (PERS-913) will forward the request to the BUPERS (BUPERS-32) for approval or disapproval.<br>• BUPERS (BUPERS-32) will forward the determination to NAVPERSCOM (PERS-913).<br>• If a waiver is not granted, the individual will not be eligible for recall. NAVPERSCOM (PERS-913) will notify the individual of the results.<br><br>Note: Changes have been made to the Enlisted High Year Tenure for Navy Reserve Personnel to apply HYT gates to Individual Ready Reserve (IRR) members and place limits on Active Status Pool (ASP) members not serving in Volunteer Training Units (VTU). SELRES must be eligible for retention under the High Year Tenure (HYT) restrictions in **MPM 1160-120** and **NAVADMIN 223/14**. |
| 1.4.3 | Does Service Member meet eligibility criteria or program waiver? | Does Service Member meet eligibility criteria or program waiver of requirements, if applicable?<br><br>If Yes, go to 1.4.4.<br>If No, go to Stop. |
| 1.4.4 | Prepare application for Recall assignment | Service Member/NRA Staff/Command Leadership prepare application for Recall assignment.<br><br>Applications will not be accepted or processed unless requesting a valid advertised vacancy. Applications for positions that are not valid will be returned to the Service Member and his or her command without further action. Reserve Service Members volunteering for ACDU recall will submit requests to NAVPERSCOM (PERS-92) via their NRA with unit Commanding Officer (CO) endorsement. NAVPERSCOM (PERS-92) will check all applications for completeness and confirm that the applicant is requesting recall to fill a valid requirement. NAVPERSCOM (PERS-92) will |

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| | | forward completed recall requests to the affected gaining command for selection recommendation. |
| 1.4.7 | Provide Service Member with copy of Orders, Reserve Recall Statement of Agreement, and documentation | NRA staff provides Service Member with copy of Orders, Reserve Recall Statement of Agreement, and additional supporting documentation.<br><br>Go to 2. |
| 1.4.8 | Screen officer IAW program requirements | Command Leadership/NRA staff screen officer IAW Reserve Recall program requirements.<br><br>Refer to Reserve Officer Recall Decision Matrix for applicable Reserve Recall Program requirements: **https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Reserve-OCM/Selected-Reservists/Reserve-Officer-Recall-RPN/**<br><br>• ADOS: **OPNAVINST 1001.20** (Series)<br>• RPN Temporary Recall Program: **MILPERSMAN 1132-010**<br>• RPN CANREC Program: **BUPERSINST 1001.40** (Series)<br>• Active Component (AC), Indefinite Recall Program for Reserve Component Officers: **MILPERSMAN 1321-105**<br>• Active Component (AC), MPN-Funded, Definite Recall Program for Officers: **MILPERSMAN 1321-110**<br>• TAR Lat/Xfer Boards: **MILPERSMAN 1001-020** |
| 1.4.9 | Verify eligibility requirements of officer recall orders | NRA Staff/Command Leadership verifies eligibility requirements for officer recall orders.<br><br>For Officers, refer to **MPM 1132-010 Para 3 and MPM 1321-105 and 110** for eligibility requirements.<br><br>Volunteering for Definite or Temporary Recall: Officers of the Navy Reserve interested in volunteering for definite, or temporary, recall to fill specific advertised Reserve program billets in TAR of the Navy Reserve should refer to **MPM 1132-010**. |

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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| | | Definite, or temporary, Recall of Reserve Officers is not designed as a career ACDU program. It is intended to be a constructive part of an Officer's Selected Reserve (SELRES) career and is used to fill gapped or vacant ACDU-funded billets in direct support of ACDU requirements. 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. Refer to **MPM 1321-110**.<br>This type of recall shall be for a specified period not to exceed 3 years.<br><br>Conversely, indefinite, or permanent/general, Recall of Reserve Officers is designed as a career ACDU program. It is intended to allow qualified and interested Reserve Officers, to include TAR, to request to be considered for permanent recall to a regular ACDU status on the Active Duty List (ADL). Indefinite recalls can also be used to fill gapped or vacant ACDU billets in direct support of ACDU requirements, but the focus of indefinite recalls are the long term contribution to a given ACDU officer community that the officer will provide. Refer to **MPM 1321-105**.<br><br>Officers applying for recall must:<br>• be able to serve on Active Duty for the period of time advertised.<br>• not be in a failed of selection for promotion status (not applicable for O-6 applicants).<br>• be in, selected to, or below the grade advertised for the billet. If in the grade advertised, must not have more than 3 years in grade.<br>• be a satisfactory drilling Ready Reservist. Applicants being considered for billets responsible for developing policy affecting the Reserve component shall have a minimum of 3 years Selected Reserve experience immediately preceding recall.<br>• meet physical requirements for recall to Active Duty.<br>• have less than 13 years of total Active Duty service. |
| 1.4.10 | Does Service Member meet eligibility criteria or program waiver? | Does Service Member meet eligibility criteria or program waiver of requirements, if applicable?<br><br>If Yes, **go to 1.4.11**.<br>If No, go to Stop. |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 1.4.11 | Prepare application for Recall assignment | Service Member/NRA Staff/Command Leadership prepare application for Recall assignment.<br><br>Procedures for applying:<br>• Recall Advertisements<br>o Definite and indefinite recall opportunities will be advertised through the Commander, Navy Reserve Forces Command (COMNAVRESFOR) List serve email distribution system and will be posted on applicable COMNAVRESFOR and Navy Personnel Command (NAVPERSCOM) reserve recall websites.<br>o The application template for recall to extended ACDU is available for download at the NAVPERSCOM reserve recall websites.<br><br>• Request Submission<br>o With the exception of the reserve communities listed below, Reserve Officers who desire either definite or indefinite recall to ACDU will submit their recall request directly to Bureau of Naval Personnel (BUPERS); Head, Officer Community Management Branch (BUPERS-31).<br>o Command endorsements, if applicable, are highly desired to be submitted with the recall request. Reserve officers that are not able to provide a command endorsement will be screened through the losing Reserve Officer Community representatives prior to being considered for either a temporary or permanent recall.<br><br>• Medical/Dental Recall<br>o Reserve Officers in the Medical Corps (2105), Dental Corps (2205), Medical Service Corps (2305), Nurse Corps (2905), and Chaplain Corps (4105) interested in applying for either an indefinite or definite recall will submit their recall request through their local Navy officer recruiter and Commander, Navy Recruiting Command (COMNAVCRUITCOM) for consideration for recall.<br>o Applications from Reserve Officers from these communities will then be reviewed by the gaining ACDU officer community for consideration and eventual recommendation to BUPERS-31. |
| 1.4.11.1 | Compile and complete application documentation | Service Member/NRA staff/Command Leadership compile and complete application documentation. |

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| | | Interested Officers shall apply by letter to NAVPERSCOM (PERS-492) via their Reserve Unit Commanding Officer (CO). Applications should include the following information:<br>• Rank/name/SSN/designator<br>• Desired billet<br>• Date available for recall<br>• Mailing address/phone number<br>• Summary of military and civilian experience relevant to the billet<br>• Any other information requested in the billet advertisement<br>Documents to Submit: Reserve officers requesting recall are required to submit the following documents to be considered for either a definite or indefinite recall:<br>• **NAVPERS 1331/5**, Application for Recall to Extended Active Duty<br>• Annual Statement of Service History (ASOSH) from BUPERS Online (BOL)<br>• Cumulative Active Duty Service Statement<br>• Last four fitness reports (FITREPs)<br>• Pertinent qualifications/training (optional)<br>• Last Physical Readiness Test (PRT) results (from Physical Readiness Information Management System (PRIMS))<br>• Resume (military or civilian, optional)<br>• Letters of recommendation (optional)<br>• Sanctuary Waiver Request (only required if requesting a definite/temporary recall and only if expected to go over 16 years of total ACDU service during the proposed recall)<br>• Ecclesiastical endorsement (Chaplain Corps applicants only)<br><br>The purpose of submitting all above listed documents is to provide a means for an individual to request voluntary recall to ACDU. The information is used to evaluate the individual's ability to perform the job to which applying, if requesting a definite recall; or ability to meet the demands and be competitive within the ACDU officer community in which applying, if an indefinite recall request.<br><br>Provision of the information requested is voluntary; however, failure to provide all information on the application documents may result in an inability to process the application, or non-selection for the recall. |

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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| | | Note: Less than four FITREPs will be accepted for Chaplain Corps, Medical Corps, Dental Corps, Nurse Corps, and Medical Service Corps as long as their time in the Navy Reserve would not allow them the opportunity to receive four FITREPS. No gaps in continuity between FITREPS can exist. |
| 1.4.11.3 | Submit application | Service Member/NRA Staff/Command Leadership submit application.<br><br>A copy of the application package will be retained in local command Admin file and by the Service Member until final adjudication of the application. |
| 1.5 | Screen Service Member for ADOS orders | Command Leadership screens Service Member for ADOS orders.<br><br>Refer to **OPNAVINST 1001.20** (Series). ADOS personnel are to be pre-screened by their supporting NRC/RC unit utilizing OPNAVINST 1001.20 (Series) Enclosure (3). |
| 1.5.1 | Verify Service Member's eligibility for ADOS orders | Command Leadership verifies Service Member's eligibility for ADOS orders.<br><br>NAVPERSCOM (PERS-462) will coordinate with NRCs and COMNAVRESFORCOM to ensure that reservists recalled under the ADOS Program meet eligibility criteria. The responsibility for verifying eligibility lies with the Service Member's chain of command and NRC. However, the final decision as to whether or not a Service Member is eligible for orders rests with NAVPERSCOM (PERS-462).<br><br>Refer to Paragraph 8 of **OPNAVINST 1001.20** (Series) for eligibility criteria.<br><br>Enlisted Service Members must meet the enlistment quality control standards of **MPM 1160-030**; must be eligible for retention under the High Year Tenure (HYT) restrictions in **MPM 1160-120**; must have sufficient obligated service under their current enlistment to complete the period of ADOS orders or must reenlist/extend their enlistment prior to the ADOS orders being issued per **MPM 1160-060**.<br><br>Note: Enlisted ADOS Service Members may not reenlist in the Regular Navy or transfer to the Regular Navy without prior notification of NAVPERSCOM (PERS-462). |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 1.5.2 | Does Service Member meet eligibility criteria? | Does Service Member meet eligibility criteria?<br><br>If No, go to 1.5.3.<br>If Yes, go to 1.5.4. |
| 1.5.3 | Does Command desire to submit waiver request? | Does Command desire to submit waiver request?<br><br>If Yes, go to 1.5.3.1.<br>If No, go to Stop. |
| 1.5.3.1 | Submit waiver request | Command Leadership submits waiver request.<br><br>Requests for waivers to ADOS policy must be submitted in a timely and official manner to NAVPERSCOM (PERS-462) for adjudication. Requests for waiver of ADOS policy submitted less than 60 days prior to a desired start date may impact the actual start date of the orders.<br><br>Requests will be in official letter format and identify the specific ADOS policy from which relief is sought. Specific information concerning a Service Member's unique suitability for the requirement, risk/benefit to service of waiving subject policy, and alternatives to waiver must be provided.<br><br>Waivers to ADOS policy must be endorsed by the first active component flag or general officer in the requester's chain of command. |
| 1.5.3.3 | Was waiver approved? | Was waiver approved?<br><br>If Yes, go to 1.5.4.<br>If No, go to Stop. |
| 1.5.6 | Are ADOS orders less than 30 days? | Are ADOS orders less than 30 days?<br><br>If Yes, go to Stop.<br>If No, go to 1.5.7.<br><br>Stop indicates Service Member will not be Strength Gained to AD, so the Stop refers to a Stop in this procedure. Reservist should continue to comply with orders. |
| 1.6 | Screen Service Member for Mobilization orders | NRA Staff/NRC/MTF screen Mobilizing Reservist.<br><br>Refer to **OPNAVINST 3060.7** (Series), **MPM 1300-318** and Expeditionary Screening Checklist (**NAVPERS 1300/22**). |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 1.6.1 | Conduct Expeditionary Screening | Navy Reserve Activities (NRAs) Staff/Navy Reserve Centers (NRCs) conduct Expeditionary Screening.<br><br>It is the responsibility of the Service Member's current Commanding Officer (CO) to ensure expeditionary screening is conducted per **MPM 1300-318** and applicable references. Command Individual Augmentee Coordinators (CIACs), as well as other command assets shall advise, direct, and assist IA deployers in completing all administrative, medical, training, and other requirements in preparation for their upcoming assignment.<br><br>Commands will also provide each IA Service Member with the information listed in the reference section of MPM 1300-318 as well as instructions on how to download/print the IA Expeditionary Screening Checklists, the Individual Augmentee Sailor Handbook, and the Individual Augmentee Family Handbook.<br><br>Expeditionary Screening Checklist, NAVPERS 1300/22: https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/<br><br>Individual Augmentee Sailor Resources: https://www.usff.navy.mil/Organization/Headquarters/Individual-Augmentees/Resources/Sailor-Resources/<br><br>Individual Augmentee Family Resources: https://www.usff.navy.mil/Organization/Headquarters/Individual-Augmentees/Resources/Family-Resources/<br><br>RC Mobilization: RC Service Members receive mobilization orders for training, transportation, and deployment to the ultimate IA location. NRAs/ NRCs are responsible for ensuring the completion of the Expeditionary Screening Checklists for RC Service Members assigned to their command. |
| 1.6.4 | Conduct administrative portion of Expeditionary Screening | NRA Staff /NRC conduct administrative portion of Expeditionary Screening.<br><br>NAVPERS 1300/22 Expeditionary Screening Checklist applies to all personnel mobilizing or filling an IAMM/OSA/GSA, group (i.e., established commissioned RC units) or individual processing, both RC and AC. Obtain Expeditionary Screening Checklist on the NPC website: **https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/** |

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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| | | Commanding Officers must report suitability via BOL. Complete within 30 days of DTG on orders. |
| 1.6.4.1 | Complete Part 1 Pay/Personnel readiness of NAVPERS 1300/22 | NRA Staff/NRC complete Part 1 Pay/Personnel readiness of **NAVPERS 1300/22**.<br><br>Note 1: Responses in shaded areas must be explained in Commanding Officer's endorsement.<br><br>Note 2: Responses in blocks with an asterisk (*) indicate automatic disqualifiers. |
| 1.6.4.2 | Complete Part 2 Command review of NAVPERS 1300/22 | NRA Staff/NRC complete Part 2 Command review of **NAVPERS 1300/22**.<br><br>Note 1: Responses in shaded areas must be explained in Commanding Officer's endorsement.<br><br>Note 2: Responses in blocks with an asterisk (*) indicate automatic disqualifiers. |
| 1.6.5 | Review and complete the NAVPERS 1300/22 | NRA Staff/Command Leadership reviews and completes the **NAVPERS 1300/22**.<br><br>NRA Commanding Officers must review the completed, signed **NAVPERS 1300/21**, any medical waivers, and the completed **NAVPERS 1300/22** before signing. |
| 1.6.6 | Report Service Member's suitability via BOL | NRA Staff/Command Leadership reports Service Member's suitability via BOL.<br><br>COs must ensure that Service Member's suitability is reported via BUPERS-Online (BOL): **https://www.bol.navy.mil/** (login is required), within 30 days of the date/time/group on the orders. Suitability will be reported using the Overseas/IA Screening application from the BOL menu.<br><br>Note 1: Certain items delineated on the NAVPERS 1300/22 are required to be completed nearer to the detachment date from the parent command, and thus cannot be completed within the 30 day timeframe. Commands must report suitability in BOL for all items that can be completed within the 30 day timeframe.<br><br>Commands must continue to track and ensure the Service Member completes all remaining suitability screening requirements. In the event the Service Member fails to complete all remaining screening requirements, commands will update BOL to reflect the unsuitability status. |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| | | Note 2: Commands that do not report screening status via BOL within 30 days of the date/time/group on the orders will receive a delinquency message. Compliance will be monitored by NAVPERSCOM (PERS-4G) and enforced by U.S. Fleet Forces Command (USFF). |
| 1.6.7 | Is Service Member Suitable or Unsuitable? | Is Service Member Suitable or Unsuitable?<br><br>If Unsuitable, go to 1.6.8.<br>If Suitable, go to 1.6.10. |
| 1.6.8 | Await disposition instructions | NRA Command Leadership awaits disposition instructions.<br><br>If a deficiency cannot be corrected by NRA, PERS-4G/USFF will determine disposition (i.e., delay, cancellation, report to NMPS, etc.). |
| 1.6.9 | What were disposition instructions? | What were disposition instructions?<br><br>If Delay, Cancellation, go to Stop.<br>If Continue processing, go to 1.6.10. |
| 1.6.10 | Provide Service Member with records, forms, and supporting documentation | NRA Staff (CIAC) provides Service Member with records, forms, and supporting documentation, including:<br>• Medical and dental records with individual medical readiness documentation<br>• Hard copies of **NAVPERS 1300/21, and NAVPERS 1300/22**<br>• Copies of medical waivers must accompany Service Members to the Navy Mobilization Processing Site (NMPS)<br><br>Service Members will undergo additional screening and review of the expeditionary medical/dental and administrative checklists upon reporting to NMPS. |
| 1.6.11 | Maintain command copy of NAVPERS 1300/21 and 1300/22 | NRA Staff (CIAC) maintains command copy of **NAVPERS 1300/21 and 1300/22**.<br><br>A copy of the **NAVPERS 1300/21 and the NAVPERS 1300/22** screening forms will be held by the CIAC for a minimum period of 2 years. |
| 2 | Complete activation processing for Service Members | Complete activation processing for Service Members selected for recall.<br><br>Refer also to **NAVADMIN 030/15**, Transition Goals, Plans, Success **NAVADMIN #6**, Reserve Component Guidance, for departing RC Demobilization and OCONUS ADOS requirements. |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| | selected for recall | |
| 2.8 | Update security clearance, if required | NRA Staff/Service Member updates security clearance, if required. |
| 2.10 | Complete and submit ISOPREP | NRA Staff/Service Member completes and submits ISOlated Personnel REPort (ISOPREP), if required.<br><br>The ISOPREP is an operational authentication tool used by recovery forces to positively authenticate forces isolated personnel in enemy controlled or contested areas. It must be completed from a CAC-enabled computer on an unclassified .mil or .gov system. To complete and submit ISOPREP, follow the ISOPREP Pro-File Instructions. |
| **STOP** | | |

| PERS | | |
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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| 1 | Return to Active Duty | Return to Active Duty for Other than Training (ADOT). Applications for augmentation must be completed in Career Waypoints (C-WAY). Certain ratings have additional job requirements. Documentation proving that the applicant meets those requirements must be sent to **RC to AC@Navy.mil** via encrypted email for an application for augmentation to be complete. Quotas for the program are updated monthly at: **https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Selected-Reserves/RC-to-AC/**<br>Refer to MPM 1301-600, Voluntary and Involuntary Recall/Mobilization of Navy's Reserve Component (RC) Personnel.<br><br>The Navy's Reserve Component (RC) is composed of several categories by law. Each category is subject to Recall to Active Duty under different conditions. RC Recalls to Active Duty may be for training purposes or for purposes other than training.<br><br>Active Duty Recalls for Other than Training (ADOT) type orders include General Assignment Recalls (GAR), Active Duty Operational Support (ADOS), Presidential Reserve Call-up (PRC), and Partial or Full Mobilization. Individual offices within NAVPERSCOM, depending upon Navy objective being served, govern policies and procedures for different types of recalls. Therefore, care must be taken to understand the type of orders under which the RC Service Member is recalled to ensure proper processing. Most, but not all, of these Service Members are to be gained to Active Component (AC) personnel and pay systems to ensure proper tracking, accounting, and support during ADOT recall.<br><br>Note: Recall to Active Duty for Training (ADT) type orders include Initial Active Duty for Training (IADT), Annual Training (AT), and Other Training Duty (ODT) type orders. These apply primarily to members of the Drilling Reserve. These type orders are not the subject of this SOP. |
| 1.4.5 | Process application | NAVPERSCOM (PERS-92) processes application.<br><br>All forwarded applications will be screened by NAVPERSCOM (PERS-92) to verify eligibility requirements to include 16 year waivers, sanctuary and HYT considerations (if applicable). Applications meeting the criteria established in the recall advertisement and applicable MPM article requirements will be forwarded to the appropriate gaining command for review and recommendation. NAVPERSCOM (PERS-92) will issue |

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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| | | recall orders for the recommended applicant provided the Service Member still meets all eligibility requirements. NAVPERSCOM, Reserve Personnel Management Department (PERS-9) shall have final disapproval authority. |
| 1.4.6.1 | Issue recall orders | NAVPERSCOM (PERS-92) issues recall orders.<br><br>NAVPERSCOM (PERS-92) will issue ACDU orders for approved personnel to report to their local NRA for further assignment (if appropriate).<br><br>The authority for recall will be forwarded to the Service Member's NRA, as indicated on Service Member's application. Recalled Service Members are identified in the Enlisted Master File and the command's Enlisted Distribution and Verification Report as branch and or class "32" and special program indicator "L". |
| 1.5.3.2 | Adjudicate waiver request | PERS-462/PERS-4/CNO N13 adjudicates waiver request.<br><br>PERS-462 adjudicates requests for waivers of ADOS program policy, except waivers impacting Active Duty end strength accounting, which will be adjudicated by CNO (N13).<br><br>PERS-4 provides final approval/disapproval on ADOS policy waiver requests not resolved by NAVPERSCOM (PERS-462), except for waivers impacting AC end strength.<br><br>CNO N13 is the final approval/disapproval authority on ADOS waiver requests impacting AC end strength (sanctuary). |
| 1.5.5 | Issue orders | PERS issues orders.<br><br>For all ADOS orders to supported commands located within the continental United States (CONUS), Alaska, and Hawaii, the Reservist will be activated at the Navy Reserve Center (NRC) and sent directly to the supported command or via a Navy Mobilization Processing Site (NMPS), as may be required by NAVPERSCOM (PERS-462).<br><br>For all ADOS orders to supported commands located OCONUS (excluding Alaska and Hawaii), the Reservist will be activated at the NRC and proceed to the supported command via a designated NMPS. |
| 1.5.8 | Was Service Member found | Was Service Member found ineligible, and was NRC unable to correct deficiency? |

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| PERS | | |
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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| | eligible or ineligible? | If a deficiency cannot be corrected prior to the ADOS start date, the NRC will immediately notify NAVPERSCOM (PERS-462) who will coordinate with the requesting command to determine disposition (i.e., delay, cancellation, utilization of NMPS, etc.)<br><br>If Eligible, go to 1.5.13.<br>If Ineligible, go to 1.5.9. |
| STOP | | |

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| PERS 31 | | |
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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 1.4.12 | Process application | PERS-31 processes application.<br><br>The normal processing time for applications is approximately 6 weeks.<br><br>Selection is by recommendation of a board of officers within BUPERS-31.<br><br>In addition to service needs, basic criterion for selection is whether, in the opinion of the board, the candidate is fit by reason of age, education, previous naval and civilian experience, past performance, assignability, etc., to compete successfully on a career basis with their contemporaries, both regular and reserve, if being considered for an indefinite recall.<br><br>If being considered for a definite, or temporary recall, the candidate 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. |
| **STOP** | | |

| NRC | | |
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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 1 | Return to Active Duty | Return to Active Duty for Other than Training (ADOT).<br>Applications for augmentation must be completed in Career Waypoints (C-WAY). Certain ratings have additional job requirements. Documentation proving that the applicant meets those requirements must be sent to **RC to AC@Navy.mil** via encrypted email for an application for augmentation to be complete. Quotas for the program are updated monthly at: **https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Selected-Reserves/RC-to-AC/**<br>Refer to MPM 1301-600, Voluntary and Involuntary Recall/Mobilization of Navy's Reserve Component (RC) Personnel.<br><br>The Navy's Reserve Component (RC) is composed of several categories by law. Each category is subject to Recall to Active Duty under different conditions. RC Recalls to Active Duty may be for training purposes or for purposes other than training.<br><br>Active Duty Recalls for Other than Training (ADOT) type orders include General Assignment Recalls (GAR), Active Duty Operational Support (ADOS), Presidential Reserve Call-up (PRC), and Partial or Full Mobilization. Individual offices within NAVPERSCOM, depending upon Navy objective being served, govern policies and procedures for different types of recalls. Therefore, care must be taken to understand the type of orders under which the RC Service Member is recalled to ensure proper processing. Most, but not all, of these Service Members are to be gained to Active Component (AC) personnel and pay systems to ensure proper tracking, accounting, and support during ADOT recall.<br><br>Note: Recall to Active Duty for Training (ADT) type orders include Initial Active Duty for Training (IADT), Annual Training (AT), and Other Training Duty (ODT) type orders. These apply primarily to members of the Drilling Reserve. These type orders are not the subject of this SOP. |
| 1.5 | Screen Service Member for ADOS orders | Command Leadership screens Service Member for ADOS orders.<br><br>Refer to **OPNAVINST 1001.20** (Series). ADOS personnel are to be pre-screened by their supporting NRC/RC unit utilizing OPNAVINST 1001.20 (Series) Enclosure (3). |
| 1.5.1 | Verify Service Member's eligibility | Command Leadership verifies Service Member's eligibility for ADOS orders. |

| STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| | for ADOS orders | NAVPERSCOM (PERS-462) will coordinate with NRCs and COMNAVRESFORCOM to ensure that reservists recalled under the ADOS Program meet eligibility criteria. The responsibility for verifying eligibility lies with the Service Member's chain of command and NRC. However, the final decision as to whether or not a Service Member is eligible for orders rests with NAVPERSCOM (PERS-462).<br><br>Refer to Paragraph 8 of **OPNAVINST 1001.20** (Series) for eligibility criteria.<br><br>Enlisted Service Members must meet the enlistment quality control standards of **MPM 1160-030**; must be eligible for retention under the High Year Tenure (HYT) restrictions in **MPM 1160-120**; must have sufficient obligated service under their current enlistment to complete the period of ADOS orders or must reenlist/extend their enlistment prior to the ADOS orders being issued per **MPM 1160-060**.<br><br>Note: Enlisted ADOS Service Members may not reenlist in the Regular Navy or transfer to the Regular Navy without prior notification of NAVPERSCOM (PERS-462). |
| 1.5.2 | Does Service Member meet eligibility criteria? | Does Service Member meet eligibility criteria?<br><br>If No, go to 1.5.3.<br>If Yes, go to 1.5.4. |
| 1.5.3 | Does Command desire to submit waiver request? | Does Command desire to submit waiver request?<br><br>If Yes, go to 1.5.3.1.<br>If No, go to Stop. |
| 1.5.3.1 | Submit waiver request | Command Leadership submits waiver request.<br><br>Requests for waivers to ADOS policy must be submitted in a timely and official manner to NAVPERSCOM (PERS-462) for adjudication. Requests for waiver of ADOS policy submitted less than 60 days prior to a desired start date may impact the actual start date of the orders.<br><br>Requests will be in official letter format and identify the specific ADOS policy from which relief is sought. Specific information concerning a Service Member's unique suitability for the requirement, risk/benefit |

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| | | to service of waiving subject policy, and alternatives to waiver must be provided.<br><br>Waivers to ADOS policy must be endorsed by the first active component flag or general officer in the requester's chain of command. |
| 1.5.3.3 | Was waiver approved? | Was waiver approved?<br><br>If Yes, **go to 1.5.4**.<br>If No, go to Stop. |
| 1.5.7 | Complete ADOS Qualification Checklist | NRC completes ADOS Qualification Checklist.<br><br>The NRC will verify the Reservist's eligibility using the ADOS Qualification Checklist provided in enclosure (3) of **OPNAVINST 1001.20** (Series), correcting all deficiencies within its capability.<br><br>The purpose of this checklist is to ensure the reservist volunteering for an ADOS assignment is fully qualified and prepared to execute orders.<br><br>Complete the ADOS Qualification Checklist provided in enclosure (3) of **OPNAVINST 1001.20** (Series). Verify the Reservist meets all medical, dental, and administrative eligibility requirements for execution of ADOS orders. If the orders do not direct the Service Member to transit via a NMPS, then all eligibility deficiencies must be corrected prior to the Reservist reporting to ultimate supported command.<br><br>The NRC CO is responsible for certifying that a Service Member with ADOS orders meets all medical, dental, and administrative requirements. Upon receipt of ADOS orders, the NRC shall complete the ADOS Checklist to ensure the reservist is qualified to execute the orders. If deficiencies are identified, the NRC shall take immediate action to correct the deficiencies prior to transferring the Service Member to the supported command.<br><br>Modification to the above procedure is permitted for ADOS orders that specifically direct the Service Member to transit to the supported command via a NMPS. The NRC shall still complete the checklist and correct all deficiencies within its capability. Special assignment-related medical requirements that cannot be completed at the NRC prior |

| NRC | | |
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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| | | to the ADOS start date (e.g., required immunizations) will be annotated on the checklist for NMPS action. Reservists will hand carry the checklist to the NMPS.<br><br>The NRC will retain a completed copy of the checklist, certifying the individual is qualified or not qualified for ADOS, in the Service Member's personnel file(s). |
| 1.5.9 | Is Service Member processing through an NMPS? | Is Service Member processing through an NMPS?<br><br>If Yes, go to 1.5.12.<br>If No, go to 1.5.10. |
| 1.5.10 | Comply with disposition instructions | Command Leadership complies with disposition instructions.<br><br>For CONUS Assignments:<br><br>If the Reservist is found not eligible either at the NRC or subsequently at the NMPS, the NRC or the NMPS, as applicable, will contact NAVPERSCOM (PERS-462) for further instruction regarding any change to the Reservist's orders.<br><br>For OCONUS Assignments:<br><br>If the Reservist is found not eligible, the NRC will contact NAVPERSCOM (PERS-462) for further instruction regarding any change to the Reservist's orders. Requirements that cannot be rectified prior to the ADOS start date will be annotated on the checklist for NMPS action if NAVPERSCOM (PERS-462) approves the Service Member to continue on to the NMPS.<br><br>The NRC will coordinate the Service Member's travel and processing with the NMPS. |
| 1.5.11 | What were disposition instructions? | What were disposition instructions?<br><br>If Delay or Cancellation, go to Stop.<br>If proceed to Supported Command, go to 1.5.13.<br>If proceed to NMPS, go to Step 1.5.12. |

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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 1.5.12 | Annotate action items for NMPS | NRC annotates action items for NMPS.<br><br>For ADOS orders that specifically direct the Service Member to transit to the supported command via a NMPS, the NRC shall still complete the checklist and correct all deficiencies within its capability.<br><br>For Service Members ordered to transit via NMPS, the NRC is certifying qualification pending completion of NMPS action items identified on Enclosure (3) of OPNAVINST 1001.20 (Series). The NRC will notify the NMPS of the Reservist's travel schedule and processing requirements.<br><br>Special assignment-related medical requirements that cannot be completed at the NRC prior to the ADOS start date (e.g., required immunizations) will be annotated on the checklist for NMPS action.<br><br>Reservists will hand carry the checklist to the NMPS. |
| 1.5.13 | Provide Service Member with copy of ADOS Statement of Understanding and ADOS Checklist | NRC provides Service Member with copy of ADOS Statement of Understanding and ADOS Checklist, and any additional documentation required by ADOS Checklist.<br><br>**Go to 2**. |
| 1.6 | Screen Service Member for Mobilization orders | NRA Staff/NRC/MTF screen Mobilizing Reservist.<br><br>Refer to **OPNAVINST 3060.7** (Series), **MPM 1300-318** and Expeditionary Screening Checklist (**NAVPERS 1300/22**). |
| 1.6.1 | Conduct Expeditionary Screening | Navy Reserve Activities (NRAs) Staff/Navy Reserve Centers (NRCs) conduct Expeditionary Screening.<br><br>It is the responsibility of the Service Member's current Commanding Officer (CO) to ensure expeditionary screening is conducted per **MPM 1300-318** and applicable references. Command Individual Augmentee Coordinators (CIACs), as well as other command assets shall advise, direct, and assist IA deployers in completing all administrative, medical, training, and other requirements in preparation for their upcoming assignment. |

| NRC | | |
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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| | | Commands will also provide each IA Service Member with the information listed in the reference section of MPM 1300-318 as well as instructions on how to download/print the IA Expeditionary Screening Checklists, the Individual Augmentee Sailor Handbook, and the Individual Augmentee Family Handbook.<br><br>Expeditionary Screening Checklist, NAVPERS 1300/22: https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/<br><br>Individual Augmentee Sailor Resources: https://www.usff.navy.mil/Organization/Headquarters/Individual-Augmentees/Resources/Sailor-Resources/<br><br>Individual Augmentee Family Resources: https://www.usff.navy.mil/Organization/Headquarters/Individual-Augmentees/Resources/Family-Resources/<br><br>RC Mobilization: RC Service Members receive mobilization orders for training, transportation, and deployment to the ultimate IA location. NRAs/ NRCs are responsible for ensuring the completion of the Expeditionary Screening Checklists for RC Service Members assigned to their command. |
| 1.6.4 | Conduct administrative portion of Expeditionary Screening | NRA Staff /NRC conduct administrative portion of Expeditionary Screening.<br><br>NAVPERS 1300/22 Expeditionary Screening Checklist applies to all personnel mobilizing or filling an IAMM/OSA/GSA, group (i.e., established commissioned RC units) or individual processing, both RC and AC. Obtain Expeditionary Screening Checklist on the NPC website: **https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/**<br><br>Commanding Officers must report suitability via BOL. Complete within 30 days of DTG on orders. |
| 1.6.4.1 | Complete Part 1 Pay/Personnel readiness of NAVPERS 1300/22 | NRA Staff/NRC complete Part 1 Pay/Personnel readiness of **NAVPERS 1300/22**.<br><br>Note 1: Responses in shaded areas must be explained in Commanding Officer's endorsement.<br><br>Note 2: Responses in blocks with an asterisk (*) indicate automatic disqualifiers. |

| NRC | | |
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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 1.6.4.2 | Complete Part 2 Command review of NAVPERS 1300/22 | NRA Staff/NRC complete Part 2 Command review of **NAVPERS 1300/22**.<br><br>Note 1: Responses in shaded areas must be explained in Commanding Officer's endorsement.<br><br>Note 2: Responses in blocks with an asterisk (*) indicate automatic disqualifiers. |
| 2 | Complete activation processing for Service Members selected for recall | Complete activation processing for Service Members selected for recall.<br><br>Refer also to **NAVADMIN 030/15**, Transition Goals, Plans, Success **NAVADMIN #6**, Reserve Component Guidance, for departing RC Demobilization and OCONUS ADOS requirements. |
| 2.1 | Assist Service Members with travel and transportation | NRC assists Service Members with travel and transportation from the Service Member's home to NRA, and from the NRA to supported command. |
| 2.2 | Transfer Service Members to the local Readiness Support Unit | NRC transfers Service Members to the local Readiness Support Unit and assigns the applicable Manpower Availability Status code. |
| 2.3 | Complete a NSIPS check-out to ACDU transaction | NRC completes a Navy Standard Integrated Personnel System (NSIPS) check-out to ACDU transaction. |
| 2.5 | Update email address and contact information in NSIPS | NRC/Service Member update email address and contact information in NSIPS.<br><br>Per **PPIB 16-12** in an effort to establish a unified listing of current email addresses to ensure vital information can be communicated directly with all navy members in a timely manner the below action is required upon<br>upon each PCS Transfer or Change in Component, i.e., Active Component to Reserve Component or Reserve Component to Active Component.<br><br>Required action by each member. |

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| | | NSIPS Ashore Users. Log on to your NSIPS self-service account at: **https://www.nsips.cloud.navy.mil/my.policy**.<br>• Click on "view personal information",<br>• then "address and phone",<br>• update your address, phone, and email address(es), then click "save."<br><br>NSIPS Afloat Users. Log on to your **shore** NSIPS self-service account at: **https://www.nsips.cloud.navy.mil/my.policy**.<br>• Click on "view personal information",<br>• then "address and phone",<br>• update your address, phone, and email address(es), then click "save."<br><br>Note: NSIPS Afloat Units must update their information via NSIPS Web Ashore |
| STOP | | |

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| CNO N13 | | |
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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 1 | Return to Active Duty | Return to Active Duty for Other than Training (ADOT).<br>Applications for augmentation must be completed in Career Waypoints (C-WAY). Certain ratings have additional job requirements. Documentation proving that the applicant meets those requirements must be sent to **RC to AC@Navy.mil** via encrypted email for an application for augmentation to be complete. Quotas for the program are updated monthly at: **https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Selected-Reserves/RC-to-AC/**<br>Refer to MPM 1301-600, Voluntary and Involuntary Recall/Mobilization of Navy's Reserve Component (RC) Personnel.<br><br>The Navy's Reserve Component (RC) is composed of several categories by law. Each category is subject to Recall to Active Duty under different conditions. RC Recalls to Active Duty may be for training purposes or for purposes other than training.<br><br>Active Duty Recalls for Other than Training (ADOT) type orders include General Assignment Recalls (GAR), Active Duty Operational Support (ADOS), Presidential Reserve Call-up (PRC), and Partial or Full Mobilization. Individual offices within NAVPERSCOM, depending upon Navy objective being served, govern policies and procedures for different types of recalls. Therefore, care must be taken to understand the type of orders under which the RC Service Member is recalled to ensure proper processing. Most, but not all, of these Service Members are to be gained to Active Component (AC) personnel and pay systems to ensure proper tracking, accounting, and support during ADOT recall.<br><br>Note: Recall to Active Duty for Training (ADT) type orders include Initial Active Duty for Training (IADT), Annual Training (AT), and Other Training Duty (ODT) type orders. These apply primarily to members of the Drilling Reserve. These type orders are not the subject of this SOP. |
| 1.5.3.2 | Adjudicate waiver request | PERS-462/PERS-4/CNO N13 adjudicates waiver request.<br><br>PERS-462 adjudicates requests for waivers of ADOS program policy, except waivers impacting Active Duty end strength accounting, which will be adjudicated by CNO (N13). |

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| CNO N13 | | |
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| STEP # | FLOW TEXT | ADDITIONAL TEXT |
| | | PERS-4 provides final approval/disapproval on ADOS policy waiver requests not resolved by NAVPERSCOM (PERS-462), except for waivers impacting AC end strength.<br><br>CNO N13 is the final approval/disapproval authority on ADOS waiver requests impacting AC end strength (sanctuary). |
| STOP | | |

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| BUPERS 31 | | |
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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 1.4.14 | Issue recall orders | BUPERS-31 issues recall orders.<br>The Administrative Procedures for Orders to ACDU are:<br>• Officers Assigned to Naval Air Reserve (NAVAIRES) Units. Orders to ACDU for officers assigned to units of the NAVAIRES will be forwarded via the appropriate Naval Air Station (NAS) or NAVAIRES training unit. The CO of the NAS/NAVAIRES training unit will affect delivery of the orders and direct the place of physical examination.<br>• Officers Assigned to other than NAVAIRES Units. Orders to ACDU for officers other than officers in a unit of the NAVAIRES will be forwarded via the Navy Region Reserve Component Commander (RCC) or Navy Reserve Center (NRC) CO for the area in which the officer resides. The appropriate RCC or NRC CO will affect delivery of the orders and direct the place of physical examination. Service and health records shall be forwarded to the activity designated to conduct the physical examination.<br><br>Go to 2. |
| STOP | | |

| MTF | | |
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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| 1.6 | Screen Service Member for Mobilization orders | NRA Staff/NRC/MTF screen Mobilizing Reservist.<br><br>Refer to **OPNAVINST 3060.7** (Series), **MPM 1300-318** and Expeditionary Screening Checklist (**NAVPERS 1300/22**). |
| 1.6.2 | Conduct medical/dental screening | MTF conducts medical/dental screening IAW **BUMEDINST 1300.3** (Series) and **MPM 1300-318**.<br><br>Medical Treatment Facilities (MTF) and Deployment Health Centers (DHCs) shall:<br>• Ensure credentialed medical providers are authorized to conduct medical screenings<br>• Grant medical clearance or declare Service Member unfit for deployment<br>• Designate IA Suitability Screening Coordinators (IASSC) to assist Service Members in completing medical screenings<br>• Ensure completion of **NAVMED 1300/4** and **NAVPERS 1300/21**, and AOR specific **NAVMED forms 1300/5-11**, and file completed **NAVMED form(s) 1300/4-11** in Service Member's medical record<br>• Provide support to NRCs without credentialed medical providers to complete IA medical screenings |
| 1.6.3 | Document medical/dental screening | MTF documents medical/dental screening.<br><br>Medical Treatment Facility (MTF) Actions: Per **BUMEDINST 1300.3** (Series) MTF COs and officers-in-charge (OICs) (or MTF designees) will ensure completion of **NAVPERS 1300/21** and ensure correct medical data is entered in the deployment section of the Medical Readiness Reporting System (MRRS) upon completion of medical screening. **NAVMED 1300/4** and required AOR specific forms will be filed in the Service Member's medical record. |
| 1.6.3.1 | Complete Pre-Deployment Health Assessment | MTF completes Pre-Deployment Health Assessment.<br><br>The DoD Deployment Health Assessments are a means to identify and track (on an individual and population level) specific health related outcomes which may be related to military deployments. They are required when a Service Member expects to spend more than 30 days ashore without a fixed Medical Treatment Facility (MTF) or when required by the COCOM or Operational Commander.<br><br>Pre-Deployment Health Assessment (Pre-DHA) **DD 2795**:<br>• Pre-Deployment Health Assessment (Pre-DHA) is completed online |

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| MTF | | |
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| **STEP #** | **FLOW TEXT** | **ADDITIONAL TEXT** |
| | | • Pre-DHA must be completed no earlier than 60 days prior to arrival at NMPS<br>• A face-to-face interview with a medical provider completes the process<br>• Pre-DHA will be verified at the NMPS<br>Note: The DD 2795 must be completed electronically. Handwritten forms will not be accepted. |
| 1.6.3.2 | Complete NAVMED 1300/4 | MTF completes **NAVMED 1300/4**.<br><br>**NAVMED 1300/4**, Expeditionary Medical and Dental Screening for IA and OCO, can be obtained at the Bureau of Medicine and Surgery (BUMED) website: http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx.<br><br>Note: NAVMED 1300/1, Medical, Dental and Educational Suitability Screening for Service and Family Members, will not be utilized for IA screening. |
| 1.6.3.3 | Complete AOR theater specific forms | MTF completes AOR theater specific forms (and screening checklists), if required.<br><br>The following deployment areas required that an additional screening checklist be completed:<br>• Pacific Command (PACOM) - **NAVMED 1300/5**<br>• Korean Peninsula - **NAVMED 1300/6**<br>• European Command (EUCOM) - **NAVMED 1300/7**<br>• Africa Command (AFRICOM) - **NAVMED 1300/8**<br>• Joint Task force (JTF) Guantanamo Bay (GTMO) - **NAVMED 1300/9**<br>• West Pacific and Okinawa - **NAVMED 1300/10** (with extended field exposure)<br>• United Nations Missions - **NAVMED 1300/11**<br><br>Any required Area of Responsibility (AOR) theater-specific medical screening forms (**NAVMED 1300/5** through **NAVMED 1300/11**, IA and Support Assignments to OCO Specific Requirements for (specific location) AOR) and all other applicable medical screening forms can be found on the BUMED website: **http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx** |
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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| 1 | Return to Active Duty | Command Leadership/ Service Member/NRA Staff/PERS CNO N13/ NRC | Return to Active Duty for Other than Training (ADOT). Applications for augmentation must be completed in Career Waypoints (C-WAY). Certain ratings have additional job requirements. Documentation proving that the applicant meets those requirements must be sent to **RC to AC@Navy.mil** via encrypted email for an application for augmentation to be complete. Quotas for the program are updated monthly at: **https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Selected-Reserves/RC-to-AC/**<br>Refer to MPM 1301-600, Voluntary and Involuntary Recall/Mobilization of Navy's Reserve Component (RC) Personnel.<br><br>The Navy's Reserve Component (RC) is composed of several categories by law. Each category is subject to Recall to Active Duty under different conditions. RC Recalls to Active Duty may be for training purposes or for purposes other than training.<br><br>Active Duty Recalls for Other than Training (ADOT) type orders include General Assignment Recalls (GAR), Active Duty Operational Support (ADOS), Presidential Reserve Call-up (PRC), and Partial or Full Mobilization. Individual offices within NAVPERSCOM, depending upon Navy objective being served, govern policies and procedures for different types of recalls. Therefore, care must be taken to understand the type of orders under which the RC Service Member is recalled to ensure proper processing. Most, but not all, of these Service Members are to be gained to Active Component (AC) personnel and pay systems to ensure proper tracking, accounting, and support during ADOT recall.<br><br>Note: Recall to Active Duty for Training (ADT) type orders include Initial Active Duty for Training (IADT), Annual Training (AT), and Other Training Duty (ODT) type orders. These apply primarily to members of the Drilling Reserve. These type orders are not the subject of this SOP. |

| STEPS ONLY | | | |
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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| 1.1 | Is Service Member being mobilized? | Service Member | Is Service Member being mobilized IAW **OPNAVINST 3060.7** (Series) and **MPM 1300-318**?<br><br>If Yes, go to 1.6.<br>If No, go to 1.2. |
| 1.2 | Identify Reservists for Voluntary ADOT orders | Command Leadership/ Service Member | Command Leadership/Service Member identify Reservists for Voluntary ADOT orders. |
| 1.3 | Is Reservist volunteering for ADOS orders or Recall orders? | Command Leadership | Is Reservist volunteering for ADOS orders or Recall orders?<br><br>If ADOS orders, go to 1.5.<br>If Recall orders, go to 1.4. |
| 1.4 | Is Service Member an officer or enlisted Service Member? | Service Member | Is Service Member an officer or enlisted Service Member?<br><br>If Officer, go to 1.4.8.<br>If Enlisted, go to 1.4.1. |
| 1.4.1 | Screen enlisted Service Member IAW program requirements | Command Leadership/ NRA staff | Command Leadership/NRA Staff screen enlisted Service Member IAW Reserve Recall program requirements.<br><br>Refer to Enlisted Reserve Recall MILPERSMAN articles for applicable Reserve Recall Program requirements.<br>• **MPM 1326-030** Reserve Component (RC)/Reserve Personnel, Navy (RPN) - Funded/Definite Recall Program for Enlisted<br>• **MPM 1326-040** Military Personnel, Navy (MPN) - Funded Active Duty (ACDU) Definite Recall Program for Enlisted Personnel<br>• **MPM 1306-1500**: Enlisted Component Change Programs and Recall of Reserve Members to Full-Time Support – Overview<br>• **MPM 1306-1502**: Enlisted Reserve Component to Active Component (RC2AC) or Enlisted Reserve Component Recall to Training and Administration of the Reserves (RC2TAR) Transition Procedures |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| 1.4.2 | Verify eligibility requirements for enlisted recall orders | NRA Staff/Command Leadership | NRA Staff/Command Leadership verifies eligibility requirements for enlisted recall orders.<br><br>Applicants must meet the enlistment quality control standards of **MILPERSMAN 1160-010 and 1160-030**. The Service Member's Reserve unit chain of command and Naval Reserve Activity (NRA) shall verify eligibility, while NAVPERSCOM (PERS-92) will make the final determination of eligibility. Eligibility criteria include the following:<br>• Age Limit<br>• Physical Readiness<br>• Medically Qualified<br>• Proficiency<br>• Obligated Service (OBLISERV)<br>• Conflict of Interest<br>• Initial ACDU Training (IADT)<br>• High Year Tenure (HYT) Considerations<br>• E-7 to E-9 Continuation<br>• Security Clearance<br>• Sanctuary Considerations<br><br>Refer to MPM Article program eligibility requirements for further details. |
| 1.4.2.1 | Verify Service Member meets physical readiness criteria | NRA Staff/Command Leadership | NRA Staff/Command Leadership verifies Service Member meets physical readiness criteria.<br><br>Applicants must meet physical readiness requirements of **OPNAVINST 6110.1** (Series) or current NAVADMIN guidance concerning physical fitness assessment standards. |
| 1.4.2.2 | Verify Service Member is medically qualified | NRA Staff/Command Leadership | NRA Staff/Command Leadership verifies Service Member is medically qualified.<br><br>Applicants must meet medical requirements as defined in **NAVMED P-117**. Additional qualifications are:<br>• Applicants shall not be in a temporarily not physically qualified status or a medical retention review status.<br>• Applicants must be either dental class I or II. |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | • Applicants must have documentation of a negative human immunodeficiency virus test, per **SECNAVINST 5300.30** (Series) within 12 months of the recall orders start date, or as directed by theater requirements. |
| 1.4.2.3 | Verify Service Member meets OBLISERV requirements | NRA Staff/Command Leadership | NRA Staff/Command Leadership verifies Service Member meets OBLISERV requirements.<br><br>Refer to **MPM 1001-060**, Assignment of Enlisted Naval Reservists to Active Duty.<br><br>Verify OBLISERV requirements.<br><br>Service Members selected for recall must ensure their OBLISERV covers the period of recall. This may be accomplished one of two ways:<br>• **NAVPERS 1070/601**, Immediate Reenlistment Contract, provided eligibility criteria per **MILPERSMAN 1160-010 and 1160-030** is met, or<br>• **NAVPERS 1070/621**, Agreement to Extend Enlistment, provided such agreement does not exceed a total aggregate of 24 months in two extensions when combined with previous extensions on a single enlistment contract. If the Service Member's total extensions will exceed 24 months and/or two extensions, the Service Member must reenlist in the Navy Reserve using NAVPERS 1070/601 prior to orders being issued for a period that exceeds the ACDU obligation by no less than 30 days.<br><br>Service Members selected for recall shall complete **NAVPERS 1070/622**, Agreement to Recall or Extend ACDU, sections 1 and 2, for the entire period of OBLISERV indicated on the recall authorization.<br><br>Note: Reenlistment restrictions while on ACDU. Service Members are not authorized to reenlist while on recall without approval from NAVPERSCOM (PERS-92). |
| 1.4.2.4 | Verify Service Member meets | NRA Staff/Com | NRA Staff/Command Leadership verifies Service Member meets HYT requirements, if applicable. |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | HYT requirements | mand Leadership | High Year Tenure (HYT) Considerations:<br>• Personnel who may reach their SELRES HYT date during the recall period are required to request a SELRES HYT waiver from NAVPERSCOM (PERS-913) for the period of recall.<br>• The HYT waiver request is to be included in the recall package.<br>• NAVPERSCOM (PERS-913) will forward the request to the BUPERS (BUPERS-32) for approval or disapproval.<br>• BUPERS (BUPERS-32) will forward the determination to NAVPERSCOM (PERS-913).<br>• If a waiver is not granted, the individual will not be eligible for recall. NAVPERSCOM (PERS-913) will notify the individual of the results.<br><br>Note: Changes have been made to the Enlisted High Year Tenure for Navy Reserve Personnel to apply HYT gates to Individual Ready Reserve (IRR) members and place limits on Active Status Pool (ASP) members not serving in Volunteer Training Units (VTU). SELRES must be eligible for retention under the High Year Tenure (HYT) restrictions in **MPM 1160-120** and **NAVADMIN 223/14**. |
| 1.4.3 | Does Service Member meet eligibility criteria or program waiver? | NRA Staff/Command Leadership | Does Service Member meet eligibility criteria or program waiver of requirements, if applicable?<br><br>If Yes, go to 1.4.4.<br>If No, go to Stop. |
| 1.4.4 | Prepare application for Recall assignment | Service Member/NRA Staff/ Command Leadership | Service Member/NRA Staff/Command Leadership prepare application for Recall assignment.<br><br>Applications will not be accepted or processed unless requesting a valid advertised vacancy. Applications for positions that are not valid will be returned to the Service Member and his or her command without further action. Reserve Service Members volunteering for ACDU recall will submit requests to NAVPERSCOM (PERS-92) via their NRA with unit Commanding Officer (CO) endorsement. |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | NAVPERSCOM (PERS-92) will check all applications for completeness and confirm that the applicant is requesting recall to fill a valid requirement. NAVPERSCOM (PERS-92) will forward completed recall requests to the affected gaining command for selection recommendation. |
| 1.4.4.1 | Compile and complete application documentation | Service Member/ Command Leadership | Service Member/Command Leadership compile and complete application documentation.<br><br>The following information should be forwarded in a command endorsement on NRA letterhead, or as enclosures to a command endorsement:<br>• Eligibility criteria met as listed in **MPM 1326-040**<br>• **NAVPERS 1306/7** Enlisted Personnel Action Request with endorsement(s)<br>• Any non-judicial punishments, courts-martial, or civil infractions in last 48 months<br>• Endorsement from applicant's medical department representative verifying the Service Member meets all medical requirements<br>• Physical Readiness Information Management System printout for the last 4 years<br>• Last four observed performance evaluations<br>• Copy of current enlistment agreement (if Service Member reenlisted within 6 months of date of request)<br>• All ACDU documentation including, but not limited to:<br>o Copies of DD214 Certificate of Release or Discharge from Active Duty for all branches of service in which the Service Member has served<br>o Copies of all NGB 22 National Guard Report of Separation and Record of Service forms if previous National Guard Service Member<br>o **NAVPERS 1070/605** History of Assignments<br>o Complete Drill Point Capture Sheet to include all ACDU periods<br>• Address of current NRA |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | • NAVPERS 1070/613, Administrative Remarks, as applicable (e.g., Enlisted Reserve Recall Statement of Agreement per **MPM 1326-040**)<br>• HYT waiver request if the Service Member will reach HYT during recall period |
| 1.4.4.2 | Provide CO endorsement | Command Leadership | Command Leadership provides CO endorsement. |
| 1.4.4.3 | Submit application | Service Member/ Command Leadership | Service Member/Command Leadership submit application.<br><br>A copy of the application package will be retained in local command Admin file and by the Service Member until final adjudication of the application. |
| 1.4.5 | Process application | PERS | NAVPERSCOM (PERS-92) processes application.<br><br>All forwarded applications will be screened by NAVPERSCOM (PERS-92) to verify eligibility requirements to include 16 year waivers, sanctuary and HYT considerations (if applicable). Applications meeting the criteria established in the recall advertisement and applicable MPM article requirements will be forwarded to the appropriate gaining command for review and recommendation. NAVPERSCOM (PERS-92) will issue recall orders for the recommended applicant provided the Service Member still meets all eligibility requirements. NAVPERSCOM, Reserve Personnel Management Department (PERS-9) shall have final disapproval authority. |
| 1.4.6 | Was enlisted Service Member selected for recall orders? | Service Member/PERS | Was enlisted Service Member selected for recall orders?<br><br>If No, go to Stop.<br>If Yes, go to 1.4.6.1. |
| 1.4.6.1 | Issue recall orders | PERS | NAVPERSCOM (PERS-92) issues recall orders.<br><br>NAVPERSCOM (PERS-92) will issue ACDU orders for approved personnel to report to their local NRA for further assignment (if appropriate).<br><br>The authority for recall will be forwarded to the Service Member’s NRA, as indicated on Service Member’s application. |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | Recalled Service Members are identified in the Enlisted Master File and the command's Enlisted Distribution and Verification Report as branch and or class "32" and special program indicator "L". |
| 1.4.6.2 | Execute a Reserve Recall Statement of Agreement | Service Member | Service Member executes a Reserve Recall Statement of Agreement (e.g., **MPM 1326-040**) NAVPERS 1070/613, as required. |
| 1.4.7 | Provide Service Member with copy of Orders, Reserve Recall Statement of Agreement, and documentation | NRA Staff | NRA staff provides Service Member with copy of Orders, Reserve Recall Statement of Agreement, and additional supporting documentation.<br><br>Go to 2. |
| 1.4.8 | Screen officer IAW program requirements | Command Leadership/ NRA staff | Command Leadership/NRA staff screen officer IAW Reserve Recall program requirements.<br><br>Refer to Reserve Officer Recall Decision Matrix for applicable Reserve Recall Program requirements: **https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Reserve-OCM/Selected-Reservists/Reserve-Officer-Recall-RPN/**<br><br>• ADOS: **OPNAVINST 1001.20** (Series)<br>• RPN Temporary Recall Program: **MILPERSMAN 1132-010**<br>• RPN CANREC Program: **BUPERSINST 1001.40** (Series)<br>• Active Component (AC), Indefinite Recall Program for Reserve Component Officers: **MILPERSMAN 1321-105**<br>• Active Component (AC), MPN-Funded, Definite Recall Program for Officers: **MILPERSMAN 1321-110**<br>• TAR Lat/Xfer Boards: **MILPERSMAN 1001-020** |
| 1.4.9 | Verify eligibility requirements of officer recall orders | NRA Staff/Command Leadership | NRA Staff/Command Leadership verifies eligibility requirements for officer recall orders.<br><br>For Officers, refer to **MPM 1132-010 Para 3 and MPM 1321-105 and 110** for eligibility requirements. |

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| | | | Volunteering for Definite or Temporary Recall: Officers of the Navy Reserve interested in volunteering for definite, or temporary, recall to fill specific advertised Reserve program billets in TAR of the Navy Reserve should refer to **MPM 1132-010**.<br><br>Definite, or temporary, Recall of Reserve Officers is not designed as a career ACDU program. It is intended to be a constructive part of an Officer's Selected Reserve (SELRES) career and is used to fill gapped or vacant ACDU-funded billets in direct support of ACDU requirements. 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. Refer to **MPM 1321-110**.<br>This type of recall shall be for a specified period not to exceed 3 years.<br><br>Conversely, indefinite, or permanent/general, Recall of Reserve Officers is designed as a career ACDU program. It is intended to allow qualified and interested Reserve Officers, to include TAR, to request to be considered for permanent recall to a regular ACDU status on the Active Duty List (ADL). Indefinite recalls can also be used to fill gapped or vacant ACDU billets in direct support of ACDU requirements, but the focus of indefinite recalls are the long term contribution to a given ACDU officer community that the officer will provide. Refer to **MPM 1321-105**.<br><br>Officers applying for recall must:<br>• be able to serve on Active Duty for the period of time advertised.<br>• not be in a failed of selection for promotion status (not applicable for O-6 applicants).<br>• be in, selected to, or below the grade advertised for the billet. If in the grade advertised, must not have more than 3 years in grade. |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | • be a satisfactory drilling Ready Reservist. Applicants being considered for billets responsible for developing policy affecting the Reserve component shall have a minimum of 3 years Selected Reserve experience immediately preceding recall.<br>• meet physical requirements for recall to Active Duty.<br>• have less than 13 years of total Active Duty service. |
| 1.4.10 | Does Service Member meet eligibility criteria or program waiver? | NRA Staff/Command Leadership | Does Service Member meet eligibility criteria or program waiver of requirements, if applicable?<br><br>If Yes, go to 1.4.11.<br>If No, go to Stop. |
| 1.4.11 | Prepare application for Recall assignment | Service Member /NRA Staff/Command Leadership | Service Member/NRA Staff/Command Leadership prepare application for Recall assignment.<br><br>Procedures for applying:<br>• Recall Advertisements<br>  o Definite and indefinite recall opportunities will be advertised through the Commander, Navy Reserve Forces Command (COMNAVRESFOR) List serve email distribution system and will be posted on applicable COMNAVRESFOR and Navy Personnel Command (NAVPERSCOM) reserve recall websites.<br>  o The application template for recall to extended ACDU is available for download at the NAVPERSCOM reserve recall websites.<br><br>• Request Submission<br>  o With the exception of the reserve communities listed below, Reserve Officers who desire either definite or indefinite recall to ACDU will submit their recall request directly to Bureau of Naval Personnel (BUPERS); Head, Officer Community Management Branch (BUPERS-31).<br>  o Command endorsements, if applicable, are highly desired to be submitted with the recall request. Reserve officers that are not able to provide a |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | command endorsement will be screened through the losing Reserve Officer Community representatives prior to being considered for either a temporary or permanent recall.<br><br>• Medical/Dental Recall<br>o Reserve Officers in the Medical Corps (2105), Dental Corps (2205), Medical Service Corps (2305), Nurse Corps (2905), and Chaplain Corps (4105) interested in applying for either an indefinite or definite recall will submit their recall request through their local Navy officer recruiter and Commander, Navy Recruiting Command (COMNAVCRUITCOM) for consideration for recall.<br>o Applications from Reserve Officers from these communities will then be reviewed by the gaining ACDU officer community for consideration and eventual recommendation to BUPERS-31. |
| 1.4.11.1 | Compile and complete application documentation | Service Member/NRA Staff/ Command Leadership | Service Member/NRA staff/Command Leadership compile and complete application documentation.<br><br>Interested Officers shall apply by letter to NAVPERSCOM (PERS-492) via their Reserve Unit Commanding Officer (CO). Applications should include the following information:<br>• Rank/name/SSN/designator<br>• Desired billet<br>• Date available for recall<br>• Mailing address/phone number<br>• Summary of military and civilian experience relevant to the billet<br>• Any other information requested in the billet advertisement<br>Documents to Submit: Reserve officers requesting recall are required to submit the following documents to be considered for either a definite or indefinite recall:<br>• **NAVPERS 1331/5**, Application for Recall to Extended Active Duty<br>• Annual Statement of Service History (ASOSH) from BUPERS Online (BOL) |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | • Cumulative Active Duty Service Statement<br>• Last four fitness reports (FITREPs)<br>• Pertinent qualifications/training (optional)<br>• Last Physical Readiness Test (PRT) results (from Physical Readiness Information Management System (PRIMS))<br>• Resume (military or civilian, optional)<br>• Letters of recommendation (optional)<br>• Sanctuary Waiver Request (only required if requesting a definite/temporary recall and only if expected to go over 16 years of total ACDU service during the proposed recall)<br>• Ecclesiastical endorsement (Chaplain Corps applicants only)<br><br>The purpose of submitting all above listed documents is to provide a means for an individual to request voluntary recall to ACDU. The information is used to evaluate the individual's ability to perform the job to which applying, if requesting a definite recall; or ability to meet the demands and be competitive within the ACDU officer community in which applying, if an indefinite recall request.<br><br>Provision of the information requested is voluntary; however, failure to provide all information on the application documents may result in an inability to process the application, or non-selection for the recall.<br><br>Note: Less than four FITREPs will be accepted for Chaplain Corps, Medical Corps, Dental Corps, Nurse Corps, and Medical Service Corps as long as their time in the Navy Reserve would not allow them the opportunity to receive four FITREPS. No gaps in continuity between FITREPS can exist. |
| 1.4.11.2 | Provide CO endorsement | Command Leadership | Command Leadership provides CO endorsement.<br><br>Command endorsements are required to accompany Reserve recall requests and should be from either the applicant's |

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| | | | reserve unit Commanding Officer/Officer-in-Charge (CO/OIC), Navy Reserve Activity CO/OIC, or ACDU CO/OIC. |
| 1.4.11.3 | Submit application | Service Member/ NRA Staff/Command Leadership | Service Member/NRA Staff/Command Leadership submit application.<br><br>A copy of the application package will be retained in local command Admin file and by the Service Member until final adjudication of the application. |
| 1.4.12 | Process application | PERS-31 | PERS-31 processes application.<br><br>The normal processing time for applications is approximately 6 weeks.<br><br>Selection is by recommendation of a board of officers within BUPERS-31.<br><br>In addition to service needs, basic criterion for selection is whether, in the opinion of the board, the candidate is fit by reason of age, education, previous naval and civilian experience, past performance, assignability, etc., to compete successfully on a career basis with their contemporaries, both regular and reserve, if being considered for an indefinite recall.<br><br>If being considered for a definite, or temporary recall, the candidate 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. |
| 1.4.13 | Was officer selected for recall orders? | Service Member | Was officer selected for recall orders?<br><br>If Yes, go to 1.4.14.<br>If No, go to Stop. |
| 1.4.14 | Issue recall orders | BUPERS-31 | BUPERS-31 issues recall orders.<br>The Administrative Procedures for Orders to ACDU are:<br>• Officers Assigned to Naval Air Reserve (NAVAIRES) Units. Orders to ACDU for officers assigned to units of the NAVAIRES will be forwarded via the appropriate Naval Air |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | Station (NAS) or NAVAIRES training unit. The CO of the NAS/NAVAIRES training unit will affect delivery of the orders and direct the place of physical examination.<br>• Officers Assigned to other than NAVAIRES Units. Orders to ACDU for officers other than officers in a unit of the NAVAIRES will be forwarded via the Navy Region Reserve Component Commander (RCC) or Navy Reserve Center (NRC) CO for the area in which the officer resides. The appropriate RCC or NRC CO will affect delivery of the orders and direct the place of physical examination. Service and health records shall be forwarded to the activity designated to conduct the physical examination.<br><br>Go to 2. |
| 1.5 | Screen Service Member for ADOS orders | NRA Staff/NRC /Command Leadership | Command Leadership screens Service Member for ADOS orders.<br><br>Refer to **OPNAVINST 1001.20** (Series). ADOS personnel are to be pre-screened by their supporting NRC/RC unit utilizing OPNAVINST 1001.20 (Series) Enclosure (3). |
| 1.5.1 | Verify Service Member's eligibility for ADOS orders | NRA Staff/NRC /Command Leadership | Command Leadership verifies Service Member's eligibility for ADOS orders.<br><br>NAVPERSCOM (PERS-462) will coordinate with NRCs and COMNAVRESFORCOM to ensure that reservists recalled under the ADOS Program meet eligibility criteria. The responsibility for verifying eligibility lies with the Service Member's chain of command and NRC. However, the final decision as to whether or not a Service Member is eligible for orders rests with NAVPERSCOM (PERS-462).<br><br>Refer to Paragraph 8 of **OPNAVINST 1001.20** (Series) for eligibility criteria.<br><br>Enlisted Service Members must meet the enlistment quality control standards of **MPM 1160-030**; must be eligible for retention under the High Year Tenure (HYT) restrictions in **MPM 1160-120**; must have sufficient obligated service under their current enlistment to complete the period of ADOS |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | orders or must reenlist/extend their enlistment prior to the ADOS orders being issued per **MPM 1160-060**.<br><br>Note: Enlisted ADOS Service Members may not reenlist in the Regular Navy or transfer to the Regular Navy without prior notification of NAVPERSCOM (PERS-462). |
| 1.5.2 | Does Service Member meet eligibility criteria? | NRA Staff/NRC /Command Leadership | Does Service Member meet eligibility criteria?<br><br>If No, go to 1.5.3.<br>If Yes, go to 1.5.4. |
| 1.5.3 | Does Command desire to submit waiver request? | NRA Staff/NRC /Command Leadership | Does Command desire to submit waiver request?<br><br>If Yes, go to 1.5.3.1.<br>If No, go to Stop. |
| 1.5.3.1 | Submit waiver request | NRA Staff/NRC /Command Leadership | Command Leadership submits waiver request.<br><br>Requests for waivers to ADOS policy must be submitted in a timely and official manner to NAVPERSCOM (PERS-462) for adjudication. Requests for waiver of ADOS policy submitted less than 60 days prior to a desired start date may impact the actual start date of the orders.<br><br>Requests will be in official letter format and identify the specific ADOS policy from which relief is sought. Specific information concerning a Service Member's unique suitability for the requirement, risk/benefit to service of waiving subject policy, and alternatives to waiver must be provided.<br><br>Waivers to ADOS policy must be endorsed by the first active component flag or general officer in the requester's chain of command. |
| 1.5.3.2 | Adjudicate waiver request | PERS and CNO N13 | PERS-462/PERS-4/CNO N13 adjudicates waiver request.<br><br>PERS-462 adjudicates requests for waivers of ADOS program policy, except waivers impacting Active Duty end strength accounting, which will be adjudicated by CNO (N13). |

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| | | | PERS-4 provides final approval/disapproval on ADOS policy waiver requests not resolved by NAVPERSCOM (PERS-462), except for waivers impacting AC end strength.<br><br>CNO N13 is the final approval/disapproval authority on ADOS waiver requests impacting AC end strength (sanctuary). |
| 1.5.3.3 | Was waiver approved? | NRA Staff/NRC | Was waiver approved?<br><br>If Yes, go to 1.5.4.<br>If No, go to Stop. |
| 1.5.4 | Complete ADOS Statements of Understanding | Service Member | Service Member completes ADOS Statements of Understanding. |
| 1.5.5 | Issue orders | PERS | PERS issues orders.<br><br>For all ADOS orders to supported commands located within the continental United States (CONUS), Alaska, and Hawaii, the Reservist will be activated at the Navy Reserve Center (NRC) and sent directly to the supported command or via a Navy Mobilization Processing Site (NMPS), as may be required by NAVPERSCOM (PERS-462).<br><br>For all ADOS orders to supported commands located OCONUS (excluding Alaska and Hawaii), the Reservist will be activated at the NRC and proceed to the supported command via a designated NMPS. |
| 1.5.6 | Are ADOS orders less than 30 days? | NRA Staff | Are ADOS orders less than 30 days?<br><br>If Yes, go to Stop.<br>If No, go to 1.5.7.<br><br>Stop indicates Service Member will not be Strength Gained to AD, so the Stop refers to a Stop in this procedure. Reservist should continue to comply with orders. |
| 1.5.7 | Complete ADOS Qualification Checklist | NRC | NRC completes ADOS Qualification Checklist.<br><br>The NRC will verify the Reservist's eligibility using the ADOS Qualification Checklist provided in enclosure (3) of |

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| | | | OPNAVINST 1001.20 (Series), correcting all deficiencies within its capability.<br><br>The purpose of this checklist is to ensure the reservist volunteering for an ADOS assignment is fully qualified and prepared to execute orders.<br><br>Complete the ADOS Qualification Checklist provided in enclosure (3) of OPNAVINST 1001.20 (Series). Verify the Reservist meets all medical, dental, and administrative eligibility requirements for execution of ADOS orders. If the orders do not direct the Service Member to transit via a NMPS, then all eligibility deficiencies must be corrected prior to the Reservist reporting to ultimate supported command.<br><br>The NRC CO is responsible for certifying that a Service Member with ADOS orders meets all medical, dental, and administrative requirements. Upon receipt of ADOS orders, the NRC shall complete the ADOS Checklist to ensure the reservist is qualified to execute the orders. If deficiencies are identified, the NRC shall take immediate action to correct the deficiencies prior to transferring the Service Member to the supported command.<br><br>Modification to the above procedure is permitted for ADOS orders that specifically direct the Service Member to transit to the supported command via a NMPS. The NRC shall still complete the checklist and correct all deficiencies within its capability. Special assignment-related medical requirements that cannot be completed at the NRC prior to the ADOS start date (e.g., required immunizations) will be annotated on the checklist for NMPS action. Reservists will hand carry the checklist to the NMPS.<br><br>The NRC will retain a completed copy of the checklist, certifying the individual is qualified or not qualified for ADOS, in the Service Member's personnel file(s). |

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| 1.5.8 | Was Service Member found eligible or ineligible? | PERS | Was Service Member found ineligible, and was NRC unable to correct deficiency?<br><br>If a deficiency cannot be corrected prior to the ADOS start date, the NRC will immediately notify NAVPERSCOM (PERS-462) who will coordinate with the requesting command to determine disposition (i.e., delay, cancellation, utilization of NMPS, etc.)<br><br>If Eligible, go to 1.5.13.<br>If Ineligible, go to 1.5.9. |
| 1.5.9 | Is Service Member processing through an NMPS? | NRC | Is Service Member processing through an NMPS?<br><br>If Yes, go to 1.5.12.<br>If No, go to 1.5.10. |
| 1.5.10 | Comply with disposition instructions | NRC | Command Leadership complies with disposition instructions.<br><br>For CONUS Assignments:<br><br>If the Reservist is found not eligible either at the NRC or subsequently at the NMPS, the NRC or the NMPS, as applicable, will contact NAVPERSCOM (PERS-462) for further instruction regarding any change to the Reservist's orders.<br><br>For OCONUS Assignments:<br><br>If the Reservist is found not eligible, the NRC will contact NAVPERSCOM (PERS-462) for further instruction regarding any change to the Reservist's orders. Requirements that cannot be rectified prior to the ADOS start date will be annotated on the checklist for NMPS action if NAVPERSCOM (PERS-462) approves the Service Member to continue on to the NMPS.<br><br>The NRC will coordinate the Service Member's travel and processing with the NMPS. |

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| 1.5.11 | What were disposition instructions? | NRC | What were disposition instructions?<br><br>If Delay or Cancellation, go to Stop.<br>If proceed to Supported Command, go to 1.5.13.<br>If proceed to NMPS, go to Step 1.5.12. |
| 1.5.12 | Annotate action items for NMPS | NRC | NRC annotates action items for NMPS.<br><br>For ADOS orders that specifically direct the Service Member to transit to the supported command via a NMPS, the NRC shall still complete the checklist and correct all deficiencies within its capability.<br><br>For Service Members ordered to transit via NMPS, the NRC is certifying qualification pending completion of NMPS action items identified on Enclosure (3) of OPNAVINST 1001.20 (Series). The NRC will notify the NMPS of the Reservist's travel schedule and processing requirements.<br><br>Special assignment-related medical requirements that cannot be completed at the NRC prior to the ADOS start date (e.g., required immunizations) will be annotated on the checklist for NMPS action.<br><br>Reservists will hand carry the checklist to the NMPS. |
| 1.5.13 | Provide Service Member with copy of ADOS Statement of Understanding and ADOS Checklist | NRC | NRC provides Service Member with copy of ADOS Statement of Understanding and ADOS Checklist, and any additional documentation required by ADOS Checklist.<br><br>Go to 2. |
| 1.6 | Screen Service Member for Mobilization orders | NRA Staff/NRC / MTF | NRA Staff/NRC/MTF screen Mobilizing Reservist.<br><br>Refer to **OPNAVINST 3060.7** (Series), **MPM 1300-318** and Expeditionary Screening Checklist (**NAVPERS 1300/22**). |
| 1.6.1 | Conduct Expeditionary Screening | NRA Staff/NRC | Navy Reserve Activities (NRAs) Staff/Navy Reserve Centers (NRCs) conduct Expeditionary Screening. |

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| | | | It is the responsibility of the Service Member's current Commanding Officer (CO) to ensure expeditionary screening is conducted per **MPM 1300-318** and applicable references. Command Individual Augmentee Coordinators (CIACs), as well as other command assets shall advise, direct, and assist IA deployers in completing all administrative, medical, training, and other requirements in preparation for their upcoming assignment.<br><br>Commands will also provide each IA Service Member with the information listed in the reference section of MPM 1300-318 as well as instructions on how to download/print the IA Expeditionary Screening Checklists, the Individual Augmentee Sailor Handbook, and the Individual Augmentee Family Handbook.<br><br>Expeditionary Screening Checklist, NAVPERS 1300/22: https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/<br><br>Individual Augmentee Sailor Resources: https://www.usff.navy.mil/Organization/Headquarters/Individual-Augmentees/Resources/Sailor-Resources/<br><br>Individual Augmentee Family Resources: https://www.usff.navy.mil/Organization/Headquarters/Individual-Augmentees/Resources/Family-Resources/<br><br>RC Mobilization: RC Service Members receive mobilization orders for training, transportation, and deployment to the ultimate IA location. NRAs/ NRCs are responsible for ensuring the completion of the Expeditionary Screening Checklists for RC Service Members assigned to their command. |
| 1.6.2 | Conduct medical/dental screening | MTF | MTF conducts medical/dental screening IAW **BUMEDINST 1300.3** (Series) and **MPM 1300-318**.<br><br>Medical Treatment Facilities (MTF) and Deployment Health Centers (DHCs) shall:<br>• Ensure credentialed medical providers are authorized to conduct medical screenings |

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| | | | • Grant medical clearance or declare Service Member unfit for deployment<br>• Designate IA Suitability Screening Coordinators (IASSC) to assist Service Members in completing medical screenings<br>• Ensure completion of **NAVMED 1300/4** and **NAVPERS 1300/21**, and AOR specific **NAVMED forms 1300/5-11**, and file completed **NAVMED form(s) 1300/4-11** in Service Member's medical record<br>• Provide support to NRCs without credentialed medical providers to complete IA medical screenings |
| 1.6.3 | Document medical/dental screening | MTF | MTF documents medical/dental screening.<br><br>Medical Treatment Facility (MTF) Actions: Per **BUMEDINST 1300.3** (Series) MTF COs and officers-in-charge (OICs) (or MTF designees) will ensure completion of **NAVPERS 1300/21** and ensure correct medical data is entered in the deployment section of the Medical Readiness Reporting System (MRRS) upon completion of medical screening. **NAVMED 1300/4** and required AOR specific forms will be filed in the Service Member's medical record. |
| 1.6.3.1 | Complete Pre-Deployment Health Assessment | MTF | MTF completes Pre-Deployment Health Assessment.<br><br>The DoD Deployment Health Assessments are a means to identify and track (on an individual and population level) specific health related outcomes which may be related to military deployments. They are required when a Service Member expects to spend more than 30 days ashore without a fixed Medical Treatment Facility (MTF) or when required by the COCOM or Operational Commander.<br><br>Pre-Deployment Health Assessment (Pre-DHA) **DD 2795**:<br>• Pre-Deployment Health Assessment (Pre-DHA) is completed online<br>• Pre-DHA must be completed no earlier than 60 days prior to arrival at NMPS<br>• A face-to-face interview with a medical provider completes the process<br>• Pre-DHA will be verified at the NMPS |

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| | | | Note: The DD 2795 must be completed electronically. Handwritten forms will not be accepted. |
| 1.6.3.2 | Complete NAVMED 1300/4 | MTF | MTF completes **NAVMED 1300/4**.<br><br>**NAVMED 1300/4**, Expeditionary Medical and Dental Screening for IA and OCO, can be obtained at the Bureau of Medicine and Surgery (BUMED) website: http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx.<br><br>Note: NAVMED 1300/1, Medical, Dental and Educational Suitability Screening for Service and Family Members, will not be utilized for IA screening. |
| 1.6.3.3 | Complete AOR theater specific forms | MTF | MTF completes AOR theater specific forms (and screening checklists), if required.<br><br>The following deployment areas required that an additional screening checklist be completed:<br>• Pacific Command (PACOM) - **NAVMED 1300/5**<br>• Korean Peninsula - **NAVMED 1300/6**<br>• European Command (EUCOM) - **NAVMED 1300/7**<br>• Africa Command (AFRICOM) - **NAVMED 1300/8**<br>• Joint Task force (JTF) Guantanamo Bay (GTMO) - **NAVMED 1300/9**<br>• West Pacific and Okinawa - **NAVMED 1300/10** (with extended field exposure)<br>• United Nations Missions - **NAVMED 1300/11**<br><br>Any required Area of Responsibility (AOR) theater-specific medical screening forms (**NAVMED 1300/5** through **NAVMED 1300/11**, IA and Support Assignments to OCO Specific Requirements for (specific location) AOR) and all other applicable medical screening forms can be found on the BUMED website: **http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx** |
| 1.6.3.4 | Complete and sign NAVPERS 1300/21 | MTF | MTF completes and signs **NAVPERS 1300/21**.<br><br>MTF COs and officers-in-charge (OICs) (or MTF designees) will ensure completion of NAVPERS 1300/21 and ensure correct |

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| | | | medical data is entered in the deployment section of the Medical Readiness Reporting System (MRRS) upon completion of medical screening. |
| 1.6.4 | Conduct administrative portion of Expeditionary Screening | NRA Staff/NRC | NRA Staff /NRC conduct administrative portion of Expeditionary Screening.<br><br>NAVPERS 1300/22 Expeditionary Screening Checklist applies to all personnel mobilizing or filling an IAMM/OSA/GSA, group (i.e., established commissioned RC units) or individual processing, both RC and AC. Obtain Expeditionary Screening Checklist on the NPC website: **https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/**<br><br>Commanding Officers must report suitability via BOL. Complete within 30 days of DTG on orders. |
| 1.6.4.1 | Complete Part 1 Pay/Personnel readiness of NAVPERS 1300/22 | NRA Staff/NRC | NRA Staff/NRC complete Part 1 Pay/Personnel readiness of **NAVPERS 1300/22**.<br><br>Note 1: Responses in shaded areas must be explained in Commanding Officer's endorsement.<br><br>Note 2: Responses in blocks with an asterisk (*) indicate automatic disqualifiers. |
| 1.6.4.2 | Complete Part 2 Command review of NAVPERS 1300/22 | NRA Staff/NRC | NRA Staff/NRC complete Part 2 Command review of **NAVPERS 1300/22**.<br><br>Note 1: Responses in shaded areas must be explained in Commanding Officer's endorsement.<br><br>Note 2: Responses in blocks with an asterisk (*) indicate automatic disqualifiers. |
| 1.6.5 | Review and complete the NAVPERS 1300/22 | NRA Staff/Command Leadership | NRA Staff/Command Leadership reviews and completes the **NAVPERS 1300/22**.<br><br>NRA Commanding Officers must review the completed, signed **NAVPERS 1300/21**, any medical waivers, and the completed **NAVPERS 1300/22** before signing. |
| 1.6.6 | Report Service Member's | NRA Staff/Com | NRA Staff/Command Leadership reports Service Member's suitability via BOL. |

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| | suitability via BOL | mand Leadership | COs must ensure that Service Member's suitability is reported via BUPERS-Online (BOL): https://www.bol.navy.mil/ (login is required), within 30 days of the date/time/group on the orders. Suitability will be reported using the Overseas/IA Screening application from the BOL menu.<br><br>Note 1: Certain items delineated on the NAVPERS 1300/22 are required to be completed nearer to the detachment date from the parent command, and thus cannot be completed within the 30 day timeframe. Commands must report suitability in BOL for all items that can be completed within the 30 day timeframe.<br><br>Commands must continue to track and ensure the Service Member completes all remaining suitability screening requirements. In the event the Service Member fails to complete all remaining screening requirements, commands will update BOL to reflect the unsuitability status.<br><br>Note 2: Commands that do not report screening status via BOL within 30 days of the date/time/group on the orders will receive a delinquency message. Compliance will be monitored by NAVPERSCOM (PERS-4G) and enforced by U.S. Fleet Forces Command (USFF). |
| 1.6.7 | Is Service Member Suitable or Unsuitable? | NRA Staff/Command Leadership | Is Service Member Suitable or Unsuitable?<br><br>If Unsuitable, go to 1.6.8.<br>If Suitable, go to 1.6.10. |
| 1.6.8 | Await disposition instructions | NRA Staff/Command Leadership | NRA Command Leadership awaits disposition instructions.<br><br>If a deficiency cannot be corrected by NRA, PERS-4G/USFF will determine disposition (i.e., delay, cancellation, report to NMPS, etc.). |
| 1.6.9 | What were disposition instructions? | NRA Staff/Command Leadership | What were disposition instructions?<br><br>If Delay, Cancellation, go to Stop.<br>If Continue processing, go to 1.6.10. |

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| **STEP #** | **FLOW TEXT** | **ROLE** | **ADDITIONAL TEXT** |
| 1.6.10 | Provide Service Member with records, forms, and supporting documentation | NRA Staff | NRA Staff (CIAC) provides Service Member with records, forms, and supporting documentation, including:<br>• Medical and dental records with individual medical readiness documentation<br>• Hard copies of **NAVPERS 1300/21, and NAVPERS 1300/22**<br>• Copies of medical waivers must accompany Service Members to the Navy Mobilization Processing Site (NMPS)<br><br>Service Members will undergo additional screening and review of the expeditionary medical/dental and administrative checklists upon reporting to NMPS. |
| 1.6.11 | Maintain command copy of NAVPERS 1300/21 and 1300/22 | NRA Staff | NRA Staff (CIAC) maintains command copy of **NAVPERS 1300/21 and 1300/22**.<br><br>A copy of the **NAVPERS 1300/21 and the NAVPERS 1300/22** screening forms will be held by the CIAC for a minimum period of 2 years. |
| 2 | Complete activation processing for Service Members selected for recall | NRA Staff/NRC / Service Member | Complete activation processing for Service Members selected for recall.<br><br>Refer also to **NAVADMIN 030/15**, Transition Goals, Plans, Success **NAVADMIN #6**, Reserve Component Guidance, for departing RC Demobilization and OCONUS ADOS requirements. |
| 2.1 | Assist Service Members with travel and transportation | NRC | NRC assists Service Members with travel and transportation from the Service Member's home to NRA, and from the NRA to supported command. |
| 2.2 | Transfer Service Members to the local Readiness Support Unit | NRC | NRC transfers Service Members to the local Readiness Support Unit and assigns the applicable Manpower Availability Status code. |
| 2.3 | Complete a NSIPS check-out to ACDU transaction | NRC | NRC completes a Navy Standard Integrated Personnel System (NSIPS) check-out to ACDU transaction. |

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| 2.4 | Review and complete "Comply with Items" in orders | Service Member | Service Member reviews and completes "Comply with Items" in orders.<br><br>Service Member must thoroughly READ ORDERS as soon as received. Step-by-step travel and destination information is contained in the orders as well as valuable point of contact (POC) information. |
| 2.5 | Update email address and contact information in NSIPS | NRC/Service Member | NRC/Service Member update email address and contact information in NSIPS.<br><br>Per **PPIB 16-12** in an effort to establish a unified listing of current email addresses to ensure vital information can be communicated directly with all navy members in a timely manner the below action is required upon<br>upon each PCS Transfer or Change in Component, i.e., Active Component to Reserve Component or Reserve Component to Active Component.<br><br>Required action by each member.<br>NSIPS Ashore Users. Log on to your NSIPS self-service account at: **https://www.nsips.cloud.navy.mil/my.policy**.<br>• Click on "view personal information",<br>• then "address and phone",<br>• update your address, phone, and email address(es), then click "save."<br><br>NSIPS Afloat Users. Log on to your **shore** NSIPS self-service account at:<br>**https://www.nsips.cloud.navy.mil/my.policy**.<br>• Click on "view personal information",<br>• then "address and phone",<br>• update your address, phone, and email address(es), then click "save."<br><br>Note: NSIPS Afloat Units must update their information via NSIPS Web Ashore |
| 2.6 | Provide NRC with verified | Service Member | Service Member provides NRC with verified or updated **NAVPERS 1070/602**. |

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| | or updated NAVPERS 1070/602 | | The individual Service Member is solely responsible for the accuracy of the information recorded on his or her **NAVPERS 1070/602**.<br><br>All Service Members shall verify the accuracy of data on the newest NAVPERS 1070/602 in their OMPF, and the data contained on both the emergency contact and dependency data panels within their Electronic Service Record (ESR).<br><br>Reserve Members must verify their NAVPERS 1070/602 on each occasion when an Inactive Duty Service Member comes on active duty, including active duty training, and then annually thereafter when on Active Duty.<br><br>Additional verifications are also required under the following circumstances:<br>• Upon reporting to a new duty station under permanent change of station (PCS) orders;<br>• Prior to departure on PCS orders;<br>• Prior to deployment, regardless of length;<br>• When ordered to periods of temporary duty or temporary additional duty away from permanent duty station in excess of 30 days;<br>• When a Service member applies for and upon assignment of Government housing;<br>• When a Service member claims reimbursement for dependent(s)'s travel;<br>• Upon recertification for secondary dependents; or<br>• At least 30 days prior to requesting dependent related travel, transportation, pay, benefits, or allowances (e.g., advanced or delayed dependent travel, dependent travel advances, early return of dependents, etc.). |
| 2.7 | Complete MNP training | Service Member | Service Member completes My Navy Portal (MNP) training, as required in support of orders. |

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| | | | As part of mobilization process, the Service Member is required to complete a series of courses on My Navy Portal before leaving the parent command or NRC.<br><br>Refer to **NAVADMIN 087/17** as required.<br><br>With the successful launch of My Navy Portal (MNP), the Navy has sunset Navy Knowledge Online (NKO) on 14 April 2017 and all NKO users will now be redirected to MNP at **https://my.navy.mil/** for logon.<br><br>Navy e-Learning courses (also known as NKO courses) can now be found by going to the MNP top navigation menu, hovering over Professional Resources, and clicking Navy e-Learning/Online Courses. Electronic Training Jacket will be found by hovering over My Record. Navy e-Library resources are found at: **https://mwrdigitallibrary.navy.mil/**.<br><br>More information about MNP can be found on the MyNavy HR website at: **https://my.navy.mil/** |
| 2.8 | Update security clearance, if required | NRA Staff/Service Member | NRA Staff/Service Member updates security clearance, if required. |
| 2.9 | Conduct, document, and report pre-separation counseling | CCC | CCC conducts, documents, and reports pre-separation counseling.<br><br>The **Veterans Opportunity to Work Act of 2011** mandates Transition GPS attendance for all personnel released from title 10 active-duty periods of 180 days or more. Department of Defense policy requires eligible personnel, including qualifying RC personnel, to:<br>a. Receive pre-separation counseling and complete the DD 2648 eForm documenting the pre-separation counseling;<br>b. Attend the Department of Labor Employment Workshop (DOLEW), unless exempt;<br>c. Attend Veterans Affairs (VA) benefits briefings; |

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| | | | d. Complete the Service Member*s Individual Transition Plan and verify/document CRS achievement on the DD 2648 eForm.<br><br>Per **NAVADMIN 030/15** pre-separation counseling should be performed and reported during Service Member's mobilization processing<br><br>Personnel voluntarily separating may access transition services 12 months prior to their separation date. A Service Member's characterization of service, including "other than honorable," "dishonorable," or "bad conduct" discharge, does not affect eligibility to participate in the core components of TAP. Pre-separation counseling shall commence as soon as possible during the 12 month period preceding the anticipated separation date.<br><br>Counseling shall include at a minimum:<br>• Completion of DD2648 eForm, Pre-Separation Counseling Checklist (Needs Assessment)<br>• VA e-Benefits registration<br>• Issuing of ITP and completion of Block 1, Section I<br>• Discuss required documentation for attending Transition GPS/TAP<br>• Schedule Service Member for Transition GPS or VA Benefits Briefing (for exempt Service Members only)<br><br>Note 1: No Service Members, including Reservists, are exempt from participating in pre-separation counseling or the VA Benefits Briefing.<br><br>Reporting requirements: Command transition/career counselors will use the Defense Manpower Data Center's (DMDC) web based TAP applications online tool available at: **http://www.dmdc.osd.mil/tacl/** or **https://dodtap.mil/** to conduct and document pre-separation counseling for active |

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| | | | component Service Members and for deactivating/ demobilizing National Guard and Reserve Service Members (DD 2648 eForm).<br><br>Note 2: If DD 2648 eForm cannot be accessed in the DOD Transition Assistance Program (DODTAP) application, then CCC conducts pre-separation counseling using DD 2648 hardcopy form. The information is subsequently transferred to the DMDC web based TAP application, when available. |
| 2.9.1 | Conduct pre-separation counseling | CCC | CCC conducts pre-separation counseling.<br><br>Pre-Separation Counseling is mandatory counseling that is provided to eligible Service Members by TAP staff or command career counselors to inform members of services, benefits, curriculum, assessments, career readiness standards (CRS) deliverables, and individual transition plan (ITP) during and after their separation, retirement, or release from active duty.<br><br>Pre-Separation Counseling is to be conducted within a 90-day statutory window. Pre-Separation Counseling completed with 89 days or less remaining on Active Duty will require a justification/remark on the DD 2648 eForm.<br><br>A Guide for Pre-Separation Counseling Checklist to assist in completing the DD2648 can be found at: **https://www.mynavyhr.navy.mil/Career-Management/Transition/Transition-TAP/**<br><br>Command transition/career counselors use the DMDC web based TAP applications online tool available at: **http://www.dmdc.osd.mil/tacl/** or **https://dodtap.mil/** to conduct and document pre-separation counseling for active component Service Members and for deactivating/demobilizing National Guard and Reserve Service Members (DD 2648 eForm) |
| 2.9.2 | Document and report pre-separation counseling | CCC | CCC documents and reports pre-separation counseling.<br><br>CCC/collateral duty career counselors are responsible for completion and submission of DD 2648 eForm online as required by law. |

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| | | | To obtain access to DMDC/TAP, CCC must complete SAAR Form DD2875:<br>• Complete Parts I (block 11 MUST be digitally signed using a CAC), II and III<br>• Email completed SAAR to: **tom.albert@navy.mil** or **david.greene@navy.mil**<br>• Contact OPNAV N135F, 901-874-4254 or 901-874-6545 for additional guidance |
| 2.9.3 | Login to DoDTAP webpage | CCC/Service Member | CCC/Service Member login to DoDTAP webpage<br><br>Access DoDTAP website at **https://dodtap.mil/** **or** **https://dodtap.mil/login.html**, as required.<br><br>The Service Member has the capability to initiate the DD 2648 eForm and populate personal information through the Service Members and Veterans quick launch, otherwise the CCC/Transition Counselor can initiate the DD 2648 eForm during the pre-separation counseling session with the Service Member<br><br>Note: If Service Member is unable to access an online form due to disconnected operations, a manual hardcopy form may be completed. CCC provides instructions to Service Member if this is the case. |
| 2.9.4 | Create new/open existing DD 2648 eForm for Service Member | CCC/Service Member | CCC/Service Member create new/open existing DD 2648 eForm for Service Member<br><br>Note: The eForm does not allow two people to access the form at the same time for version control reasons. Ensure that the Service Member is instructed to sign out of their eForm every time they access it.<br><br>1. Login to DoDTAP for Managers and Counselors<br>2. On the main page, with your mouse, highlight the Transition Documents TAB at the top of the page.<br>3. Within the transition documents menu click create New/Open eForm |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | 4. In the DoD ID number box enter the Service member's DoD ID number.<br><br>Note: If a DoD ID is not available, click the use SSN box and access the client record by SSN. |
| 2.9.5 | Complete/verify the DD 2648 eForm - Service Member Personal Information | Service Member/CCC | Service Member/CCC completes/verifies the DD 2648 eForm - Service Member Personal Information<br><br>The majority of the items in the Service Member Personal Information section of the eForm will be pre-populated with Service Members' information from DEERS upon entering the DoD identification number. If you are using the eForm enterprise solution, all data will be collected in real-time as you go through the transition process.<br><br>Refer to the eForm Job Aid for Managers and Counselors (Pre-Separation Counseling)<br>Note 1: Block numbers within the online eForm DO NOT correspond to Block numbers on the printed pdf.<br><br>When entering the client record for the first time please review blocks 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, and 16 for errors.<br>• If there are errors, please advise the Service member to report errors to their CPPA and supporting TSC<br>• If there are no errors update<br>If SM completed and signed their pre-separation using self-service then REVIEW blocks 8, 15, 17, 18, 19, 20, 21, 22, 23, and 24.<br><br>Note 2: If the Service Member completed this section of the eForm via self-service, CCC reviews data entries for accuracy and corrects/updates as required. |
| 2.9.6 | Complete the Pre-Separation Counseling section of the eForm | CCC/Service Member | CCC/Service Member completes the Pre-Separation Counseling section of the eForm.<br><br>Refer to the eForm Job Aid for Managers and Counselors (Pre-Separation Counseling). |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | CCC/Service Member completes the Pre-Separation Needs Assessment section of the eForm.<br>CCC/Service Member completes the Warm Handovers to supporting agencies section of the eForm, only if applicable.<br><br>Note: If the Service Member completed any of these sections of the eForm via self-service, CCC reviews data entries for accuracy and corrects/updates as required. |
| 2.9.7 | Review, sign, and print copy of Pre-Separation counseling DD2648 | CCC/Service Member | CCC/Service Member review, sign, and print copy of Pre-Separation Counseling DD2 648<br><br>Ensure all data elements have been completed and click the button to sign. A box will open and click yes to acknowledge signature.<br><br>Note 1: Until the required fields are filled out correctly and completely, participants will not have an option to sign form. If the Service Member signed the form during self-service and the form has been filled out completely. it will allow the counselor to sign immediately. If the eForm does not allow you to sign, please save the form by clicking the save button (Top right) and the eForm will provide a red box around any errors you may have.<br><br>Note 2: If the SM did not sign in self-service, have the service member access the self-service application (they can use any electronic device with connectivity) by putting in their username and password, accessing the eForm and signing.<br><br>CCC prints completed Pre-Separation counseling eForm.<br><br>CCC provides a copy to Service member, and ensures a copy is placed in the service record and retained on file for two years. |
| 2.10 | Complete and submit ISOPREP | NRA Staff/Ser | NRA Staff/Service Member completes and submits ISOlated Personnel REPort (ISOPREP), if required. |

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| | | vice Member | The ISOPREP is an operational authentication tool used by recovery forces to positively authenticate forces isolated personnel in enemy controlled or contested areas. It must be completed from a CAC-enabled computer on an unclassified .mil or .gov system. To complete and submit ISOPREP, follow the ISOPREP Pro-File Instructions. |
| 2.11 | Is Service Member required to complete further processing at NMPS? | Service Member | Is Service Member required to complete further processing at NMPS?<br><br>If No, go to 2.12.<br>If Yes, go to 2.13. |
| 2.12 | Report to TSC that services Recalled Reservist's supported command or directly to supported command | Service Member | Service Member reports to TSC that services Recalled Reservist's supported command or directly to supported command in accordance with orders.<br><br>Recall orders will direct Service Member to a TSC for further processing after activation at the NRA. If the Service Member is found not eligible either at the NRA or subsequently at the TSC, the NRA or TSC (as applicable) will contact NAVPERSCOM (PERS-92) for further instruction regarding any change to the Service Member's orders.<br><br>For all ADOS orders to supported commands located within the continental United States (CONUS), Alaska, and Hawaii, the Reservist will be activated at the Navy Reserve Center (NRC) and sent directly to the supported command or via a Navy Mobilization Processing Site (NMPS), as may be required by NAVPERSCOM (PERS-462).<br><br>The process of establishing an AC Master Military Pay Account (MMPA), gaining to AC personnel systems, enrolling in Defense Enrollment Eligibility System (DEERS), and issuing an ACDU identification card will be performed at the TSC as directed in the recall orders.<br><br>Go to 5. |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| 2.13 | Bring the following items to NMPS | Service Member | Service Member brings the following items to NMPS.<br><br>• Completed Medical and Administrative Expeditionary Screening Checklists and any approved waivers:<br>o Expeditionary Medical & Dental Screening (**NAVMED 1300/4**)<br>o Expeditionary Screening Checklist Administrative (**NAVPERS 1300/22**)<br>o Medical Suitability Certification (**NAVPERS 1300/21**)<br>• Medical and dental records<br>• Medications (90 day supply)<br>• Copy of current prescriptions for medications and eyeglasses and/or contact lenses<br>• Government travel credit card and enough cash for two days berthing and meals (approximately $150.00-200.00)<br>• Proof of city/state residence<br>• Copy of the completion certificates for each mandatory prerequisite course completed on MNP e-Learning<br>• Orders will state if Service Member is required to take personnel record to NMPS<br>• Service Members should bring a copy of:<br>o Orders<br>o Updated Dependency Application and Record of Emergency Data<br>o Current contract/extensions<br>o Page 4s (quals, awards, and ASVAB)<br>o Last FITREP/EVAL<br>o FSA form (if applicable)<br>o Exam worksheet (if applicable) |
| 3 | Prepare for Reservist deployment processing | NMPS Mobilization Team/Clerk/ Supervisor | Prepare for Reservist deployment processing at servicing NMPS and TSC.<br><br>Refer also to **NAVADMIN 030/15**, Transition Goals, Plans, Success **NAVADMIN #6**, Reserve Component Guidance, for departing RC Demobilization and OCONUS ADOS requirements. |
| 3.1 | Review bi-weekly forecast | NMPS Mobilization Team | NMPS Mobilization Team reviews bi-weekly forecast report from PERS-4G.<br><br>The report includes the following personnel categories: |

| STEPS ONLY | | | |
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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | report from PERS-4G | | • RC mobilization/demobilization personnel<br>• Global Support Assignments (GSA) – Active Duty Officers<br>• Overseas Contingency Operations (OCO) Support Assignments (OSA) – Active Duty Enlisted Personnel<br>• Individual Augmentation Manpower Management (IAMM) personnel<br>• RC Active Duty Operational Support (ADOS) personnel |
| 3.2 | Identify Mobilizing Reservists | NMPS Mobilization Team | NMPS Mobilization Team identifies Mobilizing Reservists that will deploy through servicing NMPS and TSC. |
| 3.3 | Send bi-weekly forecast report from PERS-4G to servicing TSC | NMPS Mobilization Team | NMPS Mobilization Team sends bi-weekly forecast report from PERS-4G to servicing TSC.<br><br>The report includes the following personnel categories:<br>• RC mobilization/demobilization personnel<br>• Global Support Assignments (GSA) – Active Duty Officers<br>• Overseas Contingency Operations (OCO) Support Assignments (OSA) – Active Duty Enlisted Personnel<br>• Individual Augmentation Manpower Management (IAMM) personnel<br>• RC Active Duty Operational Support (ADOS) personnel<br><br>Note: RC Mobilization/Demobilization Supervisor is intended to be inclusive of Global Support Services Supervisor, Separations Branch Supervisor, etc., as applicable at individual TSC activities. |
| 3.4 | Receive bi-weekly forecast report from NMPS | Supervisor | Supervisor receives bi-weekly forecast report from NMPS.<br><br>NMPS activities provide weekly reports from PER-4G to TSC Reserve Component (RC) Mobilization/Demobilization Supervisors. Reports generally indicate workload (Reservists reporting for mobilization/demobilization) for the upcoming week, as well as projected workload for the next two months. These reports serve as a workload planning tool for RC Mobilization/Demobilization Supervisors. The reports often include:<br>• RC mobilization/demobilization personnel |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | • Global Support Assignments (GSA) – Active Duty Officers<br>• Overseas Contingency Operations (OCO) Support Assignments (OSA) – Active Duty Enlisted Personnel<br>• Individual Augmentation Manpower Management (IAMM) personnel<br>• RC Active Duty Operational Support (ADOS) personnel<br><br>Note: RC Mobilization/Demobilization Supervisor is intended to be inclusive of Global Support Services Supervisor, Separations Branch Supervisor, etc., as applicable at individual TSC activities. |
| 3.5 | Assign Mobilizing Reservist to clerk | Superviso r | Supervisor assigns Mobilizing Reservist to clerk for deployment processing. |
| 3.6 | Create Mobilization file | Clerk | Clerk creates Mobilization (Retain) file.<br><br>Note: Mobilization file is synonymous with Gain file, Personnel Retain working file, etc. Some Mobilization file documents will eventually comprise the Personnel and Pay Retain files. |
| 4 | Initiate NMPS Processing | NMPS Mobilizat ion Team/Serv ice Member | Initiate NMPS Processing.<br><br>To ensure timely processing and meet the contingency augmentation deployment time requirements, NMPSs will target processing each Reservist within 96 hours from when Service Member officially reports to the NMPS.<br><br>Processing onto extended Active Duty (i.e., mobilizing) occurs at the NMPS and involves establishing an AC Master Military Pay Account, gaining to AC personnel systems, performing medical, dental, legal screening, Defense Enrollment Eligibility System (DEERS) enrollment, Active Duty ID card issue, and all corrective actions that ensure completion of all the above requirements.<br><br>NMPSs are structured with function-specific processing stations for mobilization/demobilization actions outlined |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | below. Navy-Marine Corps Mobilization Processing System (NMCMPS) will be employed to coordinate and document processing at each NMPS functional station and provide total visibility across the chain of command via the website. The following is a functional station listing recommendation for each NMPS:<br>• Transaction Service Center<br>• Processing Station<br>• Medical Processing Station<br>• Dental Processing Station<br>• Supply Processing Station<br>• Navy Passenger Transportation Office Processing Station<br>• Navy Legal Services Office Processing Station<br>• Fleet and Family Service Center (FFSC) Processing Station |
| 4.1 | Report to NMPS | Service Member | Service Member reports to the NMPS identified in orders.<br><br>Report to NMPS in a clean working uniform. Do not report in coveralls, flight suits, civilian clothes, or physical training (PT) gear.<br><br>Service Member does not take all standard issue uniforms to NMPS unless it is specified in orders. Service Member will only need enough clean Navy working uniforms to wear for a few days until mission uniforms are issued. Service Members are responsible to bring the Navy PT Uniform. All mission-specific required uniforms items, including a Navy PT sweatshirt and Navy PT sweatpants, will be issued at NMPS. Do not pack unnecessary items or items that will not be used during pre-deployment training. Service Members will be issued approximately 32 pounds of gear and a sea bag at NMPS. If military air is utilized to transport Service Member to their next intermediate stop, personal gear limit is 40 pounds—which includes the 32 pounds of gear issued at NMPS. Plan accordingly and minimize personal gear. Excess items may be mailed/shipped from NMPS to Service Member’s home or forwarded to the theater assignment location at Service Member’s expense. |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | Service Member will be at NMPS for approximately one week to ensure all prerequisite items and the Expeditionary Screening Checklist are completed and Service Member is qualified to move forward. All transportation is provided at the NMPS. No privately owned or rental cars are authorized unless stated on orders.<br><br>Service Members are required to stay in berthing provided. Family or guests are not authorized to stay with Service Member. Families are not authorized to accompany Service Member to NMPS, and they will not be allowed to accompany from this point forward. |
| 4.2 | Conduct Orientation Briefings | NMPS Mobilization Team | NMPS Mobilization Team conducts Orientation Briefings. |
| 4.2.1 | Conduct personnel/pay entitlement portion of the Orientation Briefing | NMPS Mobilization Team | NMPS Mobilization Team conducts personnel/pay entitlement portion of the Orientation Briefing.<br><br>Briefing is most often conducted on a Monday morning and covers general pay entitlements for GSA, OSA, and IAMM Active Duty Service Members and mobilizing and ADOS Recalled Reservists.<br><br>Note: TSC clerk may conduct personnel/pay entitlement portion of the Orientation Briefing. |
| 4.2.2 | Conduct additional break-out session with Recalled Reservists only | NMPS Mobilization Team | NMPS Mobilization Team conducts additional break-out session with Recalled Reservists only. |
| 4.2.3 | Instruct Recalled Reservists to complete pay forms | NMPS Mobilization Team | NMPS Mobilization Team instructs Recalled Reservists to complete pay forms.<br><br>Forms include:<br><br>• Standard Form (SF) 1199A (Direct Deposit Sign-Up Form) |

| STEPS ONLY | | | |
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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | o Reservist should provide bank routing number and savings/checking account number for direct deposit<br>o Reservist could provide cancelled checks to support establishment of direct deposit<br>• W-4 (Employee's Withholding Allowance Certificate) for the current federal tax year<br>• DD 2058 (State of Legal Residence Certificate)<br>• DD 2058-1 (Tax Exemption Test Certificate, State Income)<br>• DD 1561 (Statement to Substantiate Payment of Family Separation Allowance), if eligible<br>• DD 2367 (Individual Overseas Housing Allowance (OHA) Report), if required<br>• NAVPERS 1070/613 (Administrative Remarks) for the following:<br>o Assignment Incentive Pay (AIP) - intended to document Reservist's choice of administrative absence days, AIP, or a combination thereof (MILPERSMAN 1050-272)<br>o Dual Pay Prohibition (MILPERSMAN 7220-380)<br>• DD 1351-2 (Travel Voucher or Subvoucher), for out-of-area Reservists<br>• DD 2560 (Advance Pay Certification/Authorization), if requested<br>o Navy Personnel Command (NPC) limits advance pay request to one month<br>o Advance Pay must be paid back over a 3-month period |
| 4.2.4 | Verify and update NAVPERS 1070/602, SGLV 8286, and SGLV 8286A, if required | Service Member | Service Member verifies and updates NAVPERS 1070/602 (Dependency Application), SGLV 8286 (Servicemembers' Group Life Insurance (SGLI) Election and Certificate), and SGLV 8286A (Family Coverage Election and Certificate), if required.<br><br>NAVPERS 1070/602 is usually part of a hardcopy file that includes NAVPERS 1070/602, SGLI and Family Servicemembers' Group Life Insurance (FSGLI) elections, and recent reenlistment/extension and contract modifications (enlisted only). The hardcopy documentation is part of NMPS Expeditionary Screening Checklist and an NRC responsibility. |

| STEPS ONLY | | | |
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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | Refer to **NAVADMIN 085/17**, as applicable. SGLI election, validation and election updates should only be manually processed in extenuating circumstances when Service Member does not have access to Servicemembers Group Life Insurance (SGLI) Online Enrollment System (SOES).<br><br>**NAVADMIN 085/17** announced the launch of the Servicemembers Group Life Insurance (SGLI) Online Enrollment System (SOES). SOES is a web-based system available through My Navy Portal that allows Sailors to validate or change SGLI or Family SGLI (FSGLI) coverage amounts and beneficiaries quickly and easily without using paper forms. SOES is available 24 hours a day and provides detailed guidance to Sailors that enables them to make informed decisions on their life insurance policy elections. |
| 4.2.5 | Direct Recalled Reservists to complete NPPSC Mobilization Checklist | NMPS Mobilization Team | NMPS Mobilization Team directs Recalled Reservists to complete NPPSC Mobilization Checklist.<br><br>Obtain current version of NPPSC 3060/1, NPPSC Mobilization Checklist at **https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/**<br><br>Additionally, it is important to identify Recalled Reservists with prior enlisted service to verify pay accounts open properly.<br><br>• Identify Place of Birth (state only)<br>• If not born in the U.S., identify country of birth<br>  o Indicate Citizenship Status<br>  - Naturalized (include naturalization certificate number and city, state, and date of naturalization)<br>  - Non-U.S. citizen<br>  - U.S. citizen derived (U.S. parents)<br>• Identify prior enlisted service (O1E-O3E), officers only<br>• Identify Reservist eligibility for Aviation Career Incentive Pay (ACIP), officers only<br>• Identify prior mobilizations and approximate dates of those mobilizations (for mobilizing reservists only) |

| STEPS ONLY | | | |
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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | • Identify federal, state, or local civilian government employment status to support AIP election (for mobilizing reservists only)<br>• Identify recent Active Duty Training/Annual Training (ADT/AT) orders and dates of ADT/AT assignment (Recalled Reservists cannot simultaneously be on ADT/AT and Recall to Active Duty orders)<br>• Identify any recent extensions/reenlistments executed at the NRC |
| 4.2.6 | Collect completed Gain package | NMPS Mobilization Team | NMPS Mobilization Team collects completed Gain package (NPPSC Mobilization Checklist, pay forms, and any additional documents, as required). |
| 4.2.7 | Collect copy of endorsed orders | NMPS Mobilization Team | NMPS Mobilization Team obtains copy of endorsed orders with arrival date/time stamp for each processing Reservist and adds to Gain package. |
| 4.3 | Submit Gain package to TSC | NMPS Mobilization Team | NMPS Mobilization Team submits Gain package to TSC to support processing Strength Gain and establish Active Duty pay account.<br><br>Effective 01 Dec 2021 all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention. The new file naming structure is:<br>• Last Name, then space<br>• First Name, then space<br>• Name of Entitlement<br><br>Gain package contents include, as applicable:<br>• Recall to Active Duty orders with endorsements for NRC/NMPS, as applicable<br>• NPPSC Mobilization Checklist<br>• SF 1199A (Direct Deposit Sign-Up Form)<br>• W-4 (Employee’s Withholding Allowance Certificate)<br>• DD 2058 (State of Legal Residence Certificate)<br>• DD 2058-1 (Tax Exemption Test Certificate, State Income)<br>• DD 1561 (Statement to Substantiate Payment of Family Separation Allowance) |

| STEPS ONLY | | | |
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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | • DD 2367 (Individual Overseas Housing Allowance (OHA) Report)<br>• NAVPERS 1070/613 (Administrative Remarks) for the following:<br>o Dual Pay Prohibition (MILPERSMAN 7220-380 Pension/Disability Compensation)<br>o AIP (MILPERSMAN 1050-272)<br>• DD 1351-2 (Travel Voucher or Sub voucher), for out-of-area Reservists<br>• DD 2560 (Advance Pay Certification/Authorization), if desired<br>• NAVPERS 1070/602 (Dependency Application)<br>• SGLV 8286 (Servicemembers' Group Life Insurance (SGLI) Election and Certificate), only if required<br>• SGLV 8286A (Family Coverage Election and Certificate FSGLI)), only if required<br><br>Note: Gain file is synonymous with Mobilization file, Personnel Retain working file, etc. Some Gain file documents will eventually comprise the Personnel and Pay Retain files. |
| 4.4 | Verify all required items listed on orders and Expeditionary Screening Checklist were completed | NMPS Mobilization Team | NMPS Mobilization Team verifies all required items listed on orders and Expeditionary Screening Checklist were completed.<br><br>NMPS will verify that all required items listed in orders and on the Expeditionary Screening Checklist were completed, e-Learning courses were completed, all medical and dental screening is satisfactory including shots, and security clearance is up to date. In addition, NMPS will issue uniforms.<br><br>Note: For ADOS personnel who are prescreened by their supporting NRC/RC unit utilizing **OPNAVINST 1001.20** (Series) Enclosure (3). The NMPS should verify Service Members only with items that coincide with **OPNAVINST 1001.20** (Series). |
| 4.4.1 | Verify medical and dental screening is satisfactory | BUMED Provider | BUMED Provider verifies medical and dental screening is satisfactory. |

| STEPS ONLY | | | |
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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | All mobilized Reservists will be medically screened at the NMPS for a "Fit for Duty" determination. Personnel failing initial NMPS medical screening will be referred to CNO (N1R), Senior Medical Officer (SMO). |
| 4.4.2 | Verify e-Learning courses were completed | NMPS Mobilization Team | NMPS Mobilization Team verifies e-Learning courses were completed.<br><br>Service Member prints out the completion certificates at the end of each course and brings them to IA processing (NMPS, Army Training sites, and deployment locations). |
| 4.4.3 | Verify security clearance is up-to-date | NMPS Mobilization Team | NMPS Mobilization Team verifies security clearance is up to date. |
| 4.4.4 | Issue uniform items | NMPS Mobilization Team | NMPS Mobilization Team issues uniform items. |
| 4.5 | Update NMCMPS | NMPS Mobilization Team | NMPS Mobilization Team updates NMCMPS.<br><br>The NMPS will maintain via NMCMPS visibility for all pertinent fields (will update and keep current all data in NMCMPS) on all activated Reservists to include a copy of their recall orders, transportation arrangements, Special Case Boards (SCBs) (delay and exemption) results, and any other information pertaining to recall. The above items will be kept in a retain file for future match up with demobilization paperwork.<br><br>Record in NMCMPS, those Reservists completing mobilization. Transfer personnel to their follow-on assignment/intermediate assignments/supported command. |
| 4.6 | Submit required Mobilization/ADOS Status Update(s) to PERS-46, as directed | NMPS Mobilization Team | NMPS Mobilization Team submits required Mobilization/ADOS Status Update(s) to NAVPERSCOM (PERS-46), as directed.<br><br>Refer to **OPNAVINST 3060.7** (Series) Appendix 3. |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| 5 | Receive Reservist Gain package from NMPS or supported command | Clerk/ Supervisor | Receive Reservist Gain Package from NMPS or supported command. |
| 5.1 | Receive and review Gain package | Clerk/Supervisor | Clerk/Supervisor receives, and reviews Gain package.<br><br>Gain package contents include, as applicable:<br>• Recall to Active Duty orders with endorsements for NRC/NMPS, as applicable<br>• NPPSC Mobilization Checklist<br>• SF 1199A (Direct Deposit Sign-Up Form)<br>• W-4 (Employee's Withholding Allowance Certificate)<br>• DD 2058 (State of Legal Residence Certificate)<br>• DD 2058-1 (Tax Exemption Test Certificate, State Income)<br>• DD 1561 (Statement to Substantiate Payment of Family Separation Allowance)<br>• DD 2367 (Individual Overseas Housing Allowance (OHA) Report)<br>• NAVPERS 1070/613 (Administrative Remarks) for the following:<br>o Dual Pay Prohibition (MILPERSMAN 7220-380 Pension/Disability Compensation)<br>o AIP (MILPERSMAN 1050-272)<br>• DD 1351-2 (Travel Voucher or Subvoucher), for out-of-area Reservists<br>• DD 2560 (Advance Pay Certification/Authorization), if desired<br>• NAVPERS 1070/602 (Dependency Application)<br>• SGLV 8286 (Servicemembers' Group Life Insurance (SGLI) Election and Certificate), only if required<br>• SGLV 8286A (Family Coverage Election and Certificate (FSGLI)), only if required<br><br>Note: Gain file is synonymous with Mobilization file, Personnel Retain working file, etc. Some Gain file |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | documents will eventually comprise the Personnel and Pay Retain files. |
| 5.2 | Is Gain package complete and accurate? | Clerk | Is Gain Package complete and accurate?<br><br>If No, go to 5.3.<br>If Yes, go to 5.4. |
| 5.3 | Coordinate with CPPA to obtain missing documents and/or correct discrepancies | Clerk | Clerk coordinates with CPPA to obtain missing documents and/or correct discrepancies.<br><br>Go to 5.2.<br><br>Note: Strength Gain processing may continue while this step is being completed. |
| 5.4 | Access Reservist's BOL - ASOSH | Clerk/Supervisor | Clerk/Supervisor accesses Reservist's Bureau of Personnel (BUPERS) Online (BOL) - Annual Statement of Service History (ASOSH) and adds to Gain package.<br><br>Clerk uses BOL ASOSH to calculate Active Duty Service Date (ADSD) for Panel 1 of the Strength Gain in accordance with **MILPERSMAN 1000-030**. |
| 5.5 | Create Reservist's Gain file from Gain package | Clerk | Clerk creates Reservist's Gain file from Gain package.<br><br>Gain file contents include, as applicable:<br>• Recall to Active Duty orders with endorsements for NRC/NMPS, as applicable<br>• NPPSC Mobilization Checklist<br>• SF 1199A (Direct Deposit Sign-Up Form)<br>• W-4 (Employee's Withholding Allowance Certificate)<br>• DD 2058 (State of Legal Residence Certificate)<br>• DD 2058-1 (Tax Exemption Test Certificate, State Income)<br>• DD 1561 (Statement to Substantiate Payment of Family Separation Allowance)<br>• DD 2367 (Individual Overseas Housing Allowance (OHA) Report)<br>• NAVPERS 1070/613 (Administrative Remarks) for the following: |

| STEPS ONLY | | | |
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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | o Dual Pay Prohibition (MILPERSMAN 7220-380 Pension/Disability Compensation)<br>o AIP (MILPERSMAN 1050-272)<br>• DD 1351-2 (Travel Voucher or Subvoucher), for out-of-area Reservists<br>• DD 2560 (Advance Pay Certification/Authorization), if desired<br>• NAVPERS 1070/602 (Dependency Application)<br>• SGLV 8286 (Servicemembers' Group Life Insurance (SGLI) Election and Certificate), only if required<br>• SGLV 8286A (Family Coverage Election and Certificate (FSGLI))<br>• ASOSH Point Capture Sheet, only if required<br><br>Note: Gain file is synonymous with Mobilization file, Personnel Retain working file, etc. Some Gain file documents will eventually comprise the Personnel and Pay Retain files. |
| 6 | Process Strength Gain | Clerk/Supervisor and CPPA/Service Member | Process Strength Gain.<br><br>DO NOT transfer Service Member from NMPS (CONUS processing location) until Strength Gain has posted and pay account has opened.<br><br>Exception 1: Service Members may transfer from NMPS to INCONUS training assignments without an open Active Duty Pay Account if Expeditionary Combat Readiness Center (ECRC) approval is obtained prior to transfer.<br><br>Exception 2: Service Members may transfer from NMPS to Ultimate Duty Station (INCONUS or OCONUS) without an open Active Duty Pay Account if Navy Expeditionary Combat Command (NECC) approval is obtained prior to transfer. |
| 6.1 | Assign Recalled Reservists to clerk for Recall to | Supervisor | Supervisor assigns Recalled Reservists to clerk for Recall to Active Duty processing.<br><br>Reservist, or a group of Reservists, may have already been assigned to a specific clerk pre-arrival or upon arrival of Reservist at NMPS. |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | Active Duty processing | | |
| 6.2 | Verify Reservist's record has been staged for Strength Gain in OPINS | Clerk | Clerk verifies Reservist's record has been staged for Strength Gain in OPINS.<br><br>GLI code should reflect F or G.<br><br>Prior to initiating Strength Gain, verify record has been staged for Mobilization Gain in L0OG/LOPG. If record is not staged for Mobilization Gain, contact NPPSC and BUPERS-072 through My Navy Career Center (MNCC) **mailto:askmncc@navy.mil** immediately.<br><br>Continue Strength Gain when record has been properly staged for Mobilization Gain. |
| 6.3 | Review Reservist's Gain file | Clerk | Clerk reviews Reservist's Gain file.<br><br>Update Active Duty Processing Checklist, if required. |
| 6.4 | Is the Gain file documentation sufficient to process the Strength Gain? | Clerk | Is the Gain file documentation (Recall to Active Duty orders, ASOSH Point Capture Sheet, and NPPSC Mobilization Checklist) sufficient to process the Strength Gain?<br><br>If No, go to 6.5.<br>If Yes, go to 6.6. |
| 6.5 | Contact CPPA to resolve Gain file discrepancies | Clerk | Clerk contacts Command Pay and Personnel Administrator (CPPA) to resolve Gain file discrepancies.<br><br>Go to 6.3. |
| 6.6 | Create Strength Gain in NSIPS | Clerk | Clerk creates Strength Gain in NSIPS. |
| 6.6.1 | Update Panels 1 through 5, as required | Clerk | Clerk updates Strength Gain Panels 1 through 5, as required.<br><br>Login to NSIPS: Gains > Strength Gain > Use > Strength Gain – Create. Enter Reservist's SSN.<br>• Panel 1 (Personal Info): Select Gain Type (Mobilization, Recall, or ADOS) as appropriate in accordance with Recall to Active Duty orders. For Recalled Reservists, if Strength |

| STEPS ONLY | | | |
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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | Code does not reflect K (Compass Projected Gain & Avail), then stop and contact Reservist's NRC to update Individual Mobilization Status (IMS) Code to RC3 (SELRES departed for NMPS). Recalled Reservist cannot be strength gained to NMPS until RC3 has posted. Once Strength Code reflects K, proceed with Strength Gain. Caution: ADSD is not Date Gained to Active Duty (DGAD). Calculate ADSD per MILPERSMAN 1000-030.<br>• Panel 2 (Rate Change): When gaining Reservist to Active Duty, be aware of Active Duty rating mergers that have not taken effect for Reserves. If rating merger has not taken effect for Reserves, then system defaults Reservist to an E3 when pay account opens.<br>• Panel 3 (Employment Info): Ensure MOD field and initial enlistment code are updated for enlisted, MOD Code 7 for < 8 years and MOD Code 0 for > 8 years. Also, ensure SPI code is updated. Obtain SPI code from orders, normally J for Mobilizing Reservists.<br>• Panel 4 (Test Scores): Armed Services Vocational Aptitude Battery (ASVAB) score is necessary to process Strength Gain. Obtain information, if available. Enter a default score of 50 if ASVAB score is unavailable.<br>• Panel 5 (BSC/NEC): Recalled Reservists should be strength gained to the Accounting Category Code (ACC) identified in their orders. Mobilized Reservist should be strength gained to ACC 330, not ACC 107 or 103. Sometimes the TSC may need to Strength Gain Reservist to ACC 320 to process the Strength Gain, and then subsequently update Reservist to ACC 330 through transient tracking. If this is the case, after Strength Gain is released, clerk should go to transient tracking to update ACC from 320 to 330. Update Billet Sequence Code (BSC) to 99990 for Officers and Navy Enlisted Classification (NEC) code for Enlisted, as required. |
| 6.6.2 | Update Panel 6 of Strength Gain | Clerk | Clerk updates Panel 6 (Contract Info) of Strength Gain (Enlisted Reservists only). |

| STEPS ONLY | | | |
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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | Clerk compares current contract expiration date against length of Recall to Active Duty orders.<br><br>For Mobilizing Reservists: NMPS Expeditionary Screening Checklist indicates RC Member should have a minimum of three months remaining Active Component Expiration of Active Obligated Service/Reserve Component Expiration of Reserve Enlistment (AC EAOS/RC EREN) beyond this Individual Augmentation (IA) assignment.<br><br>Note: Any reenlistments/extensions required to support Recall to Active Duty orders should have been executed by the NRC. |
| 6.6.3 | Make extension operative, if applicable | Clerk | Clerk makes extension operative, if applicable.<br><br>Clerk makes extension operative by updating the "Ext Mos Oper" field of Strength Gain Panel 6 with the total months of the executed extension, if applicable.<br><br>Note: This EREN extension may or may not be sufficient to support the length of the Recall to Active Duty orders. |
| 6.6.4 | Does Reservist have sufficient OBLISERV to execute orders? | Clerk | Does Reservist have sufficient Obligated Service (OBLISERV) to execute orders?<br><br>If No, go to 6.6.5.<br>If Yes, go to 6.6.10. |
| 6.6.5 | Is current contract expired or does it expire within 30 days? | Clerk | Is current contract expired or does it expire within 30 days?<br><br>If Yes, go to 6.6.6.<br>If No, go to 6.6.10. |
| 6.6.6 | Defer Strength Gain and contact NMPS or NRC to locate a hardcopy | Clerk | Clerk defers Strength Gain and contacts NMPS or NRC to locate a hardcopy contract or extension.<br><br>If current contract expires within 30 days, clerk will be unable to process Reservist's Strength Gain to Active Duty. |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | contract or extension | | |
| 6.6.7 | Does NMPS or NRC have hardcopy contract or extension? | Clerk | Does NMPS or NRC have hardcopy contract or extension?<br><br>If Yes, go to 6.6.8.<br>If No, go to Stop.<br><br>If NMPS or NRC does not have a copy of contract or extension, then clerk works with NMPS or NRC to resolve issue. If contract or extension issue cannot be resolved, then clerk may be required to abort Strength Gain and return Reservists to NRC. |
| 6.6.8 | Obtain copy of contract or extension from NMPS or NRC | Clerk | Clerk obtains copy of contract or extension from NMPS or NRC. |
| 6.6.9 | Update contract information and make extension operative, as applicable | Clerk | Clerk updates contract information (Current Enlistment Date (CED), Term, Increments, No. of Enlistments) and makes extension operative (updates "Ext Mos Oper" field), as applicable.<br><br>The extension may or may not be sufficient to support the length of the orders. Clerk needs to verify.<br><br>Go to 6.6.4. |
| 6.6.10 | Update RADO Months and RADO Days to support the length of the recall orders or the duration of contract, as applicable | Clerk | Clerk updates Reserve Active Duty Obligation (RADO) Months and RADO Days to support the length of the recall orders or the duration of contract, as applicable.<br><br>For Recall and ADOS Reservists:<br>If EREN supports length of recall orders, clerk updates RADO months for duration of orders.<br><br>For Mobilizing Reservists:<br>If EREN supports length of mobilization orders, clerk updates RADO months for duration of orders plus three months in Strength Gain Panel 6 as required by NMPS Expeditionary Screening Checklist. |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | Note for Mobilizing Reservists: To account for respite absence entitlement and to avoid extension requirements upon demobilization, the following OBLISERVE requirements are recommended for Mobilizing Reservists:<br><br>Length of Orders/EREN:<br>• 365 days/15 months<br>• 380 days/15 months<br>• 400 days/16 months<br>• 420 days/16 months<br>• 450 days/17 months<br>• 470 days/18 months<br>• 500 days/19 months<br>• 510 days/19 months<br>• 540 days/20 months<br>• 600 days/22 months<br><br>For Mobilizing, Recall and ADOS Reservists:<br><br>If EREN does not support length of recall orders, clerk updates RADO Months and RADO Days to match EREN in Strength Gain Panel 6. This action will adjust EAOS to match EREN. Reservist will require a Reserve (RES)/EREN extension and an Active Duty Reserve (ADR)/EAOS extension in order to execute orders. |
| 6.7 | Update Active Duty Processing Checklist to reflect Reservist requirement for extensions, if applicable | Clerk | Clerk updates Active Duty Processing Checklist to reflect Reservist requirement for extensions, if applicable.<br><br>If an extension is necessary to support the length of the orders, Reservist will require both a Reserve (RES)/EREN extension and an Active Duty Reserve (ADR)/EAOS extension to execute recall orders. Clerk updates Active Duty Processing Checklist to identify extension requirement and number of months of required extension to support orders.<br><br>Recall and ADOS Reservists with OBLISERV less than the duration of their recall orders will need to extend/reenlist |

| STEPS ONLY | | | |
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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | for at least the duration of their recall orders. TSC does not process reenlistments for Reservists Recalled to Active Duty.<br><br>Mobilized Reservists with OBLISERV less than the duration of mobilization orders will need to extend/reenlist for at least the duration of mobilization orders plus three months as required by NMPS Expeditionary Screening Checklist. TSC does not process reenlistment for Reservists recalled to Active Duty.<br><br>Note for Mobilizing Reservists: To account for respite absence entitlement and to avoid extension requirements upon demobilization, the following OBLISERVE requirements are recommended for Mobilizing Reservists:<br><br>Length of Orders/EREN:<br>• 365 days/15 months<br>• 380 days/15 months<br>• 400 days/16 months<br>• 420 days/16 months<br>• 450 days/17 months<br>• 470 days/18 months<br>• 500 days/19 months<br>• 510 days/19 months<br>• 540 days/20 months<br>• 600 days/22 months |
| 6.8 | Archive screen shot of Strength Gain Panels 1, 3, and 6 (Enlisted) and Panels 1 and 3 (Officers) for Gain file | Clerk | Clerk archives screen shot of Strength Gain Panels 1, 3, and 6 (Enlisted) and Panels 1 and 3 (Officers) for Gain file. |

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| **STEP #** | **FLOW TEXT** | **ROLE** | **ADDITIONAL TEXT** |
| 6.9 | Audit and release Strength Gain in NSIPS | Supervisor | Supervisor audits and releases Strength Gain in NSIPS.<br><br>Note: Active Duty Personnel Supervisors will no longer be able to act as final approval authority for Reenlistments, Extensions, Conversion/Reversion, Gain Functional Identification Numbers (FIDS), Legal, Casualty Losses, Allotments, Special Duty Assignment Pay (SDAP), Service Dates, and Retain in Service. Once an Active Duty Personnel Supervisor approves the transaction, they will be required to route to a Pay Clerk or Pay Supervisor. The Pay Supervisor will be the final approval authority.<br><br>If a current Active Duty Personnel Supervisor does not have a Pay Clerk or Pay Supervisor as the next Role in the workflow routing chain, they will receive the following error: *"To comply with DoD FMR, Volume 5 (Separation of Duties), this transaction must be approved by a Pay Supervisor. Please add a Pay Clerk and/or Pay Supervisor to your Personnel Supervisor Account."* When the Active Duty Personnel Supervisor clicks OK to clear this message, they will receive the normal Route to Operator where they can enter the Operator ID of a Pay Clerk or Pay Supervisor. |
| 6.10 | Update transient tracking to reflect Reservist onboard for Recall to Active Duty processing | Clerk | Clerk updates transient tracking to reflect Reservist onboard for Recall to Active Duty processing.<br><br>If not already in NSIPS, login to NSIPS: Transient Tracking > Transient Tracking > Use > Transient Tracking. Enter Reservist's SSN.<br><br>Clerk updates Panel 1 of Transient Tracking (Transient - General).<br>• Enter Planned Loss Date (PLD): Normally select a date 10 - 14 days in the future<br>• Select ACC: If Reservist was strength gained under ACC 320, change to ACC 330 (TEMDU FFT - For Further Transfer)<br>• Enter ACC Effective Date: Date reported to NMPS<br>• Select appropriate Transient Tracking Code (TTC)<br>• Enter TTC Effective Date: Date reported to NMPS |

| STEPS ONLY | | | |
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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | • Update remarks to reflect Reservist onboard for Mobilization processing |
| 6.11 | Verify Strength Gain posts | Clerk | Clerk verifies Strength Gain posts (on PERS side).<br><br>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.<br><br>Clerk checks MMPA using verbs L0OG (Officers) or LOPG (Enlisted) to verify Strength Gain posted. |
| 6.12 | Did Strength Gain post? | Clerk | Did Strength Gain post?<br><br>If No, go to 6.13.<br>If Yes, go to 6.14. |
| 6.13 | Determine reason for the posting delay | Clerk | Clerk determines the reason for the posting delay.<br><br>1. Clerk researches error codes to determine the cause of transaction failure.<br>2. Check message status inquiry in NSIPS for error code:<br>• If error is correctable, clerk corrects and resubmits Strength Gain to supervisor for audit and release in NSIPS.<br>• If error is not correctable, clerk submits trouble ticket to NSIPS.<br><br>Note 1: If Officer Reservist (O1-O3) identified prior enlisted service (active enlisted service and/or enlisted reserve points totaling four years) then Officer pay account should open in O1E-O3E status. Contact NPC if corrective action is required. |

| STEPS ONLY | | | |
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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | Note 2: When gaining Reservist to Active Duty, be aware of Active Duty rating mergers that have not taken effect for Reserves. If rating merger has not taken effect for Reserves, system defaults Reservist to an E3 when pay account opens. Contact NPC if corrective action is required.<br><br>Go to 6.11. |
| 6.14 | Archive copy of Strength Gain for Gain file | Clerk | Clerk archives copy of Strength Gain for Gain file. |
| 6.15 | Did pay account open in "A" status? | Clerk | Did pay account open in "A" status?<br><br>Clerk checks MMPA using verb "JJAA" and enters the Service Member's SSN to verify if pay account opened in "A" (active) status.<br><br>If No, go to 6.16.<br>If Yes, go to 6.17. |
| 6.16 | Research reason pay account failed to open and record reject code and reason | Clerk/Supervisor | Clerk/Supervisor research reason pay account failed to open and record reject code and reason. |
| 6.16.1 | Submit trouble ticket to DFAS POC to resolve pay account discrepancy | Supervisor | Supervisor submits trouble ticket to Defense Finance and Accounting Service (DFAS) Point of Contact (POC) to resolve pay account discrepancy.<br><br>If a Service Member's pay account opens in a "V" status (account is not in an active status/account is closed), TSC will submit DFAS trouble ticket via DFAS-CCL-mobilization email address with a priority to get fixed. If the pay account has not opened in 3 days, TSC will engage with a DFAS supervisor to resolve the issue. OCONUS assigned Reservists MAY NOT detach from NMPS (CONUS processing location) until the pay account is established. |

| STEPS ONLY | | | |
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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| 6.16.2 | Did pay account open in "A" status? | Clerk | Did pay account open in "A" status?<br><br>If No, go to 6.16.3.<br>If Yes, go to 6.17. |
| 6.16.3 | Update Active Duty Processing Checklist to indicate pay account did not open in "A" status | Clerk | Clerk updates Active Duty Processing Checklist to indicate pay account did not open in "A" status. |
| 6.16.4 | Prepare and forward pay account "V" status NAVPERS 1070/613 to CPPA | Clerk | Clerk prepares and forwards pay account "V" status NAVPERS 1070/613 to CPPA. |
| 6.16.5 | Print "V" status NAVPERS 1070/613 | CPPA | CPPA prints "V" status NAVPERS 1070/613. |
| 6.16.6 | Sign "V" status NAVPERS 1070/613 | Service Member | Reservist signs "V" status NAVPERS 1070/613. |
| 6.16.7 | Forward signed "V" status NAVPERS 1070/613 to clerk | CPPA | CPPA forwards signed "V" status NAVPERS 1070/613 to clerk. |
| 6.16.8 | Update Service Member's NSIPS ESR | Clerk | Clerk updates Service Member's NSIPS ESR with applicable NAVPERS 1070/613s (Administrative Remarks).<br><br>Login to NSIPS: Electronic Service Record > Electronic Service Record > Use > Administrative Remarks. Enter Service Member's SSN.<br><br>Clerk updates Service Member's Administrative Remarks to reflect pay account "V" status, as applicable. |

| STEPS ONLY | | | |
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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | Supervisor verifies Service Member's Administrative Remarks. |
| 6.16.9 | Archive "V" status NAVPERS 1070/613 in Gain file | Clerk | Clerk archives "V" status NAVPERS 1070/613 in Gain file.<br><br>Go to 6.18. |
| 6.17 | Update Active Duty Processing Checklist to indicate pay account opened in "A" status | Clerk | Clerk updates Active Duty Processing Checklist to indicate pay account opened in "A" status. |
| 6.18 | Review NAVPERS 1070/602 | Clerk | Clerk reviews NAVPERS 1070/602 (Dependency Application). |
| 6.19 | Does Reservist's NAVPERS 1070/602 require update? | Clerk | Does Reservist's NAVPERS 1070/602 (Dependency Application) require update?<br><br>NMPS Expeditionary Screening Checklist requires review, update, and verification of NAVPERS 1070/602 within 30 days of DTG on orders. NAVPERS 1070/602 should have been updated at NRC.<br><br>If Yes, go to 6.20.<br>If No, go to 7. |
| 6.20 | Refer to Page 2 or RED/DA SOP for proper processing of requirements, as applicable | Clerk | Clerk refers to Page 2 or RED/DA SOP for proper processing of requirements, as applicable:<br><br>Refer to Legacy Page 2 SOP for proper processing of any status changes if RED/DA has not been implemented, as applicable.<br><br>Page 2 SOP:<br>**https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx**<br><br>Alternatively, refer to RED/DA SOP for proper processing of any status changes, as applicable. |

| STEPS ONLY | | | |
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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | RED/DA SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx |
| 7 | Establish pay allowances and entitlements | Clerk/Supervisor | Establish pay allowances and entitlements.<br><br>Pay allowances and entitlement cannot be processed until Reservist's pay account is open in an "A" Status. If Reservist's pay account is in a "V" status, proceed to Step 4, and return to Step 3 when pay account opens. |
| 7.1 | Is pay allowance and/or entitlement documentation complete and accurate? | Clerk | Is pay allowance and/or entitlement documentation complete and accurate?<br><br>Clerk conducts final review of Gain file to ensure that all documents have been received and are complete.<br>If No, go to 7.2.<br>If Yes, go to 7.3. |
| 7.2 | Work with CPPA to obtain pay allowance and/or entitlement documentation | Clerk | Clerk works with CPPA to obtain pay allowance and/or entitlement documentation.<br><br>Go to 7.1. |
| 7.3 | Create pay allowances and/or entitlements, as required | Clerk | Clerk creates pay allowances and/or entitlements, as required.<br><br>Clerk determines appropriate pay entitlement Format Identifiers (FIDS) that require verification and/or processing, and updates pay entitlement checklist.<br>• LH (MILPAY - Direct Deposit)<br>• FJ (Federal Tax Withholding)<br>• FK (State Tax Withholding)<br>• 35 (BAQ)<br>• 68 (VHA)<br>• 51 (CONUS COLA)<br>• 43 (OHA)<br>• 46 (Overseas COLA)<br>• 65 (Family Separation Allowance) |

| STEPS ONLY | | | |
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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | • 60 (Officer clothing)<br>• 62 (E-7 and above clothing)<br>• 63 (Enlisted annual clothing allowance)<br>• 64 (E-6 and below partial clothing allowance)<br>• DB (SGLI)<br>• MG04 (State of Legal Residence) |
| 7.4 | Verify Direct Deposit (FID LH) properly posted in MMPA JJAA | Clerk | Clerk verifies Direct Deposit (FID LH) properly posted in MMPA JJAA following Activity Gain.<br><br>Check MMPA JJAA after one update cycle but wait two update cycles before taking corrective action. |
| 7.5 | Did FID LH properly post in MMPA JJAA? | Clerk | Did FID LH properly post in MMPA JJAA?<br><br>If No, go to 7.6.<br>If Yes, go to 7.9. |
| 7.6 | Does FID LH require Update or Start? | Clerk | Does FID LH require Update or Start?<br><br>If Start, go to 7.7.<br>If Update, go to 7.8. |
| 7.7 | Create LH01 in NSIPS to match Reservist DDS document selection, as required | Clerk | Clerk creates FID LH start (LH01) in NSIPS to match Reservist Direct Deposit Sign-Up (DDS) document selection, as required.<br><br>Based upon Reservist DDS selection, clerk creates FID LH start (LH01) in NSIPS.<br><br>Login to NSIPS: Pay Maintenance > Pay Deposit > Use > Pay Deposit-Create. Enter Reservist's SSN.<br><br>Clerk enters:<br>• Distribution Type: Select Direct Deposit<br>• Select Start (LH01)<br>• Effective Date: If before DFAS mid-month closeout, select first day of current month; if after DFAS mid-month closeout, select 16th day of current month<br>• Account #: Enter Reservist Account Number<br>• Transit Number: Enter Bank Routing Number |

| STEPS ONLY | | | |
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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | • Financial Institution: Select Reservist Financial Institution<br>• Account Type: Select Checking or Savings as applicable<br><br>Go to 7.9. |
| 7.8 | Create LH04 in NSIPS to match Reservist's DDS document selection, as required | Clerk | Clerk creates Direct Deposit Update (LH04) in NSIPS to match Reservist's DDS document selection, as required.<br><br>Based upon Reservist DDS selection, clerk creates FID LH update (LH04) in NSIPS.<br><br>Login to NSIPS: Pay Maintenance > Pay Deposit > Use > Pay Deposit-Create. Enter Reservist's SSN.<br><br>Clerk enters:<br>• Distribution Type: Select Direct Deposit<br>• Select Change (LH04)<br>• Effective Date: If before DFAS mid-month closeout, select first day of current month; if after DFAS mid-month closeout, select 16th day of current month<br>• Account #: Enter Reservist Account Number<br>• Transit Number: Enter Bank Routing Number<br>• Financial Institution: Select Reservist Financial Institution<br>• Account Type: Select Checking or Savings as applicable |
| 7.9 | Create Federal Tax Withholding (FID FJ) in NSIPS | Clerk | Clerk creates Federal Tax Withholding (FID FJ) in NSIPS. Based upon Reservist's W-4, clerk creates FID FJ in NSIPS. Refer to **DJMS PTG Part 7, Chapter 1, Section A** for guidance, as necessary.<br><br>If not already in NSIPS, login to NSIPS: Pay Maintenance > Taxes > Use > Tax Data. Enter Reservist's SSN.<br>Clerk enters:<br>• Select Federal Tax Data Panel<br>• Effective Date: If before DFAS mid-month closeout, select first day of current month; if after DFAS mid-month closeout, select first day of following month |

| STEPS ONLY | | | |
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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | • Tax Marital Status: As identified on W-4<br>• Number of Federal Income Tax Withholding Exemptions: As identified on W-4<br>• Federal Tax Additional Withholding Amount: As identified on W-4 |
| 7.10 | Create State Tax Withholding (FID FK) in NSIPS | Clerk | Clerk creates State Tax Withholding (FID FK) in NSIPS.<br><br>Based upon Reservist's W-4 and State of Legal Residence, clerk creates FID FK in NSIPS. Refer to **DJMS PTG Part 7, Chapter 1, Section F** for guidance, as necessary.<br><br>If not already in NSIPS, login to NSIPS: Pay Maintenance > Taxes > Use > Tax Data. Enter Reservist's SSN.<br>Clerk enters:<br>• Select State Tax Data Panel<br>• Effective Date: If before DFAS mid-month closeout, select first day of current month; if after DFAS mid-month closeout, select first day of following month<br>• Tax Marital Status: As indicated on W-4, but may be exempt based upon state tax treatment of military serving on Active Duty outside of state of legal residence. Refer to DJMS PTG Part 7 Chapter 1 Section F for guidance, as necessary.<br>• Number of State Income Tax Withholding Exemptions: As identified on W-4<br>• State Tax Additional Withholding Amount: As identified on W-4 |
| 7.11 | Has Reservist been Recalled to Active Duty from an OCONUS location? | Clerk | Has Reservist been Recalled to Active Duty from an OCONUS location?<br><br>If No, go to 7.12.<br>If Yes, go to 7.13. |
| 7.12 | Process CONUS Housing entitlements | Clerk | Clerk processes CONUS Housing entitlements.<br><br>Based upon Recall to Active Duty orders (type, duration, and location) and verified/updated NAVPERS 1070/602, clerk creates BAH for Reservist in NSIPS based upon |

| STEPS ONLY | | | |
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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | Officer/Enlisted and dependency status in accordance with JTR Chapter 10 Part E. |
| 7.12.1 | Create BAQ entitlement (FID 35) in NSIPS | Clerk | Clerk creates BAQ entitlement (FID 35) in NSIPS.<br><br>Login to NSIPS: Entitlements > Allowances > Use > Allowances-Create. Enter Reservist's SSN.<br><br>Clerk creates BAQ entitlement in accordance with DJMS PTG Part 3 Chapter 2. |
| 7.12.2 | Create VHA entitlement (FID 68) in NSIPS, if required | Clerk | Clerk creates VHA entitlement (FID 68) in NSIPS, if required.<br><br>Note: If Reservist is single, VHA should auto-generate based upon BAQ start (3501).<br><br>If not already in NSIPS, login to NSIPS: Entitlements > Allowances > Use > Allowances-Create. Enter Reservist's SSN.<br><br>Clerk creates VHA entitlement in accordance with DJMS PTG Part 3 Chapter 8. |
| 7.12.3 | Is Reservist authorized CONUS COLA? | Clerk | Is Reservist authorized CONUS COLA?<br><br>Based upon Recall to Active Duty orders (type, duration, and location) clerk verifies eligibility for CONUS COLA in accordance with **DoD FMR Vol 7A Chapter 67**. If eligible, clerk determines authorization by checking primary residence or permanent duty station zip code, as appropriate based upon type of recall orders, against DFAS CONUS COLA authorization at DoD Defense Travel/Per Diem website.<br><br>If Yes, go to 7.12.4.<br>If No, go to 7.14. |
| 7.12.4 | Create CONUS COLA (FID 51) entitlement in NSIPS | Clerk | Clerk creates CONUS COLA (FID 51) entitlement in NSIPS.<br><br>If not already in NSIPS, login to NSIPS: Entitlements > Allowances > Use > Allowances-Create. Enter Reservist's SSN.<br><br>Clerk creates CONUS COLA entitlement in accordance with DJMS PTG Part 3 Chapter 4 Section A. |

| STEPS ONLY | | | |
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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | Go to 7.14. |
| 7.13 | Process OCONUS Housing entitlements | Clerk | Clerk processes OCONUS Housing entitlements.<br><br>Based upon Reservist's current DD2367 and proof of mortgage/rental lease, clerk creates OHA in NSIPS in accordance with **DoD FMR Vol 7A Chapter 26**. |
| 7.13.1 | Create applicable OHA entitlement in NSIPS | Clerk | Clerk creates applicable OHA entitlement in NSIPS.<br><br>If not already in NSIPS, login to NSIPS: Entitlements > Overseas Allowances > Use > Overseas Allowances-Create. Enter Reservist's SSN.<br><br>Clerk creates OHA entitlement in accordance with DJMS PTG Part 3 Chapter 4 Section B. |
| 7.13.2 | Create applicable OCONUS COLA entitlement in NSIPS | Clerk | Clerk creates applicable OCONUS COLA entitlement in NSIPS.<br><br>Reservist receiving OHA will be entitled to OCONUS COLA. Verify against DoD Defense Travel/Per Diem website.<br><br>If not already in NSIPS, login to NSIPS: Entitlements > Overseas Allowances > Use > Overseas Allowances-Create. Enter Reservist's SSN.<br><br>Clerk creates OCONUS COLA entitlement in accordance with DJMS PTG Part 3 Chapter 4 Section A. |
| 7.14 | Is Reservist authorized FSA? | Clerk | Is Reservist authorized FSA?<br><br>Clerk verifies eligibility in accordance with **DoD FMR Volume 7A, Chapter 27**.<br><br>If Yes, go to 7.15.<br>If No, go to 7.16. |
| 7.15 | Create FSA (FID 65) entitlement in NSIPS | Clerk | Clerk creates FSA (FID 65) entitlement in NSIPS.<br><br>If not already in NSIPS, login to NSIPS: Entitlements > Allowances > Use > Allowances Create. Enter Reservist's SSN.<br><br>Clerk creates FSA entitlement in accordance with DJMS PTG Part 3 Chapter 3. |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| 7.16 | Process Reservist Clothing Allowances | Clerk | Clerk processes Reservist Clothing Allowances. |
| 7.16.1 | Is Reservist an Officer? | Clerk | Is Reservist an Officer?<br><br>If Yes, go to 7.16.2.<br>If No, go to 7.16.3. |
| 7.16.2 | Create additional Active Duty uniform allowance (FID 60) in NSIPS, if authorized | Clerk | Clerk creates additional Active Duty uniform allowance (FID 60) in NSIPS, if authorized.<br><br>Clerk determines if Officer is authorized clothing allowances in conjunction with Recall to Active Duty. Officers of Reserve Components may be entitled to an additional Active Duty uniform allowance as provided in **DoD FMR Chapter 30.**<br><br>If authorized, clerk processes Officer clothing allowance (FID 60) as stipulated in **DoD FMR Chapter 30**.<br><br>If not already in NSIPS, login to NSIPS: Entitlements > Clothing Allowances > Use > Clothing Allowances-Create. Enter Reservist's SSN.<br><br>Clerk creates Officer clothing allowance in accordance with **DJMS PTG Part 3 Chapter 6**.<br><br>Go to 7.17. |
| 7.16.3 | Create Enlisted annual clothing allowance (FID 63) in NSIPS | Clerk | Clerk creates Enlisted annual clothing allowance (FID 63) in NSIPS.<br><br>Clerk determines if Enlisted Reservist is authorized Standard (Annual) Cash Clothing Replacement Allowance (FID 63), as provided in **DoD FMR Chapter 29**, in conjunction with Recall to Active Duty Orders.<br><br>If authorized, clerk processes Standard (Annual) Cash Clothing Replacement Allowance (FID 63), as stipulated in **DoD FMR Chapter 29**. |

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| | | | If not already in NSIPS, login to NSIPS: Entitlements > Clothing Allowances > Use > Clothing Allowances-Create. Enter Reservist's SSN.<br><br>Clerk enters:<br>• Select Initial Clothing Allowance<br>• Clothing Allowance Type: Select CMA (Initial Clothing Monetary Alw)<br>• Select Report<br>• Effective Date: Enter date of arrival at NRC based upon endorsed mobilization orders<br>• Entitlement Cd: Select appropriate Entitlement Code based upon rank (E-7 and above, E-6 and below)<br>• Actn Grp Indctr: Select appropriate Action Group Indicator based upon rank (E-7 and above, E-6 and below) and Active Duty service time (E-6 and below)<br><br>Refer to **DJMS PTG Part 3 Chapter 5**, as required.<br><br>Note 1: Active Duty service time (E-6 and below) is determined from Annual Statement of Service History (ASOSH) Point Capture Sheet. If unable to process enlisted annual clothing allowance (FID 63) in NSIPS, clerk/supervisor may need to process entitlement in DMO.<br><br>Note 2: Common outcome is that the 63 line will post in MMPA for a 0.00 dollar amount until the Service Member reaches the 12 month mark. |
| 7.16.4 | Is Reservist a Chief Petty Officer? | Clerk | Is Reservist a Chief Petty Officer?<br><br>If Yes, go to 7.16.5.<br>If No, go to 7.16.6. |
| 7.16.5 | Create Special Initial Clothing Allowance (FID 62) in NSIPS, if authorized | Clerk | Clerk creates Special Initial Clothing Allowance (FID 62) in NSIPS, if authorized.<br><br>Clerk determines if Chief Petty Officer is authorized Special Initial Clothing Allowance in conjunction with Recall to |

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| | | | Active Duty. Chief Petty Officers may be entitled to Special Initial Clothing Allowance as provided in **DoD FMR Chapter 29**.<br><br>Note: Chief Petty Officers in the Navy Reserve who were advanced before 1 October 2009 were only paid a partial Special Initial Clothing Allowance and are entitled to a Partial Initial Clothing Allowance when recalled to Active Duty for 6 months or more.<br><br>If authorized, clerk processes Special Initial Clothing Allowance (FID 62), as stipulated in **DoD FMR Chapter 29**.<br><br>If not already in NSIPS, login to NSIPS: Entitlements > Clothing Allowances > Use > Clothing Allowances-Create. Enter Reservist's SSN.<br><br>Clerk enters:<br>• Select Additional Clothing Allowance<br>• Clothing Allowance Type: Select CAS (Clothing Allowance Spec Init)<br>• Select Report<br>• Effective Date: Enter date of arrival at NRC based upon endorsed Recall to Active Duty orders<br>• Special Init Cd: Select A (Promotion to Chief Petty Officer)<br>• Special Init Entl: Select 2 (Reduced Amount)<br>• Replacement Code: Select Male or Female Replacement Code as appropriate<br><br>Refer to DJMS PTG Part 3 Chapter 5, as required.<br><br>If unable to process Special Initial Clothing Allowance (FID 62) in NSIPS, clerk/supervisor may need to process entitlement in DMO.<br><br>Go to 7.17. |
| 7.16.6 | Is Reservist (E-6 and | Clerk | Is Reservist (E-6 and below) authorized Partial Initial Clothing Monetary Allowance (PICMA)? |

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| | below) authorized PICMA? | | Clerk determines if Reservist (E-6 and below) is authorized PICMA in conjunction with Recall to Active Duty. Enlisted Reservists may be entitled to PICMA as provided in **DoD FMR Chapter 29**.<br><br>If Yes, go to 7.16.7.<br>If No, go to 7.17.<br><br>Note: PICMA may not be authorized in a given FY. Verify eligibility of/for entitlement prior to processing. |
| 7.16.7 | Create PICMA (FID 64) in NSIPS | Clerk | Clerk creates PICMA (FID 64) in NSIPS.<br><br>If not already in NSIPS, login to NSIPS: Entitlements > Clothing Allowances > Use > Clothing Allowances-Create. Enter Reservist's SSN.<br><br>Clerk enters:<br>• Select Initial Clothing Allowance<br>• Clothing Allowance Type: Select CME (Clothing Monetary Allowance)<br>• Select Report<br>• Effective Date: Enter date of arrival at NRC based upon endorsed Recall to Active Duty orders<br>• Clothing Allw Initial Type Cd: Enter 5 (PICMA Naval Reserve Recalled to Active Duty)<br><br>Refer to **DJMS PTG Part 3 Chapter 5**, as required.<br><br>If unable to process PICMA (FID 64) in NSIPS, clerk/supervisor may need to process entitlement in DMO. Note: PICMA is not always authorized. Verify entitlement prior to processing. |
| 7.17 | Is Reservist authorized ACIP entitlement? | Clerk | Is Reservist authorized Aviation Career Incentive Pay (ACIP) entitlement?<br><br>Clerk refers to NPPSC Mobilization Checklist and Reservist Recall to Active Duty orders to determine whether entitlement |

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| | | | is warranted. ACIP eligibility is authorized by email from NPC NAVRES Officer Status Branch, ACIP/HPSP/USUHS/FAP Program Manager.<br><br>Note: Clerk will need to email NPC POC to obtain authorization for ACIP entitlement.<br><br>If Yes, go to 7.18.<br>If No, go to 7.19. |
| 7.18 | Create ACIP in NSIPS | Clerk | Clerk creates ACIP in NSIPS.<br><br>If not already in NSIPS, login to NSIPS: Entitlements > Incentive Pay > Use > Incentive Pay Create. Enter Reservist's SSN.<br><br>Clerk enters:<br>• Select Incentive Pay Type: ACIP (Aviation Career Incentive Pay)<br>• Select Start<br>• Enter Effective Date: DGAD<br>• Enter Aviation Commission Date (obtain from ACIP authorization email from NPC) |
| 7.19 | Does Reservist's SGLI/FSGLI election require update? | Clerk | Does Reservist's SGLI/FSGLI election require update?<br><br>Clerk reviews Reservist's Gain file to determine if SGLI election requires update.<br><br>NMPS Expeditionary Screening Checklist requires review, update, and verification of Defense Enrollment Eligibility Reporting System (DEERS) and SGLI information within 30 days of DTG on orders. SGLI and FSGLI election updates should have been completed at the NRC.<br><br>Refer to **NAVADMIN 085/17**, as applicable. SGLI election, validation and election updates should only be manually processed in extenuating circumstances when Service Member does not have access to Servicemembers Group Life Insurance (SGLI) Online Enrollment System (SOES). |

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| | | | NAVADMIN 085/17 announced the launch of the Servicemembers Group Life Insurance (SGLI) Online Enrollment System (SOES). SOES is a web-based system available through My Navy Portal that allows Sailors to validate or change SGLI or Family SGLI (FSGLI) coverage amounts and beneficiaries quickly and easily without using paper forms. SOES is available 24 hours a day and provides detailed guidance to Sailors that enables them to make informed decisions on their life insurance policy elections.<br><br>Refer to SGLI and FSGLI SOPs, as required.<br><br>SGLI/FSGLI SOP:<br>https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx<br><br>If Yes, go to 7.20.<br>If No, go to 7.22. |
| 7.20 | Update SGLI (FID DB) election in NSIPS | Clerk | Clerk updates SGLI (FID DB) election in NSIPS, only if required.<br><br>If not already in NSIPS, login to NSIPS: Personnel Maintenance > Deductions > Use > SGLI-Create. Enter Reservist's SSN.<br>• Select Change<br>• Coverage Plan: Select coverage Amount<br>• Election Date: Enter Effective Date within the current month |
| 7.21 | Submit updated SGLI election to NPC | Clerk | Clerk submits updated SGLI election to NPC, only if required.<br><br>Clerk scans Reservist's updated SGLI election if not previously scanned in Step 1.<br><br>Updated SGLI election shall be submitted to Navy Personnel Command using the E-Sub application on BUPERS Online for filing in the Official Military Personnel File (OMPF). |

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| 7.22 | Audit and release pay allowances and/or entitlements in NSIPS | Supervisor | Supervisor audits and releases pay allowances and/or entitlements in NSIPS. |
| 7.23 | Verify pay allowances and/or entitlements post in MMPA JJAA | Clerk | Clerk verifies pay allowances and/or entitlements post in MMPA JJAA. |
| 7.24 | Did pay allowances and/or entitlements post correctly? | Clerk | Did pay allowances and/or entitlements post correctly?<br><br>Check MMPA JJAA allowances and/or entitlements after one update cycle but wait two update cycles before taking corrective action.<br><br>Clerk enters "E" in the New Required Field to verify all open entitlements/allowances posted correctly.<br><br>If No, go to 7.25.<br>If Yes, go to 7.26. |
| 7.25 | Determine reason for the posting delay | Clerk/Supervisor | Clerk and supervisor determine the reason for the posting delay.<br><br>1. Clerk and supervisor research error codes to determine the cause of transaction failure.<br>2. Check message status inquiry in NSIPS for error code:<br>• If error is correctable, clerk corrects and resubmits pay allowances and entitlements to supervisor for audit and release in NSIPS or Defense MilPay Office (DMO), as applicable.<br>• If error is not correctable, supervisor submits trouble ticket to DFAS/NSIPS, as applicable.<br>Note: Clothing allowances may need to be processed through DMO.<br>Go to 7.24. |

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| 7.26 | Archive copy of pay allowances and/or entitlements for Pay Retain file | Clerk | Clerk archives copy of pay allowances and/or entitlements for Pay Retain file.<br><br>Effective 01 Dec 2021, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention in TRIM or local document retention system. The new file naming structure is:<br>• Last Name, then space<br>• First Name, then space<br>• Name of Entitlement |
| 8 | Process travel claim and extensions | Clerk/Supervisor and CPPA | Process travel claim and extensions. |
| 8.1 | Did Reservist submit travel claim? | Clerk | Did Reservist submit travel claim?<br><br>If Yes, go to 8.2.<br>If No, go to 8.3.<br><br>Note: Travel claim may be submitted directly to TSC by NMPS (Customer Command). |
| 8.2 | Forward travel claim to TSC via eCRM | Clerk | Clerk forwards travel claim to TSC via eCRM, if required.<br><br>TSC processes travel claim. |
| 8.3 | Does Reservist require extensions? | Clerk | Does Reservist require extensions?<br><br>Clerk may need to execute Reservist extensions to support recall orders.<br><br>If Reservist requires extensions, then Reservist will require both RES and ADR extensions based upon the manner in which the Strength Gain was processed.<br><br>If Yes, go to 8.4.<br>If No, go to 9. |
| 8.4 | Execute Reservist extensions | Clerk/Supervisor | Clerk executes Reservist extensions.<br><br>Note: Clerk cannot process extension if Strength Gain did not post in LOPG. |

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| 8.4.1 | Create RES extension in NSIPS | Clerk | Clerk creates RES extension in NSIPS.<br><br>Login to NSIPS: Contract ADMIN > Extensions > Use > Extensions-Create. Enter Reservist's SSN.<br>• Update Panel 1: Extensions<br>  o Contract Type: RES (Reserve)<br>  o Contract Status: Execute<br>  o Extension Months (Other): Enter the number of months required to support execution of orders<br>  o Ship/Duty Location<br>  o Officer Name/Grade (Authorizing Official)<br>  o Title (of Authorizing Official)<br><br>• Update Panel 2: Exceptions<br>  o Contract Clause: Obligated Service for Orders (Contract Clause 034)<br>  o Exceptions: Enter the Bureau of Naval Personnel (BUPERS) Order Number from Reservist Recall to Active Duty Orders<br><br>Note for Mobilizing Reservists: To account for respite absence entitlement and to avoid extension requirements upon demobilization, the following OBLISERVE requirements are recommended for Mobilizing Reservists:<br><br>Length of Orders/EREN:<br>• 365 days/15 months<br>• 380 days/15 months<br>• 400 days/16 months<br>• 420 days/16 months<br>• 450 days/17 months<br>• 470 days/18 months<br>• 500 days/19 months<br>• 510 days/19 months<br>• 540 days/20 months<br>• 600 days/22 months |

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| | | | Note: **NAVADMIN 242/09**, effective 01 Oct 2009, imposed the following restrictions on extensions:<br>• All extensions combined cannot extend a contract more than 24 months.<br>• A maximum of two extensions per contract is authorized. |
| 8.4.2 | Create PDF of RES extension and forward to CPPA for Reservist signature | Clerk | Clerk creates PDF of RES extension and forwards to CPPA for Reservist signature.<br><br>Reservist signs RES extension. |
| 8.4.3 | Forward signed extension to clerk | CPPA | CPPA forwards signed extension to clerk.<br><br>Clerk prints copy of RES extension for supervisor. |
| 8.4.4 | Review and sign RES extension | Supervisor | Supervisor reviews and signs RES extension. |
| 8.4.5 | Audit and release RES extension in NSIPS | Supervisor | Supervisor audits and releases RES extension in NSIPS.<br><br>Note: Active Duty Personnel Supervisors will no longer be able to act as final approval authority for Reenlistments, Extensions, Conversion/Reversion, Gain Functional Identification Numbers (FIDS), Legal, Casualty Losses, Allotments, Special Duty Assignment Pay (SDAP), Service Dates, and Retain in Service. Once an Active Duty Personnel Supervisor approves the transaction, they will be required to route to a Pay Clerk or Pay Supervisor. The Pay Supervisor will be the final approval authority.<br><br>If a current Active Duty Personnel Supervisor does not have a Pay Clerk or Pay Supervisor as the next Role in the workflow routing chain, they will receive the following error: *"To comply with DoD FMR, Volume 5 (Separation of Duties), this transaction must be approved by a Pay Supervisor. Please add a Pay Clerk and/or Pay Supervisor to your Personnel Supervisor Account."* When the Active Duty Personnel Supervisor clicks OK to clear this message, they will receive |

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| | | | the normal Route to Operator where they can enter the Operator ID of a Pay Clerk or Pay Supervisor. |
| 8.4.6 | Submit signed RES extension to NPC | Clerk | Clerk submits signed RES extension to NPC.<br><br>RES extension shall be submitted to Navy Personnel Command using the E-Sub application on BUPERS Online for filing in the Official Military Personnel File (OMPF).<br>Archive scanned extension in the Gain file. |
| 8.4.7 | Create ADR extension in NSIPS | Clerk | Clerk creates ADR extension in NSIPS.<br><br>Login to NSIPS: Contract ADMIN > Extensions > Use > Extensions-Create. Enter Reservist's SSN.<br>• Update Panel 1: Extensions<br>  o Contract Type: ADR (Active Duty Reserve)<br>  o Contract Status: Execute<br>  o Extension Months (Other): Enter the number of months required to support execution of orders<br>  o Ship/Duty Location<br>  o Officer Name/Grade (Authorizing Official)<br>  o Title (of Authorizing Official)<br><br>• Update Panel 2: Exceptions<br>  o Contract Clause: ADOS/Mobilized Reserve (Contract Clause 047)<br>  o Exceptions: Enter Date Time Group (DTG) of Reservist Recall to Active Duty Orders<br>Note for Mobilizing Reservists: To account for respite absence entitlement and to avoid extension requirements upon demobilization, the following OBLISERVE requirements are recommended for Mobilizing Reservists:<br>Length of Orders/EREN:<br>• 365 days/15 months<br>• 380 days/15 months<br>• 400 days/16 months<br>• 420 days/16 months<br>• 450 days/17 months<br>• 470 days/18 months<br>• 500 days/19 months |

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| | | | • 510 days/19 months<br>• 540 days/20 months<br>• 600 days/22 months<br><br>Note: **NAVADMIN 242/09**, effective 01 Oct 2009, imposed the following restrictions on extensions:<br>• All extensions combined cannot extend a contract more than 24 months.<br>• A maximum of two extensions per contract is authorized. |
| 8.4.8 | Create PDF of ADR extension and forward to CPPA for Reservist signature | Clerk | Clerk creates PDF of ADR extension and forwards to CPPA for Reservist signature.<br><br>Reservist signs ADR extension. |
| 8.4.9 | Forward signed extension to clerk | CPPA | CPPA forwards signed extension to clerk.<br><br>Clerk prints copy of ADR extension for supervisor. |
| 8.4.10 | Review and sign ADR extension | Supervisor | Supervisor reviews and signs ADR extension. |
| 8.4.11 | Audit and release ADR extension in NSIPS | Supervisor | Supervisor audits and releases ADR extension in NSIPS.<br><br>Note: Active Duty Personnel Supervisors will no longer be able to act as final approval authority for Reenlistments, Extensions, Conversion/Reversion, Gain Functional Identification Numbers (FIDS), Legal, Casualty Losses, Allotments, Special Duty Assignment Pay (SDAP), Service Dates, and Retain in Service. Once an Active Duty Personnel Supervisor approves the transaction, they will be required to route to a Pay Clerk or Pay Supervisor. The Pay Supervisor will be the final approval authority.<br><br>If a current Active Duty Personnel Supervisor does not have a Pay Clerk or Pay Supervisor as the next Role in the workflow routing chain, they will receive the following error: *"To comply with DoD FMR, Volume 5 (Separation of Duties), this transaction must be approved by a Pay Supervisor. Please add* |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | *a Pay Clerk and/or Pay Supervisor to your Personnel Supervisor Account."* When the Active Duty Personnel Supervisor clicks OK to clear this message, they will receive the normal Route to Operator where they can enter the Operator ID of a Pay Clerk or Pay Supervisor. |
| 8.4.12 | Submit signed ADR extension to NPC | Clerk | Clerk submits signed ADR extension to NPC.<br><br>ADR extension shall be submitted to Navy Personnel Command using the E-Sub application on BUPERS Online for filing in the Official Military Personnel File (OMPF).<br><br>Archive scanned extension in Gain file. |
| 8.5 | Verify extensions post | Clerk | Clerk verifies extensions post.<br><br>Verify both the RES and ADR extensions post in MMPA.<br><br>Clerk verifies after one update cycle but waits two update cycles before taking corrective action.<br>• Check MMPA LOPG Page 3 to verify RES extension posted. RESCON (Reserve Contract) should update to reflect the number of month(s) of the extension. This step verifies that extension updated at NPC.<br>• Check MMPA LOPG Page 3 to verify ADR extension posted. S-EAOS (Soft EAOS) should update to reflect the number of months of the extension. This step verifies that extension updated at NPC.<br>• Check MMPA JJAA to verify Soft EAOS, FID TU (Date of Separation), updated. FID TU should update to reflect the number of months of the extension. This step verifies that extension updated at DFAS. |
| 8.6 | Did executed extensions post? | Clerk | Did executed extensions post?<br><br>If No, go to 8.7.<br>If Yes, go to 8.8. |
| 8.7 | Determine reason for the posting delay | Clerk/Supervisor | Clerk and supervisor determine the reason for the posting delay.<br>1. Clerk and supervisor research error codes to determine the cause of transaction failure. |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | 2. Check message status inquiry in NSIPS for error code:<br>• If error is correctable, clerk corrects and resubmits extension(s) to supervisor for audit and release.<br>• If error is not correctable, supervisor submits trouble ticket to DFAS/NSIPS, as applicable.<br><br>Go to 8.6. |
| 8.8 | Archive copy of executed extensions in the Gain file | Clerk | Clerk archives copy of executed extensions in the Gain file. |
| 8.9 | Has Recalled Reservist reported to ULDUSTA? | Clerk | Has Recalled Reservist reported to Ultimate Duty Station (ULDUSTA)?<br><br>If No, go to 9.<br>If Yes, go to 8.10. |
| 8.10 | Audit and archive Personnel and Pay Retain files | Clerk | Clerk audits and archives Personnel and Pay Retain files.<br><br>Personnel Retain file is comprised of Gain file documents and includes:<br>• Endorsed recall orders<br>• Strength Gain<br>• NAVPERS 1070/602 (Dependency Application)<br>• SGLV 8286 (Servicemembers' Group Life Insurance (SGLI) Election and Certificate), only if required<br>• SGLV 8286A (Family Coverage Election and Certificate), only if required<br>• RES and ADR Extensions executed to support recall orders<br><br>Go to Stop. |
| 9 | Process Activity Loss | Clerk/Supervisor Service Member/NMPS Mobilization Team | Process Activity Loss.<br><br>DO NOT transfer Service Member from NMPS (CONUS processing location) until Strength Gain has posted and pay account has opened. |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | Exception 1: Service Members may transfer from NMPS to INCONUS training assignments without an open Active Duty Pay Account if Expeditionary Combat Readiness Center (ECRC) approval is obtained prior to transfer.<br><br>Exception 2: Service Members may transfer from NMPS to Ultimate Duty Station (INCONUS or OCONUS) without an open Active Duty Pay Account if Navy Expeditionary Combat Command (NECC) approval is obtained prior to transfer. |
| 9.1 | Did Reservist clear medical screening? | NMPS Mobilization Team | Did Reservist clear medical screening?<br><br>If No, go to 9.2.<br>If Yes, go to 9.4. |
| 9.2 | Notify clerk that Reservist did not clear medical screening | NMPS Mobilization Team | NMPS Mobilization Team notifies clerk that Reservist did not clear medical screening. |
| 9.3 | Initiate Strength Loss in NSIPS | Clerk | Clerk initiates Strength Loss in NSIPS.<br><br>Recalled Reservists will be demobilized and returned to NRC upon receipt of orders modification or demobilization orders, as appropriate. DD214 is not required because Reservist was not found qualified for orders.<br><br>Refer to RC Demobilization SOP:<br>**https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx**<br>or<br>Separations SOP:<br>**https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx**<br><br>for Strength Loss procedure, as appropriate.<br><br>Go to Stop. |
| 9.4 | Notify clerk of Reservist | NMPS Mobilization Team | NMPS Mobilization Team notifies clerk of Reservist NMPS departure date. |

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| | NMPS departure date | | Clerk identifies and records transfer date and Ultimate Duty Station (ULDUSTA) Unit Identification Code (UIC) on Active Duty Processing Checklist. |
| 9.5 | Depart NMPS site for next duty station | Service Member | Reservist departs NMPS site for next duty station. |
| 9.6 | Update NMCMPS | NMPS Mobilization Team | NMPS Mobilization Team updates NMCMPS.<br><br>Record in NMCMPS, those Reservists completing mobilization and transferred to their follow-on assignment/intermediate assignment/supported command.<br><br>Update those Service Members on Med Hold as well. The NMPS will maintain via NMCMPS visibility for all pertinent fields (will update and keep current all data in NMCMPS) on all activated Reservists to include a copy of their recall orders, transportation arrangements, Special Case Boards (SCBs) (delay and exemption) results, and any other information pertaining to recall. The above items will be kept in a retain file for future match up with demobilization paperwork. |
| 9.7 | Did Reservist request Advance Pay? | Clerk | Did Reservist request Advance Pay?<br><br>Note: Clerk waits until verification that Reservist cleared medical screening before processing Advance Pay to prevent an overpayment and resultant indebtedness in the event Reservist is unable to be recalled to Active Duty.<br><br>If Yes, go to 9.8.<br>If No, go to 9.9. |
| 9.8 | Forward Advance Pay request to MILPAY for processing | Clerk | Clerk forwards Advance Pay request to MILPAY for processing.<br><br>Per NPC guidance, Reservist is limited to one month’s Advance Pay with a 3-month pay back schedule.<br><br>Note: If Reservist Pay Account did not open, then clerk cannot create Advance Pay since there is no account to send the payment. |

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| 9.9 | Create Activity Loss in NSIPS, if required | Clerk | Clerk creates Activity Loss in NSIPS, if required.<br><br>The servicing TSC will track and process all intermediate activity prior to the Service Member reporting to their final station. Then the receiving TSC will gain the Service Member. When the Reservist departs the NMPS site enroute for training, the servicing TSC will process an Activity Loss to the "Ultimate Duty Station". The TSC servicing the NMPS site that processed the Reservist will continue to support the Service Member's pay/personnel accounts, and any issues that arise, during any training enroute, prior to "Entering Theater". Activity Gains will not be processed at intermediate duty stations.<br><br>Login to NSIPS: Losses > Activity Loss > Use > Activity Loss-Create. Enter Reservist's SSN.<br>• Update Panel 1: Activity Loss<br>o Loss Departure Date: Date of detachment from NMPS<br>o Loss Reason: OT1 (Officers) or MB1 or DT1, as appropriate (Enlisted)<br>o UIC Report to: Enter UIC of Ultimate Duty Station from Recall to Active Duty orders<br>o UIC Ultimate Duty Station: Enter UIC of Ultimate Duty Station from Recall to Active Duty orders<br>o Proceed Time, Travel Time, Leave Days, update as applicable<br>o Movement Reason Code: Operational |
| 9.10 | Archive copy of Activity Loss for Gain file | Clerk | Clerk archives copy of Activity Loss for Gain file. |
| 9.11 | Audit and release Activity Loss in NSIPS | Supervisor | Supervisor audits and releases Activity Loss in NSIPS. |
| 9.12 | Verify Activity Loss posts | Clerk/Supervisor | Clerk/Supervisor verifies Activity Loss posts in MMPA.<br><br>Clerk verifies after one update cycle but waits two update cycles before taking corrective action. |

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| 9.12.1 | Did Activity Loss post? | Clerk | Did Activity Loss post?<br><br>If No, go to 9.12.2.<br>If Yes, go to 9.13. |
| 9.12.2 | Determine reason for the posting delay | Clerk/Supervisor | Clerk and supervisor determine the reason for the posting delay.<br><br>1. Clerk and supervisor research error codes to determine the cause of transaction failure.<br>2. Check message status inquiry in NSIPS for error code:<br>• If error is correctable, clerk corrects and resubmits Activity Loss to supervisor for audit and release in NSIPS.<br>• If error is not correctable, supervisor submits trouble ticket to DFAS/NSIPS, as applicable.<br><br>Go to 9.12.1. |
| 9.13 | Archive copy of Activity Loss for Gain file | Clerk | Clerk archives copy of Activity Loss for Gain file. |
| 9.14 | Audit and archive Personnel and Pay Retain files | Clerk | Clerk audits and archives Personnel and Pay Retain files.<br><br>Personnel Retain file is comprised of Gain file documents and includes:<br>• Endorsed recall orders<br>• Strength Gain<br>• NAVPERS 1070/602 (Dependency Application)<br>• SGLV 8286 (Servicemembers' Group Life Insurance (SGLI) Election and Certificate), only if required<br>• SGLV 8286A (Family Coverage Election and Certificate), only if required<br>• RES and ADR Extensions executed to support recall orders<br>• Activity Loss |
| 10 | Process Activity Gain and | Clerk/Supervisor | Process Activity Gain and Entitlements at Ultimate Duty Station, if required. |

| STEPS ONLY | | | |
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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | entitlements at Ultimate Duty Station, if required | | |
| 10.1 | Process Activity Gain to ULDUSTA | Clerk | Clerk processes Activity Gain to Ultimate Duty Station (ULDUSTA).<br><br>Clerk refers to Receipts Process, as required: **https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx** |
| 10.1.1 | Create Activity Gain in NSIPS | Clerk | Clerk creates Activity Gain in Navy Standard Integrated Personnel System (NSIPS).<br><br>Note: Ensure Service Member's BAH entitlement is verified, and the appropriate data fields are completed on "Delay in Reporting" Panel of Gain transaction. Refer to **MPA 43/09**, as required. |
| 10.1.2 | Submit Activity Gain to supervisor for audit and release | Clerk | Clerk submits Activity Gain to supervisor for audit and release. |
| 10.1.3 | Audit and release Activity Gain in NSIPS | Supervisor | Supervisor audits and releases Activity Gain in NSIPS.<br><br>Note: Active Duty Personnel Supervisors will no longer be able to act as final approval authority for Reenlistments, Extensions, Conversion/Reversion, Gain Functional Identification Numbers (FIDS), Legal, Casualty Losses, Allotments, Special Duty Assignment Pay (SDAP), Service Dates, and Retain in Service. Once an Active Duty Personnel Supervisor approves the transaction, they will be required to route to a Pay Clerk or Pay Supervisor. The Pay Supervisor will be the final approval authority.<br><br>If a current Active Duty Personnel Supervisor does not have a Pay Clerk or Pay Supervisor as the next Role in the workflow routing chain, they will receive the following error: *"To comply with DoD FMR, Volume 5 (Separation of Duties), this transaction must be approved by a Pay Supervisor. Please add* |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | *a Pay Clerk and/or Pay Supervisor to your Personnel Supervisor Account."* When the Active Duty Personnel Supervisor clicks OK to clear this message, they will receive the normal Route to Operator where they can enter the Operator ID of a Pay Clerk or Pay Supervisor. |
| 10.1.4 | Did Activity Gain post? | Clerk | Did Activity Gain post?<br><br>If No, go to 10.1.5.<br>If Yes, go to 10.2. |
| 10.1.5 | Determine reason for posting delay | Clerk/Supervisor | Clerk and supervisor determine reason for posting delay.<br><br>1. Check message status inquiry in Navy Standard Integrated Personnel System (NSIPS) for error code.<br>2. Research reason for error in NSIPS:<br>• If error is correctable, correct and resubmit.<br>• If error is not correctable, submit NSIPS trouble ticket or contact DFAS, as applicable.<br><br>Go to 10.1.4. |
| 10.2 | Verify entitlements and allowances | Clerk | Clerk verifies entitlements and allowances.<br><br>Clerk refers to appropriate Pay process, as required: **https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx** |
| 10.2.1 | Verify and create entitlements and allowances based upon duty assignment | Clerk | Clerk verifies and creates entitlements and allowances based upon duty assignment.<br><br>In addition to the entitlements and allowances identified in Section 3 of this SOP, the clerk verifies additional entitlements in accordance with the appropriate section of the **DoD FMR** and starts entitlements in accordance with the appropriate section of the PTG based upon orders, orders duration, and duty assignment. Additional entitlements may include, but are not limited to:<br>• 14 - Hardship Duty Pay<br>• 23 - CZTE-HFP/IDP<br>• Hazardous Duty Pay (as specified in the orders)<br>o 10 – Demolition Pay |

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| | | | o 15 – Parachute Pay<br>o 21 – Diving Pay<br>o 11 – Flight Deck Pay<br>• 24 - Special Pay for Medical Corps Officers<br>• 20 - Special Pay for Dental Corps Officers<br>• 12 - Flight Pay<br>• 02 - Foreign Language Proficiency Pay (FLPP)<br>• 27 - Career Sea Pay (CSP)<br>• 30 - Special Duty Assignment Pay (SDAP – 180 days or more) |
| 10.2.2 | Submit all appropriate entitlements and allowances to supervisor for audit and release | Clerk | Clerk submits all appropriate entitlements and allowances to supervisor for audit and release.<br><br>Supervisor releases entitlements and allowances, as required. |
| 10.2.3 | Did all entitlements post? | Clerk | Did all entitlements post?<br><br>Check MMPA JJAA allowances and/or entitlements after one update cycle but wait two update cycles before taking corrective action.<br><br>Clerk enters "E" in the New Required Field to verify all open entitlements/allowances posted correctly.<br><br>If No, go to 10.2.4.<br>If Yes, go to 10.3. |
| 10.2.4 | Determine reason for posting delay | Clerk/Supervisor | Clerk and supervisor determine reason for posting delay.<br><br>1. Check message status inquiry in NSIPS for error code.<br>2. Research reason for error in NSIPS:<br>• If error is correctable, correct and resubmit.<br>• If error is not correctable, contact supervisor and submit NSIPS trouble ticket or contact DFAS, if needed.<br><br>Go to 10.2.3. |

Landing Page

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| STEP # | FLOW TEXT | ROLE | ADDITIONAL TEXT |
| 10.3 | Audit and archive Personnel and Pay Retain files | Clerk | Clerk audits and archives Personnel and Pay Retain files.<br><br>Refer to Receipts SOP for Personnel Retain file: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx |
| STOP | | | |