

**DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-0000**

**IN REPLY REFER TO  
BUPERSINST 1001.39D  
PERS-9  
20 FEB 2001**

BUPERS INSTRUCTION 1001.39D

From: Chief of Naval Personnel  
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)  
Subj: ADMINISTRATIVE PROCEDURES FOR NAVAL RESERVISTS ON INACTIVE DUTY  
Ref: (a) See Appendix B to enclosure (1)  
Encl: (1) Administrative Procedures for Naval Reservists on Inactive Duty

1. Purpose. To provide personnel and administrative policies for the management of Naval Reservists serving on inactive duty. This instruction has been changed substantially and should be read in its entirety.

2. Cancellation. BUPERSINST 1001.39C.

3. Scope. This instruction provides policy for administering inactive duty Naval Reserve personnel. It does not address the manning or training requirements of the specific units that comprise the Naval Reserve.

4. Administration and Maintenance. Chief of Naval Personnel (CHNAVPERS) delegates to Commander, Naval Personnel Command (COMNAVPERSCOM) the responsibility for administration and maintenance of this instruction. Recommendations for changes, together with supporting data, are solicited and should be submitted to Assistant Commander Naval Reserve Personnel Management (PERS-9), Navy Personnel Command (NAVPERSCOM), 5720 Integrity Drive, Millington, TN 38055-0000. Commercial 901-874-4482, DSN 882.

5. Action. Addressees shall ensure widest dissemination and compliance with the provisions of this instruction.

6. Forms. Required forms are listed in Appendix C to enclosure (1).

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7. Directives and Publications. Appendix B to enclosure (1) provides current suffixes for the directives and publications cited in this instruction. Unlisted directives are cited with their current suffixes.

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Rear Admiral, U.S. Navy  
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Distribution:  
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20 FEB 2001

**ADMINISTRATIVE PROCEDURES FOR NAVAL RESERVISTS ON  
INACTIVE DUTY**

Enclosure (1)

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CHAPTER 1

NAVAL RESERVE STATUS AND CATEGORIES

101. General. Each member of the Naval Reserve who is not on the Active Duty List is placed in one of three categories:

1. Ready Reserve (USNR-R),
2. Standby Reserve, consisting of the Standby Reserve-Active (USNR-S1) and Standby Reserve-Inactive (USNR-S2),  
or
3. Retired Reserve (USNR-Retired).

Members in the Ready Reserve (USNR-R) and Standby Reserve Active (USNR-S1) are considered to be in an active status; members in the Standby Reserve Inactive (USNR-S2) are in an inactive status; members in the Retired Reserve (USNR-Retired) are in a retired status. Figures 1-1 and 1-2 are provided to clarify status and categories. Assignment to or transfer between any category, except to the USNR-Retired, is made only by Navy Personnel Command (NAVPERSCOM) (PERS-911 for officers; PERS-913 and Naval Reserve Personnel Center (NAVRESPERSCEN) for enlisted). Requests for transfer to the Retired Reserve are processed by NAVRESPERSCEN (N221).

102. Status. As stated above, each member of the Naval Reserve is in either an active, inactive, or retired status as defined below.

1. Active Status. Reserve members assigned to the USNR-R and USNR-S1 are in an active status. Officers in an active status are also listed on the Reserve Active Status List (RASL). Active Status members are eligible to
  - a. train with or without pay, based on the member's category.
  - b. serve on active duty, active duty for training, or Funeral Honors Duty.
  - c. earn retirement points.

d. be considered for advancement or promotion, if eligible (see Figure 1-2).

Limitations on a member's eligibility to remain in an active status are identified in sections 104 through 107 of this instruction.

2. Inactive Status. Reserve members assigned to the USNR-S2 are in an inactive status and, they are on the Reserve Inactive Status List (ISL). They are assigned for reasons outlined in section 103.3. They are not eligible to

- a. receive pay for training.
- b. earn retirement points.
- c. be considered for advancement or promotion or be advanced or promoted.

3. Retired Status. Members in the Retired Reserve are in a retired status. Unless recalled to active duty, they may not receive retirement point credit. They may not be advanced or promoted. Refer to section 103.3.; Chapter 4, section 404; and Chapter 10, section 1008.

103. Reserve Categories. The four sub-categories to which Naval Reserve members may be assigned are the Ready Reserve (USNR-R), Standby Reserve-Active (USNR-S1), Standby Reserve-Inactive (USNR-S2), and Retired Reserve (USNR-Retired). Information pertaining to each of the categories follows:

1. Ready Reserve
  - a. Members of the Ready Reserve are in an active status.
  - b. The Ready Reserve is composed of the Selected Reserve (SELRES) and the Individual Ready Reserve (IRR). Members assigned to full time support positions who serve on extended Active Duty for Special Work (ADSW) or Active Duty for Training (ADT), or who drill for pay are in the SELRES. Members not assigned to a pay billet are in the IRR. Members in the IRR either participate in a Voluntary Training Unit (VTU) or are assigned to the Active Status Pool at NAVRESPERSCEN.

c. All individuals obligated to serve in the Naval Reserve shall be assigned to the Ready Reserve upon original appointment or enlistment and will normally remain in the Ready Reserve for the remainder of their military service obligation (MSO). Upon completion of MSO, members may voluntarily elect to remain in the Ready Reserve by:

(1) Officers. Executing a NAVPERS 1200/1, Ready Reserve Transfer Request Service Agreement (see Figure 1-3). This agreement will normally remain in effect for an indefinite period, subject to the limitations described in section 105. Execution of a Ready Reserve Agreement is also required for unit affiliation per Chapter 10.

(2) Enlisted. Signing a statement of enlistment, reenlistment, or extension document per Chapter 3, section 302.

d. Limitations on eligibility for members to remain in the Ready Reserve are identified in sections 105 and 106.

e. Members of the Ready Reserve are liable for involuntary recall to active duty in time of national emergency or when authorized by law (see Figure 22-1).

2. Standby Reserve Active (USNR-S1). Naval Reservists transferred to the USNR-S1 by NAVPERSCOM (PERS-911 and 913) are in an active status and are eligible to participate in a Naval Reserve program without pay for retirement point credit only. They may not receive pay, allowances, or travel allowances for any drill participation or ADT. Officers below the grade of captain continue to be eligible for promotion consideration. Enlisted members in this category are not eligible for advancement unless they are drilling in a Voluntary Training Unit (VTU), and are not subject to High Year Tenure (HYT). Members are subject to involuntary recall to active duty only in time of war or national emergency per 10 U.S.C. 12301 (see Figure 22-1). Reservists eligible for USNR-S1 are transferred to that category by NAVPERSCOM (PERS-911 and 913) for any of the following reasons:

a. Reservists who have temporary mobilization restrictions as identified through the mobilization screening process (Chapter 21) or for other reasons approved by NAVPERSCOM, and intend to return to the Ready Reserve.

b. Key employees in Federal and non-Federal employment transferred from the Ready Reserve to ensure the continuity of the Federal government and to prevent conflicts between emergency manpower needs of civilian activities and the military during mobilization.

c. Students, other than those with designator 1945, preparing for religious ministry by attending recognized theological or divinity schools (or equivalent), or those preparing to meet religious faith group requirements.

d. Reservists, other than designated medical department officers (19X5 designator), who enroll in an accredited medical, osteopathic or dental program (MILPERSMAN 1001-070).

e. Persons whose retention, in an active status for reasons other than those specified above, is considered by the Secretary of the Navy (SECNAV) to be in the best interest of the Navy.

3. Standby Reserve Inactive (USNR-S2).

a. Members transferred to the USNR-S2 by NAVPERSCOM (PERS-911 and 913) are in an inactive status. They may not participate for retirement points or pay, and may not be assigned to any Naval Reserve organization other than the Inactive Status Pool at NAVRESPERSCEN. They may not be considered for advancement or promotion. If they have been selected for advancement or promotion, but not advanced or appointed to the higher rank or grade at the time of their transfer to the USNR-S2, that promotion will not take effect. They are subject to recall as authorized by law (see Figure 22-1). Enlisted members will be discharged when their enlistment expires. Officers with fewer than 20 years of qualifying service may normally remain in the USNR-S2 for 1 to 3 years. After that time members will be screened and considered for discharge unless they

(1) execute a Ready Reserve Service Agreement, if eligible.

(2) request transfer to the Retired Reserve, if eligible.

(3) are offered the option to remain on the Inactive Status List for an additional period of time.

(4) are members receiving annual Voluntary Separation Incentive (VSI) payments.

b. Reservists who have completed their MSO are transferred to USNR-S2 by NAVPERSCOM (PERS-911 and 913) for any of the following reasons:

(1) Failure to complete a Ready Reserve Service Agreement when required (officers only).

(2) Failure to satisfy minimum participation requirements per section 104.

(3) Submission of a Personal request that is approved by NAVPERSCOM (PERS-911 and 913).

(4) Selective early removal from the RASL under 10 U.S.C. 14704.

(5) Completion of 20 years of qualifying service computed under 10 U.S.C. 12732, with a disability rating of less than 30 percent and assigned to the Standby Reserve instead of being separated for that disability.

(6) When otherwise authorized or directed by law, regulation, policy, or when judged to be in the best interests of the Navy.

4. Retired Reserve (USNR-Retired). Reservists in the Ready Reserve, Standby Reserve-Active and Standby Reserve-Inactive must request transfer to the Retired Reserve per SECNAVINST 1820.2B. Officers reaching the age of 60 who are eligible for a retirement but have not requested transfer to the Retired Reserve will be discharged per 10 U.S.C. 14509, unless continued by SECNAV per 10 U.S.C. 14703 (see Chapter 20, section 2012). In order for them to become a member of the USNR-Retired, they must

a. meet eligibility requirements per Chapter 20, section 2008.

b. submit a request to transfer to the USNR-Retired to NAVRESPERSCEN (N221).

c. be transferred to the USNR-Retired by NAVRESPERSCEN (N221).

Members of the USNR-Retired are subject to recall to active duty in time of war or national emergency declared by Congress or when otherwise authorized by law (see Figure 22-1). Retired reservists may not receive retirement point credit for the performance of any duty (except while authorized to serve on active duty) after the effective date of their transfer to retired status. Voluntary participation in the Naval Reserve is authorized on a permissive basis (See Chapter 4, section 404 for enlisted; Chapter 10, section 1008 for officers).

5. Former Members. Members of the Naval Reserve who become eligible for non-regular retired pay at or after age 60 by meeting the service requirements per 10 U.S.C. 12731 and who are subsequently discharged are referred to as "Former Members." Having been discharged, these individuals are no longer members of the Naval Reserve and are therefore not found in one of the status categories discussed in sections 101 and 102; however, Former Members are still entitled to receive benefits provided for under 10 U.S.C. Chapter 54. (See Chapter 20, section 2020 for specifics entitlements.)

104. Minimum Participation Requirements to Remain in an Active Status in the Naval Reserve. USNR-R and USNR-S1 are continually screened by NAVPERSCOM (PERS-911 and 913) to ensure that assigned members are participating at a level consistent with their active status. NAVPERSCOM (PERS-911 and 913) may transfer members who have completed their initial MSO and who are not earning sufficient retirement point credit to the USNR-S2. Officers so transferred may request reinstatement to the USNR-R by meeting the requirements specified in this instruction and completing a NAVPERS 1200/1, Ready Reserve Transfer Request Service Agreement; enlisted members may agree to remain in the USNR-R by signing a statement on the enlistment/reenlistment contract, or on the extension documents. The member must take appropriate steps to meet minimum participation requirements or may again be screened from an active status. Successive requests for reinstatements will generally be disapproved. Minimum participation requirements are:

1. Officers with fewer than 20 years of qualifying service, computed as of the date of the screening, must earn 27 points including membership points, each anniversary year. (Refer to Chapters 20 and 21). There are no minimum participation requirements for enlisted members with fewer than 20 years of qualifying service to remain in an active status. Failure to earn 50 points in an anniversary year will result in a non-qualifying year for retirement.

2. Officers and enlisted members with 20 years or more of qualifying service, computed as of the date of the screening, must earn 50 points, including membership points, each anniversary year per DODI 1200.15 of 14 September 1997 (NOTAL). Note that the minimum participation standards for drilling members (Chapter 11) are different than the standards required to remain in an active status.

#### 105. Officer Participation in an Active Status

1. Promotion of Naval Reserve Officers. Promotions to warrant officer (CWO3) and (CWO4) and to all grades above lieutenant (junior grade) result from recommendations made by selection boards. Prior to being considered for promotion by a selection board, officers must meet the following requirements:

a. Possess a date of rank and register number within or above the zone of consideration for their designator and grade.

b. Serve continuously on the RASL or ADL during the 1 year period ending on the date of the convening of the promotion board per 10 U.S.C. 14301. Accordingly, officers returning to an active status from a period of broken service, the USNR-S2 or USNR-Retired are eligible for consideration for promotion only after continuously serving in an active status for 1 full year. Captains in the USNR-S1 are not eligible for promotion to flag rank.

2. Years of Commissioned Service. As defined in 10 U.S.C. 14706, a Naval Reserve officer's years of service include all service, other than constructive service and initial commissioned student service as a 19XX designated officer, of the officer as a commissioned officer or any uniformed service (other than service as a warrant officer). Years of commissioned service, as now defined above, serves by law as the

indicator for identifying officers in the grade of commander or above who become subject to attrition under 10 U.S.C. 14507, and one of the indicators for attrition of officers in the grade of lieutenant commander.

3. Attrition from an Active Status Due to Failure of Selection and/or Years of Service. Criteria for attrition from an active status (USNR-R or USNR-S1), as specified in 10 U.S.C. 14503, 14504, 14505, 14506 and SECNAVINST 1920.6B, are summarized in this section. The general policy is for NAVPERSCOM (PERS-911) to notify active status Naval Reserve officers who meet the following attrition criteria that they must either retire if eligible, be retained or continued if eligible and elected by the member, or be discharged:

a. Lieutenants and lieutenants (junior grade) will be retired upon request, if eligible, or be discharged upon completion of their MSO if they are considered to have twice failed selection to the next higher grade before a Naval Reserve selection board unless offered continuation via the annual SECNAV Retention and Continuation Plan (NRCP). Additionally, full time support lieutenants who have twice failed of selection for promotion to the next higher grade while on active duty may be continued on active or inactive duty by SECNAV per the SECNAV Naval Reserve Retention and Continuation Plan (NRRCP).

b. Lieutenant commanders will be subject to attrition on the first day of the month after the month in which they have at least twice failed selection to the next higher grade before a Naval Reserve selection board and have completed 20 years of commissioned service, unless continued by SECNAV per the SECNAV NRRCP.

c. Captains and commanders not on a promotion list for the next higher grade will be subject to attrition on the first day of the month after the month in which they have completed 28 or 30 years, respectively, of actual commissioned service, unless continued or retained by SECNAV.

d. Exceptions

(1) Officers in the grades of captain and below meeting the provisions addressed above, who have between 18 and 20 years of qualifying service for retirement purposes at the

time of required attrition, are offered a one time exemption (for a specified time per 10 U.S.C. 12646), allowing them the opportunity to attain 20 years of qualifying service.

(2) Women officers and Navy Nurse Corps officers serving in the Naval Reserve on active duty or on the RASL on 30 September 1996 are subject to attrition from an active status under conditions of law in effect before 1 October 1996. Accordingly, they may be removed from the Reserve Active Status List (RASL) for reasons of failure for selection or years of service only by a special board convened by SECNAV.

(3) Per 10 U.S.C. 14703, officers in the grades of captain and commander appointed in the Navy Medical Corps, Dental Corps, Nurse Corps, Chaplain Corps or appointed in the Medical Service Corps and designated to perform as a veterinarian, optometrist, podiatrist, health officer, or biomedical sciences officer may be retained in an active status as specified in the SECNAV NRRCP, which SECNAV reviews and approves annually.

e. Permanent warrant officers who have

(1) twice failed of selection for promotion to the next higher permanent warrant officer grade are subject to the attrition provisions of SECNAVINST 1920.6B. Officers with 20 years or more of qualifying service will be notified by NAVPERSCOM (PERS-911) and transferred from an active status. Officers with at least 18 years, but fewer than 20 years of qualifying service, may be extended for a limited period of additional time allowing them the opportunity to attain 20 years of qualifying service. Officers with fewer than 18 years of qualifying service will be afforded an opportunity to retire, if eligible for RTB early retirement, revert to their former enlisted status, or be discharged from the Naval Reserve.

(2) attained 30 or more years of qualifying service are subject to attrition from an active status in the Naval Reserve per SECNAVINST 1421.7B (NOTAL). Warrant officers approaching 30 years of qualifying service will be advised by letter from NAVPERSCOM (PERS-911) that they will be removed from an active status unless selectively retained by the Naval Reserve Chief Warrant Officer Selective Retention Board. If non-continued officers do not request transfer to the Retired

Reserve, they will be transferred to the USNR-S2 status by NAVPERSCOM (PERS-911).

4. Age Restrictions. Generally, retention for officers is restricted to 10 U.S.C. 14703, and is further governed by the SECNAV's NRRCP; however, officers who reach the age-in-grade limits set out below are not eligible for retention in the Selected Reserve, IRR, or Standby Reserve. When officers approach the age limits listed below, they will be notified by NAVPERSCOM (PERS-911) and advised of their options. Possible options include: retirement, if eligible and requested; honorable discharge if appropriate; or retention, if authorized and requested (see Note 1 below). The following maximum age-in-grade limits apply:

O-7 and Below	- - - - -	60 years
O-8	- - - - -	62 years

Note 1. Periodically, SECNAV will authorize the retention of certain categories of officers via the SECNAV NRRCP. NAVPERSCOM (PERS-911) will then notify these officers of their eligibility for retention. The affected officers may then request to be considered for retention via the format depicted in Figure 4-1. If selected for retention, NAVPERSCOM (PERS-911) will inform them of the specific period of authorized retention. In all cases, however, the maximum period of retention will not exceed the date when the officer reaches 67 years of age.

5. Selective Early Removal from the Reserve Active Status List. Law restricts the number and composition of Naval Reserve officers authorized to serve in an active status. When a category of officers reaches the maximum number allowed by law, NAVPERSCOM convenes a board to remove certain officers in that category from the RASL under 10 U.S.C. 14704. Members being considered for removal are normally notified in advance so that they may communicate with the board. Those non-continued are notified of the date of their transfer to the USNR-S2; or USNR-Retired, if eligible and requested.

106. Bureau of Naval Personnel (BUPERS) Control Group Category. There are certain inactive duty personnel that NAVPERSCOM tracks for various reasons. These personnel are placed in BUPERS Control Group Categories, and NAVPERSCOM retains control over their possible assignment, retention, and mobilization. The

BUPERS Control Group Categories are updated by NAVPERSCOM in the Inactive Manpower and Personnel Management Information System (IMAPMIS) Data File, and this information is available to NAVPERSCOM, NAVRESPERSCEN, Naval Reserve Force (NAVRESFOR), Naval Surface Reserve Force (NAVSURFRESFOR), Naval Air Reserve Force (NAVAIRESFOR), and Naval Reserve Recruiting Command (NAVRESCRUITCOM).

1. Identification. There are currently three BUPERS Control Group Categories used by NAVPERSCOM. Placement in Control Group Category 1 indicates the member is not in compliance with the Navy's Physical Readiness Program. BUPERS Control Group Categories 8 and 9 are internal codes used by NAVPERSCOM for various reasons.

2. Naval Reserve Participation and Mobilization Assignment. Personnel in BUPERS Control Categories 8 and 9 will not be permitted to affiliate with or separate from any Reserve unit (pay or non-pay); perform Annual Training (AT), Active Duty for Training (ADT), Active Duty for Special Works (ADSW); or be called to active duty without prior verbal approval of NAVPERSCOM (PERS-911) for officers and (PERS-913) for enlisted personnel. Personnel in BUPERS Control Category 1 will be monitored by the Order Issuing Authority to assure compliance with the Navy Physical Readiness Program.

3. Discharges and Retirements. Discharge and retirement orders for individuals in BUPERS Control Categories 8 and 9 will not be accomplished until approval has been received from NAVPERSCOM (PERS-911) for officers and (PERS-913) for enlisted personnel. NAVRESPERSCEN will notify NAVPERSCOM (PERS-91) in writing of any retirement or discharge requests involving members assigned to BUPERS Control Group Categories 8 and 9, and NAVPERSCOM will reply to each request in writing.

107. Enlisted Participation in an Active Status: Age and Years of Service Restrictions.

1. Age Restrictions. Normally, enlisted members of the Naval Reserve are not eligible for retention in an active status (i.e., USNR-R, USNR-S1) after attaining 60 years of age.

a. Waivers. If medically qualified (including meeting all physical readiness standards), members may request a waiver

to be retained in an active status after attaining age 60 under the following circumstances:

(1) A member who originally enlisted prior to 15 April 1987, and is unable to complete 20 years of qualifying service prior to attaining age 60 but who can complete 20 years of qualifying service prior to age 63, may apply for an age waiver no later than 9 months prior to their 60th birthday. If in a fully manned or overmanned rating, the member may be authorized by NAVPERSCOM to continue in an active status (non-pay) until eligible for retired pay or age 63, whichever comes first. Authority to grant such waivers has been delegated to NAVPERSCOM (PERS-9). Supporting Naval Reserve Activity (NRA) commanding officers (COs) will remove from a pay status those reservists who have reached age 60 and are not in receipt of an age waiver.

(a) Members who cannot reach retirement eligibility by their 63rd birthday will not be retained in the SELRES or the IRR and will be transferred to the USNR-S2 by NAVPERSCOM. Such members will not be reenlisted, extended upon expiration of current enlistment, or recommended for reenlistment.

(b) A member who receives a waiver to participate beyond age 60 and subsequently becomes unable to achieve retirement eligibility will be processed for a defective enlistment discharge under MILPERSMAN 1910-130.

(2) An IRR member who is unable to complete 20 years of qualifying service prior to attaining age 60 but who can complete 20 years of qualifying service prior to age 63 may apply for an age waiver. Authority to grant this waiver is delegated to NAVRESPERCEN.

b. Waiver Submission Procedures

(1) A member desiring a retention waiver to serve in an active status shall submit a written request to NAVPERSCOM (PERS-913) via the Naval Reserve Unit CO, and the supporting NRA CO (Figure 1-4). Should the member's request require SECNAV adjudication, NAVPERSCOM (PERS-913) will endorse the package and forward it to SECNAV.

(2) The reserve unit CO's endorsement should include a statement concerning the member's mobilization potential, physical readiness status, and the impact that the loss of the member would have on the unit.

c. Responsibilities

(1) NAVPERSCOM (PERS-913) will adjudicate age 60 waivers received or forwarded to them as appropriate.

(2) COMNAVRESFOR is responsible for monitoring this program within its claimancy.

(3) Supporting NRA COs will ensure that affected members are notified at least 12 months prior to the 60<sup>th</sup> birthday, and conduct required counseling. Enter the following as a service record entry on an NAVPERS 1070/613, Administrative Remarks:

(Date) : I will reach my 60<sup>th</sup> birthday on \_\_\_\_\_. In order for me to continue in a pay status from that date forward, I must request and receive an approved age 60 waiver from NAVPERSCOM (PERS-913) before my 60<sup>th</sup> birthday. If my request to remain in a pay status is not approved, I may be transferred into a non pay status where I may continue to accrue qualifying service through non pay drills or the completion of correspondence courses until I become retirement eligible or age 63, whichever occurs first. Additionally, if it is subsequently determined that I will not be able to attain 20 qualifying years of service prior to reaching age 63 I will be transferred to the USNR-S2 where I will not be allowed to reenlist or extend upon expiration of my current enlistment and I will not be recommended for reenlistment.

(4) Additionally, supporting NRA COs will track these personnel until the issue is resolved.

2. High Year Tenure (HYT). Personnel desiring to serve in the Selected Reserve past HYT gates must request a waiver per OPNAVINST 1160.7B.

BUPERSINST 1001.39D  
20 FEB 2001

108. Sanctuary Provision. As a general rule, if members become subject to any of the foregoing attrition actions at a time when they have accumulated between 18 and 20 years of qualifying service, NAVPERSCOM (PERS-911 and PERS-913) will notify the members and offer an extension in an active status allowing them the opportunity to complete 20 years of qualifying service. For officer personnel, 10 U.S.C. 12646 applies which excludes sanctuary in cases of separation due to age, physical disability, or cause. For enlisted personnel, 10 U.S.C. 1176 applies which excludes sanctuary in cases of separation due to physical disability or cause.

# STATUS

ACDU	ACTIVE		INACTIVE	RETIRED
USNR ON ACTIVE DUTY LIST	READY RESERVE (ON THE RASL)		STANDBY RESERVE INACTIVE (ON THE ISL)	RETIRED RESERVE (ON THE RESERVE RETIRED LIST)
	SELECTED RESERVE (SELRES)	INDIVIDUAL READY RESERVE (IRR)		
ASSIGNED TO MOB BILLET, FIRST TO MOBILIZE	VOLUNTARY TRAINING UNIT (VTU)	ACTIVE STATUS POOL (ASP)	USNR-S2	USNR-RET
FULL TIME SUPPORT (FTS)	CNRF	NRPC	CAN'T EARN RETIREMENT POINTS OR PROMOTE	QUALIFIED FOR NON-REGULAR RETIREMENT (SELRES)
TAR, CANREC, OYR	DRILL NON-PAY	SAT YEAR VIA NON-PAY DRILLS & CORRESPONDENCE COURSES		OR REGULAR RETIREMENT (TAR)

MEMBERS IN A RESERVE ACTIVE STATUS ARE ON THE RESERVE ACTIVE STATUS LIST (RASL) AND ARE ELIGIBLE FOR PROMOTION

MEMBERS IN AN INACTIVE STATUS ARE ON THE INACTIVE STATUS LIST (ISL) AND ARE NOT ELIGIBLE FOR PROMOTION

Figure 1-1

**NAVAL RESERVE STATUS CHART**

STATUS	ACTIVE			INACTIVE	RETIRED
CATEGORY	READY RESERVE		STANDBY RESERVE	RETIRED RESERVE	
SUB-CATEGORY	SELECTED RESERVE	IRR	USNR-S1	USNR-S2	USNR-RETIRED
Perform IDT with pay	Y	N	N	N	N
Perform IDT without pay	Y(1)	Y	Y	N	N
Perform AT/ADT/ADTT with pay	Y	Y(1)	N	N	N
Perform AT/ADT/ADTT without pay	N	Y	Y	N	N
Earn retirement points	Y	Y	Y	N	N(2)
Earn membership points	Y	Y	Y	N	N
Eligible for promotion	Y	Y	Y(3)	N	N
Eligible for enlisted promotion	Y	Y(4)	Y(4)	N	N
Be voluntarily recalled to active duty/ADSW	Y	Y	N	N	Y(5)
Participate with permissive orders (no pay or points)	N	N	N	N	Y
Recall per 10 USC 673 (Presidential authority)	Y	Y	N	N	N
Recall per 10 USC 673b (Presidential authority)	Y	N	N	N	N
Recall per 10 USC 672 (Congressional authority)	Y	Y	Y	Y	Y

Notes:

1. If authorized.
2. Unless recalled to active duty in a retired status. If recalled, points are added to the member's totals.
3. Except for Flag rank.
4. If drilling in a non-pay unit and not subject to High Year Tenure.
5. Recall is in a retired status (no further promotion).

Figure 1-2

FOR OFFICIAL USE ONLY (WHEN FILLED IN)

READY RESERVE TRANSFER REQUEST SERVICE AGREEMENT  
NAVPERS 1200/1 (Rev. 6-78)  
S/N 0106-LF-012-0007

**PRIVACY ACT STATEMENT:** Authority to request this information is contained in 10 United States Code Chapter 11. Purpose of the information is to identify attributable Lieutenant Commanders who desire to remain in the Naval Reserve, or to screen other Naval Reserve personnel for immediate recall potential. Information is used in the continuous screening of units and members of the Ready Reserve to insure a proper balance of military skills in the Naval Reserve. Completion of the form is mandatory; failure to provide requested information may result in transfer to the Standby Reserve, Retired Reserve or discharge from the Naval Reserve as appropriate.

INSTRUCTIONS

**ENLISTED PERSONNEL:** Submit direct to the command maintaining your service record. The date and year to be entered in paragraph two must be for entire period of current enlistment (EOS). The date cannot extend beyond the expiration of your enlistment.

**OFFICER PERSONNEL:** Submit to Chief of Naval Personnel (R61) via the command maintaining your service record, and/or the command to which you are requesting assignment. Send copies to remainder of chain of command, if any.

FROM: Print Clearly

<p style="text-align: center;">SOCIAL SECURITY NUMBER</p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> </tr> </table> <p>DATE OF PHYSICAL EXAM <i>(Must be within 1 yr of date of request)</i></p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> <p style="font-size: small; margin-left: 20px;">Mo      Da.      Yr.</p> <p style="font-size: small; margin-left: 20px;">Flight Physical for Naval Aviators and Naval Flight Officer</p>																<p style="text-align: center;">NAME</p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> <p style="font-size: small; margin-left: 20px;">Last                      First                      Middle I</p> <p style="text-align: center;">DATE OF REQUEST</p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> <p style="font-size: small; margin-left: 20px;">Mo      Da.      Yr.</p> <p style="text-align: right;">DATE OF BIRTH</p> <hr style="width: 100%;"/> <p style="text-align: right;">GRADE/RATE</p> <hr style="width: 100%;"/> <p style="text-align: right;">DESIGNATOR <i>(Officers Only)</i></p> <hr style="width: 100%;"/> <p style="text-align: right;">USNR- NAVRES STATUS</p> <hr style="width: 100%;"/> <p style="text-align: right;">EO DATE <i>(Enlisted Only)</i></p>						

MAILING ADDRESS

ACTIVITY MAINTAINING SERVICE RECORD OR COMMAND TO WHICH REQUESTING ASSIGNMENT:

1.  I hereby request transfer to the Ready Reserve. *(Check only if Standby Reserve-Active (USNR-S1) or Standby Reserve-Inactive (USNR-S2))*

I hereby agree to remain in the Ready Reserve. *(Check only if currently a member of the Ready Reserve (USNR-R))*

Specific status unknown. I desire transfer (if required) or agree to remain in the Ready Reserve.

This agreement is in connection with assignment to:  
NAME OF UNIT: \_\_\_\_\_ as a  DP  NP member

2. I agree to be a member of the Ready Reserve for an indefinite period subject to age-in-grade limitations. *(See reverse)* until \_\_\_\_\_ *(Enlisted Only)*
3. I certify that as a member of the Ready Reserve until that date, I am and will remain immediately available for any active duty, including active duty for training, to which I may be ordered in accordance with law.
4. I further certify that I understand that I will not be released from this released from this agreement upon my own application unless all of the three following conditions have been met:
- a. there has been a substantial change in my status or circumstances;
  - b. I have requested, prior to the date of an alert or notice of mobilization or the date of orders to active duty, either
    - (1) transfer to the Standby Reserve, or
    - (2) transfer to the Retired Reserve, if eligible, or
    - (3) discharge from the armed force of which I am a member; and
  - c. that request has been approved.

SIGNATURE *(Sign all copies)*

---

FIRST ENDORSEMENT *(Officers only)*

FROM: \_\_\_\_\_ DATE \_\_\_\_\_

TO: CHIEF OF NAVAL PERSONNEL (PERS-R61)

1. Forwarded. The report of the physical examination indicated above was forwarded to the Chief, Bureau of Medicine and Surgery on Standard Forms 88 and 93.

Annual Certificate of Physical Condition (NAVPERS 6100/1) is on file in health record.

DATE OF CERTIFICATE: \_\_\_\_\_

COPY TO:

Figure 1-3

FORMAT FOR REQUESTING AN AGE 60 WAIVER

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

(date)

From: Service Member - Rank/Name/USNR-R/SSN/DESIGN  
To: Navy Personnel Command (PERS-911) or (PERS-913) **[Note 1]**  
Via: (1) Commanding Officer, (member's reserve unit)  
(2) Commanding Officer, (member's supporting NRA)

Subj: REQUEST FOR AGE 60 WAIVER

Ref: **[Note 2]**  
(a) NAVPERSCOM ltr 1920 PERS-911 of (date) or  
Administrative Remarks (NAVPERS 1070/613) of (date)  
(b) BUPERSINST 1001.39D

1. In response to reference (a) and per reference (b), I request an age waiver.

2. Justification for age 60 waiver:

---

(Member's signature)

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

Notes:

1. Send to NAVPERSCOM (PERS-911 for officers or to PERS-913 for enlisted).

2. Make reference (a) the NAVPERSCOM letter for officers, or NAVPERS 1070/613 for enlisted.

Figure 1-4

CHAPTER 2

PHYSICAL QUALIFICATION

201. Policy. Naval Reservists are required to meet physical qualifications as set forth in the Manual of the Medical Department (NAVMED P117). They must also comply with physical readiness standards provided in OPNAVINST 6110.1F, which are separate and distinct from physical qualifications. All reservists are responsible for notifying their commanding officer (CO) of any physical/dental problem that may delay or preclude their performance of regular drill, required annual training, or mobilization. Additionally, if unit or activity COs receive information from the annual screening (See Chapter 21) or, for any other reason, believe a reservist is not physically fit for active duty or retention, they shall ensure the member is examined by a medical officer as soon as possible. If the medical officer discovers a potentially disqualifying defect or if a conflict exists concerning the member's physical qualification, the supporting NRA CO will forward the results of the examination to the Bureau of Medicine and Surgery (BUMED), via the Echelon 4 command, for retention determination and compliance with the provisions of section 202. Reservists injured or incurring a disease in the line of duty while performing Annual Training (AT), Active Duty for Training (ADT), Active Duty for Special Work (ADSW) of 30 days or less, Initial Active Duty for Training (IADT), or Inactive Duty for Training (IDT) and while traveling to or from such duty or while remaining overnight during multiple drills may be eligible for disability benefits. DODD 1332.18 of 4 Nov 96 (NOTAL), DODI 1332.39 of 14 Nov 96 (NOTAL), and SECNAVINST 1770.3B provide information and guidelines for administering disability benefits.

1. Definitions

a. Not Fit for Retention. A medical/dental determination made on a member who has incurred a disqualifying injury or illness outside of a duty status and is not receiving basic pay.

b. Temporarily Not Fit for Duty. A medical/dental determination made on a member who has incurred a temporary

disability (e.g., a broken bone, a fractured tooth) which should be resolved within 6 months.

c. Not Fit for Duty. A medical/dental determination made on a member whose injury or illness occurred while entitled and receiving basic pay, participating in non-pay IDT, or while traveling to or from a drill or remaining overnight between multiple drills.

202. Physical Disqualification. Procedures to follow when a medical/dental officer determines an officer or enlisted member is not fit for retention in the Naval Reserve are identified below. Refer to section 203 if the disqualifying factor is of a minor or temporary nature and the prognosis indicates recovery within 6 months.

1. The medical/dental officer will advise the member's unit and supporting NRA that the member is not fit for retention.

2. The supporting NRA will transfer the member to its non-program Voluntary Training Unit (VTU), or the non-program VTU of the member's choice, pending final determination of fitness for retention. See Chapter 15, section 1501.2. regarding Servicemembers' Group Life Insurance (SGLI) continuation.

3. The supporting NRA must complete the following actions prior to transferring members to the VTU:

a. Enlisted members with less than 6 months remaining on their enlistment shall sign the following NAVPERS 1070/613, Administrative Remarks entry:

Date : "I do/do not consent to be retained in the Naval Reserve beyond the normal date of expiration of enlistment pending resolution of my fitness for retention."

If these members consent to being held beyond the normal expiration of enlistment, the following NAVPERS 1070/613 entry shall be entered at their Expiration of Service (EOS) date:

Date : "Held beyond normal date of expiration of enlistment pending resolution of fitness for retention. AUTH: MILPERSMAN 1160-050 and BUPERSINST 1001.39D."

Members who do not consent to being retained beyond their normal EOS pending resolution of fitness for retention shall be discharged at EOS. The supporting NRA may forward the NAVPERS 1070/613 entries by certified mail to members who are not physically qualified (NPQ). Members who fail to respond shall be discharged at EOS.

b. Officer and enlisted members must be counseled that once they are transferred to VTU, their participation is limited to completing correspondence courses for retirement point credit. It is especially important for members who are nearing, but have not yet completed, 20 years of qualifying service to recognize the importance of continuing to accrue retirement point credit. The supporting NRA must: prepare a NAVPERS 1070/613 to document the enlisted member has been advised of participation options; have the enlisted member sign it; and give a copy of the form to the enlisted member. (See Figure 2-1). NAVPERSCOM (PERS-91) may offer members with at least 18 but fewer than 20 years of qualifying service additional options for earning retirement points.

c. Per Chapter 15, section 1501.2., officers and enlisted members must be notified in writing on a NAVPERS 1070/613 (Figure 15-1) that their SGLI coverage is affected while they are in the VTU.

4. The commands administering the VTU will monitor the physical status of those members assigned due to physical disqualification. The supporting NRA will counsel persons who are physically disqualified regarding the following: persons who are physically disqualified must keep the supporting NRA informed of any medical or dental changes that may affect their assignment; they must report for physical examinations; and they must provide appropriate medical or dental information when requested.

5. As required by NAVMED P117 the supporting NRA will forward within 60 days documentation concerning the member's fitness for retention to NAVPERSCOM (PERS-911 for officers;

PERS-913 for enlisted) via the Echelon 4 command, and BUMED (Med-02D) for medical determination.

6. BUMED (Med-02D) will review available information and advise NAVPERSCOM (PERS-911 or 913) of the member's medical condition and recommend disposition. Do not forward records to NAVRESPERSCEN until a final determination has been made concerning the member's physical status.

7. For Officers

a. NAVPERSCOM (PERS-911) will assign a Physical Risk Classification per MILPERSMAN 6110-020 to officers diagnosed as having a physical disability. NAVPERSCOM (PERS-911) will then notify the officers and the supporting NRA of the assigned Physical Risk Classification, limitations on participation, options available, and actions for the officers to take to resolve their status. Questions concerning Physical Risk Classifications should be addressed to NAVPERSCOM (PERS-911).

b. Physical Risk Classification 5 is assigned to officers whose reported disability would preclude their retention in the Naval Reserve. Officers assigned this category will be given the option of retiring if eligible, resigning their commission, or requesting a Physical Evaluation Board (PEB). Officers who fail to respond to the notification to elect one of the options will be referred to the Mobilization Disposition Board with a recommendation for an honorable discharge from the Naval Reserve.

c. If officers elect a PEB, NAVPERSCOM (PERS-911) will forward their records to the PEB via NAVRESFOR (N006). Per SECNAVINST 1770.3B, NAVRESFOR (N006) will review the member's eligibility for disability benefits, and issue a Notice of Eligibility (NOE) when appropriate. If NAVRESFOR (N006) does not issue an NOE, but the member believes an NOE should be issued, the member has 30 days to notify NAVRESFOR (N006) and the PEB of their intent to challenge that decision, per SECNAVINST 1770.3B.

d. If the PEB determines members are not fit for retention, NAVPERSCOM (PERS-911) will normally give the member the option of retiring if eligible, or resigning their commission. If members are near to completing 20 years of

qualifying service NAVPERSCOM (PERS-911) may, depending on the circumstances, allow additional time under very restricted conditions for members to obtain additional service to qualify for retirement. SELRES members found to be not fit for retention who have at least 15 years of qualifying service may be eligible for qualification for early retirement. See Chapter 20 for details.

e. If the PEB determines the member is fit for retention, NAVPERSCOM (PERS-911) may assign another appropriate Physical Risk Classification and notify the member and command of that action.

#### 8. For Enlisted Members

a. NAVPERSCOM (PERS-913) will review the BUMED recommendation for enlisted members diagnosed as having a physical disability and determine the member's physical status. NAVPERSCOM (PERS-913) will notify the supporting NRA to which the member is assigned of the member's status.

b. The supporting NRA will notify members in writing per MILPERSMAN 1910-168 that they are not fit for retention in the Naval Reserve and that they have the option of retiring if eligible, being discharged, or requesting a PEB review of their medical records. SELRES members not fit for retention who have at least 15 years of service may be eligible for qualification for early retirement. See Chapter 20 for details. If a PEB review is requested, the supporting NRA will coordinate PEB petitions with the member. If members have between 18 and 20 years of qualifying service, they may challenge their physical disqualification via the PEB or elect to complete the remainder of their 20 years of qualifying service through correspondence courses by being transferred to USNR-S1 in lieu of PEB review. If this option is exercised, the members' records are forwarded to NAVRESPERSCEN (N301) where the assignment to USNR-S1 is made. If the member does not reply to the notification within 30 days, they may be discharged by reason of being not fit for retention.

c. If members choose to have their cases reviewed by the PEB and they are subsequently determined by the board to be not fit for retention, members may retire if eligible, be discharged per MILPERSMAN 1910-168, or accept options offered by

NAVPERSCOM (PERS-913) if nearing retirement with pay eligibility.

d. If members elect a PEB, the supporting NRA will forward the members' records to the PEB via NAVRESFOR (N006). Per SECNAVINST 1770.3B, NAVRESFOR will review the member's eligibility for disability benefits and, when appropriate, issue a Notice of Eligibility (NOE). If NAVRESFOR does not issue an NOE, but the member believes an NOE should be issued, the member has 30 days to notify NAVRESFOR and the PEB of their intent to challenge that decision per SECNAVINST 1770.3B.

e. The members will normally remain in the assigned VTU while petitioning PEB until a final disposition of the their case is made. This assignment allows members to continue their SGLI coverage as non-participating IRR members; however, when member's transfer to the VTU, they no longer receive drill pay. As a result, because SGLI premiums can no longer be deducted from the members' drill pay, members must personally make the premium payments. These personal payments are the only way members can continue SGLI coverage. (Refer to Chapter 15 for payment procedures.)

f. If the PEB determines members are fit for retention, they may be reassigned in a drilling status or remain in the IRR per current NAVRESFOR guidelines.

203. Temporary Disqualification. A medical/dental officer may classify members as temporarily not fit for duty when members have a medical/dental condition of a minor or temporary nature (e.g., bone fracture, minor surgery, dental class III condition, etc.) that would not preclude the member from attending drill. The following guidelines apply to members who are temporarily not fit for duty:

1. The medical/dental officer will prepare a letter to the member, copy to supporting NRA and unit CO, notifying them that they are temporarily not fit for duty and are assigned to light duty for drill. The letter will specifically state the nature of the illness and what physical limitations are placed on the individual while performing drills.

2. Members will normally be retained in their unit and drill while temporarily not fit for duty.

3. Members may not perform any type of AT or ADT, as defined in Chapter 13, or Inactive Duty Training Travel (IDTT) while temporarily not fit for duty. If the member's unit performs IDTT, the member's drills will be rescheduled.

4. Members may normally remain temporarily not fit for duty for a period of 6 months. An extension of temporarily not physically qualified (TNPQ) must be requested and approved by NAVRESFOR (N006). If based on medical/dental documentation the disqualifying factor is expected to be resolved within an additional 6 months. If it appears the disqualifying factor is of a more permanent nature the procedures for not fit for retention (section 202) will be initiated by the medical/dental officer and supporting NRA.

5. Reserve activities are responsible for monitoring temporarily not fit for duty members.

204. Temporary Disability Retired List (TDRL). Selected reserve members transferred to the TDRL require special handling. When the separating activity receives orders from NAVPERSCOM, transferring a member to the TDRL, the separating activity shall take the following actions:

1. Provide Defense Finance and Accounting Service (DFAS) with a copy of the member's NRPC 1080/1151 or 1151A, Annual Retirement Point Record and the TDRL orders to assist in establishing the member's pay account.

2. Change the member's status in the Defense Enrollment Eligibility Reporting System (DEERS) to the TDRL to ensure eligibility for medical care.

3. Forward the record (with TDRL orders) to NAVRESPERSCEN (N311).

NAVPERS 1070/613 ENTRY REQUIRED DUE TO CHANGES IN CIRCUMSTANCES  
THAT AFFECT RESERVE PARTICIPATION

Reservists who have changes in circumstances (e.g., administrative or medical) that may affect their reserve participation will acknowledge their understanding of how to continue to accrue retirement points. These reserve members will initial the following entries:

- Date           1. I have been assigned to           (applicable unit)           as a result of pending administrative or medical action that may result in my discharge from the Naval Service.           (Initial)
2. I have been counseled that I must attain 50 retirement points per anniversary year to ensure a qualifying year for retirement credit and I must maintain minimum participation in the Naval Reserve per BUPERSINST 1001.39D. I have been provided information on how to get and complete correspondence courses and how points are credited to my Navy Enlisted/Officer Participation System (NEOPS) record. I am also aware of my anniversary date of           (anniversary date)          .           (Initial)
3. I understand I must keep my supporting NRA informed of any changes to my physical health that may affect reserve participation. Further I must provide the supporting NRA with health or dental records upon request.           (Initial)
4. I acknowledge that I have been provided a copy of this NAVPERS 1070/613, and I am aware of its contents.           (Initial)

\_\_\_\_\_  
(Signature of Member)

Witnessed: \_\_\_\_\_  
(Signature)

Figure 2-1

CHAPTER 3  
ENLISTED PROGRAMS AND OBLIGATIONS

301. General. The Naval Reserve is comprised of members with various statutory and contractual obligations and agreements. This Chapter identifies various Naval Reserve enlisted programs and their corresponding service obligations.

302. Enlistment in the Naval Reserve. There are several options for enlistment in the Naval Reserve. First term enlistment options include the Two-year General Detail (GENDET) Enlistment Program, the Three-Year Enlistment Apprenticeship Training Program, the Training and Administration of the Reserve (TAR) Enlistment Program (TEP), the Other Service Veterans (OSVETS), Advanced Paygrade (APG), Accelerated Initial Accession (AIA), and the Sea Air Mariner (SAM) Programs. Specific eligibility requirements for first term programs may be found in the COMNAVCRUITCOMINST 1130.8A, Naval Recruiting Manual - Enlisted (NOTAL). For enlistment of personnel with prior naval service or prior service with another branch, refer to the COMNAVRESCUITCOMINST 1133.1C, Naval Reserve Enlisted Recruiting Manual (NOTAL). Specific programs as stated in MILPERSMAN 1133-020 through 1133-050 are as follows:

1. The Two-Year General Detail (GENDET) Enlistment Program. Provides for first enlistment in the Naval Reserve of male and female applicants for a period of 8 years under authority of 10 U.S.C. 510(c) and 511(a). Applicants in this program are enlisted for 2 years of active duty, without school guarantee, in either the Seaman or Fireman apprenticeships. At the completion of their initial active duty obligation, they may request reenlistment for a minimum of 48 months via the Enlisted Career Options for Reenlistment (ENCORE) Program. If authorized reenlistment, they will be guaranteed a Class "A" school for which they are mentally, morally, and physically qualified if vacancies exist. All Two-year GENDETS who signed enlistment contracts prior to 1 July 1993 in the Delayed Entry Program (DEP) were guaranteed automatic advancement to E-4 upon successful completion of Class "A" school. The automatic advancement is guaranteed even though not specifically written into their DEP enlistment contracts (NAVCRUIT 1133/52). Applicants enlisting for the Two-Year GENDET Enlistment Program after 1 July 1993 are not authorized accelerated advancement to paygrade E-4. If in a Selective Reenlistment Bonus (SRB)

rating, they will be eligible for SRBs as outlined by current Navy directives. Applicants in this program may elect to participate in the Montgomery GI Bill (MGIB) by having \$100 per month reduced from their pay during the first 12 months of active duty (this \$1200 is non-refundable). All members of this program have a continuous active duty obligation of 24 months followed by 72 months in the IRR.

2. The Three-Year Enlistment Apprenticeship Training Program. Provides for first enlistment of male and female applicants in the Naval Reserve for a period of 8 years under authority of 10 U.S.C. 12102(c) and 12103(a). Applicants in this program are enlisted for 3 years of active duty in either the Seaman, Airman, or Fireman apprenticeship without a school guarantee. Upon completion of their initial obligation, they may request reenlistment for a minimum of 48 months via the ENCORE Program. If approved to reenlist via ENCORE, applicants will either remain in their rating (if already designated) or be offered a Class "A" school in another rating for which they are mentally, morally, and physically qualified if vacancies exist. If in an eligible rating, they will qualify for a SRB as outlined by current Navy directives. They may elect to participate in the MGIB by having \$100 per month reduced from their pay during the first 12 months of active duty (this \$1200 is non-refundable). All members of this program have a continuous active duty obligation of 36 months followed by 60 months of duty in the IRR.

3. Training and Administration of the Reserve (TAR)

a. TAR Enlistment Program (TEP). Provides for first enlistment in the Naval Reserve of male and female applicants for a period of 8 years under authority of 10 U.S.C. 12102(c) and 12103(a). Applicants may enlist for 4 or 5 years with a school guarantee or in a 6-year obligor program (Advanced Electronics Field or Advanced Technical Field Program). All applicants have a minimum continuous active duty obligation of at least 48 months followed by the remainder of their MSO in the Ready Reserve.

b. TAR Recall Program. Provides for veterans recalled under this provision whereby members incur a minimum active duty obligation of 48 months. Program guidance is outlined in Chapter 22 of the Enlisted Transfer Manual (NAVPERS 15909F).

4. Sea and Air Mariner (SAM) Program. The SAM program is a non-prior service, mandatory-drilling program. Personnel who enlist in the SAM Program, under the authority of 10 U.S.C. 12103(d), incur an 8-year MSO. They must drill continuously in the SELRES for 6 of those 8 years. The mandatory continuous 6 year period begins the day the member reports for recruit training.

a. Naval Reserve activities are responsible for assigning SAM members to appropriate SELRES drilling units following completion of their Initial Active Duty for Training (IADT).

b. IADT consists of recruit training and either "A" school or the Apprenticeship Training Program.

c. The policies and provisions contained in MILPERSMAN 1133-020 through 1133-050 and 1910-158, COMNAVRESFORINST 1571.7H, COMNAVRESCRUITCOMINST 1133.1C, and appropriate articles of this manual guide the administration of the SAM Program.

d. SAMs who have served on active duty in a combat zone designated for hostile fire pay (or other areas as prescribed by the Secretary of Defense (SECDEF)) for a total of 30 days or more, or were wounded while on active duty in hostile areas, are exempt from a drilling obligation. They may be required to participate or serve on active duty for no more than 30 days each year at SECNAV discretion.

5. Sea and Air Mariner (SAM) II Program. Members enlisted under the SAM II program incur an 8-year MSO. The first 2 years are spent on IADT which consists of recruit training, followed by either "A" school or the Apprenticeship Training Program, and assignment on board a designated Naval Reserve Force (NRF) trainer. The remaining 6 years are served in the Ready Reserve as follows:

a. If a member attended "A" school:

Selected Reserve:	4 years
Individual Ready Reserve:	2 years

b. If member participated in the Apprenticeship Training Program and elected entitlement to the Reserve Montgomery GI Bill (RMGIB) benefits:

Selected Reserve:	4 years
Individual Ready Reserve	2 years

c. If a member participated in the Apprenticeship Training Program and declined entitlement to the RMGIB benefits:

Individual Ready Reserve:	6 years
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For those members who incur a 4-year SELRES obligation (i.e., attended "A" school or elected the RMGIB) completion of that obligation ends 6 years from the date the member entered recruit training.

d. SAM IIs who have served on active duty in a combat zone designated for hostile fire (or other areas as prescribed by the SECDEF) for a total of 30 days or more, or were wounded while on active duty in hostile areas, are exempt from a drilling obligation. They may be required to participate or serve on active duty for no more than 30 days each year at SECNAV discretion.

6. Former USN Members. Members of the regular Navy released from active duty are assigned to the IRR to complete the remainder of their MSO. As members of the IRR they are obligated to advise Commanding Officer, Naval Reserve Personnel Center, New Orleans, LA 70149-7800, of their current address to promptly respond to all official correspondence, and to report for a 1-day annual muster when directed by official notification.

7. Inter-Service Transfer. Under 10 U.S.C. 12104, members of another component who are approved by that service for enlistment in the Naval Reserve must enlist for a period sufficient to complete the training requirements and service obligation incurred under their original contract.

8. Personnel who have completed their MSO. Members who have fulfilled their MSO may enlist or reenlist in the Naval Reserve per MILPERSMAN 1160-030 and COMNAVRESCRUITCOMINST 1133.1D, or may extend their enlistment with the provisions of

MILPERSMAN 1160-070. Enlistment, reenlistment, or extension shall be in the Ready Reserve. The following entry will be typed in the appropriate block of the enlistment and extension document:

"I agree to remain a member of the Ready Reserve during the period of this enlistment and extension unless relieved earlier by proper authority. I understand the provisions of this agreement and I acknowledge that no promises of any kind, except as noted above, have been made to me."

\_\_\_\_\_  
(Signature of Reservist)

9. Advanced Paygrade (APG) and Other Service Veteran (OSVET) Program. Non-prior service personnel incur an 8-year MSO, 6 of which must be served in the SELRES. The remainder of their enlistment may be either in the SELRES or the IRR. Individuals enlisting in the Naval Reserve at a temporary paygrade shall complete the requirements for permanent advancement to that paygrade prescribed in COMNAVRESFORINST 3500.1. Requests for transfer to the IRR prior to completing the 6-year drilling obligation will be submitted to COMNAVSURFRESFOR (N111), or COMNAVAIRESFOR (N12), as appropriate, via the chain of command.

a. APG accession level training includes Basic Shipboard Firefighting; Damage Control Team Training; Chemical, Biological and Radiological Defense; and Swim Qualification. The supporting NRA will issue NAVPERS 1070/613 to APG/AIA applicants per COMNAVRESFORINST 3500.1.

b. Applicants who indicate that they will not perform these requirements will not be processed for accession.

c. All APG/AIA students must be physically qualified. Because Non-prior Service Accession course (NPSAC) is moderate

risk training, members not in compliance with the Navy Physical Readiness Standards, including body fat, will be attrited from the school.

d. Non-prior service (NPS) personnel must complete IADT including the NPSAC within 12 months of accession. NAVRESFOR may authorize a 9-month waiver. Failure to complete within the prescribed time will result in the member's separation.

e. The supporting NRA CO may retain in a drill status members who fail to complete one or more of the APG/AIA course curriculum requirements if the member is able to complete the requirements within the specified IADT completion time requirement; however, members not recommended by the CO must be processed for separation for failure to complete accession level training, per MILPERSMAN 1920-150/1920-200

10. Accelerated Initial Accession (AIA) Program. Non-prior service personnel incur an 8-year MSO and a 4-year Mandatory Drilling Obligation (MDO). This program allows for the accession of personnel at a permanent paygrade of E-2 with a temporary paygrade of E-3 to fill Naval Reserve requirements. Requests for transfer to the IRR prior to completing the 4-year MDO will be submitted to NAVSURFRESFOR (N01), or NAVAIRESFOR (N12), as appropriate, via the chain of command. Temporary E-3 personnel have 24 months from date of enlistment to complete IADT. NAVRESFOR can extend this by 9 months. Note: IADT begins with the first day of Direct Commissioning Officer (DCO) School, NPSAC, or other Military Training School. Accession level training and requirements for the AIA Programs are listed in paragraph 9 above.

CHAPTER 4

ENLISTED ASSIGNMENT/TRANSFER

401. General. Enlisted personnel are accessed to the SELRES from the USNR-R where they have incurred a statutory obligation through regular Navy enlistment, reenlistment, or extension as a member of the Naval Reserve. SELRES are assigned to programs and units of the Naval Reserve consistent with their background, experience, and training.

402. General Assignment Eligibility. NAVRESCUITCOM must verify an individual's reenlistment code on the DD 214 as part of the affiliation process. As defined in BUPERSINST 1900.8, the reenlistment code determines eligibility for enlistment or affiliation in the Naval Reserve.

1. Personnel discharged from the Naval Reserve and not recommended for reenlistment require NAVPERSCOM (PERS-913) approval prior to reenlistment. Personnel who were removed from SELRES due to unsatisfactory drill participation from another reserve component require NAVPERSCOM (PERS-913) approval prior to reenlistment.

2. Personnel transferred from the SELRES due to unsatisfactory participation and not recommended for reaffiliation require prior approval to reaffiliate from NAVRESFOR (N11), per COMNAVRESFORINST 1001.5C.

3. Enlisted personnel released from active duty (not Active Duty for Training (ADT)) in paygrades E-1 and E-2 are not eligible for reenlistment or affiliation in a drilling status without prior approval of NAVPERSCOM (PERS-913).

4. Individuals receiving a disqualifying reenlistment code require NAVPERSCOM (PERS-913) approval prior to reenlistment or affiliation. This criteria also applies to personnel who are or have been members of other Reserve components since the disqualifying reenlistment code was assigned.

5. Personnel who exceed High Year Tenure (HYT) criteria are not authorized to be accessed to the SELRES per OPNAVINST 1160.7B. Personnel who do not exceed HYT criteria, but are

retirement eligible, may only be enlisted or affiliated with NAVPERSCOM (PERS-913) approval via the chain of command. Waivers will only be considered for members who are retirement eligible, who are in a critical rating, or possess a critical Navy Enlisted Classification (NEC) code.

6. Enlisted members in receipt of or having received Reserve Transition Benefits are not eligible for reaffiliation.

403. Affiliation with the Selected Reserve. While serving in the Naval Reserve, members will maintain the standards of performance outlined here to ensure their personal readiness for mobilization. Upon assignment to the SELRES, all members must sign a NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absence.

1. Orders. Naval Reservists must be issued individual orders assigning them to perform inactive duty for training. Supporting NRA COs are authorized to issue pay or non-pay Inactive Duty Training (IDT) orders using the NAVRES 1326/4, Enlisted Application and Orders to a Naval Reserve Unit (Non-Obligor), or the NAVRES 1326/5, Enlisted Inactive Duty Training Orders to a Naval Reserve Unit (Obligor). IDT orders for qualified personnel performing hazardous or special duty will specify that performance of such duty involving their particular specialty is authorized (e.g., performance of diving duty is authorized). See MILPERSMAN 7220-080 and Chapter 8 of the Department of Defense Financial Management Regulation, Volume 7A.

2. BUPERS Control Group. Certain individual members may be coded and placed on a BUPERS Control Group listing. Members listed as Control Group 8 or 9 shall not be removed from their current assignment or issued any AT, ADT, IDTT, ADSW, retirement, or discharge orders, without approval of NAVPERSCOM (PERS-913).

3. Service Records. Service records for members affiliating from the IRR will be mailed to the gaining activity once they are entered in the Navy Standard Personnel Integrated System (NSIPS) as an affiliation gain. Order issuing activities should contact NAVRESPERSCEN (N322) if the record is not received within 60 days of the affiliation gain submission.

4. Billet Assignment. Naval Reservists will be assigned per unit manning priorities to mobilization billets which match their rating, paygrade, and, if applicable, specialized skills such as NEC codes. Per Public Law 101-510, certain involuntarily separated service members separated between 1 October 1990, now extended through 30 December 2001, and are fully qualified in all respects for enlistment in or affiliation with SELRES, will be given preference for assignment to existing or projected vacant billets for which they qualify. These members will receive affiliation and assignment preference in the Naval Reserve if they apply for reserve affiliation within 1 year from their date of separation as reflected on their transition assistance ID card.

404. Participation of Retired personnel. If authorized by the order issuing authority, retired personnel and Fleet Reserve enlisted personnel may participate on a voluntary, non-pay basis with all Naval Reserve units except Naval Reserve Force (NRF) ships, Naval Reserve Force Squadrons, and units that regularly embark for underway or flight operations. Basic guidance pertaining to retiree participation follows:

1. The order issuing authority will determine that member's service will contribute to the mission of the unit and Navy. The member may not, however, be assigned within the unit billet authorizations.

2. The order issuing authority will prepare permissive letter-type orders (Figure 4-1). A NAVRES 1326/4 will not be issued. Orders will not exceed 1 year and may be canceled at any time.

3. Member's security clearance must be appropriate for the assignment.

4. IDTT orders and ADT orders are not authorized.

5. Retired members will not be reported via NSIPS or any other personnel or administrative reports.

6. Enlisted evaluations will not be submitted.

405. General Transfers from the Selected Reserve. Per Chapter 21, Ready Reservists are continuously screened for immediate

mobilization availability. Accordingly, enlisted personnel may be transferred voluntarily or involuntarily per the following guidelines:

1. Key Employees. NAVPERSCOM (PERS-913) is the approval authority for the transfer of members identified as key employees in Federal and Non-Federal employment to the USNR-S1 after formal notification by the member's employer or agency. Such transfers will not be made subsequent to notice of alert or mobilization (See Chapter 21, section 2103.1.).

2. Transfer of Mandatory Drillers to the IRR Due to Work Conflict of a Temporary Duration. Under this paragraph, mandatory drillers are those members who enlisted in the Sea and Air Mariner (SAM) and SAM II programs (except those who enlisted under the provisions of Chapter 3, section 302.5.c.), and non-prior service personnel enlisting in the APG and AIA programs. Mandatory drilling members who encounter temporary work conflicts that would preclude SELRES participation but would not prevent them from being mobilized should submit a letter to NAVRESFOR (N11), via the chain of command, requesting transfer to the IRR.

a. Requests should provide the following information:

(1) A complete and specific description of the temporary work conflict in the member's own words. Include history of problem, if any.

(2) Description of action taken by member to resolve the work conflict.

(3) Documentation that a bona fide conflict exists, such as a letter from the employer, letters from creditors or Persons familiar with the case.

b. Unit CO will investigate the member's situation and provide the following information in the command endorsement:

(1) Total service to date.

(2) Requested date of transfer.

(3) Drill attendance for last 12 months. (Enclose a copy of NSIPS IDT History Review).

(4) Date of Enlistment.

(5) Program under which member is currently enlisted (e.g., SAM or SAM II).

(6) Anticipated date of return to drilling.

c. When transfer to the IRR is authorized, the supporting NRA CO will:

(1) Ensure the required transfer entries are made in the member's service record, and the service and health records are forwarded to NAVRESPERSCEN (N311). A NAVRES 1326/2, Enlisted Application and Orders to a Naval Reserve Unit - Termination/Modification, will be prepared by annotating the "OTHER" block with an "X" and typing "TRANSFER TO THE IRR."

(2) If the member is serving on a bonus enlistment immediately send a copy of member's termination orders, marked "Bonus Participant," to NAVRESFOR (N122).

(3) Ensure a witnessed NAVPERS 1070/613 is processed and placed in the service record for any member with a Mandatory Drilling Obligation. Example:

"I understand that I have been assigned to the IRR by reason of (insert reason for transfer), and that this assignment may be canceled if the circumstances that presently warrant my assignment to the IRR change, or for any other reason deemed necessary by COMNAVRESFOR. I further understand that I am required to immediately inform the Commanding Officer, Naval Reserve Personnel Center, New Orleans, LA 70149-7800, of any change of status or address. I have been provided a Personal copy of this statement of understanding."

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Signature of Reservist)

3. Transfer to the IRR Because Mandatory Driller's Residence Is Beyond Reasonable Commuting Distance. Requests for transfer to the IRR due to commuting distance between a member's residence and drill site will be submitted to the supporting NRA commanding officer for approval per NAVRESFOR guidance. Airlift pick-up points will not be used as the drill site in determining reasonable commuting distance defined in paragraphs a.(1) and (2) below:

a. The definition of "reasonable commuting distance" follows:

(1) For units that conduct four drills on 2 consecutive days with meals and quarters provided: Any distance within a 100-mile radius of the drill site, but not exceeding that which can be traveled by automobile under average conditions of traffic, weather, and roads within a period of 3 hours.

(2) For all other units: Any distance within a 50 mile radius of the drill site, but not exceeding that which can be traveled by automobile under average conditions of traffic, weather, and roads within a period of 1 hour and 30 minutes.

b. Reasonable commuting distances for Naval Reserve Force (NRF) ships will be based on the location of the supporting NRA or the member's designated drill site when the ship is not in homeport.

c. Members who are unable to participate in a SELRES unit due to an action taken by the Navy, such as unit deactivation or relocation, to the effect that the members now reside beyond a reasonable commuting distance, will be assigned to the IRR until they are assigned to another unit, or complete their statutory military obligation.

4. Transfer to IRR Upon Completion of Mandatory Drilling Obligation

a. SAM personnel are required to participate satisfactorily in a SELRES unit for a period of at least 72 months. Upon satisfactory completion of their drilling obligation they may, upon their written request to the supporting NRA CO via the unit CO, be transferred to the IRR for

the remainder of their MSO. For SAM personnel the 72 month period commences when the member first reports for recruit training.

b. The following action will be taken when a member becomes eligible for transfer to the IRR:

(1) Unit CO will encourage the member to continue drilling as a member of the SELRES.

(2) If the member elects to continue to drill, the supporting NRA will change the Mandatory Drill Code (MDC) to reflect the new status via NSIPS entry.

(3) Members desiring to discontinue their SELRES status will request transfer to the IRR, in writing, to the supporting NRA CO via the unit CO.

(4) Service record holder will verify eligibility, make appropriate transfer entries in the member's service record, and forward the service and health records to NAVRESPERSCEN (N311). Annotate the NAVRES 1326/2 "OTHER" block with an "X" and type "TRANSFER TO THE IRR."

(5) If member stops drilling, cannot be contacted to determine their intention, and is fully qualified for transfer to the IRR within the context of this article, the member may be transferred "in absentia" citing this paragraph as authority.

5. Transfer Due to High Year Tenure (HYT). Unless waived, SELRES notified of meeting HYT limits will be transferred to the IRR as directed by NAVPERSCOM (See OPNAVINST 1160.7B).

6. Transfer of Non-Obligor Veterans. Veterans are transferred from SELRES for any applicable reason listed in this Chapter or as provided in COMNAVRESFORINST 1000.5C.

7. Transfer to USNR-S1 Due to Theological Studies. Naval Reservists who are civilian clergy or are students of theological studies who are preparing for the ministry in a recognized theological or divinity school must notify NAVPERSCOM (PERS-913) of their activities. Members will be directed to seek appointment in the Chaplain Corps or prospective Chaplain

BUPERSINST 1001.39D  
20 FEB 2001

Corps as appropriate or be transferred by NAVPERSCOM (PERS-913) to USNR-S1 status.

8. Transfer to IRR of NPS personnel. Personnel who complete accession level training including NPSAC within the prescribed time may request transfer to the IRR. The supporting NRA will process personnel who fail to complete accession level training for entry level separation.

406. Conflict of Interest. Individuals may not be assigned to any reserve billet in which there could be a financial interest or civilian employment conflict of interest situation as defined by DOD 5500.7-R of 30 August 1993 (NOTAL) (e.g., civilian employees of the government may not be assigned to a mobilization billet in the office where they are employed as a civilian). Reserve activities will forward any potential conflict of interest situations that they cannot resolve per DOD 5500.7-R of 30 August 1993 (NOTAL) to NAVPERSCOM (PERS-913).

FORMAT FOR PERMISSIVE ORDERS

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

From: Order Issuing Activity Commanding Officer  
To: Rank/Rate, Full Name, USNR(RET), SSN/DESIG  
Subj: PERMISSIVE ORDERS TO PARTICIPATE WITH THE NAVAL RESERVE  
IN A RETIRED STATUS  
Ref: (a) BUPERSINST 1001.39D

1. Effective  (date) , you are authorized permissive orders to participate with the Naval Reserve in a retired status under the provisions of reference (a), subject to the following limitations:

- a. Accrual of retirement points for any period of service is not authorized.
- b. Service for pay purposes is not authorized.
- c. Your participation will be on a voluntary basis.
- d. You may not perform Inactive Duty Training Travel or Active Duty for Training.

2. Subject to the limitations listed above, you may participate in Inactive Duty Training periods with  (unit name)  for duties as may be directed, and may complete training duty as it relates to the mission.

3. While engaged in the performance of permissive orders, you are subject to the Uniform Code of Military Justice. Your records will be maintained by the Naval Reserve Personnel Center.

4. These orders will be canceled on  (date)  or earlier if directed, or when a written statement is received from you requesting cancellation.

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Figure 4-1

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

5. Retired members who want to participate in the Naval Reserve as health care providers must be credentialed.

\_\_\_\_\_  
(Signature)

Copy to:  
Reserve Unit

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Figure 4-1

CHAPTER 5

ENLISTED CLASSIFICATION PROGRAM

501. General. The purpose of the enlisted classification program is to achieve the most effective use of available manpower. The Manual of Enlisted Classification Procedures (NAVPERS 15812) sets forth the objectives, principles, and procedures for an efficient and effective program. MILPERSMAN 1221-030, 1200-050, 1221-010, 1236-010, 1236-020, and 1236-030 provide the basic policies and scope of the enlisted classification program. Specific classification functions relating to the Naval Reserve are contained in COMNAVRESFORINST 1001.5C.

502. Responsibilities

1. NAVRESFOR implements the enlisted Selected Reserve (SELRES) classification program and exercises control over the program by establishing criteria, conducting field trips, and providing directives and guidance to Naval Reserve Activities.

2. NAVRESPERSCEN (N51) is responsible for assignment and update of all NEC codes for enlisted personnel not on active duty.

CHAPTER 6

CHANGE OF RATING

601. General. Enlisted members should serve in the rating for which they have the greatest aptitude and interest. The Enlisted Classification Program described in Chapter 5 will play an integral part in assigning striker identification and rating changes. MILPERSMAN 1440-010 to 1440-050 provide detailed guidance.

602. Assignment of Striker Designation. Members in the general apprenticeships at paygrades E-1, E-2, and E-3 are identified as strikers for ratings for which they have significant aptitude and interest. They may attain the requisite skills either through on-the-job training coupled with successful participation in a Navy-wide advancement examination, or by completing "A" school, as identified below.

1. On-the-Job Training (OJT) and Competition in a Navy-wide Examination

a. Members must select a rating that is listed as "A" or "B" in the current Selected Reserve Enlisted Career Management Objectives (SELRES ECMO).

b. Members must select a rating to fill a local billet (RFAS SUBSTITUTION AUTHORIZED) or exact match on filled billet.

c. Members must be physically qualified for the rating and meet all eligibility requirements for taking the E-4 advancement examination per BUPERSINST 1430.16D and the current NAVADMIN for the respective advancement examination cycle for which participating.

d. Member's general apprenticeship must be in the proper path of advancement for the rating concerned per the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume I (NAVPERS 18068F) (e.g., Airmen enter aviation ratings, Firemen enter engineering ratings, etc.).

e. COs must have Naval Education and Training Professional Development and Technology Center (NETPDTC)

authority to assign striker identification after the member has participated in the Navy-wide examination. Striker designation is based on final multiple score (FMS) and quotas established by NAVRESFOR. NETPDTC will provide authorization for striker identification by rate change authorization (RCA), data mailer, message, or letter.

2. "A" School

a. Personnel may serve in ratings that normally require completion of an "A" school, without having attended the applicable school. Those individuals may be required to attend the school upon mobilization if they have not progressed in the rating beyond the training provided by an "A" school. Members fully qualified for advancement in any of those ratings normally requiring "A" school completion must have NAVPERSCOM (PERS-862) approval before competing in a Navy-wide examination.

b. Members must meet minimum eligibility requirements to attend "A" school which include:

(1) Armed Services Vocational Aptitude Battery (ASVAB) test score requirements for entry into the applicable "A" school per Enlisted Transfer Manual, (NAVPERS 15909F), Chapter 7;

(2) security clearance requirements for entry into the rating; and

(3) other requirements for the specific rating as identified in the Manual of Naval Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F), Volume I.

c. Members who successfully complete "A" school are not required to take the advancement examination to acquire striker identification.

d. Non-designated personnel scheduled for "A" school may not take the advancement examination for another rating unless determined ineligible for the scheduled "A" school.

e. Non-designated personnel desiring to strike for the Intelligence Specialist (IS) rating must receive

NAVPERSCOM (PERS-862) approval prior to enrolling in the Basic Reserve Intelligence Training (BRIT) program. Submit an "in-service training" request in the same format as a change of rating request.

603. Removal of Striker Designation. Striker designation may be removed for reasons such as medical disqualification, loss of security clearance, Personnel Reliability Program de-certification, loss of Sensitive Compartmented Information eligibility, insufficient progress, or demonstrated lack of proficiency in the rating. Removal is not intended to serve as a punitive measure.

1. NAVPERSCOM (PERS-862) must approve all striker designation removals. COs will submit a letter requesting removal of a member's striker designation to NAVPERSCOM (PERS-862) via the chain of command. Justification to support striker designation removal must be included.

2. For designated-strikers who have their designation removed due to professional incompetence, COs must counsel the member and document that counseling on an NAVPERS 1070/61, Administrative Remarks and prepare an NAVPERS 1610/2, Evaluation Report & Counseling Record.

3. Designated-strikers who are reduced in rate for disciplinary reasons will retain their striker identification.

4. Designated-strikers who are reduced in rate for mishandling of government funds, committing fraudulent acts, or theft involving government property will not retain their designation in the rating.

5. Non-designated striker personnel are not eligible for in-service training, direct conversion, or concurrent change of rating with the exception of those personnel desiring the MA or IS ratings.

604. Change of Rating. The objective of the Chief of Naval Personnel (CHNAVPERS) regarding rating conversions is to encourage members to serve in the rating for which they have the greatest aptitude and interest and to balance minority representation across all enlisted ratings. In all cases, the Navy's requirements shall take precedence. Members who are

interested in changing their rating may request a lateral conversion, in-service training, or a concurrent change of rating. Prior to requesting the change, they must be interviewed to determine related skills and required training for conversion to the requested rating per the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068G), Volume I

605. Eligibility Requirements for a Change of Rating. In order to change rating, a member must meet the following requirements:

1. Participate satisfactorily as a member of a drilling unit.

2. Be in paygrade E-6 or below. COs are urged to carefully consider requests of a petty officer first class before making a favorable endorsement, since these members have gained valuable experience and training in their present rating. Petty officers first class who are approved for a change of rating must be able to carry out the duties and responsibilities of a petty officer first class in the new rating with minimal training.

3. Personnel in paygrade E-6 must have less than 15 years of qualifying service for retirement (the Master-at-Arms (MA) rating must have less than 12 years).

4. Request a rating listed in Category "A" or "B" of the current SELRES ECMO.

5. Meet eligibility requirements for the specific rating as defined in the Enlisted Transfer Manual, Criteria for Selection of Recruits and New Accessions for Formal School Training (Chapter 7).

6. To request a change of rating to "CT", the member must comply with Commander, Naval Security Group (COMNAVSECGRU) guidelines.

7. Non-U.S. citizens are not eligible for entry into a rating that requires a security clearance, per SECNAVINST 5510.30A.

8. U.S. citizenship is required to enter certain ratings per BUPERSINST 1430.16D.

9. Meet the following eligibility requirements for an "A" school required rating:

- a. Minimum ASVAB scores for applicable rating;
- b. required security clearance; and
- c. other requirements, as identified in the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F), Volume I.

10. The supporting NRA CO's endorsement will

- a. verify member meets all eligibility requirements.
- b. express assurance that the member will be successful in the requested rating.
- c. locate an available billet within the NRA for the requested rating.

606. Methods for Change of Rating. Lateral conversions are effected as follows:

1. Administrative Action. The supporting NRA CO has the authority to change the apprenticeship of non-designated personnel (SN, AN, and FN) provided

- a. a valid mobilization billet for the desired apprenticeship exists within the unit or activity; and
- b. member is fully qualified for the new apprenticeship per BUPERSINST 1430.16D.

2. Direct Conversion. Members may request a direct conversion to another rating if they are fully qualified for the requested rating and meet the eligibility requirements contained in BUPERSINST 1430.16D. Approval will be based on related skills, experience, and training in the present rating and on desired rating, billet vacancy, mobilization potential, and manning. Members of the Individual Ready Reserve (IRR) are eligible for a change of rating if they would have greater

mobilization potential in a rating other than that presently held.

3. In-Service Training. A request for a change of rating via "in-service training" can be requested when the member possesses related skills and the opportunity to complete the qualifications for the desired rating exists within the unit or activity. Training is normally OJT supplemented by self-study courses.

a. If "in-service training" is approved, the following guidelines pertain:

(1) A rating identification symbol (e.g., PN2(YN)) and a rating conversion NEC, (e.g., YN-2599) will be assigned.

(2) Participation in the rating examination for the new rating will be at the paygrade presently held (with the exception of (IS) personnel who have yet to complete the Basic Reserve Intelligence Training (BRIT) program). Members may not participate for advancement in the present rating. Personnel changing rate to Intelligence Specialist who have successfully completed IS "A" school (Reserve) and are otherwise eligible for advancement may take the IS advancement examination for the next higher paygrade the first examination cycle following BRIT.

(3) Personnel in paygrade E-4 through E-6 will normally be authorized two examination cycles to successfully pass a Navy-wide examination. A passing score on the examination is a standard score of 37 or greater.

(4) Assignment should be made in a pay billet in the new rating, if eligible, per RUAD.

(5) Once members are designated "in-service training," they may remain in the new rating without regard to the SELRES ECMO, provided they are making satisfactory progress toward conversion within the authorized time.

(6) Supporting NRA COs will monitor the progress and completion of requirements of members designated "in-service training." See section 609.

b. If a member does not complete the requirements for rating conversion, the following actions will be taken:

(1) The supporting NRA CO will remove the member from "in-service training" and notify NAVRESFOR (N113) and NAVPERSCOM (PERS-862).

(2) The supporting NRA CO will submit a request for removal of the conversion NEC to NAVRESPERSCEN (N51).

(3) Service record entries will be made to remove the rating identification symbol and conversion NEC.

(4) If a vacant pay billet is not available in the member's previous rating, the member will be assigned to the Voluntary Training Unit (VTU) or transferred to the IRR.

(5) An extension of "in-service training" for a period not to exceed one additional examination cycle may be requested from NAVPERSCOM (PERS-862) if the member has extenuating circumstances for not completing requirements in the prescribed time.

4. Concurrent Change of Rating. Members may request authorization to participate in an examination in an out-of-path rating at the next higher paygrade (e.g., YN3 to LN2). They will be authorized two examination cycles to obtain a "selectee" status. If unsuccessful, they must submit a new request. A concurrent change of rating should only be requested for individuals eminently qualified to assume the next higher paygrade in the requested rating.

607. Procedures for Requesting a Change of Rating. All requests for changes of rating through either direct conversion, "in-service training", or a concurrent change of rating will be submitted to NAVPERSCOM (PERS-862) by the member via the supporting NRA and NAVRESFOR (N113) with a copy to the reserve unit. Members of the IRR (less VTU) will submit requests to NAVPERSCOM (PERS-862) via NAVRESPERSCEN (N51). Requests for a change of rating through "in-service training" must be received by NAVPERSCOM no later than 15 June for the August examination or 15 December for the February examination to allow ample time for examination ordering. The basic format and required information for requesting a lateral conversion, in-service

training, or a concurrent change of rating (less MA) are contained in Figures 6-1 and 6-2.

1. Additional requirements for specific ratings are as follows:

a. Requests for a change of rating to Communications Technician (CT) will additionally be submitted via Commander, NAVSECGRU (Code GR), 9800 Savage Road, Ft. Meade, MD 20755-6000.

b. Requests for a change of rating to IS will additionally be submitted via Commander, Office of Naval Intelligence (ONI-R), 4251 Suitland Road, Washington, D.C. 20395-5720. Members requesting "in-service training" to the IS rating will be required to successfully complete the local IS "A" school and, accordingly, will be authorized up to 3 years of "in-service training" status. Members may not participate in the IS "A" school curriculum without NAVPERSCOM (PERS-862) authorization for change of rating.

c. Requests for a change of rating to Religious Program (RP) will additionally be submitted via COMNAVRESFOR (N008). RP "A" and "C" school quotas may be requested via the unit CO and Readiness Command Staff Chaplain to Commander, Naval Reserve Force (N008).

d. Requests for a change of rating to MA, including personnel in paygrade E-3 desiring to strike for MA, will be submitted per Figure 6-4.

e. Members requesting "in-service training" to the Legalman (LN) rating are required to successfully complete Reserve Legalman Phase I, II, and III (each Phase lasts 2 weeks) at the Naval Justice School. After completion of the three phases, the individual may be placed in an "in-service training" status for 3 years.

2. For rating changes being requested due to medical reasons, requests should include BUMED (Med-51HC) as a via addressee.

3. Change of rating requests will normally be disapproved for the following reasons:

a. Failure to meet rating requirements as contained in the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, (NAVPERS 18068F), Volume I.

b. Incomplete requests; or

c. Requested rating is ECMO "C" on current SELRES ECMO.

608. Advanced Paygrade (APG) and Other Service Veterans (OSVET). Personnel who enlist in the Naval Reserve with a temporary paygrade will be required to qualify for that paygrade prior to requesting a change of rating through "in-service training" or direct conversion.

609. NRPC 1080-1408, Naval Reserve Enlisted Personnel in Training Status for Change of Rate Report. This report identifies personnel in an "in-service training" status, including personnel approved for Recruiting Selective Conversion and Reenlistment-Reserves (RESCORE-R). NAVRESPERSCEN provides the report to all Naval Reserve activities for tracking and monitoring of personnel in an "in-service training" status. Using this report, Naval Reserve activities will ensure personnel are within the prescribed time limits for the program assigned (i.e., in-service training and RESCORE-R). For personnel transferred to the IRR, discharged or advanced, the service record holder will submit a request to remove the rating identification symbol and conversion NEC to NAVRESPERSCEN (N51).

610. Master-at-Arms (MA) Conversion Requirements.

1. Personnel desiring conversion to the Master-at-Arms rating (including participation in the Reserve-only MA3 examination) should submit a formal application in the format contained in Figure 6-3 of this instruction. All requests for a change of rating to MA are to be submitted to NAVPERSCOM (PERS-862) via the following chain of command:

a. Commanding Officer, Naval Reserve Unit;

b. Commanding Officer, Supporting Naval Reserve Activity;

c. Commander, Office of Naval Intelligence (ONI-R).

2. Applications for conversion to the MA rating will be reviewed by an administrative selection board convened by Naval Criminal Investigative Service (NCIS) (Code 24F3). NCIS selection board results will be forwarded to NAVPERSCOM (PERS-862) who will determine final selection eligibility, and notify applicants of selection/non-selection. Each applicant's motivation, qualifications, and potential to succeed as a MA shall be considered, in addition to the Naval Reserve's need for the member's continued service in their present rating and the requirement for additional MA's. Service needs will take precedence.

a. Selectees authorized conversion to the MA rating via "in-service training" will be assigned NEC MA-2099 until completion of the conversion process.

b. Selectees are required to complete Physical Security/Law Enforcement Phase I (Basic) and Law Enforcement/Physical Security Phase II training courses prior to conversion.

c. Upon completion of training requirements, candidates must pass the rating examination for MA in their current paygrade. Each candidate is allowed two examination cycles to receive a standard score of 37 or greater to be authorized conversion.

3. Eligibility requirements for conversion to the MA rating are as follows:

a. Paygrades E-3 (E-4 eligible), E-4, or E-5;

b. Have less than 12 years of qualifying service for retirement by date of application;

c. Have completed the requirements for advancement to MA3, MA2, or MA1 as applicable per BUPERSINST 1430.16D;

d. Be a high school graduate or possess a general education diploma (GED) or equivalent;

e. Have a minimum General Classification Test/Word Knowledge (GCT/WK) of 100. (A minimum of 45 is required for

Arithmetic Test/Arithmetic Reasoning (ARI/AR). Waivers may be granted, on a case-by-case basis, for total score but not for minimum score of 45 or less in either area;

- f. Be a United States citizen;
- g. Have a working knowledge of the spoken and written English language. Typing ability is highly desired but not required;
- h. Meet eligibility criteria for assignment to sensitive duties/or access to classified information per SECNAVINST 5510.30A. A current OPNAV 5520/20, Certificate of Personnel Security Investigation, Clearance and Access must be completed and filed in the service record;
- i. Be in good physical condition capable of sustained exertion, meet body fat standards and be fit for full duty. Must meet or exceed all requirements of the Physical Fitness Assessment per OPNAVINST 6110.1F;
- j. Have no history of mental impairment or disorder, emotional instability, alcoholism or drug abuse;
- k. Have no record of conviction by Courts-Martial, non-judicial punishment or civil court for any offense other than minor traffic violations. (Note: Driving under the influence of alcohol/illicit drugs is a major traffic offense);
- l. Not employed, in any civilian capacity, which may appear/result in the appearance of a conflict of interest, either financially or in authority, while engaged in Naval Reserve law enforcement/physical security duties. Employment or seeking employment as a private investigator or bail bondsman is prohibited. Employment as a private guard or watchman is allowed, providing there is no conflict with Naval Reserve law enforcement/physical security duties;
- m. Possess a valid motor vehicle operator's license;
- n. Have tested negative in a drug screening test within 30 days of the date of application;

o. Waivers of eligibility criteria will not normally be granted; however, any waiver request must be specifically addressed in the CO's supporting endorsement.

4. Rating conversions and MA3 examination applicants shall submit the following required documents:

- a. A formal letter of application (see Figure 6-3);
- b. Current photographs. Full front and left side profile with a solid background, taken in the service dress uniform (blue or white). A title board will be placed at the left foot for identification. The board must include last name, first and middle initials, rate, social security number and the date of the photograph;
- c. A copy of the OPNAV 5520/20, Certificate of Personnel Security Investigation, Clearance and Access;
- d. The last three regular evaluations/fitness report and counseling records. Overall performance marks must be 3.6 or above on evaluations prior to 1 January 1996 and 3.0 on Fitness Report & Counseling records after 1 January 1996;
- e. NAVPERS 1070/604, Enlisted Qualification History, indicating completion of advancement requirements for MA and any related service schools;
- f. NAVPERS 1070/604, Enlisted Classification History;
- g. Resume of employment background, if directly relates to requested rating;
- h. The last 3 years of Physical Activity Screening Questionnaire/Physical Readiness Test Results;
- i. Summary of civilian/military education (include transcripts and/or diplomas which directly relate to requested rating);
- j. Miscellaneous information. An endorsement from MA's, security offices/civilian law enforcement department supervisor are strongly recommended;

k. A copy of a signed NAVPERS 1070/613, Administrative Remarks acknowledging the requirements to maintain MA eligibility which will become part of the service record. A copy will be forwarded to NCIS (Code 24F3). See Figure 6-4.

5. Naval Reserve activity CO's forwarding endorsement shall ensure conversion applications contain all requested information as outlined in Figure 6-3. CO's forwarding endorsement shall contain comments relative to the applicant's motivation and qualifications for conversion into the rating. All requests for waivers shall be contained in the CO's endorsement.

6. Reserve-only MA3 Examination Applicants. Personnel in paygrade E-3 (undesignated) desiring to participate in the Reserve only MA3 examination must first obtain written approval from NAVPERSCOM (PERS-862). Requests must contain all information required for conversion and be submitted by the member via the Naval Reserve Activity and NCIS (Code 24F3). Upon review by the NCIS administrative selection board, NAVPERSCOM (PERS-862) will authorize approved applicants to participate in the Reserve-only MA3 examination. Applications must be received by 15 June for the August examination or 15 December for the February examination. Applicants who participate in the Reserve-only MA3 examination without prior approval will have their examination invalidated.

7. Forced Conversion. All MA's are required to maintain the standards and qualifications as stated in the eligibility requirements above. MA's failing to maintain these standards and qualifications are subject to removal from the rating by forced conversion in the following cases:

- a. Conviction by Courts-Martial, civil offenses other than minor traffic, and non-judicial punishment;
- b. Substandard performance of 2.8 or below on evaluations prior to 1 January 1996 and 2.0 or below on Fitness Report & Counseling records after 1 January 1996;
- c. Exceeding body fat/physical fitness test failure;
- d. Loss of vehicle operator's license;

e. Loss of security clearance and/or security clearance eligibility.

8. Commanding officer's endorsement should specifically address whether the individual should remain a MA and address any requested waivers. Copies of the last two Evaluation/Fitness Report & Counseling Record and member's statement concerning forced conversion should be enclosed. As appropriate, NAVPERS 1626/7, NJP Report/Disposition of Offense(s) with action taken, DD 458 Courts-Martial charge sheet with action and results of trial, civil court charge showing results of the court, results of appeal(s), medical reports, letters of instruction, counseling sheets and any additional statements or paperwork concerning the forced conversion should be enclosures to the package.

9. Individuals reduced to paygrade E-3 must be force converted. Currently there is no allowance for MASNs.

10. All documentation will be forwarded to NAVPERSCOM (PERS-862) via NAVRESFOR (N113) and NCIS (Code 24F3).

11. NAVPERSCOM (PERS-862) will review the records of those personnel whose suitability for continued service in the MA rating is in question. Based on the facts submitted, the recommendation of the individual's CO and NCIS (Code 24F3), personnel determined to be unsuitable will be recommended for rating reversion per MILPERSMAN 1440-040 or this instruction, as appropriate.

BUPERSINST 1001.39D  
20 FEB 2001

FORMAT FOR REQUESTING A CHANGE OF RATING

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

From: Rate, Name, USNR-R, SSN  
To: Navy Personnel Command (PERS-862)  
Via: (1) Commanding Officer, Naval Reserve Unit  
(2) Commanding Officer, Supporting Naval Reserve Activity  
(3) Commander, Office of Naval Intelligence (ONI-R)  
  
Subj: IN-SERVICE TRAINING/DIRECT CONVERSION/CONCURRENT CHANGE  
OF RATING/FORCED CONVERSION REQUEST FOR CHANGE OF RATING  
TO (IDENTIFY RATING REQUESTED) (Specify only one program)  
  
Ref: (a) BUPERSINST 1001.39D  
  
Encl: (1) Resume of civilian and military education  
(transcripts included)  
(2) Resume of employment background if directly related  
to requested rating  
(3) Enlisted Qualification History (NAVPERS 1070/604)  
(4) Enlisted Classification Record (NAVPERS 1070/603, if  
applicable)  
(5) Physical Activity Screening Questionnaire/Physical  
Readiness Test Results for last 3 years

1. Please place me in an In-Service Training/Direct Conversion/Concurrent Change of Rating (specify which one) status for a change of rating to (rating requested).
2. Enclosures (1) through (5) are provided to support my request.
3. Additional information to consider (if desired) follows:

(Signature of Member)

Copy to:  
Reserve unit

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Figure 6-1

FORMAT FOR ENDORSING A CHANGE OF RATING REQUEST

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

FIRST ENDORSEMENT on Rate, Name, USNR-R, SSN, ltr of (date)

From: Commanding Officer, Naval Reserve Unit

To: Navy Personnel Command (PERS-862)

Via: (1) Commanding Officer, Supporting Naval Reserve Activity  
(2) Commander, Office of Naval Intelligence (ONI-R)

Subj: (SAME AS BASIC LETTER)

1. Forwarded, recommending approval/disapproval. Member's potential for succeeding in requested rating is (describe).

2. Member meets/does not meet all eligibility requirements for requested rating. (If not, specify which requirements are not met.)

3. Member is/is not awaiting examination results for advancement in present rating.

4. Member's total years of qualifying service for retirement: YY-MM-DD.

5. Member's date of birth: YY-MM-DD.

6. (For APG/OSVET): Member enlisted on (date) at (identify enlisting activity), in the temporary paygrade of (identify). Member qualified for permanent rate on (date).

7. A drill pay vacancy exists for requested rating in (identify unit, billet, Active Unit Identification Code (AUIC), and Reserve Billet Sequence Code (RBSC)).

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Figure 6-2

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

8. Training is available in the requested rating at this activity.
9. Additional comments as necessary.

\_\_\_\_\_  
(Signature of CO)

Copy to:  
Reserve unit

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**Figure 6-2**

BUPERSINST 1001.39D  
20 FEB 2001

FORMAT FOR REQUESTING IN-SERVICE TRAINING/RESERVE ONLY MA3  
EXAMINATION

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

From: Rate, Name, USNR-R, SSN  
To: Navy Personnel Command (PERS-862)  
Via: (1) Commanding Officer, Naval Reserve Unit  
(2) Commanding Officer, Supporting Naval Reserve Activity  
(3) Commander, Office of Naval Intelligence (ONI-R)

Subj: INSERVICE TRAINING/RESERVE-ONLY MA3 EXAM REQUEST FOR A  
CHANGE OF RATING TO MASTER-AT-ARMS

Ref: (a) BUPERSINST 1001.39D  
(b) OPNAVINST 1440.1C

Encl: (1) Resume of civilian/military education (transcripts  
included)  
(2) Last three regular evaluations/fitness reports and  
counseling record  
(3) Enlisted Qualifications History (NAVPERS 1070/604)  
(4) Enlisted Classification Record (NAVPERS 1070/603, if  
applicable)  
(5) Current Photographs  
(6) Certificate of Personnel Security Investigations,  
Clearance and Access (OPNAV 5520/20)  
(7) Resume of employment background (if directly pertains  
to law enforcement field)  
(8) Physical Activity Screening Questionnaire/Physical  
Readiness Test Results (OPNAV 6110.1F, last three  
years.)

1. Per references (a) and (b),enclosures (1) through (8) are forwarded. Please place me in an In-service training Reserve-only MA3 Examination (as appropriate) status.

2. My End of Obligated Service (EOS) is \_\_\_\_\_. I reported to my present unit/command on \_\_\_\_\_. I will have completed \_\_\_\_\_ years, \_\_\_\_\_ months, \_\_\_\_\_ days of qualifying service for retirement as of \_\_\_\_\_.

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Figure 6-3

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

3. I do/do not possess a valid motor vehicle operator's license.

4. I was born on \_\_\_\_\_(date of birth) in \_\_\_\_\_  
(place of birth).

5. My height is \_\_\_\_\_. My weight is \_\_\_\_\_. I am/am not currently within Navy body fat standards. I currently do/do not have a medical waiver from physical training.

6. I have/have not previously applied for Master-at-Arms "In-service training"/Reserve-only MA3 Examination. (If "YES", enclose a copy of the approval/disapproval letter).

7. Highest paygrade/rate held \_\_\_\_\_. My present rate is \_\_\_\_\_ and Time in Rate (TIR) date of this rate is \_\_\_\_\_.

8. Education

a. General Classification Test/Word Knowledge (GCT/WK) \_\_\_\_\_, Arithmetic Test/Arithmetic Reasoning (ARI/AR) \_\_\_\_\_. I attained these scores on \_\_\_\_\_ (approximate date).

b. Civilian

(1) Graduated from high school on (date) \_\_\_\_\_.

(2) Satisfactorily completed General Education Diploma (high school level) on \_\_\_\_\_. (Attach copy of certificate).

(3) College courses completed. List course title(s) and college. (Attach copy of transcript(s)).

(4) Graduated from \_\_\_\_\_ college/university in (month/year) \_\_\_\_\_ with a \_\_\_\_\_ degree in (major) \_\_\_\_\_. (Attach copy of diploma or transcript(s) towards a degree).

(5) List any post graduate degrees obtained (Furnish same information as 8b(4) above).

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Figure 6-3

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

(6) List any law enforcement/security training completed. (Attach copy of applicable certificate(s)/diploma(s) and course outlines, if available).

c. Military (List all courses: if none, so state).

(1) Class "A" \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. Graduated number \_\_\_\_\_ in class of \_\_\_\_\_.

(2) Class "\_\_\_" \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. Graduated number \_\_\_\_\_ in class of \_\_\_\_\_.

9. List of Extracurricular/Community Activities.

10. "Why I want to convert to the Master-at-Arms rating." Your statement should be clear and concise.

11. I understand that actual conversion is contingent upon successful completion of the conversion requirements as outlined in reference (a). I further understand that members who fail to complete the requirements will not be authorized conversion. I am not employed in any civilian capacity which may appear and or give the appearance of a conflict of interest, either financially or in authority, when I am engaged in Naval Reserve law enforcement/physical security duties. Further, I am not employed or seeking employment as a private investigator or bail bondsman.

(Signature)

Copy to:  
Reserve Unit

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Figure 6-3

NAVPERS 1070/613, ADMINISTRATIVE REMARKS FOR MASTER-AT-ARMS (MA)

Date : "I have been advised that I must maintain all standards/ qualifications listed below after entry into the MA rating. If I fail to maintain these standards and qualifications, I will be force converted from the MA Rating. A waiver, in writing, must be obtained from NAVPERSCOM (PERS-862) for me to remain in the MA rating. There will be no exceptions to this policy."

STANDARDS/QUALIFICATION

(a) No convictions by Courts-Martial or non-judicial punishment; no conviction by a civil proceeding except for minor traffic violations;

(b) No Driving Under the Influence (DUI) or Driving While Intoxicated (DWI) incidents;

(c) Not employed in any civilian capacity which may appear/ result in the appearance of a conflict of interest, either financially or in authority, while engaged in the Naval Reserve law enforcement/physical security duties;

(d) Not employed or seeking employment as a private investigator or bail bondsman;

(e) Meet eligibility criteria for assignment to sensitive duties and/or security clearance eligibility;

(f) Meet body fat standards for security duties as outlined in Enlisted Transfer Manual (NAVPERS 15909F), Chapter 9, article 9.071;

(g) Be in good physical/mental condition, capable of sustained exertion (LIMDU status will not disqualify);

(h) Possess a valid motor vehicle operator's license;

(i) Maintain or be able to meet MA functional skills (e.g., weapons proficiency);

Figure 6-4

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(j) Maintain overall performance evaluations of 3.6 or above on evaluations prior to 1 January 1996 and 3.0 on Fitness Report& Counseling records after 1 January 1996.

Figure 6-4

CHAPTER 7

TRANSFERS TO OTHER COMPONENTS OR SERVICES

701. General Policy. Naval Reservists may be authorized release from the Naval Reserve for recall or enlistment in another component or Service, active or inactive, as specified in this Chapter, provided

1. member has not received an enlistment or reenlistment bonus for the current term of enlistment.
2. member has been accepted for appointment to commissioned status in a regular or reserve component of any branch of the Armed Forces.
3. member has been accepted for an enlistment in a reserve component of another branch of the Armed Forces for the purpose of enrolling in an officer training program.
4. member is without a mandatory drilling obligation.
5. member has completed Initial Active Duty Training in the case of Sea/Air Mariners (SAM), or has completed requirements for making temporary rates permanent in the case of Advanced Paygrade (APG) Personnel, Accelerated Initial Accession (AIA) Personnel and Other Service Veterans (OSVETs).
6. member desires a transfer to enroll in an officer candidate program, including college level Reserve Officer Training Corps (ROTC), and the prospective gaining component accepts the members.

702. Application Requirements. The following are prerequisites for recall or enlistment in another component or Service, active or inactive:

1. DD 368, Request for Conditional Release, (Figure 7-1), shall be used in all cases involving inter-service transfers.
2. DD 368 shall not be used to enroll a member of a Reserve component into the Delayed Entry Program of a regular component.

703. Sea and Air Mariner (SAM), SAM II, AIA, APG, and Other Service Veteran (OSVET) Application Requirements. SAM, SAM II, AIA, APG and OSVET members have unique prerequisite conditions for their release and NAVPERSCOM (PERS-913) retains release authority.

1. SAM and SAM II Personnel

a. Must have completed their Initial Active Duty for Training (IADT).

b. May not enlist into the Delayed Entry Program (DEP) for purposes of release to another component or service.

c. May not be released to enlist for inactive duty in reserve components of other services unless they are entering a program leading to a commission.

d. Supporting NRA CO may grant conditional releases for up to 120 days to SAM and SAM II members applying for other service commissioning programs (active or inactive). Refer to Figure 7-2 for the letter format to authorize a conditional release.

e. Once accepted for a program leading to a commission, the supporting NRA CO will, upon receipt of appropriate documentation, discharge the member.

f. Member may be released by the supporting NRA CO to enlist into the active duty USN.

2. APGs, AIAs and OSVETs

a. May be released to another service if they have completed all requirements for making their temporary paygrade permanent. If requesting release prior to making temporary paygrade permanent, they will be counseled that they will be released at their permanent paygrade.

b. May not be released to another service unless they are entering into a program with a military service obligation equal to, or exceeding, that which they currently have.

3. Procedures for SAMs, SAM IIs, AIAs, APGs and OSVETs

a. Section I of DD 368, Request for Conditional Release shall be completed by an appropriate authority of the requesting Service, and forwarded to the applicant's supporting NRA for endorsement. The supporting NRA CO shall provide a letter endorsement to NAVPERSCOM (PERS-913) within 30 days of receipt of the DD 368. The endorsement will address completion of IADT and the type of program for which the member is applying. In the case of APGs and OSVETs, the endorsement will address completion of the requirements for making rates permanent. If the applicants have not made their rate permanent, a signed page NAVPERS 1070/613, Administrative Remarks entry acknowledging release in the permanent paygrade must accompany the endorsement. The requesting Service shall not enlist the member without the approval of NAVPERSCOM (PERS-913).

b. For a SAM or SAM II requesting a USN enlistment, the supporting NRA CO may authorize release in section II of the DD-368, Request for Conditional Release.

c. For mandatory drilling members requesting release to enter another Service, NAVPERSCOM (PERS-913) shall complete section II of DD 368. If disapproved, NAVPERSCOM (PERS-913) will document the reasons in section IV of DD 368.

d. Upon receipt of an approved section II, the gaining Service or component may process the member for enlistment. The gaining Service or component shall certify by completing section III that the applicant has been enlisted and the appropriate change in strength has been reported. The completed DD 368, Request for Conditional Release shall be returned to the member's current supporting NRA within 10 working days of the execution of the enlistment contract.

e. If the requesting Service or component does not enlist the member, section IV shall be completed with an explanation and returned to the member's current supporting NRA CO not later than the expiration date of approval indicated in section II.

f. The member's current supporting NRA shall process the member for separation and report the appropriate change in

strength upon receipt of the completed DD 368 and a copy of the enlistment contract.

g. Members in the IRR and Standby Reserve follow the steps in subparagraph (1) through (5) above except that NAVRESPERSCEN (N3) will be the approval/ disapproval authority vice NAVPERSCOM.

704. Application Procedures for USN Enlistment and Other Services for Selected Reservists Without a Mandatory Drilling Obligation. Procedures for recall or enlistment in other components or Services follow:

1. Section I of DD 368 shall be completed by an appropriate authority of the requesting Service or component, and forwarded to the applicant's supporting NRA for approval/disapproval. The supporting NRA CO shall complete section II of the DD 368, Request for Conditional Release to approve release, provided the prerequisites of sections 701.1 through 701.6 are met.

2. Upon receipt of an approved section II, the gaining Service or component may process the member for enlistment. The gaining Service or component shall certify by completing section III that the applicant has been enlisted and the appropriate change in strength has been reported. The completed DD 368 shall be returned to the member's current supporting NRA within 10 working days of the execution of the enlistment contract.

3. If the requesting service or component does not enlist the member, section IV shall be completed with an explanation and returned to the member's current supporting NRA not later than the expiration date of approval indicated in section II.

4. The member's current supporting NRA shall process the member for separation and report the appropriate change in strength upon receipt of the completed DD 368 and a copy of the enlistment contract.

5. Members in the IRR and Standby Reserve follow the steps in subparagraphs 1 through 4 above except that NAVRESPERSCEN (N3) will be the approving/disapproving authority vice the supporting NRA CO.

705. Application for General Assignment. Individuals desiring general assignment must have the supporting NRA contact NAVPERSCOM (PERS-813) to determine availability for general assignment prior to submitting a request. Should an opportunity exist, forward a NAVPERS 1306/7, Enlisted Personnel Action Request, to NAVPERSCOM (PERS-813). Non-rated personnel requesting general assignment who have not graduated from "A" school and who are not designated strikers may request a change in apprenticeship to facilitate their request or indicate a willingness to do so.

706. Officers. Officers in the Naval Reserve who desire appointment in another service must submit a DD 368, Request for Conditional Release to NAVRESPERSCEN (N221) via the recruiting authority of the service concerned. If the officer's MSO is incomplete, NAVRESPERSCEN will seek separation authority from NAVPERSCOM (PERS-91).

<b>REQUEST FOR CONDITIONAL RELEASE</b> <i>(Read Privacy Act Statement and Instructions on back before completing this form.)</i>				
<b>SECTION I - REQUEST FOR RELEASE</b>				
<b>1. SERVICE MEMBER DATA</b>				
a. NAME <i>(Last, First, Middle Initial)</i>		b. PAY GRADE	c. SSN	
d. SERVICE COMPONENT				
e. CURRENT UNIT/ COMMAND	f. ADDRESS			
	(1) STREET	(2) CITY	(3) STATE	(4) ZIP CODE
<b>2. RECRUITING OFFICE ADDRESS</b>				
a. STREET		b. CITY	c. STATE	d. ZIP CODE
<b>3. ACKNOWLEDGEMENT OF SERVICE MEMBER</b>				
a. I request a conditional release to process for entrance into another component of the Military Service. If I am a member of the National Guard or Reserve, I understand that I must attend all scheduled training until such time as I am enlisted or appointed into another Service. I also understand that I am to keep my current commander informed of any change in my status.				
b. OFFICER MEMBER ONLY. I hereby tender my resignation from the _____ <i>(losing component)</i> ; request that it be accepted contingent upon actual appointment or enlistment in the _____ <i>(gaining component)</i> , and be effective the day preceding the date of my acceptance of appointment or enlistment.				
c. ENLISTED MEMBER ONLY. I understand I will be discharged from my current status effective the day preceding the date of my enlistment or appointment.				
d. MEMBER SIGNATURE				e. DATE SIGNED
<b>4. RECRUITER REQUEST FOR CONDITIONAL RELEASE</b>				
a. Request conditional release to enlist/appoint member into the _____ <i>(Service/Component)</i> .				
b. NAME OF RECRUITER <i>(Last, First, Middle Initial)</i>		c. SIGNATURE		d. DATE SIGNED
e. TITLE				
<b>SECTION II - APPROVAL/DISAPPROVAL</b>				
5. <i>(X as applicable)</i>				
a. APPROVED. Individual is recommended and conditional release is granted. The release is valid until _____				
b. DISAPPROVED. Release is not granted. <i>(Explain in "Remarks.")</i>				
<b>6. AUTHORIZING OFFICIAL</b>				
a. NAME <i>(Last, First, Middle Initial)</i>		b. TITLE		
c. TELEPHONE NUMBER <i>(Include area code)</i>	d. ADDRESS			
	(1) STREET	(2) CITY	(3) STATE	(4) ZIP CODE
e. SIGNATURE				f. DATE SIGNED
<b>SECTION III - NOTIFICATION OF ENLISTMENT/APPOINTMENT ACTION</b>				
7. The member was administered the oath of enlistment or appointment into _____ THIS FORM AND A COPY OF THE OATH MUST BE RETURNED TO THE ADDRESS IN ITEM 6.d. TO EFFECT THE MEMBER'S DISCHARGE OR WITHDRAWAL OF FEDERAL RECOGNITION.				
<b>8. CERTIFYING OFFICIAL</b>				
a. NAME <i>(Last, First, Middle Initial)</i>		b. TITLE	c. UNIT/COMMAND	
d. TELEPHONE NUMBER <i>(Include area code)</i>	e. ADDRESS			
	(1) STREET	(2) CITY	(3) STATE	(4) ZIP CODE
f. SIGNATURE				g. DATE SIGNED

Figure 7-1

**SECTION IV - REMARKS**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** Title 10 USC Sec 261, 269, 271, 512, 516, 595, 651, 716, 1005, 3013, 8013, 12105, 12106, 12107, and 12213; Title 32 USC Sec 323 and Title 50 USC App 454.

**PRINCIPAL PURPOSE(S):** To obtain clearance from one component and discharge upon entry into another component of the Military Services.

None.

**ROUTINE USE(S):**

Voluntary; however, failure to furnish information will result in delay or denial of release from current component.

**DISCLOSURE:**

**INSTRUCTIONS**

**GENERAL INSTRUCTIONS.**

When this form is not computer generated, use typewriter or dark ink for all entries. Enter all dates in YYMMDD format. Use full street address, city, state and ZIP code for addresses. Use last name, first name, and middle initial format. Use short title Service/Component names: USA, ARNGUS, USAR, USN, USNR, USMC, USMCR, USAF, ANGUS, USAFR, USCG, USCGR.

**SECTION I.** Completed by recruiter and applicant.

Item 1. Enter applicant's name, pay grade, Social Security Number, current Service/Component, and current unit/command address.

Item 2. Enter recruiter's office address, if applicable.

Item 3. For item 3.b., complete the name of the gaining and losing components. Member signs and dates appropriate blocks.

Item 4. Recruiter, if applicable, completes 4.a. through 4.e. and sends this document to the address in Item 1.e.

**SECTION II.** Completed by applicant's unit commander or designated representative within 30 days of receipt.

Item 5. If block 5.a. is marked, enter the ending date of this conditional release. If block 5.b. is marked, indicate in Section IV, "Remarks," the reason for disapproval and return to the originator not later than the expiration date in Item 5.a.

Item 6. Enter name, title, signature and date for authorizing official. Indicate in Items 6.c. and d. the address and telephone number for returning completed Section III. Send completed Section II to the address in Item 2.

**SECTION III.** Completed by enlisting/appointing official within 10 days of enlistment or appointment.

Item 7. Indicate service to which applicant was enlisted/appointed.

Item 8. Completed by individual certifying enlistment/appointment action. Certifying official ensures a copy of the completed DD Form 368 and a copy of the oath are mailed to the address in Item 6.d.

**SECTION IV - REMARKS.**

Use as necessary. Reference each item on the form to which the remark pertains. (For example: "Item 5.b. Disapproved for the following reason: .....")

**DD FORM 368, NOV 94 (BACK)**

Figure 7-1

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FORMAT FOR APPROVING A CONDITIONAL RELEASE FOR SAM MEMBERS  
APPLYING FOR OTHER SERVICE COMMISSIONING PROGRAMS

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

From: Supporting NRA Commanding Officer  
To: Other Service Component Recruiting Office  
  
Subj: CONDITIONAL RELEASE FROM SEA AND AIR MARINER PROGRAM TO  
APPLY FOR ENLISTMENT IN A PROGRAM LEADING TO AN OFFICER  
COMMISSION IN THE CASE OF (Service Member Name Rank SSN)  
  
Ref: (a) Other Service component's request for release of SNM  
(b) BUPERSINST 1001.39D

1. Reference (a) is approved per reference (b), for the purpose of allowing (service members' name) to be accepted into the (name of program to which the member is applying).
2. This authorization is granted only for the purpose of permitting the member to apply for the program outlined in paragraph 1. If the member withdraws the application or is not accepted to this program, the authorization is rescinded.
3. The member must continue to perform required drills until accepted into the (name of program to which the member is applying). This authorization expires in 120 days.

---

(Supporting NRA Commanding Officer)

Copy to:  
NAVPERSCOM (PERS-913)  
NAVRESFOR (N12)  
Member

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Figure 7-2

CHAPTER 8

ENLISTED ADMINISTRATIVE SEPARATIONS

801. General Policy

1. Navy policy is to promote readiness by maintaining high standards of conduct and performance. Separation policy promotes the readiness of the Naval Service by providing orderly means to

a. judge the suitability of persons to serve in the Navy on the basis of their conduct and ability to meet required standards of duty, performance and discipline;

b. maintain the standards of performance, conduct and characterization of service in a system that emphasizes the importance of honorable service;

c. achieve authorized force levels and grade distributions, and;

d. provide for the orderly administrative separation of enlisted personnel in a variety of circumstances.

2. Navy separation policy strengthens the concept that military service is a calling different from any civilian occupation.

3. MILPERSMAN 1910 provides overall policy guidance and procedures pertaining to enlisted administrative separations.

4. In times of war or national emergency, or when directed by higher authority, the Chief of Naval Personnel may suspend separation and retirement actions for personnel with critical specialties.

802. Administrative Separation Authority. Naval Reserve activity commanding officers (COs) with Special Courts-Martial Convening Authority (SPCMCA) have wide latitude in separating enlisted Naval Reservists under their cognizance. Per article 0102b(3) of the Manual for Courts Martial, NRA COs, lieutenant commander (O4) or above, but not including inactive duty training Naval Reserve COs, have SPCMCA. Generally, if

notification procedures are used, or administrative board procedures are used, and the board recommends separation with an honorable, general, or entry level separation, the SPCM authority may separate locally. The tables in MILPERSMAN 1910-704 through 1910-706 list separation authority and should be referred to before sending an administrative separation case to NAVPERSCOM for adjudication. Additional guidance is found in SECNAVINST 1910.4B.

### 803. Enlisted Administrative Separation Procedures

1. NAVPERSCOM may direct administrative separation of enlisted Naval Reservists prior to normal expiration of enlistment, unless otherwise specified in Navy Regulations. Commands must comply with the policies and procedures set forth in the section 802 above and promptly process personnel for administrative separation.

2. Guidelines for Processing Administrative Separation follows:

a. Use notification procedure when characterization of service is General or Honorable (MILPERSMAN 1910-400).

b. Use the Administrative Board procedures (MILPERSMAN 1910-404) when character of service is Other Than Honorable (MILPERSMAN 1910-400 and 1910-404). Note that regardless of the characterization of service, a member with 6 or more years total service has the right to request an Administrative Board.

c. Ensure reason(s) for processing is (are) identical and specific in the Letter of Transmittal (LOT), Notification Procedures Letter (NPL) or Administrative Board Procedures Letter (ABPL). (e.g., "Unsatisfactory participation in the Ready Reserve due to failure to maintain satisfactory drill attendance as evidenced by...")

d. Commanding officer or acting CO must sign the LOT. "By direction" signatures are not permitted per MILPERSMAN 1910 and 1910-010.

e. Include all required enclosures in the LOT. Items frequently omitted include the following:

(1) copy of the PS 3800, Receipt For Certified Mail, and PS 3811, Domestic Return Receipt;

(2) copy of the Sworn Affidavit of Service by mail (required if member fails to sign receipt for the ABPL or NPL);

(3) copy of the NAVPERS 1570/21, Inactive Duty Training Participation Record (required if processing for unsatisfactory participation);

(4) copy of the original NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences, containing member's signature; and

(5) copies of the two requests for medical information (if applicable) to which the member failed to respond. Such letters cannot be more than 1 year old.

3. Ensure the member has 30 days to acknowledge the ABPL or NPL. The 30 days begin the day the notice is delivered to the member or received at the members designated mailing address. Additionally the LOT must be dated at least 30 days after the date the notice is delivered. If the ABPL or NPL is returned as "unclaimed," "moved, left no forwarding address," etc., the 30-day rule does not apply and the LOT should be forwarded immediately.

#### 804. Additional Guidance

1. Members being processed for administrative separation for any reason are not considered mobilization assets and will be transferred to Records Review status as soon as the ABPL or NPL is mailed. Members will not be transferred back into drill status until their case is adjudicated and retention authorized. Accessions back into drill status will be through the Naval Reserve recruiting system.

2. Members will not be transferred to the Individual Ready Reserve (IRR) in lieu of administrative separation processing except in the rare cases of unsatisfactory participants who, in the opinion of the supporting NRA CO, have great potential for future mobilization/service.

3. All pending military offenses should be completed under the Uniform Code of Military Justice (UCMJ) prior to processing a member for separation except when a member has requested separation in lieu of trial by Courts-Martial (MILPERSMAN 1910-106).

4. Cases involving drugs or misconduct, for which an administrative board or separation authority recommends retention or an Other than Honorable discharge, will be forwarded to NAVPERSCOM (PERS-832). Cases involving unsatisfactory drill participation, PRT/weight control failure, or failure to respond to requests for medical information, for which an administrative board or separation authority recommends retention, or an Other than Honorable discharge, will be forwarded to NAVPERSCOM (PERS-913).

5. Process Naval Reservists who cannot be located per MILPERSMAN 1000-140.

6. If a member can be separated for more than one reason per MILPERSMAN 1900-010, the separation will be processed under all applicable articles. (e.g., unsatisfactory participation in the Ready Reserve due to failure to report for additional AT and misconduct due to drug abuse.) However, the actual separation may only be for one reason (normally the more serious).

7. Members separated locally must have their administrative separation packages reviewed by the cognizant NAVPERSCOM (PERS-832 or 913, as applicable). The Letter of Transmittal (LOT) must include the effective date of discharge, and a copy of the NAVPERS 1070/613, Administrative Remarks service record entry required by section 807.

805. Separations at the Convenience of the Government on the Basis of Hardship or Dependency (MILPERSMAN 1910-110). Some Naval Reservists will encounter hardships that may preclude recall or mobilization. A member of the Ready Reserve, serving on inactive duty may be transferred to the USNR-S1 when a hardship temporarily prevents participation in the Ready Reserve. A member may also request discharge when the hardship would prevent the member's mobilization. Cases involving members on inactive duty will be adjudicated by the appropriate SPCMCA with the final decision forwarded to NAVPERSCOM (PERS-913) for recording an Inactive Manpower and Personnel

Management Information System (IMAPMIS) update. For Reservists mobilized under Presidential Recall authority or mobilization order, NAVPERSCOM (PERS-913) is the adjudication authority.

1. Members requesting transfer to USNR-S1 status, or separation for hardship, should be informed that they are required to maintain their current status pending adjudication. They will be counseled concerning procedures for submitting the request and be advised that if the request is approved, they will not be eligible for further enlistment or reenlistment without a reenlistment code waiver.

a. The unit CO must research each request, and transmit the completed case to NAVPERSCOM (PERS-913) under cover letter. The LOT should include the following:

(1) total satisfactory service (mandatory drillers only);

(2) drill attendance for the last 12 months (copy of NAVPERS 1570/21, Inactive Duty Training Participation Record);

(3) program under which member was enlisted (e.g., NAVET, OSVET, APG, SAM, etc.);

(4) comments concerning the member's potential for future service; and

(5) copy of the service record page 13 entry from the following article.

806. Required NAVPERS 1070/613, Administrative Remarks entry for a discharge which occurs at other than normal expiration of enlistment. When a discharge is authorized prior to the normal expiration of enlistment, the record holder will make the following NAVPERS 1070/613, Administrative Remarks entry in lieu of the NAVPERS 1070/615, Record of Discharge from the U. S. Naval Reserve (Inactive) per MILPERSMAN 1070-330:

BUPERSINST 1001.39D  
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  Date   : Discharged this date with an (Type Discharge). Reason  
for Discharge,( e.g., Enl USN, OTH Disch, etc.)

Auth: MILPERSMAN, etc.

DD \_\_\_\_\_ ISSUED (if appropriate)

Recommended/Not Recommended for Reenlistment  
Home Address:

\_\_\_\_\_  
(Signature of Discharging Official)

CHAPTER 9

NAVY OFFICER OCCUPATIONAL CLASSIFICATION SYSTEM (NOOCS)

901. General. Navy Officer Occupational Classification System (NOOCS) is the method used to identify skills, education, training, experience, and capabilities related to officer requirements. This Chapter discusses the four subsystems of NOOCS as they relate to the Naval Reserve: Designator/Grade, Navy Officer Billet Classification (NOBC), Subspecialty (SSP), and Additional Qualification Designation (AQD). This Chapter also discusses the Civilian Occupation Code Indicator (COCI) which displays skills obtained through the Naval Reservist's civilian occupation or experience which may be of potential value to the Naval Reserve. The Naval Reserve has traditionally used NOBC as the primary identification of specific skills within a designator. Expanded use of more finite skills identification is anticipated, such as that currently used by the health care community through use of SSPs and by the Merchant Marine community through use of AQDs.

902. Designator and Change of Designator. NAVPERSCOM (PERS-911) assigns a four digit designator code to all officers to reflect the type of duty officers are qualified to perform according to their appointment and status. Procedures for requesting a change of designator are provided in this Chapter, and MILPERSMAN 1212-010 and 1212-020.

1. General change of designator information contained in the MILPERSMAN, as it applies to inactive duty Naval Reserve officers, follows:

a. Applications for redesignation or reappointment will not be accepted from officers who are subject to the attrition provisions of law, in the USNR-S2, or USNR-Retired.

b. SELRES and IRR members assigned to a VTU will forward requests for change of designator to NAVPERSCOM (PERS-911) via the unit CO, supporting NRA, Naval Reserve Readiness Command or Naval Air Activity, and program sponsor (if applicable), unless specified otherwise. IRR members assigned to NAVRESPERSCEN will forward requests to NAVPERSCOM (PERS-911) via NAVRESPERSCEN (N3). Format for requesting a change of designator is provided in Figure 9-1.

c. Requests will be presented to the Inactive Duty Naval Reserve Officer Designator Review Board conducted by NAVPERSCOM (PERS-911).

d. Designator change may be obtained through In-Training Assignments per Chapter 10, section 1003.

2. Requirements and procedures for inactive duty officers, other than warrant officers and limited duty officers (LDOs), to apply for specific designators follow:

a. Staff Corps. An officer seeking a commission in the Chaplain Corps, Judge Advocate General Corps, Medical Service Corps, Dental Corps, Medical Corps, or Nurse Corps must request reappointment directly through the Navy Recruiting Command. Officers applying for change of designator to Civil Engineer Corps (510X) should submit requests to NAVPERSCOM (PERS-911) via Commander, Reserve Naval Construction Force Support Command. Officers applying for change of designator to Supply Corps should submit requests directly to NAVPERSCOM (PERS-911).

b. Surface Warfare Officer (1115). An officer must complete all requirements per OPNAVINST 1412.2G and be certified as qualified by the CO of the Naval Reserve Force ship or the parent ship of the augment unit to which the officer is permanently assigned. Send the certification letter directly to NAVPERSCOM (PERS-911) for validation. NAVPERSCOM (PERS-911) will effect the designator change, and include the certification letter in the officer's official microfiche service record.

c. Merchant Marine/Naval Reserve Designators (1625/1665/1675/1695). Drilling officers will forward requests via the chain of command, including Naval Surface Reserve Force (NAVSURFRESFOR (N33)) and Chief of Naval Operations (CNO (N42)), to NAVPERSCOM (PERS-911). IRR officers will submit requests through NAVSURFRESFOR (N33) and CNO (N42) only. Requests will contain the following:

(1) appropriate U.S. Coast Guard License or Federal Communication Commission License, as applicable; and

(2) proof of employment in the maritime industry.

Note: Designator changes to 16XX (Merchant Marine) normally will not be approved from warfare specialties above the grade of lieutenant commander.

d. Special Duty Officer (Intelligence-1635 Designator). Applications for 1635 designator must be forwarded to NAVPERSCOM (PERS-911) via (1) unit Commanding Officer, (2) Reserve Intelligence Program Officer (RIPO), and (3) Commander, Office of Naval Intelligence (ONI-R). To apply, an officer must meet the minimum eligibility requirements identified below. These requirements must be certified by the local RIPO. Amplifying guidance is contained in ONIINST 1001.2A. If a candidate is not selected for change of designator, a new request may not be submitted until 18 months after the date the original request was submitted.

(1) Grade. An applicant must be in the grade of lieutenant commander or below on the date the request is submitted. Additionally, in order to complete all the appropriate Basic Reserve Intelligence Training (BRIT) requirements and gain the experience needed, no "In-training" status shall be granted to an officer with more than 2 years in grade as a lieutenant commander.

(2) Navy Officer Billet Classification (NOBC). An applicant must hold the 9600 NOBC per ONIINST 1001.8C.

(3) Education. An applicant must hold at least a 4-year baccalaureate degree from a regionally accredited institution. The degree may be in any field except theology/divinity or health science.

(a) The preferred fields of education are as follows:

1. Technical. Engineering, electronics and mathematics.

2. Scientific. Geography, hydrography, physics, cartography, and oceanography.

3. Foreign languages or specific foreign areas studies and expertise. Languages most desired are Russian, Chinese, Japanese, Arabic, and Farsi.

(b) Alternative fields include information science, computer science, operations research or systems analysis, political science, and history.

(4) Experience. The following experience is preferred:

(a) An operational active duty background: specifically, warfare qualified officer or one with a heavy concentration in intelligence.

(b) Substantial experience in a technical or defense oriented field, or experience in a military or civilian intelligence organization.

(5) Security Clearance. An applicant must be eligible for access to Sensitive Compartmented Information (SCI) based upon a current and satisfactorily adjudicated Special Background Investigation (SBI).

(6) In-Training Status. An applicant who was previously granted "in-training" status should note it on the request and should submit the request within 3 years given for conversion to 1635 designator (see Chapter 10).

e. Engineering Duty Officer (1445). An officer must meet the requirements identified in MILPERSMAN 1210-200 and NAVSEAINST 1001.3I. Applications will be submitted in accordance with Figure 9-2.

f. Special Duty Officer (Cryptology-1615 Designator). An officer will submit the request per COMNAVSURFRESFORINST 5400.4C and forward it to the appropriate Naval Reserve Readiness Command for endorsement. The officer must be eligible for access to SCI based upon a current and satisfactorily adjudicated Special Background Investigation (SBI).

g. Aerospace Engineering Duty Officer (151X)/Aerospace Maintenance Duty Officer (152X). Applications for either 151X or 152X designator should be forwarded to NAVPERSCOM (PERS-911) via (1) Unit CO (2) Reserve Echelon 4/5 command (3) NAVRESFOR (N11) (4) Commander, Naval Air Systems Command (the Technical Manager for 15XX designators). Minimum eligibility requirements

are described in MILPERSMAN 1212-010. At the time scheduled by current Chief of Naval Operations (OPNAV) policy, captains with a 151X or 152X designator will be notified by NAVPERSCOM (PERS-911) and offered the opportunity to be designated 1505 and thereby be eligible for consideration for promotion to flag rank. Notification is automatic, and therefore requests from members are neither required nor desired.

3. Change of designator procedures for Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) within their respective communities are contained in MILPERSMAN 1212-020.

903. Navy Officer Billet Classification (NOBC). NOBCs are used to assist in describing billet requirements for officer assignment, and for analysis of manpower resources. They are assigned by NAVRESPERSCEN (N512) based upon qualifying military or civilian experience and education as specified below.

1. NOBCs earned on active duty become a part of the Inactive Manpower and Personnel Management Information System (IMAPMIS) data file for reserve officers.

2. The NRPC 1200/1, Naval Reserve Qualification Questionnaire (NRQQ) for Inactive Duty Personnel is reviewed to determine NOBCs earned through civilian experience.

3. Reserve officers on inactive duty may request a new NOBC per Figure 9-3. If applying for an NOBC not related to a current billet requirement, send a copy of supporting documentation from the member's service record.

904. Subspecialty (SSP) Codes. The Officer Subspecialty System integrated classification and control system which establishes active duty criteria and procedures for identifying officer requirements for advanced education, functional training, and significant experience in various fields and disciplines and for identifying officers who acquire those qualifications. SSP codes earned on active duty become a part of the IMAPMIS data file for reserve officers. Because these codes are earned from active duty experiences they are not awarded while on inactive duty. SSP codes are currently used only for assigning inactive duty health care officers. They are contained in the Manual of Navy Officer Manpower and Personnel Classifications (NAVPERS 15839I), Volume I.

905. Additional Qualification Designation (AQD) Codes. AQD codes are used to assist in identifying qualifications or skills which may or may not be discernible from an officer's assigned designator or billet. They are also used for analysis of manpower resources and are assigned based upon qualifying military experience and education. Officers may request an AQD by submitting a letter with supporting documentation and endorsements as specified by the Manual of Navy Officer Manpower and Personnel Classifications (NAVPERS 15839I), Volume I to NAVPERSCOM (PERS-911).

906. Civilian Occupation Code Indicator (COCI). The Dictionary of Occupational Titles skill code indicates the occupational skill possessed by Naval Reservists. Skill code input to IMAPMIS for IRR officers (including Merchant Marine Officers), and enlisted personnel are made by NAVRESPERSCEN (N512). The skill code input is made and for SELRES officer and enlisted personnel by NRAs through NSIPS, based on locally available information.

FORMAT FOR REQUESTING A CHANGE OF DESIGNATOR

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

From: Rank, Name, USNR-R, SSN/Designator  
To: Commander, Navy Personnel Command (PERS-911)  
Via: (1) Commanding Officer, Naval Reserve Unit  
(2) Commanding Officer, Supporting Naval Reserve Activity  
(3) As required by MILPERSMAN  
  
Subj: REQUEST FOR CHANGE OF DESIGNATOR TO (identify designator)  
  
Ref: (a) BUPERSINST 1001.39D  
(b) MILPERSMAN 1212-010  
  
Encl: (1) (As required by MILPERSMAN)

1. Per reference (a) I request a change of designator to (identify designator). Enclosure (1) is forwarded per reference (b).

2. The following information is provided:

- a. Date and place of birth.
- b. Source of commissioning (OCS, ROTC, etc.).
- c. Date of commission.
- d. Date of rank.
- e. Date of end of obligated service in parent community.
- f. Date and type of security clearance (provide certification as required for specific designator).
- g. Citizenship (if naturalized, include naturalization number).

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Figure 9-1

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

- h. Academic background, including major fields of study, grade point average, and degrees obtained.
- i. Related civilian and military experience.
- j. NOBCs applied for and held.
- k. Other information required for specific designator.

\_\_\_\_\_  
(Signature of Member)

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

Figure 9-1

BUPERSINST 1001.39D  
20 FEB 2001

FORMAT FOR REQUESTING A CHANGE OF DESIGNATOR TO  
ENGINEERING DUTY OFFICER

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

From: Rank, Name, USNR-R, SSN/Designator  
To: Navy Personnel Command (PERS-911)  
Via: (1) Commanding Officer, Naval Reserve Unit  
(2) Commanding Officer, Supporting Naval Reserve Activity  
(3) Commander, Naval Sea Systems Command (SEA 09NR)

Subj: CHANGE OF DESIGNATOR TO ENGINEERING DUTY OFFICER AND  
REQUEST FOR ENROLLMENT IN THE NAVAL RESERVE ENGINEERING  
DUTY QUALIFICATION PROGRAM

Ref: (a) NAVSEAINST 1001.3D  
(b) MILPERSMAN 1212-010  
(c) MILPERSMAN 1210-200

Encl: (1) Academic Transcripts and Proof of Degree (Bachelor or  
higher)  
(2) Copy of up-to-date PE License, EIT Certification, or  
proof of being enrolled in a Technical Master's  
Degree Program

1. Per references (a) through (c), I respectfully request acceptance into the Naval Reserve Engineering Duty Qualification Program (NREDQP) and change of designator to 1445 upon completion of the NREDQP. I request     (A)     as my Technical Specialty and     (B)     as my Functional Area. (See page 9-11 for appropriate entries).

2. I request an in-training waiver that will permit me to fill a 1440 mobilization billet while in the NREDQP (for non-1465 officers only).

3. I understand that to complete the NREDQP, I must accomplish the following requirements within the time period specified or as determined by my certifying officer per reference (a):

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Figure 9-2

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

a. Attend the Direct Commission Officer Indoctrination Course within 12 months after NREDQP acceptance (if required).

b. Attend the Naval Reserve course at Engineering Duty School. (Not required if attended Engineering Duty School while on active duty.)

c. Complete the correspondence course "Principles of Naval Engineering, Parts I and II", NAVEDTRA 10507-5 and 10508-4. (Not required if on active duty as an officer for more than 6 years.)

d. Complete all academic requirements for a Master's degree in an approved discipline, or be licensed as a Professional Engineer (PE).

e. Pass an oral examination administered by a board of senior engineering duty officers.

3. I understand that if I fail to complete the NREDQP, I may be dropped from the program and my designator will not be changed. I also understand that I may be administratively discharged from the Naval Reserve (1465 officers).

4. Enclosures (1) and (2) substantiate prerequisites for NREDQP entry. If further information is required, please contact me as follows: Telephone \_\_\_\_\_, or \_\_\_\_\_  
(Home) (Business)

Mail: (Home Address) (Reserve Unit Address)

\_\_\_\_\_  
(Signature of Member)

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Figure 9-2

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

SELECT ONE EACH:

**(A) TECHNICAL SPECIALITY**

- (1) Ships and Ship Systems
- (2) Electronics Systems
- (3) Ordnance Systems
- (4) Combat and Weapons Systems

**(B) FUNCTIONAL SPECIALITY**

- (1) Research and Development
- (2) Design and Acquisition
- (3) Fleet Maintenance

Note: Officers not in a drilling status should send their requests via NAVRESPERSCEN (N33), New Orleans, LA 70149.

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

Figure 9-2

BUPERSINST 1001.39D  
20 FEB 2001

FORMAT FOR REQUESTING ASSIGNMENT OF AN NOBC

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

From: Rank, Name, USNR-R, SSN/Designator  
To: Commanding Officer, Naval Reserve Personnel Center (N512)  
Via: (1) Commanding Officer, Naval Reserve Unit  
(2) Commanding Officer, Supporting Naval Reserve Activity  
(3) Other via addressees if required for certification of qualifications not documented in the letter or to comply with specific officer community requirements such as those for Intelligence, Cryptology, Supply, Engineering Duty, and Civil Engineer Corps Designators

Subj: APPLICATION FOR ASSIGNMENT OF NAVY OFFICER BILLET CLASSIFICATION (NOBC)

Ref: (a) BUPERSINST 1001.39D  
(b) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications

1. Per references (a) and (b), I request assignment of NOBC (specify number and description from reference (b)).
2. Military schooling appropriate to this NOBC: (Provide course title, number, dates, and location, both active duty and active points credited.)
3. Military correspondence courses appropriate to this NOBC: (provide title, number, date completed, and number of retirement points credited.)
4. Practical experience appropriate to this NOBC:
  - a. Active Duty: (provide dates, locations, billets or duties that are appropriate to this NOBC.)
  - b. Annual Training (AT)/Active Duty for Training (ADT): (Provide dates, locations, and duties appropriate to this NOBC.)

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Figure 9-3

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

c. Inactive duty experience: (indicate experience gained during drills, Inactive Duty Training Travel, etc., relating to this NOBC.)

5. Other information supporting the request, as appropriate.

\_\_\_\_\_  
(Signature of Member)

Note: Certain NOBCs require specific criteria have been met before assignment can be made. Officers in the designators listed below should apply in accordance with the reference listed:

<u>Designator</u>	<u>Reference</u>
Supply Corps	NAVSUPINST 1231.1K
Cryptology	COMNAVSECGRUINST 1211.1D
Civil Engineer Corps	Reserve Naval Construction Force Direction
Medical/Dental Corps	NAVMEDCOMINST 1001.1
Intelligence	ONIINST 1001.2A, ONIINST 1001.8C

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Figure 9-3

CHAPTER 10

OFFICER ASSIGNMENT

1001. General. Officers shall be assigned to Naval Reserve units using the following guidelines.

1. Eligibility. The order issuing authority must verify an officer's eligibility for assignment prior to issuing IDT orders per the following guidelines:

a. Members must be in the Ready Reserve for assignment to a unit with pay (Chapter 1, section 103).

b. Members must be in the USNR-R or USNR-S1 for non-pay assignment to a unit (Chapter 1, section 103).

c. Officers in the USNR-S2 are not eligible for unit assignment (Chapter 1, section 103). They must request NAVPERSCOM (PERS-911) to transfer them back to the Ready Reserve in order to drill.

d. USNR-RET members may participate on a voluntary basis only per section 1008.

e. Verification of a member's status may be obtained from NAVPERSCOM (PERS-911) prior to forwarding accession request.

f. Officers receiving "Category B" Reserve Transition Benefits (Chapter 23, section 2304.2.) are not eligible for reaccession unless approved by the Chief of Naval Personnel.

2. Affiliation Procedures. To place an officer under IDT orders the following must be accomplished:

a. Recruiters/Personnel Support Detachments (PERSUPDETS) will submit the following documents to NAVPERSCOM (PERS-911) for status verification:

(1) A NAVPERS 1200/1, Ready Reserve Service Agreement, appropriately endorsed by the supporting NRA.

(2) Copy of the most recent DD 214, Certificate of Release or Discharge from Active Duty, if the officer has served on active duty.

(3) Copy of the most recent NAVCRUIT 1000/20, Acceptance and Oath of Office. If not previously forwarded, the Naval Reserve recruiter will forward the original signed copy of the NAVCRUIT 1000/20, Acceptance and Oath of Office to Commander, Navy Recruiting Command (Code 13).

(4) Verification of a current SF 88, Report of Medical Examination, and SF 93, Report of Medical History. Individuals applying for affiliation from the IRR must have undergone a complete military physical examination within the past 24 months and have a negative HIV test within the past 12 months. (Members applying from USNR-S2 must have had a complete physical within the past 12 months.) Provide current physical date in the appropriate section of the NAVPERS 1200/1, Ready Reserve Transfer Request Service Agreement. Submission of the SF 88/93 or HIV test results to NAVPERSCOM is not required.

b. For members with prior military service (other than the most recent active duty reflected on their DD 214), recruiters/PERSUPDETS will submit the following documents to NAVPERSCOM (PERS-911) in order to capture all military service for a correct Pay Entry Base Date (PEBD) determination.

(1) For those whose prior service was enlisted:

- (a) all enlistment contracts,
- (b) all DD 214s,
- (c) all discharge certificates, and
- (d) reserve retirement point captures.

(2) For those whose prior service was commissioned:

- (a) all NAVCRUIT 1000/20s,
- (b) all DD 214s, and
- (c) reserve retirement point captures.

c. NAVPERSCOM (PERS-911) will establish the PEBD, verify the officer's status, and accept the NAVPERS 1200/1, Ready Reserve Transfer Request Service Agreement, if the individual is qualified. The original agreement will be stamped to signify acceptance and returned to the order issuing activity, with a copy to the CO of the supporting NRA from which it was submitted. Notification of disapproval for affiliation and the reason for disapproval will be sent to the officer via the order issuing activity, with a copy to the supporting NRA.

d. If NAVPERSCOM (PERS-911) has verified the officer's Ready Reserve status verbally, order writing activity and the initiating commands may assign them to units pending approval of the NAVPERS 1200/1. If NAVPERSCOM (PERS-911) does not subsequently approve the NAVPERS 1200/1, the member will be transferred from the unit. Members being reinstated from the Standby Reserve or Retired members will not be issued orders for unit assignment until the officer and order issuing activity receive a reinstatement letter from NAVPERSCOM (PERS-911).

3. Ready Reserve Obligation. Once the NAVPERS 1200/1 is accepted, the member is under an indefinite Ready Reserve Service Agreement and will remain a Ready Reservist until transferred to another category by request, regulation, or failure to meet minimum participation requirements. Requests for transfer from the USNR-R will not be accepted after notice of alert or mobilization.

4. BUPERS Control Group. Reservists may be placed in a BUPERS Control Group. Members placed in Control Groups 8 or 9 shall not be removed from their current assignment or issued any AT, ADT, IDTT, ADSW, retirement, or discharge orders, without approval from NAVPERSCOM (PERS-911).

1002. Assignment of Naval Reserve Officers. Officer accessions, initial assignment to the Selected Reserve (SELRES) and Voluntary Training Unit (VTU), as well as policy for subsequent billets and command are controlled by NAVRESFOR. NAVRESPERSCEN is responsible for assignments of all other members of the Individual Ready Reserve (IRR).

1. Inactive Duty Training (IDT) Orders. NAVRESFOR is authorized to delegate IDT order issuing authority to the

NAVRESREDCOM, NAS, NAVAIRESCEAN, NAF or other Echelon 4 or 5 level activities. IDT orders for qualified personnel performing hazardous or special duty will state that performance of such duty involving their particular specialty is authorized per MILPERSMAN 7220-060, 7220-070, 7220-080, 7220-090, and Department of Defense Military Pay and Allowances Entitlement Manual (DODPM), Part 8.

2. Service Records. NAVRESPERSCEN will mail service records for officers currently in the IRR to the IDT order issuing activity upon completion of an affiliation gain via NSIPS. IDT order issuing activities should contact NAVRESPERSCEN (N322) if a record is not received within 60 days of the affiliation gain.

3. Billet Assignment. An officer's training, experience, NOBC, designator, and grade will be used as the basis for billet assignment. The overall guiding objective will be assignment of the junior best qualified. NAVRESFOR will issue policy for billet and command assignments for SELRES and members of the VTUs. CO, NAVRESPERSCEN, will issue assignment policy for the IRR. Per 10 U.S.C. 1150, certain separated officers who are identified by a specifically designed ID card or official correspondence from NAVPERSCOM, and who are fully qualified in all respects for affiliation with the SELRES, will be given preference for assignment to existing or projected vacant billets for which they qualify. These members will receive affiliation and assignment preference in the Naval Reserve if they apply for Reserve affiliation within 1 year from their date of separation as reflected on their transition assistance ID card (see COMNAVRESFORINST 1001.5C for program specifics).

4. Security Clearance. An officer may be assigned to a billet requiring a higher-level security clearance than presently possessed under the following conditions:

a. The officer must complete and submit an appropriate request, together with all required documentation, for the higher level security clearance.

b. The request must be reviewed and approved by the supporting NRA CO who may grant an interim clearance per SECNAVINST 5510.30A. Should the officer's security clearance eligibility or request be denied for any reason, the officer's

assignment to the billet will be canceled immediately, and a debriefing will be conducted per SECNAVINST 5510.30A.

5. Initial Active Duty Training (IADT). SECNAVINST 1001.33B provides guidance for non-prior service personnel accessed into the reserve component. IADT is designed to prepare new military members with the basic military skills required to perform their military duties. All non-prior service personnel will be provided basic military training within one year of accession as follows:

a. Peacetime. IADT shall consist of the following:

(1) Recruit Basic Military Training and Technical Training, or;

(2) Non-Prior Service Accession Course (NPSAC) plus 24 calendar days of inactive duty training (i.e., any combination of AT, IDT, ADT, ADSW); or

(3) Direct Commission Officer (DCO) Course, plus 24 days of inactive duty training.

b. War or Declared Emergency. IADT for non-prior service personnel must be a period of not less than 12 weeks (or its equivalent) as defined below.

(1) Recruit Basic Military Training and Technical Training, or

(2) Non-Prior Service Accession Course (NPSAC) plus 72 calendar days of inactive duty training (i.e., any combination of AT, IDT, ADT, ADSW), or

(3) DCO Course, plus 72 days of inactive duty training.

c. Non-prior service personnel shall be placed on a non-deployable account until they have completed the basic training outlined above.

1003. In-Training Assignments. An approved in-training assignment permits an officer to participate in the SELRES while obtaining qualifications for change of designator. Intent to change designator is a prerequisite for an in-training assignment to a specific billet, which would otherwise require a designator waiver. Applications will be submitted per Figure 10-1 to NAVPERSCOM (PERS-911) via the chain of command and Reserve program sponsor. Requests for in-training assignments will normally be for a period of 36 months or less. Specific requirements for officers desiring in-training assignment to designators 1445 and 1635 follow:

1. Designator 1445. Officers must comply with NAVSEAINST 1001.3I, Implementation of Naval Reserve Engineering Duty Officer Qualification Program.

2. Designator 1635. Officers must possess the same grade, education, and experience qualifications required for a designator change request (Chapter 9, section 902). Requests for in-training assignment are submitted per Chapter 9, section 902.2(d). Other requirements are as follows:

a. NOBC. If applicants do not have a 9600 NOBC, they should outline a plan for obtaining it.

b. Security Clearance. For applicants who do not possess a current and satisfactorily adjudicated Special Background Investigation (SSBI), the Reserve Intelligence Program Officer (RIPO) will conduct a preliminary security screening interview per current directives. The RIPO's endorsement will certify one of the following:

(1) Completion of a preliminary security screening interview;

(2) Date the SSBI was initiated, if applicant is affiliated with a Reserve Intelligence unit; or

(3) Date and case control number of a completed SSBI.

c. Resubmissions. If applicants are disapproved for in-training assignment, resubmission is authorized; however, the date of resubmission should be at least 18 months after the date

of the original request. Applicants should consult with the area RIPO prior to resubmission.

3. Direct commissioned officers must serve 3 years in their assigned designator before requesting an "in-training" assignment for another designator.

4. Reserve Cryptologic Officer Qualification Program. Effective 1 October 1998 new accession reserve officers will be assigned a 1645 designator until completion of the training and qualification program described below. Upon completion they will be awarded the 1615 designator.

a. New officer accessions on or after 1 October 1998 must complete the qualification program within 4 years of affiliation unless previously assigned the 1610/1615 designator. 1645 affiliates are only required to complete those portions not previously satisfied while on active duty. Officers assigned to the cryptologic community prior to 1 October 1998 are not required but are strongly encouraged to complete the new qualification criteria to assure professional development as a reservist is in line with the active duty counterparts.

b. The training consists of the following five phases:

(1) Phase I. Direct Commission Officer Training is a 2 week course conducted at NAS Pensacola, FL.

(2) Phase II. Junior Officer Indoctrination Course consists of 2 days of training at Naval Reserve Security Group Command Headquarters in FT Worth, TX.

(3) Phase III. Cryptologic Reserve Officer Course is a 2-week course conducted at NAVTECHTRACEN Corry Station, Pensacola, FL.

(4) Phase IV. This technical training is comprised of over 200 hours of both formal instruction and Computer Based Training available over the Internet.

(5) Phase V. Gaining command liaison officer assign specific training requirements, and these vary based on the mission of the command.

1004. Navy Active Duty Delay for Specialist (NADDS) Physician Program. NADDS physicians are not authorized SELRES assignments. They will serve their Armed Forces Health Professional Scholarship payback at a later time, as a specialist on active duty rather than as a primary care physician. NADDS physicians remain in an active status and may be assigned to the IRR either as a drilling VTU or non-drilling member. They are encouraged to participate non-pay and to perform AT so they will have more substantial fitness reports in their records when they are being considered for promotion. Otherwise, "Not Observed" fitness reports submitted by BUMED (Med-513) and Naval Reserve Qualification Questionnaire (NRQQs) will be the primary sources of information for promotion consideration. Refer to SECNAVINST 1520.11 (NOTAL).

1005. Health Care Students. Reserve Officer with 19XX designators who are students, interns, residents, or fellows in the health care profession are not allowed to be selected reservists but rather are normally assigned to the IRR. Reservists with designators other than 19XX who are medical, dental, or nursing students may remain in the Ready Reserve; however, per DODD 1200.7 of 18 Nov 99, upon mobilization, they either may be deferred or shall be mobilized as a student, intern, resident, or fellow status until qualified in the applicable medical specialty, as prescribed by the SECNAV. Order-issuing authorities should be cognizant of the member's student status and be aware of their restricted mobilization. Selected Reserve assignments should be limited to medical units where their skills can be used upon mobilization.

1006. Reservists in Religious Studies or Vocations. Reservists who are pursuing religious studies or working in religious vocations must notify NAVPERSCOM (PERS-91) of their educational and vocational intent. They will be assigned as follows:

1. Naval Reservists attending recognized theological or divinity schools, or their equivalent, in preparation for religious ministry are ineligible for assignment to the USNR-R and will be transferred to the USNR-S1 unless they are accepted into the Chaplain Candidate Program per SECNAVINST 1120.4A (NOTAL). By statute, they may not be required to serve on active duty or participate in inactive duty training.

2. Chaplain Candidate Program Officers (CCPO), designator 1945, are assigned to the IRR. They are encouraged to perform non-pay drills and may perform Active Duty for Training (ADT) with or without pay as authorized by the Chaplain Candidate Program Manger. They must apply for and accept, if offered, a superseding appointment in the Chaplain Corps within 1 year of meeting Navy and faith group eligibility requirements and comply with other provisions of SECNAVINST 1120.4A (NOTAL).

3. Naval Reservists who are civilian clergy must apply for appointment in the Chaplain Corps (4105) or request a waiver from NAVPERSCOM (PERS-911) to remain in the Ready Reserve with another designator as described in MILPERSMAN 1001-070.

1007. Judge Advocate General (JAG) Corps Student Program. Reserve officers in the Unrestricted Line, JAG Corps Student program, designator 1955, will serve without pay or allowances while a student, except during periods of active duty. They must accept a superseding appointment in the JAG Corps (2505) when they meet the requirements identified in SECNAVINST 1120.5A (NOTAL).

1008. Participation of USNR-Retired Personnel. USNR-Retired personnel may participate on a voluntary, non-pay basis with Naval Reserve units with the following exceptions: NRF ships, Reserve Force Squadrons, ship and aviation augment units, and units that regularly embark for underway or flight operations. Basic guidance pertaining to retiree participation follows:

1. Order issuing authority will determine that the member's services will contribute to the mission of the unit and the Navy.

2. Order issuing authority will prepare permissive letter-type orders (Figure 4-1). NAVRES 1321/1, Officer Application/Orders for Inactive Duty Training, will not be issued. Orders will not exceed 1 year and may be canceled at any time. They may not be assigned to a billet.

3. Member's security clearance must be appropriate for the assignment.

4. IDTT and ADT orders are not authorized.

5. Retired members will not be reported via NSIPS or any personnel or administrative reports.

6. Fitness reports will not be submitted.

7. Retired members who want to participate as Health Care Providers must be credentialed.

1009. Key Employees. Members identified as key employees, as defined in Chapter 21 (section 2102.1.), must be transferred from the Ready Reserve per DODD 1200.7 of 18 Nov 99 (NOTAL). NAVPERSCOM will notify and transfer a member to USNR-S1 status after the member's employer or agency reports that the member is a key employee. Such transfers will not be made subsequent to notice of alert or mobilization. Once transferred, members will be allowed to return to the Ready Reserve when they are no longer considered to be key employees.

1010. Conflict of Interest. Individuals may not be assigned to a reserve billet in which there could be a financial or civilian employment conflict of interest situation as defined by DOD 5500.7-R of Aug 93. For example, civilian employees of the government may not be assigned to a mobilization billet in the office where they are employed as a civilian. Reserve activities will forward any potential conflict of interest situations that they cannot resolve per DOD 5500.7-R of Aug 93 to NAVPERSCOM (PERS-911).

1011. Performance Standards. All officers ordered to Naval Reserve units must meet prescribed military, professional, training, and participation standards. Failure to adhere to performance standards will constitute grounds for the order issuing authority to remove officers from pay status and transfer them to the IRR. If separation for cause proceedings is being initiated, officers should be removed from their unit and placed in Records Review per COMNAVRESFORINST 1001.5C. The reason for removing officers from their unit should be indicated on the detaching orders. COs may also document performance on the detaching fitness report per MILPERSMAN 1611-010. Consideration should be given to administrative actions identified in SECNAVINST 1920.6B and MILPERSMAN 1611-010.

1012. Officer Separations/Resignations

1. Policy and procedural guidance for processing officer resignations and separations for Naval Reserve officers on inactive duty (i.e., USNR-R, USNR-S1, USNR-S2) are governed by SECNAVINST 1920.6B. These procedures are administered by NAVRESPERCEN (N221), commercial phone number (504) 678-5535.

2. Policy guidance for voluntary officer resignations from the inactive list follows:

a. Once an officer has legally accepted a commission or warrant as a Reserve officer and has executed the oath of office, he has acquired a legal status that continues until he is discharged through a specific, legally authorized process. Discharge of an officer can be accomplished via the following methods:

(1) Officer is required by law to be discharged as a result of age, years of service, or physical disqualification.

(2) Officer is placed before the Naval Reserve Officer Mobilization Board, which is SECNAV's official means of separating officers per 10 U.S.C. 12683.

(3) Officer is a "probationary officer" and is separated per SECNAVINST 1920.6B.

(4) Officer is directed to be discharged for any reason by the Secretary of the Navy per SECNAVINST 1920.6B.

(5) Officer requests resignation and the resignation is accepted by the Secretary of the Navy or an organization delegated the authority to accept resignations on behalf of the SECNAV.

b. Resignation is a request by an officer to be divested of his commission or warrant. The resignation may be classified "Unqualified", "Qualified" or for the "Good of the Service." Upon acceptance by the SECNAV or designated representative, and completion of all administrative procedures, the resignation represents a complete severance from all military status.

c. Officers will normally be retained in a commissioned status in order to fulfill the statutory service obligation. Under DODD 1304.25 of 25 Aug 97 (NOTAL), each person who becomes a member of the Armed Forces on or after 1 June 1984 shall serve in the Armed Forces for a total of 8 years.

d. CHNAVPERS and NAVPERSCOM are delegated the authority to approve officer resignations. This authority has been further delegated to the CO NAVRESPERCEN for Naval Reserve officers on inactive duty.

3. Voluntary Resignations. All voluntary Naval Reserve officer resignation requests should be submitted through the appropriate chain of command at least 90 days prior to the effective date. Resignations are not effective until accepted by SECNAV, CHNAVPERS, COMNAVPERSCOM, or CO NAVRESPERCEN.

a. Generally, officers serve at the pleasure of the President and no terminal dates are established for their commissions. Requests for resignation will normally be denied if

(1) the officer has not completed the statutory service obligation of 8 years.

(2) the officer has not completed all obligated service prescribed by the officer program through which accessed.

(3) the officer has not completed service obligation for advanced education or technical training requiring additional obligated service, including postgraduate education, service school or college, law school, medical residency, flight training, and equivalent programs.

(4) NAVPERSCOM has determined that a significant personnel shortage in the officer's competitive category, designator, occupational field, or military occupational specialty constitutes a compelling military necessity requiring the officer's retention.

(5) the officer has been placed in a BUPERS Control Group for special tracking (e.g., medical or legal reasons) and has not been approved for resignation by NAVPERSCOM.

(6) Stop-Loss has been declared during a Presidential Recall or mobilization.

b. An officer may request voluntary resignation for any valid reason via the format in Figure 10-2. Some examples for requesting resignation include but are not limited to the following:

- (1) expiration of statutory service obligation,
- (2) expiration of obligated service,
- (3) change of career intention,
- (4) convenience of the government (e.g., dependency or hardship, pregnancy or childbirth, conscientious objector, to attend college),
- (5) interservice transfers,
- (6) to become a minister,
- (7) lack of mobilization potential, or
- (8) lack of interest in remaining an officer.

FORMAT FOR REQUESTING IN-TRAINING STATUS

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

From: Rank, Name, USNR-R, SSN/Designator  
To: Commander, Navy Personnel Command (PERS-911)  
Via: (1) Commanding Officer, Naval Reserve Unit  
(2) Commanding Officer, Supporting NRA  
(3) (Other "Via" addressees if required for certification of qualifications not documented in the letter or to comply with specific officer community requirements such as those for Intelligence, Cryptology, Supply, Engineering Duty, and Civil Engineer Corps Designators.)

Subj: REQUEST FOR IN-TRAINING ASSIGNMENT TO PREPARE FOR CHANGE OF DESIGNATOR

Ref: (a) BUPERSINST 1001.39D

1. I request "in-training" assignment for the purpose of changing my designator to (designator) per reference (a). (Applicants should use the balance of this paragraph to outline their reasons for the request.)

2. The following qualifications are provided:

a. Applicant should outline academic background including major fields of study, grade point average, and degree(s) obtained.

b. Provide civilian and military experience in the fields of interest.

c. Provide date and place of birth, and date of rank.

d. List previously attained eligibility requirements including NOBCs assigned or applied for.

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

Figure 10-1

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

e. List eligibility requirements not yet attained and the specific plans for attaining those requirements.

---

(Signature)

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

Figure 10-1

RESIGNATION FORMAT

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

(Date)

From: Rank/Name/Service (USNR-R/S-1/S-2)/SSN/Designator  
To: Commanding Officer, Naval Reserve Personnel Center  
(Code N221)  
Via: (1) Commanding Officer, Naval Reserve Unit (Note 1)  
(2) Commanding Officer, Supporting Naval Reserve Activity  
Subj: REQUEST FOR RESIGNATION OF COMMISSION  
Ref: (a) BUPERSINST 1001.39D  
(b) SECNAVINST 1920.6B  
(c) MILPERSMAN 1920-200

1. Per references (a), (b), and (c) I voluntarily request resignation of my commission from the United States Naval Reserve with an effective date of \_\_\_\_\_.

2. The following information is provided:

- a. Rank/Name/SSN/Designator.
- b. Pay Entry Base Date.
- c. Grade and Date of Rank.
- d. Years of Qualifying Service.
- e. Current Mailing Address.
- f. Contact Telephone Numbers.
- g. Reason for resignation.

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

Figure 10-2

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**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

3. Further, I certify that I am not financially indebted to the United States government.

\_\_\_\_\_  
(Member's signature)

Note 1. Member's not assigned to a drilling reserve unit will not have any via addressees. Their request will be submitted directly to CO NAVRESPERCEN (N221).

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

Figure 10-2

CHAPTER 11

PARTICIPATION REQUIREMENTS

1101. General. This Chapter identifies Naval Reserve Training and Retirement Categories (TRC) and sets forth requirements for members participating in the Naval Reserve.

1102. Training and Retirement Categories. Participation requirements for Naval Reserve members are determined by the TRCs to which they are assigned. A description of these categories (administered by DODI 1215.19 of 14 Mar 97 (NOTAL)) are summarized below:

RESERVE COMPONENT CATEGORY	TRAINING/ RETIREMENT CATEGORY	IDT PERIODS REQUIRED PER FY	AT REQUIRED PER FY	REMARKS
<b>READY RESERVE</b>				
USNR-R (Selected Reserve)	A	48	14 DAYS (Note 1)	Personnel assigned to SELRES units.
USNR-R (Selected Reserve)	B	0-48	14 DAYS (Note 1)	IMAs.
USNR-R (Selected Reserve)	F	0	N/A	SAM/SAM II performing any period of IADT.
USNR-R (Selected Reserve)	P	0	N/A	SAM/SAM II personnel awaiting 1 <sup>st</sup> period of IADT.
USNR-R (Selected Reserve)	Q	48	N/A	SAM personnel awaiting 2 <sup>nd</sup> period of IADT.
USNR-R (Selected Reserve)	X	48	14 (Note 1 and 2)	Non-prior service personnel who have not completed 12 weeks of basic training or equivalent training.
USNR-R (Ready Reserve)	E	N/A	1 (Note 3)	Individual members of the Ready Reserve not in the SELRES.

USNR-R (Ready Reserve)	H	N/A	1 (Note 3)	Untrained members of the IRR.
USNR-R (Selected Reserve)	J	0	As req'd	Officer training program participants.
USNR-R (Selected Reserve)	K	0	45 DAYS AD	Armed Forces Health Scholarship Program participants.

**STANDBY RESERVE**

USNR-S1 (Standby Reserve)	C	0	0	Key employees only (Note 4).
USNR-S1 (Standby Reserve)	D	0	0	Other active status members (e.g., temporary hardship/dependency problems, etc.) (Note 4).
USNR-S2 (Standby Reserve)	L	0	0	Transferred to inactive status in lieu of separation with disability pay (may not earn retirement points).
USNR-S2 (Standby Reserve)	N	0	0	Other Inactive Status List Members.

**RETIRED RESERVE**

USNR-RET	1	0	0	Members transferred to the Retired Reserve who are receiving retired pay.
USNR-RET	2	0	0	Members of the Retired Reserve who are eligible for but not yet drawing retired pay.
USNR-RET	3	0	0	Reservists who are retired for a physical disability.

USNR-RET	4	0	0	Reservists who have completed more than 20 years of active duty.
USNR-RET	5	0	0	Reservists drawing retired pay or other special pay for unique reasons authorized by SECNAV.

NOTE 1. When individual Annual Training (AT) is performed at activities, which operate on a normal weekday schedule, completion of 12 days (first working day of first week through last working day of the last week) is considered sufficient to satisfy the annual requirement.

NOTE 2. Non-prior service personnel who have not satisfied the training requirements prescribed by 10 U.S.C. 671 may be recalled or mobilized; however, they may not be deployed outside the United States.

NOTE 3. Members of the IRR are not required to perform AT; however, they may be authorized to perform up to 30 days ADT each year. Per 10 U.S.C. 12319(a), they must participate in 1 day of Muster Duty annually for screening, if ordered. Retirement points are not authorized for the IRR screening evolution.

NOTE 4. Members in USNR-S1 status can earn retirement points. Members in appropriate training and retirement categories who are participating in the VTU program must maintain IDT participation requirements outlined in Chapter 12.

1103. Criteria for Satisfactory Participation. COs of each Naval Reserve activity are responsible for monitoring the participation of their members. Criteria for satisfactory participation in the drilling Naval Reserve follows:

1. Members must attend 40 of 48 scheduled IDT periods (see Chapter 12).

2. Members must perform a minimum of 12 to 14 days AT each fiscal year when AT is required (see Chapter 13 and

COMNAVRESFOR's annual fiscal program and policy guidance messages).

3. Members must report as directed for physical examinations and provide medical information as requested to determine physical qualifications for retention in the Naval Reserve.

4. Members must keep their Naval Reserve Activity CO informed of

- a. current address and work and home telephone numbers.
- b. changes in physical status.
- c. dependency changes.
- d. current employment status.
- e. other factors that could affect mobilization potential.

5. Members must respond to all official correspondence.

6. Members must comply with involuntary recall to Active Duty.

7. Members must complete Initial Active Duty Training (IADT) within the prescribed time limits.

1104. Acknowledgement of Procedures. All drilling Naval reservists will acknowledge their understanding of Navy's policy concerning IDT period attendance, notification of absences, and procedures to be taken in the event of missed IDT periods by signing a NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences. NAVRESFOR may modify satisfactory participation requirements for VTU members while ensuring that the member obtains a 50-point qualifying year for retirement purposes per Chapter 20 of this instruction.

1105. Authorized Absences (AAs). AAs are assigned when there is not a requirement to make-up missed IDT periods and meaningful training is not available. Assignment of AAs reduces the total number of authorized IDT periods per fiscal year.

Reduction in the number of required IDT periods does not change the requirements that an anniversary year must have 50 points for retirement credit, nor does it relieve the Reservist from the requirement to attain 50 points to remain in the Ready Reserve. IDT periods adjudicated as AAs cannot be changed to RS, ET, or Us. Once AAs are authorized, there is no IDT requirement. AAs may be assigned as outlined in COMNAVRESFORINST 1001.5C (NOTAL).

1106. Declaring an Inactive Duty Training (IDT) Period or Annual Training (AT) Period Unsatisfactory.

1. Declaring an IDT period unsatisfactory does not affect the individual's pay for the IDT period. A member may be awarded forfeiture of pay only as a result of UCMJ action per the Table of Maximum Punishment as prescribed by the Manual for Courts-Martial.

2. A determination as to whether an individual's performance on AT has been satisfactory will be made by the CO of the command to which ordered.

3. An IDT period or AT period may be declared unsatisfactory only under the following circumstances:

a. Member fails to meet the minimum standards required to maintain the proficiency of the unit and the skill of the individual.

b. Disciplinary action has been taken under the UCMJ.

c. Member fails to perform a scheduled IDT period and does not notify the unit CO or Reserve Activity in order to schedule an equivalent training (ET) IDT period. The IDT period is then declared unexcused and the member forfeits the right to earn IDT credit and pay for the IDT periods in question.

4. Once a determination is made that the IDT period or AT is unsatisfactory, record the unsatisfactory IDT period on the NAVRES 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absence. When nine or more IDT periods in a running 12-month period are declared unsatisfactory or are unexcused absences, the member will be designated as an unsatisfactory participant.

1107. Actions to be Taken for Unsatisfactory Participation.

When members fail to meet the satisfactory participation requirements, they will no longer be eligible for receipt of Reserve Incentive Bonus, Reserve Montgomery GI Bill (RMGIB) entitlement, or recommendation for advancement or promotion. Additionally, one of the following administrative actions will be taken:

1. Non-obligor enlisted personnel, upon the recommendation of the unit CO, will be

a. placed on probation for 6 months (Figure 11-1).

b. removed from drill assignment and transferred to the IRR (only in those rare cases where the Reserve Activity CO finds future mobilization potential) (Figure 11-2).

c. processed for administrative separation per Chapter 8 of this instruction.

2. Sea/Air Mariners (SAM) will be

a. placed on probation for 6 months (Figure 11-3).

b. processed for administrative separation per Chapter 8 of this instruction.

c. removed from IDT assignment and transferred to the IRR (only in those rare cases where the Reserve Activity CO finds future mobilization potential).

3. Advanced paygrade (APG) or Accelerated Initial Accession (AIA) will be

a. placed on probation for 6 months (Figure 11-1).

b. removed from drill assignment and transferred to the IRR in their permanent rate (only in those rare cases where the Reserve Activity CO finds future mobilization potential) (Figure 11-2).

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c. processed for an administrative separation in their permanent rate with a characterization of service as warranted by their service record.

4. Officers may have their drill assignment canceled and be transferred to the IRR. The supporting NRA will prepare orders transferring the officer to the NAVRESPERSCEN and place them in the record prior to transfer to the NAVRESPERSCEN (N311), New Orleans, LA 70149-7800. Unsatisfactory participation will be identified as the reason for transfer on the detaching orders and may be reflected on fitness reports. Further unit assignment is not authorized without NAVRESFOR approval. Additionally, officers with a mandatory obligation may be nominated for separation for cause per SECNAVINST 1920.6B.

PROBATIONARY PERIOD FOR NON-OBLIGOR, ADVANCED PAYGRADE, AND  
NON-PRIOR SERVICE ENLISTED PERSONNEL

1. Non-obligor, APG, and AIA enlisted personnel may be placed on 6 months probation for unsatisfactory participation if the Reserve Activity CO believes the circumstances that caused the reservist to be an unsatisfactory participant have been resolved.
2. If during the 6-month probationary period the member accrues one unexcused absence or fails to meet any other participation requirement, the member's drill assignment may be canceled.
3. Additional probationary periods will not be granted at the local level. Cases requiring additional probationary periods will be forwarded via the chain of command to NAVRESFOR (N12) for determination.
4. Members placed on probation will be counseled concerning the requirement for future participation and will sign the following NAVPERS 1070/613 statement:

    Date) : I have been placed in a 6-month probationary period by reason of unsatisfactory participation. I understand that during this 6-month period, I will be immediately removed from a drill assignment should I accrue one unexcused absence or fail to satisfactorily participate in any manner. I also understand that if enrolled in the Reserve Incentive Program or RMGIB, my unsatisfactory participation disqualifies me for future payments and may result in recoupment of payments I have received but have not earned. I also understand that I am not recommended for advancement. If I fail to complete IADT in the prescribed time, I may be processed for separation.

\_\_\_\_\_  
(Signature of Member)

\_\_\_\_\_  
(Signature of CO or  
By direction)

Figure 11-1

REMOVAL FROM DRILL ASSIGNMENT

Non-obligor, APG, AIA, and OSVET enlisted personnel who, in the opinion of the Reserve activity CO, exhibit great potential for further useful service/mobilization may have their IDT assignment canceled and be transferred to the IRR for unsatisfactory participation. The normal disposition for unsatisfactory participants should be administrative separation. The Reserve activity CO may exercise one of four options for canceling drill assignment

1. Reserve activity CO may process the member for administrative separation under MILPERSMAN 1910-158, or

2. Reserve activity CO may determine that the member's performance warrants future affiliation. If so, the following NAVPERS 1070/613 entry will be made:

Date : Transferred this date to the IRR. Removed from a drill assignment due to unsatisfactory participation. RECOMMENDED FOR REAFFILIATION.

\_\_\_\_\_  
(Signature of CO or By direction)

3. Reserve activity CO may determine that the member's performance as well as participation is unsatisfactory and will complete the following NAVPERS 1070/613 entry:

Date : Transferred this date to the IRR. Removed from a drill assignment due to unsatisfactory participation. NOT RECOMMENDED FOR REAFFILIATION with the drilling Ready Reserve without prior approval of the NAVRESFOR (N11).

\_\_\_\_\_  
(Signature of CO or By direction)

Figure 11-2

4. The Reserve activity CO may determine a member's participation does not justify recommendation for reenlistment. In this case, the CO must

a. Prepare an enlisted performance evaluation that contains a statement concerning why the member's performance does not warrant recommendation for reenlistment per BUPERSINST 1610.10.

b. Prepare the following NAVPERS 1070/613 entry:

      Date      ) : Transferred this date to the IRR. Removed from a drill assignment due to unsatisfactory participation documented by enlisted performance evaluation for reporting period ending       (date)      .  
NOT RECOMMENDED FOR REENLISTMENT in the Navy or Naval Reserve without prior approval of Navy Personnel Command (PERS-913).

\_\_\_\_\_  
(Signature of Member)

\_\_\_\_\_  
(Signature of CO or By direction)

Figure 11-2

PROBATIONARY PERIOD FOR SEA AND AIR MARINERS (SAM)

1. Obligor enlisted personnel may be placed on 6-months probation for unsatisfactory participation if the unit CO believes the circumstances that caused the reservist to be an unsatisfactory participant have been resolved.
2. If during the 6-month probationary period members accrue one unexcused absence or fail to meet any other participation requirement, they may be processed for administrative discharge with a characterization of service as Other Than Honorable per MILPERSMAN 1910.
3. Additional probationary periods will not be granted at the local level. Cases requiring additional probationary periods will be forwarded via the chain of command to NAVRESFOR (N12) for determination.
4. Members placed on probation will be counseled concerning the requirement for future participation and will sign the following NAVPERS 1070/613 entry:

      Date       : Placed on 6-months probation by reason of unsatisfactory participation. I understand that during this 6-month period I will be processed for administrative separation if I accrue one additional unexcused absence or fail to satisfactorily participate in any manner. I also understand that if enrolled in the Reserve Incentive Bonus Program or RMGIB, my unsatisfactory participation disqualifies me for future payments and may entail recoupment of payments I have received but have not earned. I also understand that I am not recommended for advancement.

\_\_\_\_\_  
(Signature of Member)

\_\_\_\_\_  
(Signature of CO or By direction)

Figure 11-3

CHAPTER 12

INACTIVE DUTY TRAINING

1201. Inactive Duty Training (IDT) Periods (Drills). An IDT period is an authorized period of inactive duty training conducted to provide contributory support and/or to enhance the participating Naval Reservist's readiness for mobilization. IDT periods are performed either with or without pay. Types of IDT periods are as follows:

1. Regular IDT Period. Regular IDT periods are IDT periods performed per a published schedule established in advance by the unit CO to meet the training and administrative requirements of the unit. The Training and Retirement Category (See Chapter 11) prescribe the number of regular IDT periods per fiscal year.

2. Rescheduled IDT Period. Rescheduled IDT periods are regular drills that are performed on an individual or group basis on a different date or at a different location from the published unit drill schedule. They are scheduled due to a conflict with Annual Training (AT) or Active Duty for Training (ADT), or to accomplish a specific training requirement or contributory support. Rescheduled IDT periods may be performed in advance of regularly scheduled unit IDT periods only if the member has sufficient obligated service, and is expected to remain in the SELRES (Pay) through the end of the month for which the advance IDT periods were rescheduled.

3. Equivalent Training (ET) IDT period. ET drills are training periods performed on an individual basis, as directed by the unit CO, to accommodate an excused absence from a regular or rescheduled IDT period for personal reasons.

4. Additional IDT Period. Additional drills are special training periods allocated to specific programs and units in addition to regular IDT periods. They are implemented by NAVRESFOR to provide the opportunity to obtain readiness training, which cannot be accomplished within the normal 48 IDT periods scheduled per fiscal year. Three categories of additional drill periods are as follows:

a. Additional Training Period (ATP). ATPs are authorized to accomplish additional required training as defined

by a unit's mobilization mission. A member may perform a maximum of 12 ATPs each fiscal year.

b. Additional Flying and Flight Training Period (AFTP). AFTPs are authorized for conducting aircrew training and combat aircrew qualification training to attain and maintain aircrew flying proficiency and sustain mobilization readiness. AFTPs will not be performed in addition to ATPs but rather in lieu of them. A member may normally perform a maximum of 48 AFTPs each fiscal year. Per SECNAV waiver and NAVRESFOR guidance this maximum may be exceeded.

c. Readiness Management Period (RMP). RMPs are authorized to support the day-to-day operation of the unit, accomplishing unit administration, training preparation, support activities, and maintenance functions. RMPs will not be performed on the same day another training period (IDT, ATP, or AFTP) is performed. No more than one RMP will be performed by an individual in a day. A member may perform a maximum of 24 RMPs each fiscal year.

1202. Incremental Accrual of IDT Periods. NAVRESFOR may designate certain programs in which scheduled training may be performed incrementally to accrue 4 hours for a paid IDT period or 3 hours for a non-pay IDT period. Examples are: Civilian Augmented Training (CAT), Physician Reservists in Medical Universities and Schools (PRIMUS), Reserve Flexible Health Care Personnel Program (REFLEX), Continued Medical Education (CME), Sea Cadet, Naval Academy Information Program (NAIP), Navy Expanded Drill Opportunity Clinical (NEDOC), Campus Liaison Recruiting Officer (CLO), and designated JAG Corps officers.

1203. IDT Period Duration. The minimum duration of any paid IDT period is 4 hours. The minimum duration of a single non-pay ET drill by a member in a non-pay status (i.e., the VTU) is 3 hours, except non-pay ET drills used to make up a paid IDT period which must be a minimum of 4 hours. If two non-pay IDT periods are performed in the same day, the minimum drill time is 4 hours each. The maximum duration of an IDT period is 24 hours. Enlisted personnel performing two pay drill periods on the same day are entitled to government funded meals. Time allotted for meals cannot be credited towards the required length of IDT periods, but the meal period must be included as part of the drill period. For example, the morning IDT period

commences at 0730 and expires at 1230. The afternoon IDT period commences at 1230 and expires at 1630. A 1-hour meal period was included during the morning IDT period. Hence, two 4-hour IDT periods were performed. The minimum duration of a non-pay additional IDT period is 3 hours.

1204. IDT Period Credit. All members reporting for their IDT period at the scheduled time and place will be mustered for the purposes of drill accounting and establishing UCMJ authority. A member who is present for the prescribed IDT period will be authorized drill pay, if in a pay assignment/retirement point credit. If the CO to whom the member reports for drill determines the member's performance during the IDT period is unsatisfactory, the member's IDT periods may be declared unsatisfactory (see Chapter 11).

1205. IDT Period Limitations. The following limitations are placed on drill participation:

1. No more than two IDT periods may be performed in 1 day.
2. Selected Reservists in Training and Retirement Category A, Q, or X will not perform more than 16 regular IDT periods with pay in any quarter of the fiscal year (except per paragraph 3 below) and will not perform more than 48 regular IDT periods with pay per fiscal year.
3. With approval of the Echelon 4 command, up to 18 regular IDT periods (using rescheduled drills) may be performed with pay per a fiscal quarter if scheduled in conjunction with a 6-day IDTT event. Prior authorization must be obtained from NAVAIRESFOR or NAVSURFRESFOR to exceed the 18 regular IDT period limit in a fiscal quarter. The maximum 48 regular IDT periods per fiscal year limit remains unchanged.
4. A maximum of four equivalent training (ET) drills may be performed with pay in a fiscal year; subsequent ET drills must be performed without pay.
5. During the fiscal year in which affiliated, new members are limited to performing a prorated number of regular IDT periods based on the number of months remaining in the fiscal year. Example: A member who affiliated in Training and Retirement Category A (48 drills per fiscal year or four drills

per month) prior to the drill weekend in March (with 7 months remaining in the fiscal year) is allowed 28 regular IDT periods during that fiscal year. IDT period credit is not authorized for affiliation processing. Members affiliating with a unit which has already performed its regular IDT periods in a given month may attend previously scheduled indoctrination training if available during the remainder of that month, as determined by the supporting NRA CO. If no indoctrination training is scheduled, there are no IDT periods to be attended that month and the member is not allowed to drill.

6. Members who will discontinue drilling prior to the end of the fiscal year are only eligible to be scheduled and paid for the same prorated number of IDT periods for the time they are affiliated, (i.e., four IDT periods each month the member is affiliated). A member is not authorized to perform IDT periods in advance of the normal drill schedule if the member is scheduled to be separated from the SELRES, (e.g., retired, discharged, status change, etc.) prior to the end of the month for which the IDT periods were rescheduled.

1206. End of Fiscal Year IDT Periods. The number of paid IDT periods each fiscal year is limited by a member's Training and Retirement Category. Rescheduled and ET drills must be performed during the same fiscal year in which the original regular drills were scheduled. Reserve unit COs, however, may authorize the performance of certain non-pay ET drills during a different fiscal year than the original regularly scheduled IDT periods if this is necessary to allow a member to satisfy participation requirements. But if those ET drills are not performed (and the regular IDT periods are then subsequently declared "unexcused") then for fiscal year drill accounting purposes those non-pay ET drills will be reported using the date(s) of the original regular drill(s).

1207. IDT Period Requirements. Both SELRES (pay) and VTU (non-pay) members must attend a minimum 40 of 48) scheduled drills to maintain satisfactory participation. COMNAVRESFOR may modify satisfactory participation requirements for VTU members (See Chapter 11).

1. Performance of regular, rescheduled, or ET drills (pay and non-pay) count toward satisfactory drill participation.

Additional IDT periods may not be included in determining satisfactory participation.

2. IDT period attendance will be computed on a progressive year basis and not on an anniversary, fiscal, or calendar year basis. This attendance is computed by counting drill attendance, starting from and including the month of the last regular IDT period and counting back 12 months. Example: If the member's last IDT period was 16 March, only those IDT periods back through the previous April will be considered in determining satisfactory performance. An individual who is in a 48-drill category becomes an unsatisfactory performer upon the date of the accrual of 9 unexcused absences or a combination of unexcused absences and unsatisfactory IDT periods that total nine or more in 12 months or less. IDT periods missed after a successfully completed period of probation, additional AT or extended active duty, will not be combined with those missed prior to the probation, additional AT, or extended active duty in determining unsatisfactory participation.

1208. Failure to Perform Required IDT Periods. See Chapter 11, section 1107, for procedures to be followed when a member fails to meet drill requirements.

CHAPTER 13

ACTIVE DUTY FOR TRAINING

1301. Active Duty for Training (ADT). ADT is a limited period of active duty for training with an automatic reversion to inactive duty when the specified period of training is completed. ADT includes:

1. Annual Training (AT). AT is the minimum period of active duty for training or participation that Selected Reserve (SELRES) members must perform each year to satisfy training requirements.

2. Initial Active Duty for Training (IADT). IADT is basic military training and skill training required for non-prior service accessions.

1302. AT Requirements. Selected Reservists must perform 12 to 14 days AT each fiscal year as scheduled by the unit CO and per COMNAVRESFOR's annual fiscal program and policy guidance message. Waivers of the AT requirement (section 1304) may be authorized under the direction of NAVRESFOR. Failure to perform AT or obtain a waiver will result in unsatisfactory participation for the fiscal year (See Chapter 11, section 1106). AT that overlaps 2 fiscal years may be considered as satisfying the requirement for either fiscal year; however, retirement point credit will be applied only to the anniversary year in which it was earned.

1303. Exceptions. Exceptions to the AT requirements specified in section 1302 are as follows:

1. Performance of less than 14 days AT in a fiscal year will satisfy the annual requirement under the following circumstances:

a. If individual AT is performed at an activity that operates on a normal weekday schedule, completion of 12 days (first working day of first week through last working day of the second week) will satisfy the AT requirement.

b. If members, through no fault of their own, are released from AT prior to completing the minimum 12-14 day

requirement, the AT requirement is satisfied. It is not beneficial to the Navy or the members to require performance of 1 or 2 days of AT simply to satisfy the day-for-day requirement.

2. The following SELRES are exempt from the AT requirement:

a. Members who are released from active duty or IADT during the fiscal year. They may, however, be authorized to perform AT, but it is not required.

b. Members who enlist or affiliate on or after 1 July and have not performed active duty, IADT, or AT during the fiscal year in which affiliated. They may be authorized to perform AT, but it is not required.

c. Reservists without an obligation who are within 6 months of leaving active status may not perform AT unless approved by NAVRESFOR (see COMNAVRESFORINST 1571.7H (NOTAL)).

d. Reservists within 120 days of completing their MSO if they have served on active duty for 1 year or longer. 10 U.S.C. 10147(b) stipulates that no member who served on active duty for 1 year or longer will be required to perform AT if the first day of such duty is scheduled during the last 120 days of required membership in the Ready Reserve. Unit COs must ensure obligated members are scheduled for AT far enough in advance to preclude a conflict with this provision. The 120-day provision does not apply to members ordered to serve additional ADT as a result of unsatisfactory participation.

1304. Annual Training Waivers. NAVRESFOR establishes policy for waiver approval. Basic guidance follows:

1. Approved waivers satisfy requirements for:

- a. Satisfactory participation.
- b. Advancement eligibility.

2. A waiver does not change the requirement to earn a minimum of 50 retirement points per anniversary year to achieve a year of qualifying service creditable toward reserve retirement (with pay) at age 60. AT retirement points are not credited when AT is waived.

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3. Notification of a member's waiver approval will be provided to the parent Reserve activity and service record holder to enter the waiver in the member's Individual IDT participation folder and field service record.

1305. ADT for Members of the Individual Ready Reserve (IRR) (Including Voluntary Training Unit (VTU)). Members of the IRR (including VTU) may perform ADT with pay, funds permitting, or without pay if ADT is desired and authorized. VTU members must submit a request for ADT (pay or non-pay) to NAVSURFRESFOR or NAVAIRESFOR via their chain of command. Non-drilling IRR personnel submit ADT requests directly to NAVRESPERSCEN (N52).

CHAPTER 14

PAY AND ALLOWANCES

1401. General. Naval Reservists are entitled to pay and allowances for Inactive Duty Training (IDT) and Active Duty for Training (ADT) per DOD 7000.14-R of 15 Nov 92 (NOTAL), DOD Financial Management Regulation" Volume7A, Military Pay Policy and Procedures Active Duty and Reserve Pay (NAVSO P-6048). Basic information is outlined in this Chapter.

1402. Direct Deposit. The standard pay delivery method used by Navy is the Direct Deposit System (DDS). All new accessions into the Naval Reserve (officer and enlisted personnel assigned to a drill pay billet) and reservists on extended active duty will be required to participate in DDS. Reservists are, however, exempt from DDS participation for delivery of their pay and allowances earned during AT/ADT.

1403. IDT (Drill)

1. Basic Pay. One-thirtieth of a member's monthly basic pay prescribed for paygrade and years of service for each drill.

2. Incentive Pay. One-thirtieth of the monthly incentive pay in effect for each drill if hazardous duty is performed under orders or, as authorized for Aviation Career Incentive Pay (ACIP).

3. Special Pay. One thirtieth of the monthly special pay for each drill if duty is performed under orders per DODFMR, Volume 7A, Chapter 8 of part 1.

4. Limitations. Members cannot accrue pay for drills performed on a day in which they are also entitled to basic pay for active duty or ADT/AT.

1404. Annual Training With Pay

1. Basic Pay. One-thirtieth of a member's monthly basic pay prescribed for paygrade and years of service for each day actually served.

2. Special and Incentive Pay. As determined by orders per DODFMR, Volume7A, part 2.

3. Basic Allowance for Quarters (BAQ). As determined by dependency status, quarters in kind or commutation thereof.

4. Basic Allowance for Subsistence (BAS). As determined by the activity to which reporting for duty, subsistence in kind or commutation thereof.

5. Sea Pay. May be authorized while performing AT on board designated ships per SECNAVINST 7220.77D and MILPERSMAN 7220-060.

6. Travel Pay. Travel pay or transportation in kind as determined by the Joint Federal Travel Regulations (JFTR).

7. Station Allowances Outside the United States. As determined by location and type of activity to which reporting for duty.

8. Per Diem. Per diem allowance is a daily payment for lodging, meals, and related incidental expenses. Advance per diem may be paid to reservists performing a minimum of 5 continuous days of AT where government quarters or messing facilities are not available at the site. When there are disbursing facilities at the AT site, the per diem advance will be made after the reservist reports. If there is not a disbursing facility at the AT site, the disbursing officer servicing the activity where the reservist performs regular drills will issue the advance before the member reports for AT.

1405. Annual Training Without Pay. When orders specify AT without pay or allowances, no monetary entitlements are authorized.

1. Basic Allowance for Quarters (BAQ). As determined by their dependency status, quarters in kind or commutation thereof.

2. Basic Allowance for Subsistence (BAS). As determined by the activity to which reporting for duty, subsistence in kind or commutation thereof.

3. Travel Pay. Travel pay or transportation in kind may be authorized per DODFMR, Volume 7A. Part 2.

1406. Pay Entitlements Requiring Reserve Activity Management

1. Dual Compensation. A reservist may not receive pay or allowances for AT or IDT for the same period that the member is drawing a pension, retired or retainer pay, or disability from the U.S. Government by virtue of prior military service. Per MILPERSMAN 7220-380, the following guidelines must be complied with for members receiving government compensation:

a. Members must elect to waive either their AT/IDT compensation or their government compensation.

b. Reserve activities must discharge, for the convenience of the government, members with obligated service who are receiving disability pay and do not want to waive either compensation.

c. Reserve activities must ensure members submit a "Notice of Waiver of VA Compensation or Pension to Receive Military Pay and Allowances" (VA 21-8951) upon affiliation. Copy 1 of VA 21-8951 will be forwarded to the local Department of Veterans Affairs Regional Office; Copy 2 is retained in the member's IDT Participation folder; and Copy 3 is provided to the individual.

2. Special Pay -- Flight (ACIP). Entitlement to ACIP is determined per the DODFMR and BUPERSINST 7220.29. Specific procedures and limitations applicable to inactive duty officers are set forth below.

a. When aeronautically designated inactive duty Naval Reserve officers are initially gained in Naval Reserve units, NAVPERSCOM (PERS-911) is responsible for ensuring that Aviation Commissioning Date (ACD), Aviation Service Entry Date (ASED), Months of Flying (MOF), and gate status information are initially entered in IMAPMIS. That action will result in automatic payment of ACIP to eligible officers.

b. When aeronautically designated officers arrive at the 12-year and 18-year aviation career gate, NAVPERSCOM (PERS-911) examines their service record and notifies them by letter of their eligibility for ACIP. NAVPERSCOM (PERS-911) enters information in IMAPMIS which results in

- (1) payment of ACIP,
- (2) conditional payment of ACIP, or
- (3) termination of ACIP.

c. Flight surgeons and other medical department officers who hold aeronautical designations are not entitled to continuous ACIP. Such officers are entitled to monthly aviation incentive pay when assigned to operational flying billets and performing flying duties per OPNAVINST 3710.7R (NOTAL).

d. A Reserve component officer or enlisted member who meets the requirements of BUPERSINST 7220.29 or BUPERSINST 1326.4C for an aviation service career is entitled to ACIP while performing paid drills and active service (e.g., while performing IDT, ADT, ADSW and AT).

e. Local NRAs are responsible for the following actions:

- (1) Verifying Aviation Career Incentive Pay (ACIP)/Career Enlisted Flight Incentive Pay (CEFIP) per BUPERSINST 7220.29, BUPERSINST 1326.4C and OPNAVINST 3710.7R.

- (2) Authorizing payment of ACIP/CEFIP through the NSIPS System on a monthly basis.

- (3) Labeling AT orders "Flight Pay Authorized."

- (4) Discontinuing payment of ACIP/CEFIP when officers

- (a) fail to complete an annual flight physical within their birth month.

- (b) are medically incapacitated and have been determined to be not physically qualified (NPQ). Disqualification for ACIP/CEFIP will occur 365 days after the date of the initial incapacitation, or on the date that NAVPERSCOM (PERS-911) determines the incapacitation is permanent, whichever is earlier.

(c) Have not been on extended active duty in an aviation billet or have not filled a qualifying Reserve billet (billet designator 13XX) for 24 months (Officers Only).

(d) Meet other disqualifying criteria outlined in BUPERSINST 7220.29.

3. Special Pay - Flight (CEFIP). Entitlement to CEFIP is determined by 37 U.S.C., sections 301 and 302, and by BUPERSINST 1326.4C. Refer to the above section 1406.2.e. for procedures to follow to start the payment of CEFIP.

4. Special Pay - Medical. 37 U.S.C. 302 provides for certain medical professionals (doctors, dentists and certified registered nurse anesthetists) to receive special pay when they meet certain qualifications specified in law and are ordered to active duty for more than 30 days. The point of contact for establishing professional service dates for these officers is NAVPERSCOM (PERS-911).

5. Special Pay - Other. Certain other reservists (such as divers, submariners, SEALs, etc.) are also entitled to special pay when they meet certain qualifications specified by law and regulations. Deputy CNO [Manpower and Personnel (M&P) (N-13)] should be contacted concerning specific entitlement questions.

6. Funeral Honors Detail Allowance. Per 10 U.S.C. 1491, a member of the Ready Reserve may be ordered to funeral honors active duty, with the consent of the member, in preparation for or to perform funeral honors functions at the funeral of a veteran. NAVRESFOR will implement procedures for writing orders, payment of the allowance, and for reimbursement of travel and transportation. Reserve members who perform funeral honor details are eligible for the following:

a. If authorized in the orders, payment of a \$50 allowance (regardless of the grade in which the member is serving) per day for any day in which the reservist performs at least 2 hours of funeral honors duty.

b. Effective 1 October 2000, if authorized in the orders, payment of 1 days IDT pay for any day in which the reservist performs at least 2 hours of funeral honors duty.

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c. If authorized in the orders, reimbursement for travel and transportation if the duty is performed at a location 50 miles or more from the member's residence.

d. One retirement point for each day on which funeral honors duty is performed for at least two hours. (See Chapter. 20, paragraph. 2024 for limitations.)

CHAPTER 15

SERVICEMEMBERS' AND VETERANS' GROUP LIFE INSURANCE

1501. Servicemembers' Group Life Insurance (SGLI). SGLI is group term life insurance. There is no loan, cash, paid up or extended values. The coverage is provided, in accordance with law, under a group policy issued to the Department of Veterans Affairs by a private insurer. SGLI coverage takes place without required member action. No individual policies are issued; instead, members complete SGLV 8286, Servicemembers' Group Life Insurance Election and Certificate which serves as both a beneficiary election form and a certificate of coverage. Inquiries concerning SGLI should be directed to the members' local PERSUPPDET. See MILPERSMAN 1741-020 (government life insurance) for additional information. Questions concerning conversion to private insurance (but not routine inquiries concerning an individual member's coverage) should be directed to

Office of Servicemembers' Group Life Insurance  
213 Washington Street  
Newark, NJ 07102-2999  
Telephone: (800) 419-1473

1. Eligibility

a. Ready Reserve members (pay or non-pay) who are assigned to a unit in which they may be required to perform active duty or active duty for training (ADT), and will be scheduled to perform at least 12 drills annually, will receive the automatic level of coverage, 365 days a year, in the amount of \$200,000. This is the maximum SGLI coverage available. The automatic level of coverage is provided without required action by the member; however, entitlement to coverage is affected if a member becomes medically disabled/is transferred to a unit that is not scheduled to perform at least 12 drills per year (e.g., to an ASP component of the IRR at NAVRESPERSSEN).

b. Ready Reservists, not normally eligible for full-time SGLI coverage due to their Training and Retirement Category (i.e., not scheduled to annually perform at least 12 drills) are authorized to receive the automatic level of

coverage in the amount of \$200,000 during the period of their ADT and while traveling to and from such duty.

c. Members assigned to the Retired Reserve (or members who would be eligible for assignment to the Retired Reserve upon application) who have not received their first increment of retired pay and have not reached their 61st birthday but have completed at least 20 years of qualifying service creditable for reserve retired pay under 10 U.S.C. 1223 (or who have received early retirement via Reserve Transition Benefits (Chapter 23)) are eligible to receive VGLI coverage. Legislation effective October 1996 terminated the Retired Reserve SGLI program and replaced it with the following policy governing the availability of VGLI to members of the Retired Reserve described in the preceding sentence. These members, upon their transfer from a unit in which they may be required to perform active duty or ADT and in which they are scheduled to perform at least 12 drills annually, will continue to receive SGLI coverage for the first 120 days following such a transfer from a drilling status. During this period members must either elect one of the three coverage options listed below (which would become effective on the 121<sup>st</sup> day with no physical examination requirement), or do nothing. The latter choice will leave the member uninsured on the 121<sup>st</sup> day and in need of a physical examination if VGLI insurance is desired at a later date. The three coverage options are as follows:

(1) Elect to convert to VGLI coverage by completing an SGLV 8714 (Application for Veterans' Group Life Insurance) and submitting it to the Office of Servicemembers' Group Life Insurance (OSGLI) (see address above) with at least the first month's required premium payment. If this option is selected, the member retains the ability to convert to commercial insurance in the future, if desired. If at the time of the member's change in status the amount of SGLI coverage previously in effect had been reduced to an amount less than the \$200,000 maximum, then this lesser amount would become the maximum amount of VGLI coverage available to that member through this conversion option. See section 1502 for more information concerning VGLI.

(2) Elect to convert to a participating commercial life insurance company policy by contacting the OSGLI. If this

option is selected, the member forfeits the right to convert to VGLI in the future.

(3) Elect to convert a portion of coverage to VGLI and the remaining portion of coverage to a commercial life insurance policy.

2. Change in Member's Circumstances. A reservist's SGLI coverage is affected whenever certain circumstances change (e.g., when a member is placed in records review, moved from pay to non-pay, transferred to the Active Status Pool IRR, or retires). The reserve activity commanding officer will notify a member in writing via NAVPERS 1070/613, Administrative Remarks entry (Figure 15-1) that

a. SGLI coverage is affected, specifically SGLI coverage ceases on the 121<sup>st</sup> day after transfer, whenever a member is transferred from a unit that is scheduled to perform at least 12 drills per year to a unit that is not scheduled to perform at least 12 drills per year; or

b. SGLI premium payment procedures are changed due to transfer from pay status, (e.g., assigned to RESFORON or augment unit, to non-pay status in a unit scheduled to perform at least 12 drills per year, or, assigned to a VTU, etc.).

Some members will not be eligible for SGLI coverage due to a change in status (e.g. transfer to records review, transfer to the Active Status Pool IRR, transferred to the Standby Reserve Inactive or Retired Reserve); however, they are eligible to convert their SGLI to VGLI during the 120-day period after their change of status takes effect (see section 1502). To convert to VGLI during the 120-day period, member must submit an SGLV-8714, Election for Veterans' Group Life Insurance to OSGLI with at least the first month's premium payment. If their circumstances subsequently change and they reaffiliate with a unit scheduled to perform at least 12 drills per year, they will receive SGLI at the automatic level of coverage (\$200,000) with no action required.

3. Coverage Options. Ready Reservists may elect one of the following options for SGLI coverage:

a. Receive the automatic level of coverage in the amount of \$200,000 upon completion of the SGLV 8286, Servicemembers' Group Life Insurance Election and Certificate (requires no action by the member).

b. Receive coverage at a lesser amount in increments of \$10,000 - member must submit an SGLV-8286.

c. Decline coverage - member must submit SGLV-8286. Note every time the maximum SGLI coverage is increased, all members will be covered at the new maximum amount without action by them, regardless of previous elections. Members desiring a lesser amount of coverage or declining coverage must submit a new SGLV-8286 every time coverage is changed.

4. Premiums. General guidance concerning SGLI premiums.

a. DFAS Cleveland is responsible for collecting SGLI premiums from drilling reservists (both pay and non-pay), as follows:

(1) Selected Reserve - DFAS will make monthly deductions from the drill pay accounts of SELRES members.

(2) Non-Pay Drilling Reservists - DFAS will forward computerized billing statements for SGLI premiums to non-pay members.

(3) Delayed Entry Reservists - Coverage commences from the date of enlistment. DFAS will deduct the accrued premiums from IADT pay. IADT orders will indicate member's coverage election as the basis for accrued SGLI premium computation and payments.

b. The monthly premium is not prorated if coverage is provided for less than a full month.

c. Members who elect a lesser coverage, or decline coverage, remain liable for all premiums due prior to the date of election or declination, and will be billed accordingly.

d. Termination of SGLI for Members of the Ready Reserve who Fail to Pay Premiums. If a Ready Reservist who is required to make direct premium payments fails to make such payment

within 60 days of the due date, SGLI will be terminated. Termination will be made by written notice to the reservist's official address and shall be effective 60 days after the date of the notice. Termination may be vacated if, before the effective date of determination, the reservist remits past-due payments and demonstrates that the failure to make payments was justifiable.

5. Beneficiary Designation. The SGLV 8286 is used to designate who will receive SGLI benefits in the event of the death of the servicemember. If a specific designation is not made, benefits will be paid to survivors in accordance with Federal law (which may result in proceeds going to some that were not intended). Therefore, beneficiaries must be designated in writing on the SGLV-8286 by name, address, percentage of shares, and option of payment. The term "by law" as an SGLI beneficiary designation is prohibited.

6. Payment of Claim. In case of death, the individual's insurance status will be determined from the member's personnel and finance records. NAVPERSCOM (PERS-621) is responsible for certifying whether a member was or was not covered, and if a beneficiary was designated. Once certification of coverage is determined, the claim will be sent to and paid by the Office of Servicemembers' Group Life Insurance. If the member elected a lump sum payment, the beneficiary can receive the funds in either a lump sum or 36 monthly installments.

7. SGLV-8286, Servicemembers' Group Life Insurance Election and Certificate. An SGLV 8286 (April 1996 version) must be completed every time a member elects a lesser coverage, declines coverage, or changes the designation of a beneficiary. This form is available at reserve activities and PERSUPPDETS. The form will be witnessed and distributed as follows:

a. For Beneficiary Change

Original - file behind page two in the member's service record  
1<sup>st</sup> copy - give to the member  
2<sup>nd</sup> copy - forward to NAVPERSCOM (PERS-313)

b. For Reducing or Declining Coverage

Original - file in the member's service record  
1<sup>st</sup> copy - give to the member  
2<sup>nd</sup> copy - forward to:

Defense Finance and Accounting Service (Code 201)  
1240 E 9th Street, Cleveland, OH 44199

1502. Veterans' Group Life Insurance. A program of Veterans' Group Life Insurance (VGLI) is offered to members of the Ready Reserve, members who are separated from active duty, have qualified for regular or non-regular retirement, or are physically disabled.

1. Eligibility. Any members released from a duty status in which they were previously eligible to receive SGLI coverage are eligible for VGLI. These members include those who have been:

a. discharged;

b. retired, including members assigned to the Retired Reserve (or members who would be eligible for assignment to the Retired Reserve upon application) who have not received their first increment of retired pay and have not reached their 61st birthday but have completed at least 20 years of qualifying service creditable for reserve retired pay under 10 U.S.C. 1223;

c. released from active duty (including Active Duty for Special Work (ADSW)),

d. released from ADT performed under a recall or orders which exceed 30 days;

e. disabled due to service connected injury or illness;  
or

f. transferred from an active status due to physical disqualification, failure to earn 27 points in a given anniversary year, etc.

2. General Information

a. VGLI becomes effective at the end of the 120 days of free SGLI coverage that follows discharge, retirement, or release from active duty or extended ADT; however, such VGLI coverage becomes effective only if payment of at least the first month's required premium is made prior to the end of the 120 day period and the SGLV 8714 is completed. All premiums must be paid directly to the Office of Servicemembers' Group Life Insurance, not to DFAS.

b. VGLI is a 5-year renewable term policy, which may also be converted at that time, without medical examination, to an individual policy of insurance with a participating commercial company. Applications for VGLI may be obtained from the Office of Servicemembers' Group Life.

c. The amount of available VGLI coverage is capped at the amount of SGLI coverage in effect at the time of the member's release from a duty status in which they were previously eligible to receive SGLI coverage. Thus if a member had elected to reduce the amount of coverage from the automatic level (\$200,000) to \$100,000 (and it remained at this level at the time of release), then the maximum amount of VGLI coverage available to this member would be \$100,000.

1503. Beneficiary Designations and Settlement Option Elections.

1. Beneficiary designations and settlement option elections remain in effect until either of the following events occur:

a. SGLI or VGLI terminates, or

b. New designation or elections are submitted on SGLV 8286 (April 96 version) for SGLI or on SGLV 8714 for VGLI per pertinent regulations.

2. Exceptions to the foregoing policy are:

a. Beneficiary designations and settlement option elections terminate at the time a member enters another armed service.

b. For SGLI coverage which is immediately followed by VGLI coverage, beneficiary designations and settlement option elections made for SGLI continue for only 60 days after VGLI commences. During this 60-day period, beneficiary designations or settlement options must be submitted in writing and signed by the insured unless the insured is mentally incompetent. If the insured is mentally incompetent, designations and settlement options made for SGLI may continue beyond that 60-day period until the disability is removed, but not for more than 5 years after the effective date of the insured's VGLI. If the insured did not designate a beneficiary for VGLI coverage and death occurs more than 60 days after the VGLI coverage becomes effective, the death benefit will be paid under procedures established by law.

3. No person may carry a combined amount of SGLI and VGLI in excess of \$200,000 at any one time. Any person insured under VGLI who again becomes insured under SGLI may convert any or all of the VGLI to an individual commercial policy within 60 days after becoming so insured. If the person dies before converting the VGLI (within that 60-day period), the VGLI will be payable only if the member is insured for \$200,000 or less. The total payment will not exceed \$200,000.

NAVPERS 1070/613 ENTRY REQUIRED WHEN SGLI COVERAGE IS AFFECTED  
DUE TO CHANGE IN STATUS

Reservists who have changes in circumstances (e.g. transfer to the Active Status Pool (IRR), or retirement with or without pay), that will effect their eligibility for SGLI coverage, or who are transferred from pay to non-pay drilling status effecting premium payment methods, will sign the following NAVPERS 1070/613 entry:

1. (Date) : I have been transferred to non-pay status effective this date. I am assigned to a unit that is not required to conduct a minimum of 12 drills per year. I understand that while I am to this unit my entitlement to SGLI coverage will be affected. I understand that to maintain my eligibility for VGLI coverage I must make my selection within 120 days of this date. Failure to convert my SGLI to VGLI within this required time will result in loss of insurance coverage. I can obtain specific information concerning conversion to VGLI and other coverage options by contacting the Office of Servicemembers' Group Life Insurance, 213 Washington Street, Newark, NJ 07102-2999 at (800) 419-1473.

\_\_\_\_\_  
(Signature of Member)

\_\_\_\_\_  
Witnessed

OR

2. (Date) : I have been transferred to non-pay status effective this date. I am assigned to a unit that is required to conduct a minimum of 12 drills per year. I understand that my transfer to non-pay status, will cause a transaction to be submitted via NSIPS placing me in a non-pay status in DJMS-RC. Approximately 2 months after this occurs, I will receive a quarterly premium notice from DFAS-CL. At that time I can choose to pay

Figure 15-1

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one quarter of the yearly SGLI premium or remit the entire year's premium. The payment must be made payable to the Department of the Treasury and mailed to Defense Finance and Accounting Service Cleveland Center, 1240 East Ninth Street, Cleveland, Ohio 44199. The DFAS point of contact concerning SGLI premium payments is Code FMBT at commercial (216) 522-6857/6313, DSN 580-6857/6313. I also understand that if I fail to pay the premiums I will lose my SGLI coverage.

---

(Signature of Member)

---

Witnessed

Figure 15-1

Please read the instructions on the back before completing this form.

<b>Servicemembers' Group Life Insurance Election and Certificate</b>				
Use this form to: (check all that apply) <input type="checkbox"/> Name, change or update your beneficiary <input type="checkbox"/> Reduce the amount of your insurance coverage <input type="checkbox"/> Decline insurance coverage		<b>Important:</b> This form is for use by Active Duty and Reserve members. This form does not apply to and cannot be used for any other Government Life Insurance.		
Last name	First name	Middle name	Rank, title, or grade	Social Security Number
Branch of Service (Do not abbreviate)		Current Duty Location		
<b>Amount of Insurance</b>				
<p>By law, you are automatically insured for \$200,000. <b>If you want \$200,000 of insurance</b>, skip to <i>Beneficiary(ies) and Payment Options</i>. <b>If you want less than \$200,000 of insurance</b>, please check the appropriate block below and write the amount desired and your initials. Coverage is available in the following amounts: \$190,000, \$180,000, \$170,000, \$160,000, \$150,000, \$140,000, \$130,000, \$120,000, \$110,000, \$100,000, \$90,000, \$80,000, \$70,000, \$60,000, \$50,000, \$40,000, \$30,000, \$20,000, \$10,000. <b>If you do not want any insurance</b>, check the appropriate block below and write (in your own handwriting), "I do not want insurance at this time."</p>				
<input type="checkbox"/> I want coverage in the amount of \$ _____ Your initials _____ <input type="checkbox"/> _____ (Write "I do not want insurance at this time.") <b>Note:</b> Reduced or refused insurance can be restored only by written request with proof of good health and compliance with other requirements.				
<b>Beneficiary(ies) and Payment Options</b>				
I designate the following beneficiary(ies) to receive payment of my insurance proceeds. I understand that the principal beneficiary(ies) will receive payment upon my death. If all principal beneficiaries predecease me, the insurance will be paid to the contingent beneficiary(ies).				
Complete Name ( <i>first, middle, last</i> ) and Address of each beneficiary	Social Security Number (if known)	Relationship to you	Share to each beneficiary (Use %, \$ amounts or fractions)	Payment Option (Lump sum or 36 equal monthly payments)
<b>Principal</b>				
1.				
2.				
<b>Contingent</b>				
1.				
2.				
3.				
4.				
<b>I HAVE READ AND UNDERSTAND the instructions on the front and back of this form. I ALSO UNDERSTAND that:</b> <ul style="list-style-type: none"> <li>• This form cancels any prior beneficiary or payment instructions</li> <li>• The proceeds will be paid to beneficiaries as stated in #6 on the back of this form, unless otherwise stated above</li> <li>• If I have legal questions about this form, I may consult with a military attorney at no expense to me</li> <li>• I cannot have combined SGLI and VGLI coverages at the same time for more than \$200,000</li> </ul>				
SIGN HERE IN INK				Date: _____
(Your signature. Do not print.)				
<b>Do not write in space below - For official use only.</b>				
WITNESSED AND RECEIVED BY:	RANK, TITLE, OR GRADE	ORGANIZATION	DATE RECEIVED	

SGLV-8286, April 1996 (EG)

Supersedes SGLV 8296, March 1994  
Which Will Not Be Used  
LOCAL REPRODUCTION AUTHORIZED

MEMBER'S OFFICIAL PERSONNEL FILE 1  
TO MEMBER (Certificate of Coverage) 2  
UNIFORMED SERVICES COPY 3

Figure 15-2

**What You Should Know**

This insurance is granted under the Servicemembers' Group Life Insurance provisions of Title 38, United States Code, and is subject to the provisions of that title and its amendments, and regulations promulgated thereto.

This form must be correctly completed, signed and received by your Uniformed Service before your death in order for this designation to be valid. An authorized agent of the Uniformed Services should witness your signature.

**Periods of Coverage.** This insurance is in effect throughout the period of full-time active duty or active duty for training. Coverage is also in effect on a full-time basis for reservists who are assigned to a unit or position in which they may be required to perform active duty or active duty for training and each year will be scheduled to perform at least 12 periods of inactive duty training that is creditable for retirement purposes under Chapter 1223 of Title 10. Coverage continues for 120 days following separation or release.

**Instructions On Completing This Form**

1. Type or print in ink all items except where otherwise noted.

**2. Naming Beneficiaries**

A. A new SGLV-8286 must be completed to change your beneficiary. You may name anyone as beneficiary without him/her knowing or consenting to it.

B. If the beneficiary is a married woman, use her own first and middle names. For example, use Mary Lisa Smith, instead of Mrs. John Smith.

C. A named beneficiary will **NOT** be changed automatically by any event occurring after you complete this form (e.g. marriage, divorce, etc.). Your beneficiary cannot be changed by, and is not affected by, any other documents, such as a divorce decree or will.

D. If you want to name more than two principal beneficiaries, list them all on a separate sheet and write "See attached list" under the *Principal* block. The separate sheet must contain your signature, social security number, and the date, and must be attached to this form.

E. If you name minor children as beneficiaries, the insurance will be paid to the court-appointed guardian of the children's estate.

F. You can establish a trust for the benefit of the children and name the trust as the beneficiary. A trust names a trustee of your choice to be legally responsible for administering the insurance proceeds for the children. Naming a trust as a beneficiary on this form does **NOT** create a trust. Before naming a trust as beneficiary, you should consult a military attorney for assistance.

3. **Social Security Number** - Do not delay completing this form if you do not have a beneficiary's social security number. The social security number helps us to locate the beneficiary, but is not necessary.

4. **Shares to each beneficiary** - If you name more than one beneficiary, the sum of the shares must equal 100%, or the full dollar amount of your insurance.

Example:	mother	\$100,000		50%		1/2
	father	\$100,000	or	50%	or	1/2
	Total	\$200,000		100%		1

5. **Payment Option** - You may choose for the beneficiary to receive payment in one lump sum or in 36 equal monthly payments by writing "lump" or "36" in the column labeled *Payment Option*. If you choose 36 payments, the beneficiary cannot choose to receive a lump sum payment. If you want the beneficiary to have a choice at the time of payment, write "lump" or leave the block blank.

**6. Provisions For Payment Of Insurance**

A. If you name more than one principal beneficiary and one or more predeceases you, the share(s) will be divided equally among the remaining principal beneficiaries, unless otherwise stated. If there are no surviving principal beneficiaries, the proceeds will be divided among the contingent beneficiaries.

B. If you do not name a beneficiary, or if there are no surviving beneficiaries, or if you indicate that payment should be made *by law*, the proceeds will be paid in the following order:

1. Widow or widower
2. Children in equal shares (the share of any deceased child will be distributed equally among the descendants of that child)
3. Parent(s) in equal shares or all to surviving parent
4. A duly appointed executor or administrator of your estate
5. Other next of kin

**What Your Beneficiaries Should Know**

Upon your death, your beneficiary(ies) should send a claim to the Office of Servicemembers' Group Life Insurance, 213 Washington Street, Newark, NJ 07102-2999. Your beneficiary may also call 1-800-419-1473 for claim information.

**DIRECTIONS TO PERSONNEL CLERKS OF THE UNIFORMED SERVICES**

1. Complete all appropriate items on this form. All entries, except the signature and those requested to be in the servicemember's own handwriting, must be typed or printed in ink.
2. Make sure the name(s) of one or more principal and contingent beneficiaries appear in the Beneficiary(ies) and Payment Options section, if desired. Include the address and Social Security number, if available, for the beneficiaries and the relationship of the beneficiaries to the servicemember (e.g., father, sister).
3. If a servicemember is designating a beneficiary other than would be normal under his or her family circumstances, see "**Unusual Beneficiary Designations**" in the *Servicemen's Group Life Insurance Handbook*, Handbook 29-75-1.
4. An authorized agent of the Uniformed Service must witness the signature of the servicemember. This representative must sign his or her name below that of the servicemember and should put the date he or she received the form.
5. This form, properly executed, is authority to a payroll office to change the deductions for insurance premiums or to not make such deductions, if the amount of insurance is changed or cancelled.
6. Inform all servicemembers that if they have questions about this form that they may obtain the advice of a military attorney at no expense to the servicemember.
7. Disposition of copies: Reproduce official copies before signing and circle distribution on bottom right of form. Wording and format of form may not be altered. Forms altered from the original wording or format are subject to acceptance by the Office of Servicemembers' Group Life Insurance (OSGLI). Each of the official copies must bear an original signature of both the member and the witness.

Copy 1 - Must be promptly filed in the official personnel file of the member.

Copy 2 - To member. Certificate of coverage.

Copy 3 - **FOR USE BY THE ACTIVE OR RESERVE COMPONENT OF THE UNIFORMED SERVICES. DO NOT SEND TO THE OFFICE OF SERVICEMEMBERS' GROUP LIFE INSURANCE OR TO THE DEPARTMENT OF VETERANS AFFAIRS.**

CHAPTER 16

FAMILY MEMBER IDENTIFICATION CARDS AND DEFENSE ENROLLMENT  
ELIGIBILITY REPORTING SYSTEM (DEERS) ENROLLMENT PROGRAM

1601. General. DODI 1000.13 of 5 Dec 97 (NOTAL) provides eligibility criteria for uniformed services identification (ID) cards and instructions for preparation and issuance of cards via DEERS. This Chapter contains information concerning DEERS enrollment for Reserve family members and family member ID cards.

1602. Guard and Reserve DEERS Enrollment Program. This program is used to enroll Ready Reserve and Standby Reserve members, Retired Reserve members under age 60, without pay, but who are entitled to retired pay at age 60 (formerly referred to as Gray area retirees), and their family members in DEERS. Sponsors and their family members are maintained in a pre-eligible status for future entitlement to benefits. If the sponsor is called for more than 30 days of active duty or active duty for training, DEERS will verify that the family members are eligible for full benefits for a period of up to 180 days. After 180 days the family member's relationship to the sponsor must be revalidated to retain eligibility. It is the responsibility of the military sponsor to ensure all eligible family members are enrolled in DEERS, that all information is accurate, and that any changes in relationship are promptly reported to the service record holder. Members and their family are enrolled when they apply for their ID cards (see section 1603). Members of the Standby Reserve do not currently participate in the Guard and Reserve DEERS Enrollment Program, unless previously enrolled while in another status.

1603. DD 1173-1, Department of Defense Guard and Reserve Family Member Identification Card.

1. DD 1173-1 is used to identify individuals as family members of Ready Reserve personnel, Former Members, and unremarried widows who are not on active duty in excess of 30 days, Standby Reserve personnel, and Retired Reserve (without pay and in receipt of a Notice of Eligibility (NOE)). With the DD 2529, this form provides identification for access to commissary, exchange, and morale, welfare, and recreation (MWR) facilities. If the sponsor is called to more than 30 days

active duty, the form extends access to full benefits when accompanied by a copy of the sponsor's active duty orders and will activate the family member's pre-eligibility enrollment in DEERS.

2. Issuance of DD 1173-1 is mandatory for family members of Ready Reservists, Former Members, and Retired Reserve members (without pay and in receipt of an NOE) as part of the Guard and Reserve DEERS Enrollment Program. Family members of reservists in the Standby Reserve will be issued a DD 1173-1 at the sponsor's request.

3. Family members who currently possess the previous version, the Naval Reserve Forces Family Member Identification Card (NAVPERS 5512/7), may continue to use it until it expires.

1604. Eligibility for DD 1173-1. Family members eligible to be issued a DD 1173-1 include

1. spouse, child, stepchild, and ward of Ready Reserve members, Standby Reserve members, Former Members, and Retired Reserve, (without pay and in receipt of an NOE). Children normally must be between the ages of 10 and 21. (Refer to DOD Instruction 1000.13 of 5 December 1997 (NOTAL).)

2. unremarried surviving spouse, child, stepchild, and ward of Retired Reserve members (without pay and in receipt of an NOE) whose sponsor dies prior to reaching age 60.

1605. DD 1173-1 Issuance Procedures. Drilling reservists must go to the activity holding their service record to complete the DD 1172, Application for Uniformed Services Identification Card/DEERS Enrollment, to apply for their family member's DD 1173-1. Non-drilling members of the IRR, Standby Reservists, Retired Reservists, and Former Members (without pay and in receipt of an NOE) may apply in person or by mail to obtain a verified application for a DD 1173-1 to Naval Reserve Personnel Center (N223), New Orleans, LA 70149-7800. Family members may take verified applications to any ID card issuing activity within 90 days of the date of verification to obtain the DD 1173-1. Specific information regarding application procedures and preparation of the ID card is contained in DODI 1000.13 of 5 Dec 97.

CHAPTER 17

MILITARY EXCHANGE, MORALE, WELFARE AND RECREATION,  
AND TRANSIENT HOUSING FACILITIES PRIVILEGES

1701. General. All members of the Ready Reserve, Standby Reserve, Retired Reserve, and Former Members who are eligible for retirement pay at age 60 and their family members are authorized to use Navy Exchange and revenue generating (i.e., Category C) Morale, Welfare, and Recreation (MWR) facilities and Temporary Lodging Facilities (TLF) on the same basis as members serving on active duty in the United States. Reserve component personnel who are in a non-duty status are authorized to occupy transient unaccompanied personnel housing (i.e., bachelor quarters) on a space available basis, if TLF are not available. For inactive duty members who reside or participate outside the U.S., use of MWR facilities is governed by Status of Forces Agreements between the United States and the host country which may or may not authorize these privileges.

1702. Identification Requirements

1. Members: Must present their Armed Forces Identification Card, DD 2N(RES).

2. Family Members: Must present a valid DD 1173-1, DOD Guard and Reserve Family Member Identification Card.

CHAPTER 18

COMMISSARY PRIVILEGES AND OTHER RESERVE ENTITLEMENTS

1801. General. Per 10 U.S.C. 1063 and 1064, entitlement to commissary privileges is based on participation in the Ready Reserve (SELRES and IRR), Standby Reserve, or Retired Reserve status. Differing from exchange or MWR facility entitlements, these entitlements may be restricted in terms of the number of visits authorized and the additional documentation required by commissary facilities. Use of commissaries outside the U.S. by inactive duty members is dependent upon the Status of Forces Agreement between the U. S. and the host country which may or may not authorize commissary usage.

1802. Access to Benefits. Members of the Naval Reserve and their eligible family members are authorized to use the commissary per the guidelines provided in this section.

IDENTIFICATION

<u>SPONSOR CATEGORY</u>	<u>ENTITLEMENT</u>	<u>REQUIREMENT</u>
READY RESERVE (SELRES and IRR) - has Notification of Eligibility (NOE) for Retired Pay at Age 60	24 days per calendar year in addition to any visits during AT, ADT, or AD	a & b, c
- does not have an NOE but earned 50 or more points during the calendar year	24 days per calendar year in addition to any visits during AT, ADT, or AD	a & b, c
STANDBY RESERVE - has an NOE calendar year	24 days per	a & b, c

RETIRED RESERVE

- |   |                            |          |
|---|----------------------------|----------|
| - receiving retired pay                                 | Unlimited                  |          |
| - eligible for but not receiving pay at or after age 60 | 24 days per calendar year  | a & d, e |
| - not eligible for retired pay at or after age 60       | Not entitled to any visits |          |

Identification Legend

a = DD Form 2529 U.S. Armed Forces Commissary Privilege Card (CPC). (The sponsor will be issued only one CPC each year and is responsible for providing the card for family member use.)

b = Sponsor: DD 2N(RES) ID card

c = Family Member: DD 1173-1 ID card

d = Sponsor: DD 2N(RES) ID card, annotated RET

e = Family Member: DD 1173-1 ID card, annotated RESRET

**\*Note that the entitlement is based on a member earning 50 or more retirement point credits during the previous calendar year.**

1803. Usage During Performance of Active Duty. Naval Reserve members and their eligible family members are entitled to use the commissary during periods of active duty per the guidelines provided in this section.

1. Entitlement

a. During extended active duty: members performing extended active duty qualifying for issuance of DD 2N, Armed Forces Identification Card (green ID card), and their family members are authorized unrestricted use of military commissary.

b. During any type of Active Duty for Training (ADT): members of the Ready Reserve, who are performing any type of ADT, and their family members are authorized to use military commissaries during the inclusive period of the active duty.

2. Identification Requirements

a. Members

(1) Members on extended active duty must present their DD 2N, Armed Forces Identification Card.

(2) Members on any form of ADT must present their DD 2N (RES), Armed Forces Identification Card and a copy of their ADT orders.

b. Family Members

(1) Family Members of personnel on extended active duty are entitled to DD 1173, Armed Forces Identification and Privilege Card (active duty family member's ID card), which may be used for unlimited commissary access, or they may present their DD 1173-1 ID card and a copy of their sponsor's orders.

(2) Family members of personnel performing any type of ADT are required to present either:

(a) A DD 1173-1 ID card and a copy of the sponsor's ADT orders.

(b) A copy of the sponsor's ADT orders endorsed as shown below and a valid form of identification containing a picture of the family member.

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SAMPLE ENDORSEMENT

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

From: Commanding Officer, Naval Reserve Center, Anytown, PA

Subj: ENTITLEMENT TO COMMISSARY PRIVILEGES

1. The following family members of SK3 John T. Jones, USNR, 123-45-6789, are entitled to unlimited commissary privileges during the period 30 January through 10 February 2001.

FAMILY MEMBER NAMES: Anna L. Jones, Michael O. Jones.

JOHN DOE  
By direction

---

1804. Usage Based Upon Involuntary Separation from Active Duty. Per 10 U.S.C. 1065, certain members involuntarily separated from active duty between 1 October 1990 and 31 September 2001 are authorized commissary privileges on the same basis as members serving on active duty for a period of 2 years from the date of separation. The members will have a specifically designed transition assistance ID card or official correspondence from NAVPERSCOM to identify them.

1805. Issuance of the DD 2529, U.S. Armed Forces Commissary Privilege Card (CPC). CPCs will be issued on a calendar year basis with the qualifying year beginning on 1 January and expiring on 31 December of the calendar year for which the entitlement is issued. Example: Between 1 January 2000 and 31 December 2000, the reservist acquires 50 points. The reservist is issued a commissary privilege card which entitles servicemember to 24 days of commissary privileges in calendar year 2001. Activities responsible for issuing cards are as follows:

1. Naval Reserve activities will issue CPCs to their SELRES members and eligible IRR members serving under Inactive Duty Training (IDT) orders.

2. NAVRESPERSCEN, (N223) will issue CPCs to eligible non-drilling members of the IRR, Standby Reserve (with NOE), Retired Reserve (without pay), Former Members, and unremarried widows/widowers.

1806. Preparation of the DD 2529, U.S. Armed Forces Commissary Privilege Card (CPC). Cards will be prepared per the guidelines provided in this section.

1. The DD 2529 is a pre-printed form (front and back) produced on continuous form card stock. The cards may be

processed either on an automated data systems printer or on a standard typewriter.

2. Each card consists of the following three parts:

a. A control number and name part to be detached and retained by the issuing activity as a control record. It will be filed in personal drill folders of drilling reservists.

b. A mailer part to display the individual's name and address through a window envelope.

c. The privilege card part that is to be detached from the mailer and given to the member to gain entry to military commissaries.

3. The full names of eligible family members will be typed on the DD 2529 if they have not yet obtained a family member ID card (See Chapter 16). NAVPERS 1070/602, Dependency Application/ Record of Emergency Data, will be used to verify eligible family members. The word "none" will be entered for members without family members. DD 2529s issued by NAVRESPERSCEN will have the statement "Use with valid DD 1173-1" typed on the card. NAVRESPERSCEN issued cards will not include the names of family members. Although commissary regulations allow family membership to be verified via family member name(s) appearing on the CPC, it is Navy policy to establish family membership validation via issuance of family member ID cards.

4. The individual receiving the CPC will sign in the signature block on the card.

5. The control record part will be detached and filed in the personal drill folder of drilling reservists to maintain an audit trail.

6. The CPC will be given to the member to gain entry to the commissary. (Commissary officials will stamp the date of visit in one of the 24 entitlement blocks on the back of the card before authorizing entry to the commissary.)

1807. Accountability for DD 2529. Issuing activities are responsible for the accountability of each DD 2529 card

received, issued, voided, or unissued per the following guidelines:

1. Only the activity CO or a designated representative, E-6 or above, may order or receive DD 2529s.

2. Establish procedures for strict accountability and security of DD 2529s.

3. Maintain records of cards received, issued, voided, unissued, and lost by using control numbers. Each card has a unique control number on the back of each part that will be used to account for cards issued, and identify a specific card to an individual for record keeping purposes.

4. Store unused cards in a secure, lockable container with controlled access.

5. Take the following actions when one or more blank cards cannot be accounted for:

a. Submit a letter report of missing or stolen CPCs to NAVRESFOR (N009) with a copy to NAVPERSCOM (PERS-334), describing circumstances involved, serial numbers of missing cards, corrective measures instituted, and disciplinary action taken, as appropriate.

b. Issue a fraud alert to commissaries in the vicinity.

c. Notify Naval Criminal Investigative Service (NCIS).

6. After a 30 day waiting period, NAVRESPERSCEN or issuing authority will reissue DD 2529s by certified mail to members/dependents with valid requests.

1808. Reserve Entitlements. Review Figures 18-1, 18-2, and 18-3 for a summary of other reserve entitlements.

RESERVE ENTITLEMENTS DURING IDT/AT/ADT/ADSW/INVOLUNTARY  
RECALL as of 4/21/97

BENEFIT	IDT	AT	ADT	ADSW	INVOL	REF	COMMENT
MEDICAL/ DENTAL (MEMBER)	YES LIMITED	YES LIMITED	YES	YES	YES		
MEDICAL (FAMILY)	NO	NO	YES >29 DAYS	YES >29 DAYS	YES		
DENTAL (FAMILY)	NO	NO	NO	NO	NO*		* MAY BE ELIGIBLE IF ORDERS FOR > 2 YEARS
USERRA (RE-EMPLOY- MENT RIGHTS)	YES	YES	YES	YES	YES	TITLE 38, USC, SEC 4301-4333 BUPERSINST 1001.39D	
SSCRA	NO	YES LIMITED	YES	YES	YES	SOLDIERS AND SAILORS CIVIL RELIEF ACT	
AWARDS - MOBILIZATION "M"	NO	NO	NO	YES	YES	NAVADMIN CNO WASH DC 311702Z DEC 96	AS AUTHORIZED FOR EACH CONTINGENCY. IF AWARDED "M", AUTOMATICALLY AUTHORIZED TO WEAR ARMED FORCES RESERVE MEDAL
AWARDS - ARMED FORCES SERVICE MEDAL	NO	NO	NO	YES	YES	NAVADMIN CNO WASH DC//N09B// 071334Z MAR 96	AS AUTHORIZED FOR EACH CONTINGENCY OPERATION
FAMILY SEPARATION ALLOWANCE I & II	NO	NO	YES I IF > 29 II IF > 139 DAYS	YES I IF > 29 II IF > 139 DAYS	YES I IF > 29 II IF > 139 DAYS	FMR CH 27	MUST MEET ELIGIBILITY REQUIREMENTS IAW REF

Figure 18-1

RESERVE ENTITLEMENTS DURING IDT/AT/ADT/ADSW/INVOLUNTARY RECALL  
as of 4/21/97

BENEFIT	IDT	AT	ADT	ADSW	INVOL	REF	COMMENT
ADVANCE PAY	NO	NO	NO	YES > 139 DAYS	YES > 139 DAYS	FMR CHP 56	
GI BILL (AD PROGRAM EDUCATIONAL BENEFITS)	NO	NO	NO	YES > 2 YEARS* (MAY PAY INTO VEAP > 29 DAYS)	YES > 2 YEARS* (MAY PAY INTO VEAP >29 DAYS)	BUPERSINT 1780.	* FIRST AD MUST BE AFTER 1985 CHECK TO MAKE SURE AN AUTOMATIC PAYROLL DEDUCTION IS NOT BEING TAKEN OUT IF YOU ARE NOT ELIGIBLE
FOREIGN LANGUAGE PROFICIENCY PAY	YES	YES	YES	YES	YES	FMR CH 19 & 57	DESIGNATED CRITICAL LANGUAGE MUST MEET ELIGIBILITY REQUIREMENTS, IAW REF
HEALTH PROFESSIONAL PAY (MEDICAL, DENTAL, NURSE)	NO	NO	NO	YES > 29 DAYS	YES > 29 DAYS	FMR CH 5, 6, & 21	
SPECIAL DUTY PAY - DIVING PAY	YES	YES	YES	YES	YES	FMR CH 11	ASSIGNED BY ORDERS TO DIVING DUTY, AND MEET ELIGIBILITY REQUIREMENTS, SEE REF
CAREER SEA PAY	NO	NO	YES > 29 DAYS	YES > 29 DAYS	YES > 29 DAYS	FMR CH 18	E4 AND ABOVE
PROFICIENCY PAY/SPECIAL DUTY ASSIGNMENT PAY (ENLISTED)	NO	NO	NO	YES > 179 DAYS	YES > 179 DAYS	FMR CH 18	DESIGNATED PROFICIENCIES ONLY
HOSTILE FIRE IMMINENT DANGER PAY	NO	YES	YES	YES	YES	FMR CH 56	SPECIFIED LOCATIONS
FOREIGN DUTY PAY	NO	YES	YES	YES	YES	FMR CH 17 & 57	ENLISTED ONLY DESIGNATED AREAS
HAZARDOUS DUTY INCENTIVE PAY - FLYING	YES	YES	YES	YES	YES	FMR CH 22 & 57 and Title 10	MUST BE ORDERED TO FLYING BILLET MUST MEET ELIGIBILITY REQUIREMENTS
HAZARDOUS DUTY PAY - PARACHUTE, FLIGHT DECK, DEMOLITION, EXPERIMENTAL STRESS	NO	NO	YES	YES	YES	FMR CH 24 & 57	MUST BE ORDERED TO BILLET, MUST MEET ELIGIBILITY REQUIREMENTS

Figure 18-2

RESERVE ENTITLEMENTS DURING IDT/AT/ADT/ADSW/INVOLUNTARY  
RECALL as of 4/21/97

BENEFIT	IDT	AT	ADT	ADSW	INVOL	REF	COMMENT
BASE PAY	YES	YES	YES	YES	YES	FMR CH 2 & 57	
BAS - OFFICER	NO	YES	YES	YES	YES	FMR CH 25 & 56	
BAS - ENLISTED	ONE MEAL PER DAY PROVIDED	YES*	YES*	YES*	YES*	FMR CH 25 & 56 CNRFINST 17300	RATIONS IN KIND NOT AVAILABLE; PERMISSION TO MESS SEP GRANTED; EMERGENCY CONDITIONS
BAQ	NO	YES	YES	YES*	YES*	FMR CH 26 & 56	WHEN NOT IN GOV QUARTERS MAY RECEIVE IF HOME OWNED OR RENTED AND HHG NOT STORED BY NAVY
VHA	NO	NO	YES > 139 DAYS	YES > 139 DAYS	YES	JFTR CH 8	STARTS AND STOPS AT EACH SITE (NRA, NMPS, ULTIMATE DUTY STATION)
HHG SHIPMENT & DEPENDENT MOVE	NO	NO	NO	NO*	NO*	JFTR CH 7	MAY BE AUTHOR IZED IN SPECIF IC CIRCUM STANCE
HHG STORAGE	NO	NO	NO	NO	YES		
TRAVEL	YES*	YES	YES	YES	YES	JFTR CH 7 & 5	*WHEN ON TRAVEL AWAY FROM DRILL SITE
ID CARD	RED	RED	GREEN > 29 DAYS	GREEN > 29 Days	GREEN	MILPERSMAN ART 46215	
UNIFORM ALLOWANCE (OFFICER)	NO	NO	YES > 89 DAYS	YES > 89 DAYS	YES > 89 DAYS	FMR CH 30	ONCE EVERY TWO YEARS IF NOT ON ACTIVE DUTY FOR > 89 DAYS WITHIN PREVIOUS 2 YEARS
UNIFORM ALLOWANCE (ENLISTED)	UNIFORMS ISSUED	UNIFORMS ISSUED	YES* > 6 MOS	YES* > 6 MOS	YES > 6 MOS	FMR CH 29	*E-6 AND BELOW IF NO ISSUE-IN- KIND/E-7 AND ABOVE MAINTENANCE
LEAVE ACCRUAL	NO	NO	YES > 29 DAYS	YES > 29 DAYS	YES > 29 DAYS	FMR CH 56	AT RATE OF 2 AND 1/2 DAYS PER MONTH
EXCEED 60 DAY LEAVE SELL BACK	NO	NO	NO	YES*	YES	FMR CH 35	*IF IN SUPPORT OF SECDEF APPROVED CONTINGENCY OPERATIONS

Figure 18-3

CHAPTER 19

AIR TRAVEL

1901. General. OPNAVINST 4630.25 identifies categories of passengers eligible for space-available transportation and conditions governing travel. The following information defines eligibility of Reserve members for space available transportation on DOD-owned or DOD-controlled aircraft.

1. Eligible passengers include

a. Active status Reserve members in uniform upon presentation of a Armed Forces Identification Card, DD 2N(RES), and a completed DD 1853, Verification of Reserve Status for Travel Eligibility (Figure 19-1).

b. Members of the Retired Reserve without pay (reservists who have received Notification of Eligibility (NOE) for Retired Pay at Age 60, but have not reached age 60), upon presentation of DD 2N(RES) and an NOE. Wearing of the uniform is not required.

c. Retired members with pay who have been issued DD 2 (Gray or Blue). They may be accompanied by eligible family members who have been issued DD 1173, Department of Defense Guard and Reserve Family Member Identification Card, for travel between overseas areas and between the contiguous United States (CONUS) and overseas areas only. To obtain transportation, they will present their ID cards.

2. Personnel identified above are eligible for space available transportation on DOD-owned or DOD-controlled aircraft except as indicated below:

a. Within CONUS. Family members may not accompany their sponsors for travel within CONUS.

b. Between CONUS and Overseas Areas. Travel for active status members and members retired without pay who have received notification of retirement eligibility is limited to travel between CONUS and Alaska, Hawaii, Puerto Rico, the Virgin Islands, or Guam.

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c. Between Overseas Areas. Active status reservists and members retired without pay who have received their notification of retirement eligibility are limited to travel between Alaska, Hawaii, Puerto Rico, or the Virgin Islands.

<b>VERIFICATION OF RESERVE STATUS FOR TRAVEL ELIGIBILITY</b> <i>(Part B may be completed by the requester's commander, First Sergeant, or a DoD personnel official with access to the Personnel Data System.)</i>				1. DATE PREPARED (YYYYMMDD)	
<b>PRIVACY ACT STATEMENT</b>					
<p><b>AUTHORITY:</b> 10 USC 8102, 44 USC 3101 and EO 9397.  <b>PRINCIPAL PURPOSE:</b> Use of your SSN is necessary to positively identify you.  <b>ROUTINE USE:</b> Used by Reserve personnel to verify eligibility for space available transportation on DoD-owned or controlled aircraft.  <b>DISCLOSURE:</b> Voluntary; however, failure to disclose will prevent the applicant from traveling on a DoD-owned or controlled aircraft.</p>					
<b>PART A - TO BE COMPLETED BY APPLICANT</b>					
2. NAME <i>(Last, First, Middle Initial)</i>		3. PAY GRADE	4. BRANCH OF SERVICE	5. SSN	
6. UNIT/COMMAND NAME			7. UNIT/COMMAND ADDRESS		
8. SIGNATURE				9. DATE SIGNED (YYYYMMDD)	
<b>PART B - TO BE COMPLETED BY VERIFYING OFFICIAL</b>					
The Reservist named above is an active reserve component member and is eligible for space available transportation on DoD-owned or controlled aircraft in accordance with DoD Regulation 4515.13-R, and is authorized to so travel <i>(not to exceed six months)</i> .					
10. FROM (YYYYMMDD)			11. TO (YYYYMMDD)		
12. NAME OF VERIFYING OFFICIAL <i>(Last, First, Middle Initial)</i>		13. PAY GRADE	14. TITLE		
15. ORGANIZATION		16. SIGNATURE		17. DATE SIGNED (YYYYMMDD)	

DD FORM 1853, OCT 1999

PREVIOUS EDITION MAY BE USED.

Figure 19-1

CHAPTER 20

RETIREMENT

2001. Retired Reserve. The Navy's Retired Reserve consists of the following categories:

1. Reservists who are age 60 or older and drawing retired pay for non-Regular service under Chapter 1223 of 10 U.S.C.

2. Reservists who have not reached age 60, have received a Notice of Eligibility (NOE), and have not applied for retired pay benefits but have transferred to a Retired Reserve status after completing 20 or more years of qualifying service creditable for non-Regular service retired pay benefits under Chapter 1223 of 10 U.S.C.

3. Reservists who have not reached age 60, have received a NOE, have been involuntarily removed from drill pay status, have been approved for early retirement under the Reserve Transition Benefits (RTB) program, and have not applied for retired pay benefits but have transferred to a Retired Reserve status after completing 15 but less than 20 years of qualifying service creditable for non-Regular service retired pay benefits under Chapter 1223 of 10 U.S.C. (see Chapter 23).

4. Reservists who have retired under 10 U.S.C. sections 1201, 1202, 1204, or 1205 due to physical disability and who have completed 20 (15 years for RTB) years of military service creditable for non-Regular retired pay benefits under Chapter 1223 of 10 U.S.C., or who are more than 30 percent disabled.

5. Reservists who have retired after completion of 20 or more years of active military service or 15 - 20 years for TERA (Temporary Early Retirement Authority) members under Chapter 1223 of 10 U.S.C.

6. Reservists who have been transferred to a Retired Reserve status in lieu of a discharge, transfer, or retention in the Standby Reserve (Inactive status) (USNR-S2) and are not eligible for non-Regular service retired pay benefits (see Chapter 1223 of 10 U.S.C.). These reservists in the past have been referred to as Honorary Retirees.

2002. Reserve Retired List. The Reserve Retired List of the Navy is comprised of the following:

1. All Naval Reserve officers and enlisted personnel who receive retired pay on the basis of their active duty and/or reserve service.

2. All Naval Reserve officers and enlisted personnel transferred to a Retired Reserve status who are entitled to retired pay for non-Regular service but have not reached age 60.

3. Other retired Reservists who are drawing reserve retired pay based on reasons other than age, service requirements or physical disability (See MILPERSMAN 1800 for additional information concerning the Retired List.)

2003. Reserve Service Requirements to Qualify for Non-Regular Retirement

1. Unless otherwise provided by law, a reservist must have completed 20 years of qualifying service to be eligible for non-Regular service retired pay, at or after age 60. The last 8 years of such qualifying service must be in a reserve component. During the period 1 October 1991 through 31 December 2001, the last 8 year requirement is reduced to 6 years. There is no requirement that the last 8 (6) be continuous service

2. Per Chapter 23 of this instruction, the 20 year requirement has been reduced to 15 years for certain selected reservists involuntarily removed from drill pay status for physical disability or under the RTB program. During the period 5 October 1994 through 31 December 2001, the last 8 year requirement is also reduced to 6 years.

3. Any period of service as a member of a Regular component intervening between periods of reserve service counted toward the 8 and 6 year requirement must be excluded in determining whether the member has the requisite 20 years of qualifying service. Service in a Regular component during a partial year shall be treated in the same manner as 1 full year of service in this respect. For example

a. To be eligible for early retirement under the RTB program (at least 15 but less than 20 years of qualifying

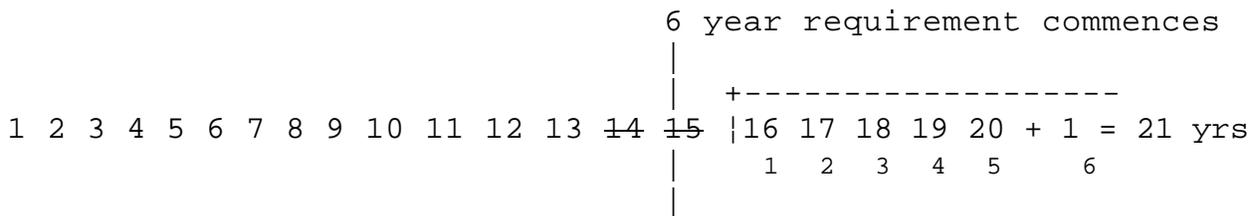
service, see Chapter 23) the member must have satisfactorily served for 6 years commencing at the beginning of the 10<sup>th</sup> year through the date of retirement, in a reserve component as indicated below.



Notes:

1. Regardless of the year the member retires via RTB, 6 years as a reservist earning at least 50 points a year must be completed commencing with the 10<sup>th</sup> year of qualifying service.
2. If the member had served in a Regular component (e.g., USN, USA, USMC, USAF) any time during the last 6 years (10-15th years) then the member would not meet RTB eligibility unless additional years of qualifying service in a reserve component were completed.

b. To qualify for a Non-Regular service retirement (20 years) the member must have satisfactorily served a minimum of 6 years, commencing at the beginning of their 15th year through the date of retirement, in a reserve component. The 6 year requirement does not have to be consecutive as indicated below:



Notes:

1. In the above example, member was serving in a regular component during years 14 and 15. As a result the member must complete an additional qualifying year of reserve service to meet the last 6 year requirement.
2. After 31 December 2001, if the 6 year rule is not extended, the 8 year requirement would be calculated in the same

manner but commencing at the beginning of the 13th year of service.

2004. Eligibility for Retirement Point Credit for Non-Regular Service Retirement

1. Members in the following categories are eligible for retirement point credit:

a. Members of a Regular (i.e., USN, USMC, USCG, USA, USAF) or Reserve (i.e., USNR, USMCR, USCGR, USAR, USAFR, ANG) component on active duty service.

b. Members of a Reserve component, not on extended active duty, in an active status (i.e., SELRES, IRR, or Standby Reserve Active Status List (USNR-S1)).

c. Members of a Reserve component in a retired status (other than members who have retired from active service, members transferred to the Fleet Reserve, Fleet Marine Corps Reserve or members transferred to a Retired Reserve status who are not eligible for non-Regular service retired pay benefits under Chapter 1223 of 10 U.S.C.) who are ordered to perform active duty or other appropriate duty under official active duty, ADT, or IDT orders issued and authorized by appropriate authority (CHNAVPERS, NAVRESFOR, or NAVRESPERSCEN for USNR Retired members).

2. Members of a Reserve component in an inactive status who are carried on the Inactive Status List of the Reserve component (e.g., USNR-S2) may not be credited with service for retirement per 10 U.S.C. 12734(a).

2005. Criteria for Establishing the Service Requirement for a Satisfactory Year of Service for Non-Regular Service Retirement

1. The full year periods used for the crediting of qualifying years for non-regular retirement shall be based on "anniversary" years. These anniversary year periods are calculated from an anniversary date unique to each servicemember. Per DODD 1215.7 of 15 Oct 93 (NOTAL), effective 1 October 1995, the date used to determine the anniversary year is established by the date the member entered into active service or into active status in a Reserve component, whichever

is earlier. Members with previously established anniversary dates will retain that date as the beginning of their anniversary year. There are two exceptions as follows:

a. In the case of officers with Reserve service as a cadet or midshipman at a service academy or in the Reserve Officers' Training Corps (ROTC) program, the date for the start of a member's initial anniversary year will be established as the date the member entered into active service or active status minus any service as a cadet or midshipman.

b. In the case of enlisted members of the Armed Forces (members who have service as a cadet or midshipman but who did not later receive or who do not hold a commission as an officer), service as a cadet or midshipman at a service academy shall be included and counted as active duty service.

## 2. Adjustment to Anniversary Years

a. The start date (month and day) for each successive anniversary year will not be adjusted unless the member has a break in service. A break in service occurs only when a member transfers to the inactive status list, the temporary disability retired list, the Retired Reserve, or is discharged for a period greater than 24 hours. There is no break in service if a member transfers directly to another Regular or Reserve service.

b. Effective 1 October 1995, when a member with a break-in-service returns to an active Reserve status or to active service, the revised anniversary year start date shall be the date of return or reentry.

c. It is very important that individual reservists be aware of their anniversary year because retirement points earned in 1 anniversary year are, by law, not transferable to any other anniversary year. Years of qualifying service are calculated as of the end of each anniversary year.

d. In an anniversary year in which fewer than 50 points are credited, the earned points are added to the cumulative retirement point total, but that anniversary year is not a qualifying year.

3. Credit for Partial Years of Service

a. A member who has a break in service that occurs during an anniversary year shall be credited with a partial year of qualifying service for non-Regular retirement.

b. When, as a result of a break in service, a partial year occurs, the service member must meet the minimum retirement point requirements set forth in Figures 20-6 and 20-7. A partial qualifying year is any period less than 12 full months in which the retirement points credited to a member, when computed proportionally to 12 months, are equal to or greater than 50 points.

2006. Retirement Point Credit by Activity. Retirement points credited per Chapter 1223 of 10 U.S.C. are defined in the following paragraphs. A current list of authorized activities are listed in Figure 20-1.

1. Active Service. One point for each day of active service. Active service is service on active duty including AT, ADT, IADT and ADSW.

2. Inactive Duty Service. Inactive duty service will be credited as follows:

a. One point for each attendance at a regularly scheduled or rescheduled IDT period (drill), ATP, AFTP, RMP or a period of equivalent instruction. See Chapter 12 for definitions of IDT and equivalent instruction.

b. A maximum of two retirement points may be credited for attendance at IDT (drill) periods in any 1 calendar day.

c. One retirement point for each period of equivalent training (ET) meeting the following standards:

(1) If the ET is performed instead of a regularly scheduled unit drill or IDT period and the duration is at least the same as the unit drill or IDT period it replaces.

(2) If the ET is performed as part of a regularly scheduled unit drill or IDT period, only one retirement point may be credited for the period of equivalent instruction.

(3) If the ET performed is in addition to the regularly scheduled unit drill or IDT period, the ET must be of at least 4 hours duration and performed in a non-pay status.

(4) When multiple periods of ET are performed, each period must be of at least 4 hours duration, whether performed instead of or in addition to a regularly scheduled unit drill or IDT period.

(5) The ET is authorized and supervised by the unit CO or officer in charge (OIC) or authorized command representative, and certification of the type and duration of the instruction is maintained per COMNAVRESFOR directives/policy.

d. One point per 3 hours of authorized nonresident instruction (Navy correspondence courses) successfully completed. The number of retirement points authorized for Navy nonresident correspondence courses are listed in the course assignment booklet. To be authorized retirement points, the nonresident instruction must be of such military value that the instruction received would enhance the reservist's professional development and broaden either

(1) the Reservist's qualifications for duties to which the Reservist may be expected to be assigned upon mobilization.

(2) the qualifications of those whose work the Reservist may supervise.

e. One retirement point per day for Ready Reservists (USNR-R) attending an authorized military department-sponsored seminar, symposium, or similar assembly (hereafter referred to as "meeting"), scheduled either separately or in connection with a professional meeting provided

(1) the meeting is designated by NAVRESFOR (for SELRES, IMA and VTU personnel) or NAVRESPERSCEN (for IRR active status pool personnel) as being of such value that the instruction received would enhance the reservist's professional development and broaden either

(a) the reservist's qualifications for duties to which the reservist may be expected to be assigned upon mobilization, or

(b) the qualifications of those whose work the reservist may supervise.

(2) The meeting is of at least 4 hours duration.

(3) Reservist's attendance has been approved previously and, in each instance, by either NAVRESFOR (for SELRES, IMA and VTU personnel) or NAVRESPERSCEN (for IRR active status pool personnel).

(4) Reservist either registers with a designated monitor representing the Navy, or in the absence of such a monitor, is authorized to and does certify their own attendance.

(5) Reservist's participation is without compensation other than the pay to which the Reservist may be entitled as a member of the Naval Reserve.

f. IRR and active status Standby Reserve-Active (USNR-S1) personnel authorized by NAVRESFOR to participate in civil defense activities per enclosure (3) of DODI 1215.19 of 14 Mar 97, will be credited with one retirement point per period of IDT of a duration determined by the Federal Emergency Management Agency (FEMA), but not less than 4 hours duration. A maximum of two retirement points for IDT may be credited per calendar day.

g. Reservists in an active status (USNR personnel on active duty, USNR-R and USNR-S1 personnel) are credited with membership retirement points at the rate of 15 per anniversary year, or proportional part thereof, for membership in the Naval Reserve component per DOD Instruction 1215.7 of 15 October 1993.

h. Historically, retirement points credited for activities other than active service could not exceed 60. Effective 23 September 1996, a maximum of 75 inactive points per year of qualifying service could be credited to an anniversary year. Effective 30 October 2000, a maximum of 90 inactive points per year can be credited to the anniversary year ending on or after that date. A maximum of two retirement points may

be awarded in 1 calendar day for any activity or combination of activities and no more than one point for any day in which the member is in an active service on active duty including AT, ADT, or ADSW. A person in an active service may not receive retirement points for other activities concurrently; however, no deductions in the retirement points credited for membership in a Reserve component is required for active service other than service as a member of a Regular component (i.e., USN or USMC) during an anniversary year. A maximum of 365 points (366 points in a leap year) may be awarded in an anniversary year.

3. FUNERAL HONORS DETAILS. One point for each day in which 2 hours of duty is performed per paragraph 2024 of this Chapter.

2007. Recording and Maintaining Service Credit for Non-Regular Service Retirement. Retirement point credits for Naval Reservists are recorded and maintained in the Navy Enlisted and Officer Participation System (NEOPS), a subsystem of IMAPMIS.

1. An initial individual record of retirement point credits is established in NEOPS when

a. a reservist, not on extended active duty, affiliates with a Naval Reserve unit in either pay or non-pay status and the reservist's initial IDT participation data is recorded in NSIPS; however, to establish a complete NEOPS record of retirement point credits and the member's anniversary year date, prior active duty and inactive duty service data from another Reserve component, previous enlistment, or appointment, information must be reported by submitting a completed NRPC 1570/9, Naval Reserve Retirement Point Capture Form to NAVRESPERSCEN (N2). Figure 20-2 provides detailed procedures for completing the NRPC 1570/9, Naval Reserve Retirement Point Capture.

b. a reservist is released from an extended active duty service and the appropriate documents and personnel data are received and validated, NAVRESPERSCEN will determine the reservist's anniversary year date and qualifying service and initiate a NEOPS record of retirement point credits.

2. Quarterly, NAVRESPERSCEN prepares and distributes a report listing enlisted personnel by NRA, that require the submission of a completed NRPC 1570/9 to establish a complete

NEOPS record of retirement point credits and an anniversary year date. Complete NEOPS records for officers are normally established without the necessity of a completed NRPC 1570/9 based on military service data provided by NAVPERSCOM (PERS-911) upon the officer's release from active duty or appointment as a Naval Reserve officer.

3. Retirement point credits for active service and extended active duty (over 179 days) are recorded in NEOPS by NAVRESPERSCEN upon receipt of documents certifying completion of active duty service (DD 214, BUPERS ADSW/AD order with pay voucher (LES) (NAVCOMPT 2120) or BUPERS/NAVRESFOR AT/ADT order with pay voucher (NAVCOMPT 2120)). The reservist's service record holder or supporting NRA is responsible for forwarding certified copies of active duty service documents to NAVRESPERSCEN (N2) for recording in NEOPS. To ensure timely recording of retirement points and inclusion in member's current anniversary year, forward active duty service documents to NAVRESPERSCEN within 45 days of completion of active duty service.

4. Retirement point credits for annual training (AT)/active duty training (ADT) are recorded in NSIPS via the supporting NRA or service record holder. For AT/ADT completed more than 12 months prior, AT/ADT orders with pay vouchers must be submitted to NAVRESPERSCEN (N21) for recording in NEOPS. Retirement point credits for inactive duty service are recorded in NEOPS from the following sources:

a. IDT data received from DFAS-CL for paid drills or equivalent training (ET),

b. NAVRESFOR for non-paid drills or ET and correspondence courses graded and recorded by the member's service record holder or NRA, and

c. NETPDTC for correspondence courses they grade and record on each individual reservist.

5. Annual Retirement Point Record (ARPR) and Annual Statement of Service History (ASOSH) (NRPC 1070/124)

a. NAVRESPERSCEN prepares an ARPR and ASOSH on each reservist who is not on extended active duty and is earning at

least 16 retirement point credits in an anniversary year. The ARPR and ASOSH provide the following information:

(1) A detailed statement of active and inactive duty service dates and retirement point credits earned and recorded in NEOPS during the reservist's previous anniversary year.

(2) A statement of active and inactive service retirement point credits earned and recorded in NEOPS for the previous anniversary years provided the service was qualified as satisfactory service towards eligibility for non-Regular service retired pay at age 60.

b. To ensure all retirement point credits earned during an anniversary year are included in a reservist's ARPR and ASOSH the report is prepared for distribution approximately 2 months following the reservist's Anniversary Date.

c. Two copies of the ARPR and ASOSH are distributed to the reservist's service record holder or supporting NRA for review and validation. A copy is to be filed in the member's field service record and a copy is provided to the reservist.

d. COs or OICs of NRAs and PERSUPPDETs shall provide assistance to reservists in validating the retirement point credits recorded on their ARPR and ASOSH reports. Discrepancies noted are to be annotated by the member's service record holder or supporting NRA on a copy of the reservist's ARPR and ASOSH report and forwarded to NAVRESPERSCEN (N2) with a copy of supporting source documents (e.g., DD 214, Drill Muster Record, AT orders with pay voucher).

2008. Notification of Eligibility (NOE) for Non-Regular Service Retired Pay at or after Age 60

1. Per 10 U.S.C. 12731, NAVRESPERSCEN will issue a NOE for non-Regular service retired pay at or after age 60 to each Naval Reservist, not on extended active duty, who has met all of the following conditions to qualify for non-Regular service retired pay at or after age 60:

a. Completed at least 20 years of qualifying service, computed under 10 U.S.C. 12732, or at least 15 years of qualifying service and was approved for RTB by NAVRESFOR; and

b. Served the last 6 years of such qualifying service as a member of a Reserve component; and

c. If a member of a Reserve component before 16 August 1945, performed active duty service between 15 April 1917 and 12 November 1918, or between 8 September 1940 and 1 January 1947, or active duty service (other than for training) between 6 June 1950 and 28 July 1953, or between 14 August 1961 and 30 May 1963, or between 5 August 1964 and 27 March 1973.

2. The NOE for non-Regular service retired pay at or after age 60 will automatically be issued by NAVRESPERSCEN within 1 year after the member has met all the requirements for the non-Regular service retired pay at or after age 60. Under normal conditions, NAVRESPERSCEN issues the NOE for non-Regular service retired pay at or after age 60, 5 months after the end of the Anniversary Year the member completes the conditions necessary to qualify for retired pay benefits.

3. After a member has been granted retired pay for non-Regular service or received an NOE for non-Regular service retired pay at or after age 60, issued by either NAVPERSCOM or NAVRESPERSCEN, the member's eligibility may not be denied or revoked on the basis of any error, miscalculation, or misinformation in the administrative determination of years of service performed unless it resulted from fraud or misrepresentation of the member; however, the number of years of creditable service upon which retired pay is computed may be adjusted to correct any error, miscalculation, misinformation, or administrative determination. When such a correction is made, the member is entitled to retired pay based on the corrected amount of creditable service.

4. Information concerning the Reserve Component Survivor Benefit Plan (RCSBP), the elections available, the effects of such elections and an enrollment application shall be included with the NOE for non-Regular service retired pay at or after age 60 (see section 2020 for further information on the RCSBP).

5. The NOE for non-Regular service retired pay at or after age 60 will also include information concerning eligibility for full time SGLI coverage.

2009. Retirement Orders and Authorizations. Retirement orders and transfer authorizations to a Retired Reserve status, for reserve personnel not on extended duty, are issued by Chief of Naval Personnel (CHNAVPERS) or by NAVRESPERSCEN. Retirement orders are normally issued 3 to 6 months in advance of the scheduled retirement date.

2010. Effective Date of Retirement.

1. Effective date of retirement will be specified in the retirement orders issued by CHNAVPERS or the NAVRESPERSCEN.

2. The effective date of retirement for members of the Naval Reserve, under age 60, who are eligible for non-Regular service retired pay at or after age 60 and retired for other than physical reasons shall be the 1st day of the month.

3. The effective date of retirement for members of the Naval Reserve, age 60 or over, who are eligible for non-Regular service retired pay at or after age 60 and retired for reasons other than physical disability shall be the date the member is entitled to retired pay.

4. The effective date of retirement for members of the Naval Reserve who are retired due to physical disability will be the date SECNAV approves such retirement or on any subsequent date specified by SECNAV up to and including the 1st of the following month.

5. The effective date of retirement for members of the Naval Reserve subject to mandatory removal from an active status, who are not eligible for non-Regular service retired pay at or after age 60, but are approved for transfer to Retired Reserve Status in lieu of discharge or transfer or retention in the Standby Reserve-Inactive (USNR-S2) status, shall be the 1st day of the month.

2011. Retired Grade Determination (SECNAVINST 1820.2B)

1. Reserve enlisted personnel and officers are normally transferred to Retired Reserve status in the grade in which serving at the time of transfer. Exceptions are as listed below in paragraphs 2011.2 and 2011.3.

2. Enlisted Personnel

a. Enlisted personnel advanced to E-7, E-8, or E-9 who voluntarily request retirement must satisfactorily serve 24 months in the grade in which they wish to be retired or request retirement in their previously held grade. Per SECNAVINST 1820.2B, time-in-rate requirements may be waived by NAVPERSCOM during times of force reductions. When waived, members may retire in the highest rate held and should check with their order issuing authority for the current waiver policy at the time of their retirement.

b. Reserve enlisted members who, through no fault of their own, are unable to complete the service-in-grade requirements may request a waiver to retire at a higher paygrade from CHNAVPERS, via NAVRESPERSCEN (N221).

c. Reserve enlisted members subject to involuntary transfer from an active status (USNR-R) and (USNR-S1), approved for transfer to a Retired Reserve status, in lieu of discharge or transfer or retention in the Standby Reserve (Inactive Status) (USNR-S2), will be permitted to retire in the highest grade satisfactorily served.

d. Reserve enlisted members, upon assignment or transfer to a Retired Reserve status, shall be retired in the highest grade in which they have served satisfactorily. The CO, NAVRESPERSCEN, acting for CHNAVPERS, shall make determinations of satisfactory service based on the following factors:

(1) Time served in current or higher grade.

(2) Any report of misconduct, moral or professional dereliction, conduct not in the interest of national security, or conviction by Courts-Martial.

(3) The nature and severity of any misconduct. If the NAVRESPERSCEN determines the enlisted member's service was not satisfactory in the highest grade, the retired grade will be the highest grade in which satisfactory service was last performed.

3. Officers

a. Per 10 U.S.C. 1370(d) and 12771, officers selected for promotion on or after 1 October 1996 who have accepted promotion to the next higher grade must meet the satisfactory service-in-grade requirements listed below or request retirement in their previously held grade. Note that officers who have completed at least 6 months of satisfactory service and who are transferred from an active status solely due to the requirements of a nondiscretionary provision of law requiring such a transfer due to the officer's age or years of service may be transferred to the Retired Reserve at that grade.

<u>Grade</u>	<u>Service-in-grade requirements</u>
0-1 through 0-4	6 months
0-5 through 0-8	3 years (In-service grade requirement is reduced to 2 years for retirements effected between 17 October 1998 and 30 September 2001, per OASD Memorandum of 28 October 1998 (NOTAL). On 1 October 2001 the time-in-grade requirement returns to 3 years.)

b. Officers selected for promotion before 1 October 1996 remain eligible for retirement under the provisions of SECNAVINST 1820.2B. As permitted therein, officers are allowed to retire at the highest rank satisfactorily held.

c. Reserve warrant officers will be retired in the grade held on the day before the effective date of their retirement or in any higher warrant grade in which they served satisfactorily on active duty, as determined by SECNAV, for a period of more than 30 days.

4. The service-in-grade requirements listed above must be served in an active status (USNR-R or USNR-S1). Frocking does not constitute acceptance of advancement or promotion. Any misconduct, moral or professional dereliction, which results in a Courts-Martial or separation for cause shall also be taken into consideration in determining if the member's service was satisfactory.

2012. Retirement Due to Age and Transfer of Naval Reserve Officers to Retired Reserve Status. Per 10 U.S.C. 14509, all

Naval Reserve officers in an active status (USNR-R or USNR-S1) or on the inactive status list (USNR-S2) in a grade below rear admiral (lower half) who have not been recommended for promotion to the grade of rear admiral (lower half), will be transferred to the Retired Reserve upon request, or discharged when they reach 60 years of age, unless retention has been specifically authorized by SECNAV per 10 U.S.C. 14703. Therefore, all officers approaching their 60<sup>th</sup> birthday must actively pursue one of the following options:

1. Request transfer to the Retired Reserve effective no later than the first day of the month following their 60<sup>th</sup> birthday,

2. Request and receive in advance an age extension per 10 U.S.C. 14703. The annual SECNAV Naval Reserve Retention and Continuation Plan, authorizes certain professional members extension past age 60. NAVPERSCOM will notify eligible members in advance and provide appropriate requests to be completed and returned, or

3. Be discharged. (This last option is required by law and must occur if the officer is not retirement eligible or if no request for transfer to the Retired Reserve is submitted).

2013. Voluntary Retirement and Transfer to Retired Reserve Status for Members Not Eligible for Non-Regular Service Retired Pay at or after Age 60

1. Historically, a reservist who was not eligible for non-Regular service retired pay at or after age 60 but who was subject to mandatory removal from Ready Reserve or Standby Reserve status could apply, and be transferred to Retired Reserve status in lieu of discharge, provided the characterization of service would qualify member for an honorable discharge and the member met the requirements of either "a" or "b" listed below.

a. Met at least one of the following requirements:

(1) Completed at least 10 years of active commissioned service, or

(2) Attained the age of 37 on the date of retirement and has either:

(a) completed at least 8 years of service with a minimum of 50 retirement point credits earned per year after 1 July 1949;

(b) completed at least 8 years of service in a Reserve component, including at least 6 months of honorable service on active duty in time of war or national emergency; or

(c) consistently supported the Armed Forces in an outstanding manner as determined by SECNAV.

b. Found not physically qualified (NPQ) for active duty service, not as a result of their own misconduct.

2. Reservists not eligible for non-Regular service retired pay at or after age 60, but allowed to transfer in an Honorary Retired Reserve status, are not entitled to any military retired pay benefits, nor are they authorized to retain a U.S. Armed Forces identification card.

3. Changes to DODD 1215.6 of 14 Mar 97 and DODI 1200.15 of 18 Sep 97 suspended the Honorary Retiree program after 18 September 1997. While members previously transferred to the Retired Reserve, but not eligible for retired pay, will not be discharged, no additional members will be similarly transferred unless authorized by NAVPERSCOM to meet specific legal or special program requirements such as members receiving VSI payments.

2014. Voluntary Retirement and Transfer to Retired Reserve Status for Members Eligible for Non-Regular Service Retired Pay at or after Age 60

1. Any reservist, including those subject to mandatory removal from an active status or found NPQ for active duty service not as a result of their own misconduct, who is eligible for non-Regular service retired pay at or after age 60 may be retired and transferred to the Retired Reserve Status upon application, provided

a. Member was issued a NOE for non-Regular service retired pay at or after age 60 or has completed all the requirements necessary to qualify for a NOE for non-Regular service retired pay at or after age 60 (see section 2007).

b. Member is not entitled, under any other provision of law, to retired pay from an armed force or retainer pay as a member of the Fleet Reserve or Fleet Marine Corps Reserve.

2. Reservists, under age 60, who are eligible for non-Regular service retired pay at or after age 60 and were approved for retirement and transfer to Retired Reserve Status are entitled to unlimited military exchange and limited commissary privileges (see Chapter 18). Such reservists, often referred to as "Gray Area Retirees," must apply later, shortly before they reach age 60, for retired pay benefits for non-Regular service.

3. Reservists who are age 60 or older and are eligible for non-Regular service retired pay at or after age 60, must also submit an Application for Retired Pay Benefits (DD 108) to receive their retired pay benefits on their requested retirement date (see section 2016).

4. Members who are subject to mandatory removal from an active status and have applied for transfer to the Retired Reserve but have not received retirement orders by the date of removal may be placed in Records Review on the date of the mandatory separation from an active status. NAVPERSCOM will ensure the member is placed in USNR-S2 status. If the retirement order and transfer authorization is received prior to the member's mandatory removal date from an active status, the supporting NRA shall deliver the retirement orders and ensure separation processing is completed.

2015. Submission of Application for Voluntary Retirement and Transfer to Retired Reserve Status

1. Applications for voluntary retirement and transfer to a Retired Reserve status should be sent in time to reach NAVRESPERSCEN (N221) between 6 and 12 months in advance of the requested retirement or transfer date. Applications should be submitted in the format shown in Figure 20-5. Per 5 U.S.C. 8301, the requested day of retirement must be the first day of

the month in which retirement is desired. Members assigned to a SELRES unit or VTU must forward their application via their unit CO and the CO/OIC of their unit's supporting NRA for endorsement, and where applicable, provide a copy to the appropriate PERSUPPDET.

2. Obligated service through the requested date of retirement or transfer to Retired Reserve Status is mandatory for enlisted personnel. When applicable, attach NAVPERS 1070/621, Agreement to Extend Enlistment to the application.

3. To expedite the processing of a retirement application, a copy of the member's NOE for non-Regular service retired pay at or after age 60, issued by either NAVPERSCOM or NAVRESPERSCEN, should be attached to the application.

4. The unit CO and CO/OIC of the unit's supporting NRA shall verify that the member meets the eligibility requirements for retirement and transfer to a Retired Reserve status in their endorsement.

5. Procedures for transferring members to the Retired Reserve (without pay).

a. Order issuing activities will cancel member's existing orders to a drilling unit effective not later than the day immediately preceding the requested retirement day. If a member's orders have not been received prior to the requested retirement date, cancel the orders as specified above and make the appropriate NSIPS entry to reflect the member's status change. (Members may not be retained in a drilling unit, pay or non-pay, or earn retirement points beyond the day immediately preceding the requested date.)

b. Service record holders should retain the field service record until retirement orders are received. For enlisted personnel, a NAVPERS 1070/613, Administrative Remarks service record entry should be made per Exhibit 6 in MILPERSMAN 1070-320.

c. The supporting NRA will deliver retirement orders to the member and ensure a retirement ceremony is provided per section 2021.

2016. Authorization of Retired Pay for Non-Regular Service

1. Individuals are responsible for making application to receive retired pay. It is not an automatic process.

2. Eligibility. In order to receive Retired Pay for non-Regular service, a reservist must

a. be at least 60 years of age.

b. complete requirements for issuance of a NOE as outlined in section 2008.

c. submit an application package to NAVRESPERSCEN (N221).

3. Application Procedures

a. NAVRESPERSCEN (N221) sends the application package to eligible personnel approximately 18 months prior to their 60th birthday. If an individual does not receive the application package 8 months prior to turning age 60, the member should contact NAVRESPERSCEN (N221) and request an application package.

b. Member must complete the application and send it to NAVRESPERSCEN (N221) within 30 days of receipt to allow sufficient time for processing. Depending on the applicant's status, the application may need to be sent via other commands.

4. The effective date of retired pay is the date of initial eligibility (attainment of age 60 or completion of the specific service requirement, whichever occurs later) or a subsequent date elected by the applicant. The Uniform Retirement Date Act, 5 U.S.C. 8301, does not apply to applications if the applicant's initial date of eligibility is after 12 August 1968. Unless specifically retained in an active status beyond the date of initial eligibility by SECNAV under 10 U.S.C. 12308, the service performed after the date of initial eligibility cannot be credited for any purpose in the computing of retired pay.

5. The formula for computing retired pay granted under 10 U.S.C. 12731 and 1401 is:

$$\frac{P}{360} \quad X \quad .025 \quad X \quad B \quad = \quad \$/\text{mo.}$$

P denotes total number of retirement points and B denotes applicable basic pay of the grade in which retired. Years of service for pay purposes are computed from Pay Entry Base Date to date of initial eligibility for retired pay (date of discharge if a former member).

6. High-Three Year Averaging. Per 10 U.S.C. 1407, members who initially entered military service after 7 September 1980 have their retired pay computed on the basis of a "high-three year" average formula. These members receive the same entitlement for each year of service creditable for retirement but the basic pay amount used in the formula above (paragraph 2016.4) is an average of the amount of basic pay the member would have received during the last 3 years prior to becoming eligible to receive retirement pay had they been on active duty.

7. Per SECNAVINST 1820.2B, a member will normally be retired in the highest rank or rate in which the member served satisfactorily as determined by the SECNAV (see section 2011).

#### 2017. Obligations

1. Recall. Retired Reservists are liable for involuntary recall to active duty in time of war or national emergency declared by Congress, or when otherwise authorized by law (see Figure 22-1). Members may also be recalled to active duty in a retired status, subject to their consent, at the discretion of SECNAV.

2. Mailing Address. Retired Reservists must keep NAVRESPERSCEN ((N321): 1-800-535-2699) advised of their current address. When a temporary change of residence of 6 months or less is contemplated and mail cannot be delivered promptly by means of the existing mailing address, they must inform NAVRESPERSCEN (N321) of their temporary address at the beginning of their temporary residence and at the end of such residence. Those receiving pay must also report changes of address to DFAS Cleveland, OH.

3. Travel and Residence Overseas. Retired Reservists not on active duty who desire to travel or reside outside the U.S.

for a period in excess of 30 days must report their departure, expected duration of travel or residence, countries to be visited, and forwarding address to NAVRESPERSCEN (N321). Permission to leave the United States is not required. Changes of permanent mailing address should also be reported to DFAS as mentioned in paragraph 2. above. Retired Naval Reservists who plan to travel or reside in any country not within the jurisdiction of an area commander will, upon arrival in and departure from each country, except for brief tours, report their presence to the nearest U.S. Naval Attache' as a matter of courtesy by Personal visit or by letter. In the absence of a Naval Attaché in the country, notify the U.S. Military or Air Attaché or the civilian representative of the American Embassy or Consulate.

4. Employment Restrictions. Reservists not on active duty may accept employment in any civil branch of the public service of the U.S., or may be employed in civilian professions or occupations including the practice of such professions or occupations before or in connection with any department of the Federal Government of the United States; however, civil employment and compensation with any foreign government or any concern controlled in whole or in part by a group of governments including the United States is subject to the approval of SECNAV and the Secretary of State. Members and Former Members of the Naval Reserve in receipt of retired pay are exempt from the dual compensation aspect of the Dual Employment Act of 1964 (see MILPERSMAN 6570-020 and NAVSO P1778, Reference Guide to Post Government Employment Activities of Naval Personnel (NOTAL)). Social Security and Civil Service retirement pay benefits may be received concurrently with retirement pay. Neither pension nor disability compensation benefits from Department of Veterans Affairs may be received concurrently with retired pay. Retired pay may be waived in part or in whole to receive pension or disability compensation from the Department of Veterans Affairs.

2018. Privileges for Members of the Retired Reserve Without Pay but Eligible for Non-Regular Service Retired Pay at or after Age 60

1. Identification Card. Retired Reservists (without pay) are entitled to a DD 2 (RES) ID card. Cards may be obtained by submitting a DD 1172, Application for Uniformed Services.

Identification Card/DEERS Enrollment, together with a copy of retirement orders, to the NAVRESPERSCEN (N223).

2. Wearing of the Uniform. Per U.S. Navy Regulations, retired personnel, not on active duty, will be entitled to wear the prescribed uniform of the grade or rate in which retired when the wearing of the uniform is considered to be appropriate. In general, the uniform may be worn for ceremonies or at official functions when the dignity of the occasion and good taste indicates the propriety of the uniform. Specifically, the uniform may be worn at memorial services, military weddings, funerals, and balls, patriotic parades on national holidays or other military parades or ceremonies when active or reserve U.S. military units taking part, and at meetings or functions of veterans' associations formed for military purposes. Retired personnel, not on active duty, residing or visiting in a foreign country may not wear the uniform except when attending, by formal invitation, ceremonies or social functions at which the uniform is required by invitation, regulations or customs of the country. Authority to wear the uniform upon the above occasions includes periods while traveling to and from the ceremony, provided such travel in uniform can be completed on the day of the ceremony.

3. Use of Military Title. Retired personnel may use their military titles subject to certain restrictions and the exercise of good judgment. Considerable discretion should be shown by members in permitting the use of their name and military title to endorse any commercial enterprise which might in any way be perceived as indicating that the Navy Department approves the enterprise, and especially to avoid an endorsement or contract which will bring discredit upon the Navy. All reserve members retired for service, age, or physical disability are designated "USNR-Retired."

4. Correspondence Courses. Retired personnel are eligible to apply for naval correspondence courses, however, retirement points will not be earned. Retired officers with requisite qualifications may enroll in the graduate level correspondence course "National Security Management" offered by the National Defense University.

5. Additional Benefits

- a. Serviceman's Group Life Insurance (see Chapter 15).
- b. Use of Exchange and Morale, Welfare, and Recreation (MWR) facilities (see Chapter 17).
- c. Limited use of commissary (see Chapter 18).
- d. Space available transportation (see Chapter 19).

2019 Privileges for Members on the Naval Reserve Retired List Receiving Retired Pay

1. When in receipt of retired pay, reservists on the Naval Reserve Retired List are eligible for the benefits listed in section 2018, as well as

- a. unlimited use of commissaries (Chapter 18).
- b. health care.

(1) Retired members receiving retired pay and Former Members of the Naval Reserve (who prior to discharge met the service requirements for retirement pay under 10 U.S.C. 12731, and are receiving retired pay from the Navy), dependents and survivors of retired and Former Members, are eligible for health care under 10 U.S.C. Chapter 55. Dependents and survivors include spouses, unremarried widows or widowers, and unmarried children under age 21 (and those under 23 if enrolled full-time in college, and those incapable of self-support because of a mental or physical incapacity which existed prior to their 21st birthday). Parents and parents-in-law who are dependent on a retired or former member for over one-half of their support and reside in the member's household, as well as surviving parents and parents-in-law, who met such requirements at the time of the member's death, are eligible to receive health care at uniformed services medical facilities only. Retired members and spouses cease to be eligible for civilian health care under the military plan upon attaining age 65 and becoming eligible under the Social Security Hospital Insurance Plan. Individuals who cannot qualify for the Social Security Hospital Insurance Plan will continue to be eligible for civilian health care under the military plan by providing a Notice of Disallowance from the

Social Security Administration to certify that they are not entitled to Medicare, Part A.

(2) The Uniform Service Health Benefits Program provides the following:

(a) Inpatient or outpatient care (including dental care for members and Former Members) in any uniformed services facility subject to the availability of space, facilities, and the capabilities of the professional staff.

(b) Inpatient and outpatient care from civilian medical sources.

(c) Health care to retired members (but not dependents) at facilities of the Department of Veterans Affairs on a space available basis.

2020. Privileges for Former Members of the Naval Reserve. Members of the Naval Reserve who are eligible for non-regular retired pay at or after age 60 under 10 U.S.C 12731, who have been discharged from the Naval Reserve, are referred to as Former Members. Pursuant to Assistant Secretary of Defense Memorandum of 4 March 1999, Former Members are eligible for commissary, exchange, and Morale, Welfare and Recreation (MWR) benefits under 10 U.S.C., Chapter 54. Specifically, Former Members are entitled to the following:

1. DD 2765, Department of Defense Uniformed Services Identification and Privilege Card. This card grants unlimited exchange, MWR, and commissary privileges. This card also grants medical care in Uniformed Service facilities on a space available basis, and medical care in civilian facilities if the Former Member is not entitled to Medicare, Part A.

2. DD 1173, Uniformed Services Identification and Privileges Card. This card grants to dependents of Former Members unlimited exchange, MWR, and commissary privileges. This card also grants medical care in Uniformed Service facilities on a space-available basis, and medical care in civilian facilities for dependents of former member who are not entitled to Medicare, Part A.

2021. Reserve Component Survivor Benefit Plan and Survivor  
Benefit Plan (RCSBP and SBP)

1. The RCSBP was established by 10 U.S.C. Chapter 73 to provide an annuity to eligible beneficiaries of reservists who are qualified for retired pay at age 60. A RCSBP information booklet containing an option election certificate is forwarded via certified mail as part of the member's NOE package. Members will have 90 days from the date of receipt of the package to participate in RCSBP by mailing the election certificate. It must be post marked within the 90-day time frame in order to be considered a valid election. The exception to this rule is if the member is not married at the time of receipt of the NOE package, then an election can be made within 1 year of acquiring a spouse/child.

2. Members participating in basic RCSBP at the maximum level for a spouse or former spouse may purchase additional coverage, referred to as the Supplemental Survivor Benefit Plan (SSBP), that can increase their survivor's post age 62 benefits to one of four different levels: 40, 45, 50, or 55 percent of retired pay. Participation in SSBP is totally voluntary and requires an affirmative election by the member. To increase the survivor's post age 62 annuity from 35 percent to 40, 45, 50, or 55 percent, a member must purchase one, two, three, or four units of SSBP coverage.

3. Members who do not make an RCSBP election, or who elect Option A, will be covered automatically under the SBP (Public Law 92-425 signed 21 September 1972) at the maximum level, unless, prior to eligibility for retired pay, a choice is made to be covered for a lesser amount or to have no coverage whatsoever. The Retired Serviceman's Family Protection Plan (RSFPP) was superseded by the SBP. Any election made under RSFPP is void if the member qualified for retired pay on or after 21 September 1972.

4. Persons eligible to make an election under the SBP, who desire other than the automatic coverage or who have eligible minor children, should complete and mail a Data for Payment of Retired personnel Form (DD 2656) to NAVRESPERSCEN (N221) prior to the date of initial eligibility for retired pay. This date is normally the member's 60th birthday; however, where eligibility for retired pay is attained after age 60, care

should be taken to ensure the election is made in advance of the eligibility date.

5. Any requests for clarification or additional information about SBP at age 60 may be referred to NAVRESPERS-CEN (N222) or NAVPERSCOM (PERS-622). Requests for additional RCSBP information may also be referred to NAVRESPERS-CEN (N222). After the member starts receiving retired pay, all questions about RCSBP and SBP should be directed to Defense Finance and Accounting Service (DFAS), 1240 East Ninth Street, Cleveland, OH 44199-2055.

2022. Additional Information.

1. Upon retirement, the last digit of an officer's designator is changed to a 9.

2. Longevity for pay purposes continues to accrue while in a Retired Reserve status but stops when the member is eligible to receive pay, normally age 60.

3. COs will provide a retirement ceremony for all members upon transfer to the Retired Reserve. Ceremonies will be conducted unless specifically requested otherwise by the individual concerned. The ceremony should be designed to express the Navy's appreciation for the many years of faithful and honorable service the member devoted to their country. Additional guidance may be obtained from MILPERSMAN 1800-010.

2023. Presentation of United States Flag. Upon the transfer from an active status or discharge on or after 10 October 1999, when a Reserve member has completed the years of service required for eligibility for retired pay, the SECNAV shall present a United States flag to the member. A member is not eligible for a flag if the member has previously been presented a flag under any provision of law providing for the presentation of a United States flag incident to release from active service for retirement. The supporting NRA is responsible for procurement of the flag to Selected Reserve and VTU members. NAVRESPERS-CEN is responsible for procurement and delivery to all other qualified members.

2024. Funeral Honors Details. Per 10 U.S.C. 1491, a member of the Ready Reserve may be ordered to funeral honors duty, with

the consent of the member, in preparation for or to perform funeral honors functions at the funeral of a veteran. NAVRESFOR will implement procedures for writing orders, payment of the allowance, and for reimbursement of travel and transportation. Reserve members who perform funeral honor details are eligible for the following:

1. One retirement point, per day, for all funeral honors duty performed for at least 2 hours in one day, unless the duty is performed while in a status for which credit is provided (e.g., IDT, AT, etc). For example, if a reservist is assigned funeral honors duty during a period of IDT, the reservist will receive the retirement points for the IDT, but not for the funeral honors duty. (Figure 20-1.) Retirement points for Funeral Honors duty are not included as part of, or restricted by, the 90 inactive point limit.

2. For eligibility to receive a \$50, or 1 day IDT allowance, travel and transportation, see Chapter 14, paragraph. 1406.5.

CREDITING OF RETIREMENT POINTS

I	II	III
When the member	is in an eligible status and is	the member may be credited with
1. is on active duty, IADT, AT, ADT, or ADSW	on such duty pursuant to orders	one point for each day of AD, IADT, AT, ADT, or ADSW
2. attends scheduled unit training periods (drills) with pay (IDT)	a member of a SELRES unit under orders issued by competent authority	one point for each drill period of a minimum of 4 hours duration with a maximum of two points in any 1 calendar day
3. attends scheduled unit training period (drills) non-pay (IDT)	under orders (VTU)	one point for each drill period of a minimum 3 hours duration except that two drills performed in the same day will be a minimum 4-hour duration each with a maximum of two points in any 1 calendar day
4. is satisfactorily completing authorized military correspondence courses	a member of the Ready Standby Reserve-Active	Points for the Satisfactory Completion of Courses evaluated for retirement credit based upon the point evaluation listed in the assignment booklet

Figure 20-1

I	II	III
<p>5. is authorized training in addition to the scheduled unit training periods (may not be substituted for scheduled drills in maintaining satisfactory performance in the unit)</p>	<p>under orders (such training is performed in a non-pay status)</p>	<p>One point for each drill period of a minimum 3 hours duration except that two drills performed in the same day will be of 4 hours duration with a maximum of two points in any 1 calendar day</p>
<p>6. is authorized to attend professional or trade conventions, Armed Forces seminars, or professional meetings or training conferences; or performs duties in conjunction with employer support of the Guard, and Reserve e.g., meeting with business executives to explain the significance of the Naval Reserve and National Guard, attendance at meetings, trade show exhibits, etc.</p>	<p>a member of the Ready or Standby Reserve-Active and NAVRESFOR has authorized retirement point credit for attendance. The meeting is sponsored supervised, and conducted by one or more of the military departments and authorized by NAVRESFOR (or NAVRESPERSCEN for IRR) as being of such military value that the instruction received would enhance the reservist's professional qualifications for duties to which they may be expected to be assigned upon mobilization, or the qualification of those whose work may be supervised.</p>	<p>a maximum of 1 point per day of the meeting, for a maximum of 5 points in any anniversary year</p> <p><u>Note:</u> If a member is attached to a unit, retirement point credit is submitted through the NSIPS system. If member is not attached to a unit, certify attendance to RESPERS-CEN (N21).</p>

Figure 20-1

I	II	III
6. (cont'd)	Reservist registers With a designated Monitor representing The Navy Department or, In the absence of such Monitor, is authorized To, and does certify Their own attendance. The reservist's Participation is without Remuneration, other than The pay to which they May be entitled as a Member of a Naval Reserve program.	
7. performs liaison and recruiting duties for the U.S. Naval Academy	Affiliated under Orders as a member Of Naval Academy Information Program (NAIP) (formerly called Blue & Gold Program)	one point for each accumulated period of 3 hours spent in counselling prospective candidates or liaison duties as prescribed, not to exceed two points in any 1 calendar day based on 8 hours performance of duty
8. performs staff and administrative duties	Affiliated under orders To a unit of the Naval Reserve (pay for such Training is not Authorized)	one point for a minimum of 3 hours of duty

Figure 20-1

I	II	III
9. performs civil defense duties	affiliated under orders with an authorized Civil Defense Program	one point for a minimum of 3 hours duty except that two drills performed in the same day will be of 4 hours minimum duration with a maximum of two points in any 1 calendar day
10. performs medical duties	assigned under orders and the duty is performed without remuneration (pay or professional fees) and outside the unit training periods for which point credit is already awarded	one point for each accumulated 3-hour period of military medical duties or services not to exceed two points in 1 calendar day based on 8-hours performance of duty
11. is a chaplain or chaplain candidate (chaplain candidates can only participate for point credit when their duty is supervised by a Navy chaplain)	assigned under orders to a unit of the Naval Reserve	One point for each accumulated 3-hour period spent in military ceremony or worship service; spent in preparation for military worship service or spent interviewing prospective applicants for the Chaplain program not to exceed two points per day based on 8 hours performance of

Figure 20-1

I	II	III
11. (cont'd)		duty). (Points other than credit for the drill period are not authorized for preparation performed during the scheduled drill periods.)
12. performs duties of conducting an information and recruiting program	assigned under orders as a member of the recruiting district assistance counsel	one point for each accumulated 3 hour period of duty as prescribed by the appropriate recruiting district commander; not to exceed two points per day based on 8 hours performance of duty
13. performs duties consistent with assigned student officer designator	a member of the Ready Reserve other than the Armed Forces Health Professional Scholarship Program and is assigned under orders to a unit of the Naval Reserve	one point for each 3 hour period of duty performed except that two drills performed in the same day will be of 4 hours duration With a maximum of of two points in any 1 calendar day.
14. performs duties in connection with the Navy Marine Corps Military Affiliate Radio	assigned under orders to participate in the MARS program	one point for a minimum of 3 hours performance of duty with a maximum of two points in any

Figure 20-1

I	II	III
14. (cont'd) System (MARS) program		1 calendar day, based on a minimum of 8 hours perform- ance of duty.
15. performs Funeral Honors Detail	under orders	one point for all funeral honors duty performed for at least 2 hours in one day, unless the duty is performed while in a status for which credit is provided (e.g., IDT, AT, etc.).
16. performs transla- tion and test assignments per NAVEDTRA 100261	a member of the USNR-R or USNR-S1	Credit for the Satisfactory com- pletion of assign- ment and number of final recommended points annotated on the certificate of course completion.
17 performs duties in support of the Sea Cadet program	assigned, under orders issued by the order issuing activity, to duties in support of the Sea Cadet program	one point for a minimum of 3 hours performance of duty with a maximum of two points in any day based on a minimum 8 hours performance of duties.
18. performs duties connection with sea power presentations	a member of a sea powe presentation team, assigned under orders issued by the order issuing activity.	one point for each accumulated 3-hour period of prepara- tion & presenta- tion of sea power brief- ing with a maximum

Figure 20-1

I	II	III
18. (cont'd)		of two points in any 1 calendar day based on a minimum of 8 hours performance duties.
19. performs duties as Campus Liaison Officer	assigned, under orders issued by the Order Issuing Activity, to duties as a Campus Liaison Officer	one point for each accumulated 3 hour period of duty as prescribed by the appropriate recruiting district commander with a maximum of two points in 1 calendar day based on a minimum of 8 hours performance of duties.
20. performs other training projects authorized by the appropriate program sponsor and approved by COMNAVRESFOR	a member of the USNR-R or the USNR-S1	one point for each minimum 3 hours work on the project not to exceed two points in any 1 calendar day based on a minimum 8 hours performance of duties. Points may not be awarded for any day for which points are earned for some other duty.
21. performs duties in the Merchant Marine	affiliated under Program 31	one point for each 4 hours of professional training, not to exceed 35 points per year (e.g., STCW taken as a civilian; sea service to oper- a renew license.)

Figure 20-1

I	II	III
21. Merchant Marine duties (continued)		Also, one point for each non-STCW professional training, not to exceed 5 points per year.

Figure 20-1

PROCEDURES TO ENROLL ENLISTED MEMBERS IN THE NAVYENLISTED/OFFICER  
PARTICIPATION SYSTEM (NEOPS)

The service record holder will prepare NRPC 1570/9, Naval Reserve Retirement Point Capture, to enroll enlisted members in NEOPS.

1. Procedures to Prepare NRPC 1570/9 (must be typed or legibly printed, see Figure 20-3).

a. Heading - It is essential that all information contained within the heading portion of the form be complete and accurate:

(1) RUIC - Reserve Unit Identification Code - 5-digit code assigned to the particular reserve unit.

(2) Reserve Unit Title - Use long title.

(3) UIC - Unit Identification code - five-digit code assigned to the Naval Reserve activity (NRC, NAS, NRF ship, etc.) where the individual reserve unit is assigned.

(4) Record Holding Activity Name - Use long title of service record holding activity.

(5) Name (LAST) - Enter the first 15 letters of the reservist's last name. Do not enter Jr., II, etc. Do not include spaces (e.g., VAN HORN should appear as VANHORN). If the member's last name is less than four letters, enter as many letters of the first name that it takes to make five positions in this block (e.g., TU WONG would appear as TU WO).

(6) Initial - Enter the first name initial only.

(7) SSN - Enter only nine digits. Do not use spaces or hyphens. Verify SSN with individual's enlistment contract.

Figure 20-2

b. Period Covered (Column 1)

(1) Dates should be listed with the year, month, and day using the last two digits of the year, the two digit number for the month, and the two digit number for the day (YYMMDD).

(2) Start line one with the date of initial entry of the member into uniformed service. Review the enlistment contract and any available documentation of prior service for initial entry date. Continue each line by anniversary year. Note that information on prior service is to be recorded as follows:

(a) Regular Component - All periods of active duty service (USN, USMC, USAF, USA, USCG) are to be entered as a single line entry.

(b) Reserve Component - For all components of reserve service (USNR, USMCR, USAFR, USAR, USCGR, National Guard (active/inactive)), enter individually on lines by the member's anniversary year.

(c) Unresolved Periods - If a line cannot be completed because information is not available, enter 999 in Column (8).

(d) Broken Service Periods - If, during an interview, the reservist claims no service in any branch for a particular time, broken service is confirmed. Enter the appropriate periods of time in the "From - To" Column and 888 in Column (8) of the applicable line.

(3) Last Line Entry - Enter the beginning date of the anniversary year in the "From" block and all other columns on this line are to be left blank. The points for this anniversary year will be calculated and credited through NSIPS.

c. Data columns (columns 2 through 8) - AT/ADT orders, NAVCOMPT 2120s, NAVPERS 1070/604s, NAVPERS 1070/613s, DD 214s, etc., as available, will be used to verify retirement points.

Figure 20-2

Transfer the point credits in each category of service (drills, AT and ADT, active duty, correspondence courses, etc.) from any available documents (e.g., AT and ADT orders, NAVCOMPT 2120s, NAVPERS 1070/604s, NAVPERS 1070/613s, DD 214s, etc.) onto the NRPC 1570/9. The objective is to provide as complete and accurate a retirement point capture as possible.

(1) Total Drills (Column 2) - This column indicates total drills performed within the specified anniversary year or period of service.

(2) AT and ADT (Column 3) - This column reflects any AT and ADT completed during the period based upon AT and ADT orders (NAVCOMPT 2120). If AT and ADT documentation is not available, enter 00.

(3) Active Duty (Column 4) - This column reflects active duty points. Credit for active duty time is day for day and must be computed accurately considering leap years and lost time. Day of enlistment and discharge are to be included in the active duty total. Any lost time should appear on the DD 214 and must be subtracted from the total period of active duty when computing retirement points.

(4) Correspondence Course (Column 5) - This column reflects points for correspondence courses successfully completed during the period.

(5) Gratuitous Points (Column 6) - This column reflects membership points earned during the period.

(6) Branch Code (Column 7) - This column reflects branch of service. Enter the appropriate code for branch of the Armed Forces listed below:

<u>Branch of the Armed Forces</u>	<u>Branch</u>
None for broken service	0
U.S. Naval Reserve	6
U.S. Army	A
U.S. Army Reserve	1
U.S. Navy (regular only)	N

Figure 20-2

U.S. Marine Corps	M
U.S. Marine Corps Reserve	4
U.S. Air Force	F
U.S. Air Force Reserve	2
U.S. Coast Guard	P
U.S. Coast Guard Reserve	5
U.S. National Guard	G
U.S. Air National Guard	3
Period of time spent in more than one branch of service	Z

(7) Column (8) - Total - In this column, add points indicated in the horizontal lines and enter the sum. Take care to ensure that no more than 75 points are credited for inactive participation (drills, correspondence courses and membership points) for an anniversary year. Advise the member about the 75-point maximum for inactive participation during the reviewing and certifying interview.

2. Naval Reserve Enlisted Retirement Points Source Documents. Members must submit documentation to verify all military service with the NRPC 1570/9. The following participation and retirement credit documents contain information which contribute to the enlisted retirement point capture. Not all documents are in each reservist's record, but any may be helpful in accumulating the data necessary to complete the NRPC 1570/9. In an effort to provide a comprehensive list of source documents for all members, including those with World War II service or earlier, this list contains several forms which have been superceded and are therefore not currently available (thus they are omitted from appendix C, Forms Availability). If documentation of service cannot be found in the service record, the members should provide documents from their personal records to substantiate service. A legible copy of all documents used to verify or support prior service information should be forwarded.

a. Record of Naval Reserve Service

(1) NAVPERS 1070/611

(2) NAVPERS 601-11 (Rev 10-58)  
Figure 20-2

- (3) NAVPERS 601 (1-54)
- (4) BNP 952-7A
- (5) NAVPERS 1070/605
- (6) AT Orders/NAVCOMPT 2120

b. Administrative Remarks - if containing information related to participation

- (1) NAVPERS 1070/613
- (2) NAVPERS 601-13

c. Lost Time and Unauthorized Absence

- (1) NAVPERS 1070/606
- (2) NAVPERS 1070/607

d. Drill Attendance Records

- (1) NAVPERS 1570/21
- (2) NAVPERS 601 (Rev 3-50)
- (3) NAVPERS 601-8A (New 6-46)

e. First Statement of Service

- (1) NAVPERS 1070/2
- (2) NAVPERS 1070/3
- (3) NAVPERS 1267
- (4) NAVPERS 1822/1

f. Last letter of Years of Qualifying Service

- (1) NAVPERS 1070/30
- Figure 20-2

(2) NAVPERS F-143

g. Record of Discharge

(1) NAVPERS 601-14

(2) NAVPERS 1070/614

h. DD 214, Certificate of Release or Discharge from Active Duty.

i. DD 215, Correction to DD 214, Certificate of Release or Discharge from Active Duty.

j. Enlistment Contract.

k. Agreement to Recall or Extend Active Duty

(1) NAVPERS 1070/601 (Rev 9-67)

(2) NAVPERS 1070/622

l. NAVPERS 553 (Rev 8-45), Notice of Separation from U.S. Naval Service.

m. Correspondence course completion letters.

3. Additional Information to Prepare Form.

a. For members with lost time or unauthorized absence, any NAVPERS 1070/606, Record of Absence, NAVPERS 1070/607, Court Memorandum, and/or NAVPERS 1070/613, will be obtained and submitted with the NRPC 1570/9.

b. Members with prior Naval Reserve service who were previously in NEOPS, who reenlist after broken service, require only update documentation. Prepare an NRPC 1570/9 as prescribed in paragraph 1, and indicate "PRIOR NEOPS" on the form. Obtain a copy of the member's current enlistment contract, any pertinent military service update documentation, and most recent ASOSH or Historical Summary Sheet, if available, and submit with the NRPC 1570/9.

Figure 20-2

c. Ensure that all personnel involved in the transfer of retirement points review this Chapter in order to understand retirement point procedures.

d. NRPC 1570/9 forms may be locally reproduced.

4. Reviewing and Certifying NRPC 1570/9

a. Members will review and sign the completed NRPC 1570/9. The signature indicates they have seen the information. If the members do not agree with the awarded points, they should forward a statement with the completed form.

b. The CO of the submitting activity will certify and sign the document. "By direction" signatures are acceptable by individuals authorized to sign pay documents.

5. Distribution. Send Part 1 of each NRPC 1570/9, along with supporting documentation, to NAVRESPERSCEN (N2). Part 2 will be filed in member's service record.

Figure 20-2

BUPERSINST 1001.39D  
20 FEB 2001

**NAVAL RESERVE RETIREMENT POINT CAPTURE  
FORM NRPC 1570/9 (Rev. 02-90)**

**MAIL COMPLETED  
COPY TO** COMMANDING OFFICER  
NAVAL RESERVE PERSONNEL CENTER (CODE 22)  
NEW ORLEANS, LA 70146-7808

<b>RUIC</b>	<b>RESERVE UNIT TITLE</b>	<b>UIC</b>	<b>RECORD HOLDING ACTIVITY NAME</b>
-------------	---------------------------	------------	-------------------------------------

<b>NAME (LAST)</b>	<b>INITIAL</b>	<b>SOCIAL SECURITY NUMBER</b>	<b>PAGE</b>	<b>OF</b>
--------------------	----------------	-------------------------------	-------------	-----------

	(1) PERIOD COVERED DATE		(2) TOTAL DRILLS	(3) AT/ADT	(4) ACTIVE DUTY	(5) CORRES COURSE	(6) GRATU- ITIOUS	(7) BRANCH CODE	(8) TOTAL 2 - 6
	FROM	TO							
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
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15									
16									
17									
18									
19									
20									

**Reviewed by:**  
\_\_\_\_\_  
Reservist Signature

**Certified to be correct:**  
\_\_\_\_\_  
Commanding Officer  
By direction

PART 1

Figure 20-3

<b>NAVAL RESERVE PERSONNEL CENTER</b> 4400 DAUPHINE STREET, NEW ORLEANS, LOUISIANA 70149-7800 <b>ANNUAL RETIREMENT POINT RECORD</b>										
NAME		SSN		BRCL		NRA		RUC		
ADDRESS				CITY		STATE		ZIP CODE		
TO THE RESERVIST: A SUMMARY OF YOUR PARTICIPATION HISTORY AS HELD BY NAVRESPERSCEN IS SHOWN BELOW. IT IS SUBJECT TO AUDIT AND ADJUSTMENT OF INACCURACIES AND IS THEREFORE NOT A GUARANTEE OF POINTS OR SERVICE FOR RETENTION, PROMOTION OR RETIRED PAY PURPOSES. REVIEW IT CAREFULLY. IF ANY ERRORS ARE FOUND, CONTACT YOUR PERS/UPDET RECORD HOLDER AND PROVIDE DOCUMENTATION OF CORRECT SERVICE. RETURN TO NAVRESPERSCEN, CODE 30 WITHIN 90 DAYS OF RECEIPT. FAILURE TO PROMPTLY IDENTIFY ERRORS COULD AFFECT FUTURE ACCREDITATION OF POINTS AND SERVICE.										
ANNIVERSARY YEAR FROM		29 JUN 96				TO		28 JUN 97		
<b>INACTIVE POINTS</b> (MAXIMUM 90 POINTS PER YEAR)					<b>ACTIVE POINTS</b>					
J.	JUL	13	13	14	14					
J.	AUG	10	10	11	11					
J.	SEP	14	14	28	28					
J.	OCT	26	26	27	27					
J.	NOV	23	23	24	24					
J.	DEC	13	13	14	14	15	15			
J.	JAN	25	25	26	26					
J.	FEB	22	22	23	23					
J.	MAR	22	22	23	23					
J.	APR	20	20	21	21					
J.	MAY	15	15	18	18					
J.	JUN	28	28							
NON CREDITABLE SERVICE PERIODS				REASON				DATE SS/EC		
FROM DATE		TO DATE						08/28/97		
DRILLS TYPE 3	CORRES CRS TYPE 4	MEMBERSHIP TYPE 5		TOTAL INACTIVE PTS	ACDU TYPE 1	AT ADT TYPE 2	TOTAL ACTIVE POINTS	CURRENT YEAR TOTAL POINTS		
48	0	15		60	0	0	0	60		
ANNUAL STATEMENT OF SERVICE HISTORY										
PERIOD		INACTIVE POINTS			ACTIVE POINTS		QUALIFYING PTS. SERVICE			
FROM DATE (YY MM DD)	TO DATE (YY MM DD)	DRILLS	CORRES COURSES	MEMBERSHIP	INACTIVE SUBTOTAL	ACTIVE DUTY	AT ADT	TOTAL POINTS	SERVICE (YY MM DD)	
8/31/83	5/28/87	000	000	00	00	0000	000	00000	00 00 00	
5/29/87	6/28/91	000	000	00	00	1492	000	01492	04 01 00	
6/29/91	6/28/92	000	000	00	31	0000	000	00031	00 00 00	
6/29/92	6/28/93	000	000	15	60	0000	000	00060	01 00 00	
6/29/93	6/28/94	000	000	15	60	0000	019	00079	01 00 00	
6/29/94	6/28/95	000	000	15	60	0089	031	00180	01 00 00	
6/29/95	6/28/96	000	000	15	60	0000	000	00060	01 00 00	
6/29/96	6/28/97	000	000	15	60	0000	000	00060	01 00 00	
<b>TOTAL POINTS:</b>		<b>01962</b>			<b>TOTAL QUALIFYING SERVICE:</b>			<b>(YY MM DD) 09 01 00</b>		

NRPC 1070124 (REV. 03-95). Supersedes NRPC 1070124 (REV. 08-92) which is obsolete.

Figure 20-4

BUPERSINST 1001.39D  
20 FEB 2001

FORMAT FOR REQUESTING TRANSFER TO THE  
RETIRED RESERVE

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

From: Rate/Rank/Name/USNR-R/SSN/DESIG  
To: Commanding Officer, Naval Reserve Personnel Center  
(N221), New Orleans, LA 70149-7800  
Via: (1) Unit Commanding Officer  
(2) Naval Reserve Activity Commanding Officer or  
Record Holder (Note 1)

Subj: REQUEST TO TRANSFER TO THE RETIRED RESERVE

Ref: (a) BUPERSINST 1001.39D

Encl: (1) Notification of Eligibility (Note 2)

1. Per reference (a), I request transfer to the Retired Reserve.

2. The following information is provided:

a. Name, grade, rank or rate, social security number, designator (officers only).

b. Complete mailing address including zip code.

c. Desired date. Per the Uniform Retirement Date Act, 5 U.S.C. 8301, the effective date of retirement must be the first day of a month desired by member. Requests should be submitted not earlier than 12 months and not later than 6 months prior to the requested retirement date. Personnel will not be transferred to the Retired Reserve without written authorization from NAVRESPERSCEN. The effective date of transfer to the Retired Reserve must be a date within the term of an enlistment contract or extension.

d. Date of Birth.

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

Figure 20-5

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

- e. For enlisted personnel: the date of expiration of enlistment or valid extension.
- f. Reason transfer is requested.
- g. Ceremony date.
- h. Phone numbers where members can be contacted.

---

Member's signature

NOTE 1: Members not assigned to a reserve unit will not have any via addresses. Their requests will be submitted directly to NAVRESPERSCEN (N221).

NOTE 2: If the NOE has not been received or cannot be located, a certified copy of the most current NAVPERS 1822/1, NRPC 1070/61, or NRPC 1070/124 (formerly, Historical Summary Sheet) should be enclosed.

NOTE 3: In case of early retirement authorized by Reserve Transition Benefits (RTB), a NOE will be prepared and sent to the member by NAVRESPERSCEN as part of the retirement package processing.

NOTE 4: Transfer to the Retired Reserve will be without pay if the member is less than 60 years of age. Notification will be mailed to the member by NAVRESPERSCEN approximately 1 year before reaching age 60 of pay eligibility, if entitled, along with forms to request retired pay upon reaching age 60.

**FOR OFFICIAL USE ONLY (WHEN FILLED IN)**

Figure 20-5

Number of days in an active status		Minimum points required
0	7	1
8	14	2
15	21	3
22	29	4
39	36	5
37	43	6
44	51	7
52	58	8
59	65	9
66	73	10
74	80	11
81	87	12
88	94	13
95	102	14
103	109	15
110	116	16
117	124	17
125	131	18
132	138	19
139	146	20
147	153	21
154	160	22
161	168	23
169	175	24
176	182	25
183	189	26
190	197	27
198	204	28
205	211	29
212	219	30
220	226	31
227	233	32
234	240	33
241	248	34
249	255	35
256	262	36
263	270	37
271	277	38
278	284	39

Figure 20-6

Number of days in an active status		Minimum points required
285	292	40
293	299	41
300	306	42
307	313	43
314	321	44
322	328	45
329	332	46
336	343	47
344	350	48
351	357	49
358	365	50

Figure 20-6

Number of days in the Active Reserve		Membership Points to be Credited
From	To	Points
1	12	0
13	36	1
37	60	2
61	85	3
86	109	4
110	133	5
134	158	6
159	182	7
183	206	8
207	231	9
232	255	10
256	279	11
280	304	12
305	328	13
329	352	14
353	365 (366 leap year)	15

Figure 20-7

CHAPTER 21

NAVAL RESERVE SCREENING

2101. Screening Requirements. 10 U.S.C. 10149 requires continuous screening of units and members of the Ready Reserve to ensure their immediate availability for active duty and to minimize attrition during recall and mobilization.

2102. Navy Policy. All members of the Ready Reserve who are not on active duty will be screened at least annually per DODD 1200.7 of 18 Nov 88. The purpose of the screening is to ensure that Ready Reservists

1. meet Navy wartime standards of mental, moral, professional, and physical fitness.
2. possess military qualifications required of their various grades, ratings, and specialties.
3. are immediately available for recall or mobilization.

2103. Annual Screening Procedures. Ongoing procedures to screen members of the Ready Reserve include the following:

1. Key Employee Screening. At mobilization, Ready Reservists will not be exempted or deferred from mobilization due to civilian employment. Accordingly, all Ready Reservists will be screened at least annually to ensure their availability for mobilization. DODD 1200.7 of 18 Nov 88 provides guidelines for determining if certain Ready Reservists employed by Federal or nonfederal employers are to be designated as "key employees." Those so designated will be removed from the Ready Reserve either by being transferred to the Standby Reserve or the Retired Reserve or discharged, as appropriate. Question 9 of the Ready Reserve Screening Questionnaire (NAVPERS 1001/3), is designed to allow federal and nonfederal employees to inform the Naval Reserve if they have been so designated by their employer in accordance with the general guidelines listed below. Ready Reservists who are identified as key Federal or nonfederal employees will be reported to NAVPERSCOM (PERS-91) for removal from the Ready Reserve.

a. Non-federal employees who work in the fields of public health and safety as well as defense support industries may be considered key employees if they possess unique skills which cannot be filled in a reasonable time after mobilization. Examples include a physician who is the only health care provider for a remote community which is not served by other health care agencies, or a lead engineer who provides essential technical expertise relating to the development or maintenance of certain national security assets.

b. Federal employees whose functions are essential to the continuity of the Federal government may be considered key employees if they occupy positions that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of their agency to function effectively. Examples include members of Congress, certain Federal law enforcement officials, and civilian appointees such as Cabinet officials and military department leaders.

2. Members with More than 20 Years of Qualifying Service. Annually, NAVPERSCOM identifies members of the Ready Reserve who have 20 or more years of qualifying service, but who have earned fewer than 50 retirement points in their most recent anniversary year. Those members (known as 50 point failees) are notified and transferred from USNR-R to USNR-S2 by NAVPERSCOM per DODI 1200.15 of 14 Sep 97 (NOTAL).

3. IRR and USNR-S1 Members with Less than 27 Points. Annually, NAVPERSCOM and NAVRESPERSCEN identify officers with less than 20 years of qualifying service, who have earned fewer than 27 retirement points, including the 15 membership points, in their most recent anniversary year. Those officers (known as 27 point failees) may be transferred from an active status (USNR-R and USNR-S1) to the Standby Reserve Inactive (USNR-S2) by NAVPERSCOM, after notification, if they have completed their MSO per SECNAVINST 1920.6B.

4. Muster of the IRR. NAVRESPERSCEN administers an annual muster and screening of targeted members of the IRR. At that time, they obtain current information on the member's readiness for mobilization. Members may be screened either by mail or in person. Members failing to respond to muster and screening directives are subject to appropriate administrative actions, including separation.

2104. Annual Screening Questionnaires. The following questionnaires will be used to screen members of the Ready Reserve and Standby Reserve Active. Members are required to complete these forms and return them to NAVRESPERSCEN with current information used to update the IMAPMIS file. Questionnaires also become part of the officer's official record. The following chart identifies which forms are to be completed based on the current status of the member:

	NRPC 1200/1	NAVPERS 1001/3	NRPC 3060/2
SELRES (Officers)	X	X	
SELRES (Enlisted)		X	
IRR (VTU)	X	X	
IRR (NRPC)			X
S1 (VTU)	X		
S1 (NRPC)			X

1. NRPC 1200/1, Naval Reserve Qualification Questionnaire (NRQQ). Commanding Officer, NAVRESPERSCEN is responsible for distribution of the NRQQ (Figure 21-1) to all SELRES officers and those officers of the IRR and USNR-S1 participating in VTUs. The NRQQ is used to collect information for the IMAPMIS files and the Reserve Components Common Personnel Data System (RCCPDS) as required by DODD 7730.54 of 15 Mar 99 (NOTAL). Topics covered on the NRQQ include education, civilian employment, foreign language proficiency, etc. After pertinent data is extracted, the NRQQ is then forwarded to NAVPERSCOM (PERS-313) for inclusion in the officer's official record.

2. NRPC 3060/2, Screening Questionnaire. NAVRESPERSCEN will distribute screening questionnaires to members of the IRR as well as to members of the Standby Reserve Active (USNR-S1) assigned to NAVRESPERSCEN (not participating in a VTU). This questionnaire allows NAVRESPERSCEN to collect information regarding the member's current physical condition and to complete mobilization readiness screening requirements at the same time. The form includes questions regarding education, civilian employment, foreign language proficiency, and physical condition. In addition, the reverse of the NRPC 3060/2 is an automated answer sheet used to reply to an attached list of questions concerning mobilization availability. Completed Officer Screening Questionnaires will be forwarded by

NAVRESPERSCEN to NAVPERSCOM (PERS-312D) for inclusion in the member's official record.

3. NAVPERS 1001/3, Ready Reserve Screening Questionnaire (RRSQ). All SELRES and members of the VTU (except USNR-S1) will complete the RRSQ (Figure 21-2) upon initial affiliation and each fiscal year.

a. Members will sign the RRSQ certifying that they are ready for immediate mobilization and that they will expeditiously notify their CO or NAVRESPERSCEN, as appropriate, should circumstances arise that would prevent their availability. If there is no change from the information provided on the previous year's RRSQ then signature verification is authorized instead of completing a new questionnaire annually. This method requires only the member's signature with an appropriate statement (e.g., "I certify there has been no change since my last NAVPERS 1001/3, RRSQ dated:\_\_\_\_\_") on the back of the current form (revised 7-93) until a new form with appropriate signature blocks is distributed.

b. Unit COs are responsible for ensuring RRSQs are reviewed and members are interviewed after they complete the questionnaire. The supporting NRA CO is responsible for reviewing and signing unit COs' RRSQs. If a unit CO determines that a member has a situation which is not locally resolvable and would preclude the member from being immediately available for mobilization, that CO will submit a letter to the supporting NRA CO for review. If the activity CO determines the situation cannot be resolved within the guidance provided on the RRSQ, the NRA will forward a letter to NAVPERSCOM (PERS-91) via the Echelon 4 command requesting appropriate action and make an annotation on the retained questionnaire.

c. Unit COs will submit completed RRSQs to the supporting NRA. NRA COs will ensure the completed RRSQs are retained in a manner accessible during mobilization.

2105. Individual Mobilization Readiness Prescreening. All members of the Ready Reserve understand they are subject to mobilization with little advance notice. The ease and accuracy with which they can be gained to active duty during mobilization is directly related to the documentation the individual presents during processing at the PERSUPPDET. Figure 22-2 identifies the

documents reservists need to take with them when they report for activation and mobilization. As part of the check-in process for active duty periods (AT, ADT, ADSW) and/or during mobilization exercises, the NRA will review Figure 22-2 with unit members and remind them of their responsibility to have all required documents ready for an immediate recall. SELRES should be encouraged to review the booklet entitled "Mission Readiness" (or a similar document) with their immediate family members and maintain copies of the required documents in a personal readiness folder. This folder should be reviewed at least annually during IDT periods/active duty periods.

2106. Screening Checklist for Mobilization, PSRC, ADSW, and Recall to Active Duty. Order writing authorities and supporting NRAs will ensure that members being considered for mobilization, etc., meet all requirements for activation. Naval Reservists are periodically screened for potential for mobilization, etc. However, circumstances may change between screenings, which may necessitate delay or termination of processing. The following checklist is provided to assist activities in processing members:

1. Age 60 Sanctuary. Is the member age 58 or older or will the member reach age 58 during the proposed recall period? If so, and the member has completed 20 years of qualifying service, sanctuary may be declared requiring the order writing authority to extend the orders to member's 60<sup>th</sup> birthday.

2. Regular Retirement Sanctuary. Does the member have 18 years of active service or will the member attain 18 years of active service while on the orders? If so, sanctuary may be declared requiring order writing authority to extend the orders until member completes 20 years of active service.

3. Is the member assigned a BUPERS control group code? If so, refer to NAVPERSCOM (PERS-911 (officer)) or NAVPERSCOM (PERS-913 (enlisted)) for approval authority.

4. Does the member have any pending legal matters, which might impact active duty? If yes, notify order writing authority for approval.

5. Are all professional qualifications current? If yes, notify order writing authority for approval.

6. Is the member within physical readiness standards? If not, notify order writing authority for approval.

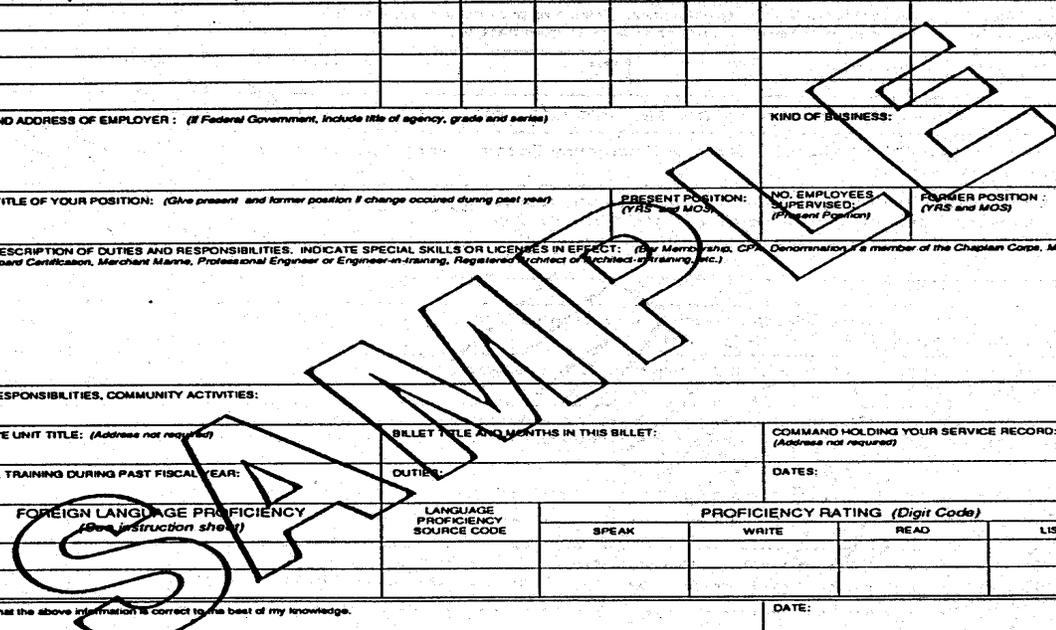
7. Are there known theater commander requirements that the member can't meet? If yes, notify order writing authority for approval.

8. Does member meet basic military requirements for overseas assignment? If not, notify order writing authority for approval.

9. Does EOS of enlisted member's contract exceed the recall period by at least 30 days? If not, reenlist or extend member.

10. Are there any other issues that might delay or preclude the member from mobilization, etc.? If yes, notify order writing authority for approval.

NAVAL RESERVE QUALIFICATION QUESTIONNAIRE FOR INACTIVE DUTY PERSONNEL							
Please read important instructions on reverse							
<p><b>PRIVACY ACT STATEMENT</b>            AUTHORITY: Authority for requesting this information is contained in 10 United States Code, Chapter 11.            PURPOSE: To provide current information concerning your skills, education and civilian experience for use in determining appropriate mobilization assignments, promotion opportunity, and status in the Naval Reserve. Completion and return of this form is mandatory; failure to complete and return this form may affect priority of recall on mobilization, accuracy of mobilization assignment and your status in the Naval Reserve.</p>							
EDUCATION/CIVILIAN EXPERIENCE							
HIGH SCHOOL, COLLEGE or PROFESSIONAL (Name and Location)	ATTENDED		SEM. HOUR (Credits)	DEGREE		MAJOR FIELD OF STUDY	SPECIALIZATION WITHIN MAJOR
	FROM	TO		TITLE	DATE		
NAME AND ADDRESS OF EMPLOYER: (If Federal Government, include title of agency, grade and series)						KIND OF BUSINESS:	
EXACT TITLE OF YOUR POSITION: (Give present and former position if change occurred during past year)				PRESENT POSITION: (YRS and MOS)	NO. EMPLOYEES SUPERVISED: (Present Position)	FORMER POSITION: (YRS and MOS)	
BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES. INDICATE SPECIAL SKILLS OR LICENSES IN EFFECT: (By Membership, CPA, Denomination if a member of the Chaplain Corps, Medical or Dental Board Certification, Merchant Marine, Professional Engineer or Engineer-in-training, Registered Architect or Architect-in-training, etc.)							
CIVIC RESPONSIBILITIES, COMMUNITY ACTIVITIES:							
RESERVE UNIT TITLE: (Address not required)		BILLET TITLE AND MONTHS IN THIS BILLET:			COMMAND HOLDING YOUR SERVICE RECORD: (Address not required)		
ANNUAL TRAINING DURING PAST FISCAL YEAR:		DUTIES:			DATES:		
FOREIGN LANGUAGE PROFICIENCY (See instruction sheet)	LANGUAGE PROFICIENCY SOURCE CODE	PROFICIENCY RATING (Digit Code)					
		SPEAK	WRITE	READ	LISTEN		
I verify that the above information is correct to the best of my knowledge.					DATE:		
SIGNATURE					DATE:		
SOCIAL SECURITY NUMBER:		RANK:	DESIGNATOR:		FY OF REPORT:		



PRINT ADDRESS HERE IF PREPRINTED ADDRESS IS INCORRECT

Figure 21-1

<b>READY RESERVE SCREENING QUESTIONNAIRE</b>			
<b>PRIVACY ACT STATEMENT:</b>			
<p><b>AUTHORITY</b> to request the following information is derived from 5 U.S.C. 301, 10 U.S.C. 5031, Executive Order 9397 and BUPERSINST 1001.39. The information sought on this form is requested for the management and administration of personnel assigned to the Ready Reserve.</p> <p><b>ROUTINE USES:</b> The information will be used by officials of the Department of the Navy in verifying your qualifications and suitability for continued assignment to the Ready Reserve. No information will be disclosed outside the Department of Defense, except in accordance with SECNAVINST 5211.5D, para. (14)(11)(c).</p> <p><b>VOLUNTARY:</b> Completion of this form is voluntary. Failure to provide the requested information, however, may result in an inability to provide services and benefits, and to take or to complete personnel or other administrative action.</p>			
NAME: (Last, First, Middle initial)	SSN:	PAY GRADE:	DESIG/RATE:
Please circle your response. Provide amplifying information as required.			
1. Is your NAVPERS 1070/602, Record of Emergency Data current? If no, review and update as necessary.	YES	NO	
2. Do you have a dependent(s) who would prevent, restrict, or delay your mobilization? If yes, explain. See note 1 of BUPERSINST 1001.39 (ch. 21).	YES	NO	
3. Do you have a spouse who is an active or reserve service member? If yes, see notes 1 and 2 of BUPERSINST 1001.39 (ch. 21).	YES	NO	
4. Are you a single member with a dependent(s)? If yes, see notes 1 and 2 in BUPERSINST 1001.39.	YES	NO	
5. Have you within the last year failed to meet, or do you believe you are now unable to meet, the physical readiness standards per OPNAVINST 6110.17, If yes, explain below. See note 4 in BUPERSINST 1001.39.(ch. 21).	YES	NO	
6. Do you have a medical problem or physical defect which might prevent your mobilization or restrict your assignment? If yes explain below. See note 4 in BUPERSINST 1001.39.	YES	NO	
7. Are you preparing for religious ministry by attending a recognized theological or divinity school, or an equivalent, or preparing to meet religious faith group requirements? If yes, identify institution, course of instruction, and date entered program below. See note 5 in BUPERSINST 1001.39.(ch. 21.) Institution: _____ Course: _____ Date: _____	YES	NO	
8. Are you a student, resident, or intern in any educational program which leads to certification as a medical doctor or dentist? If yes, describe program, credential to be awarded, date started, and expected duration of course. See note 6 in BUPERSINST 1001.39. (ch. 21).	YES	NO	

NAVPERS 1001/3 (7-93)

S/N 0106-LF-016-4700

Figure 21-2

NOTES FOR COMPLETION OF  
NAVPERS 1001/3, Ready Reserve Screening Questionnaire

The unit commanding officer will accomplish the following:

1. Investigate. If it is determined that the member's mobilization is restricted, submit a letter to your supporting NRA CO providing details. See section 2103.1. for a discussion of key employees. If the supporting NRA determines the situation cannot be resolved, it must forward the letter to NAVPERSCOM (PERS-91) via the Echelon 4 command requesting to change the member's status, or process the member for separation, as appropriate.
2. Comply with OPNAVINST 1740.4A. Ensure member has current NAVPERS 1740/6, Family Care Plan Certificate, in service record; copy in unit files. If the member is married to a prior service spouse, ensure that the spouse is not still under contract with the military. If the spouse is still subject to recall (e.g., as a member of the IRR with an unfulfilled MSO), ensure the member fills out the required NAVPERS 1740/6, Family Care Plan Certificate.
3. Comply with OPNAVINST 6110.1F.
4. Provide information to your reserve activity for determination of member's status per appropriate medical directives and BUPERSINST 1001.39D.
5. Interview the individual to ascertain if the member is actually attending a recognized theological or divinity school and is preparing to become an ordained minister, cleric, or equivalent. If both conditions are met, submit a letter to NAVPERSCOM (PERS-91) via Echelon 4 and 5 commands providing details. This may result in the member's removal from the unit and a transfer to the Standby Reserve-Active (USNR-S1) after

Figure 21-2

evaluation by NAVPERSCOM. If, however, the member is merely pursuing religious studies for educational purposes and does not intend to become a minister for a particular faith group, then comment accordingly and forward the NAVPERS 1001/3 to the parent NRA.

6. Provide details to order issuing authority. Per SECNAVINST 1001.10F (NOTAL), these members may remain Ready Reservists but are restricted during mobilization to student, intern, resident, or fellow assignments. Order issuing authorities: reassign, if appropriate, to a medical unit or billet or VTU until member completes studies; request BUMED (Med-75) assign NOBC 0104 to interns or 0106 to residents.

7. The member may not be assigned to active duty on land outside the United States or its territories and possessions until this training is complete. Consult with the supporting NRA to ensure the member is assigned to an appropriate mobilization billet and to determine when training can be provided.

#### Privacy Act Statement

Authority: 5 U.S.C. 301, Departmental Regulations, and Executive Order 9397 for soliciting your Social Security Number.

Purpose: The information sought on this form is requested for the management and administration of personnel assigned to the Ready Reserve.

Routine Uses: The information will be used by officials and employees of the Department of Defense in verifying your qualifications and suitability for continued assignment to the Ready Reserve.

Voluntary: Disclosure of the requested information is voluntary; however, failure to provide the requested information may result in an inability to provide services and benefits, in an inability to take or complete personnel actions, or in taking other administrative actions.

Figure 21-2

CHAPTER 22

MOBILIZATION

2201. Introduction. OPNAVINST 3060.7A (NOTAL), articulates policy, responsibilities, and implementation procedures for recall and/or mobilization of the Naval Reserve. It implements general Department of the Navy policy governing the activation, mobilization, and demobilization of the Ready Reserve found in SECNAVINST 3060.2. While this Chapter will summarize basic elements of Naval Reserve mobilization, refer to these other instructions for more detailed presentations.

1. Naval Reserve. The Naval Reserve is the reserve component of the Navy, authorized and established per 10 U.S.C. 10101 and 10102. To preclude possible confusion in referring to the various categories of "Naval Reservists," Naval personnel are classified as either active duty personnel or inactive duty personnel. Active duty includes members (regular or reserve) on active duty at the time of mobilization and, for mobilization purposes, inactive duty personnel who may be performing Active Duty for Special Work (ADSW) for a period greater than 180 days. Reserve members performing Annual Training (AT) on M-day are not classified as active duty. Inactive duty personnel are members of the Ready Reserve, the Standby Reserve, or Retired Reserve (including Fleet Reserve) not on active duty. Categories of inactive duty personnel and their liability for mobilization are described in this Chapter.

2202. Activation and Employment of the Naval Reserve. The Naval Reserve is the primary source of units and personnel to expand the Navy beyond its active force capability. The degree of expansion required will depend on the nature of the crisis or emergency and could range from selective mobilization of a few individuals to total mobilization, which is an expansion beyond the present active and reserve force structure.

2203. Mobilization Assets. The Navy's mobilization assets consist of the Ready Reserve (SELRES and IRR), Standby Reserve (S-1 and S-2), Fleet Reserve, USN and USNR retired personnel, and new accessions from volunteer and Selective Service draft categories.

1. Selected Reserve. The Navy's SELRES is the principal source of trained units and personnel to augment the active forces in time of war or national emergency. It is comprised of personnel drilling with pay in structured units, or in specific mobilization billets. NAVRESFOR, at the direction of Chief of Naval Operations (CNO), is

responsible for managing the SELRES and activating them in mobilization or recall scenarios. Insofar as practical, SELRES personnel ordered to active duty in time of war or national emergency will mobilize with their assigned units. Where feasible, units will remain intact and the administration of a mobilized commissioned unit will be the same as the administration of an active duty unit. Mobilized augment units, on the other hand, will be activated, mobilized, deployed, re-deployed, and demobilized as units for movement and accounting purposes but will integrate into their gaining commands to provide mission support. Non-prior Service personnel may be mobilized, but they may not be deployed out of CONUS until they complete IADT.

2. Pretrained Individual Manpower (PIM). The IRR, Standby Reserve, Fleet Reserve, and Retired Reserve (USN and USNR) are collectively referred to as PIM. NAVRESPERSCEN, at the direction of NAVPERSCOM, is tasked with managing the PIM data base and implementing PIM activation procedures.

a. Individual Ready Reserve (IRR). The IRR consists of pretrained personnel who either drill in the Voluntary Training Unit (VTU) or do not drill. Most IRR personnel who do not drill have served recently on active duty. To assure that IRR personnel are committed effectively to mobilization billets in which their active duty training is used, Defense Planning and Programming Category (DPPC) will be used to make some preassignments to M+1 billets in strategic, tactical, mobility, auxiliary activity, and support activity billets. Upon mobilization, the remaining IRR personnel will be assigned to active duty shortfalls as requested by NAVPERSCOM.

b. Standby Reserve. Members of the Standby Reserve will be mobilized if there are not enough qualified SELRES or IRR members to meet requirements. NAVRESPERSCEN will match Standby Reserve personnel to unfilled mobilization requirements. Definitions of the two categories of Standby Reserve follow:

(1) Standby Reserve-Active (USNR-S1) (Active Status List). Individuals in this category possess desired mobilization skills. They are in an active status and eligible to participate in a Naval Reserve program without pay for retirement point credit. Members are liable for recall to active duty only as provided in 10 U.S.C. 12301 and 12306 in time of war or national emergency declared by the Congress, or when otherwise authorized by law.

(2) Standby Reserve-Inactive (USNR-S2) (Inactive Status List). Reservists who are classified USNR-S2 are in an inactive status. Members are liable for recall to active duty only as

provided in 10 U.S.C. 12301 and 12306 in time of war or national emergency declared by Congress, or when otherwise authorized by law.

c. Retired Personnel. Retired USN and USNR personnel are subject to mobilization under 10 U.S.C. 688 and 12301(a). Mobilized retirees will be used primarily to staff contiguous United States (CONUS) installations, permitting reassignment of a substantial number of active duty personnel to fleet and operational billets. Retired personnel should require minimal training and indoctrination after being recalled. NAVRESPERSCEN has cognizance over activation of all retired personnel and is tasked with management of the retiree data base that contains pertinent information on Fleet Reservists and USN and USNR retired personnel.

All Naval retired personnel are grouped into 3 classes:

Class I: Retired less than 5 years, under age 60, and fully eligible for recall.

Class II: Retired more than 5 years, under age 60, and fully eligible for recall.

Class III: Retirees either over age 60 or disabled.

d. Fleet Reserve. Active duty enlisted members of the regular Navy or Naval Reserve are eligible after 20 years of active service for transfer to the Fleet Reserve per 10 U.S.C. 6330. They are individuals who may be used without further training to fill billets requiring experienced personnel upon mobilization. Upon completion of 30 years total service, members of the Fleet Reserve are transferred to the Retired List of the regular Navy or to the Retired Reserve, as appropriate. 10 U.S.C. 6485 provides that members of the Fleet Reserve may be ordered to active duty without their consent in the time of war or national emergency as declared by the President or by Congress.

2204. Veteran Volunteers. Veterans (personnel discharged from the Naval Service and technically not included as inactive duty resources) are an asset considered in personnel mobilization planning. Veteran volunteers will be processed for active duty by the Navy Recruiting Command under the same processing procedures that apply to non-prior service volunteers.

2205. Civilian Mobilization. The Navy's civilian work force is an essential element in our Total Force. The majority of civilians directly support fleet readiness. More than half work in industrial funded activities which perform depot level maintenance and repair

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of ships, planes, and associated equipment. Civilians employed at ship repair facilities and aviation activities also contribute directly to operational readiness. Other civilians provide essential support in functions such as training, medical care, and the engineering, development, and acquisition of weapons systems, which have a definite, although longer range, impact on readiness.

1. Upon mobilization, the demand for civilian personnel will increase to reflect the growth in support required to build toward and sustain mobilization. During mobilization, new civilian positions will be created, and additional personnel will be needed to replace employees recalled to perform military service, to replace shore-based military personnel reassigned to sea duty, and to fill new positions created to meet the requirements of the build up and wartime level of operations. Thus, Navy will need to acquire new personnel with a wide range of skills and occupations.

2. Effective civilian mobilization planning ensures success in meeting mobilization objectives. Activity mobilization plans describe the detail, reassignment, recruitment, and training requirements of civilian personnel. These plans also address the impact of unplanned personnel losses (i.e., injuries, personnel called to active duty).

2206. Command Responsibilities for Personnel Mobilization. Many Navy commands are assigned responsibilities for the mobilization processing of the Naval Reserve. A listing of these commands and their general responsibilities for implementing a mobilization directive may be found in OPNAVINST 3060.7A (NOTAL). More detailed information is contained in Manpower Mobilization Support Plans (MMSPs).

2207. Types of Mobilization. Naval Reservists may be involuntarily ordered to active duty under the following contingencies:

1. Selective Mobilization (Internal and Domestic). Expansion of the active Armed Forces resulting from action by Congress/the President to mobilize reserve component units, Individual Ready Reservists, and the resources needed for their support to meet the requirements of a domestic emergency that is not the result of an enemy attack.

2. Presidential Selected Reserve Call-Up (PSRC). 10 U.S.C. 12304 permits the expansion of the active forces for any operational mission by Presidential recall of up to 200,000 Selected Reserves from all services. This recall may be for periods of up to 270 days

for each Selected Reservist called. Such a "call-up" is not technically a mobilization and does not require a declaration of emergency.

3. Partial Mobilization. Expansion of the active Armed Forces resulting from action by Congress (up to full mobilization) or by the President (not more than 1,000,000) to mobilize Ready Reserve component units, Individual Ready Reservists, and the resources needed for their support to meet the requirements of a war or other national emergency involving an external threat to the national security.

4. Full Mobilization. Expansion of the active Armed Forces resulting from action by Congress and the President to mobilize all reserve component units in the existing approved force structure, all individual Reservists (including all Ready and Standby Reservists), Fleet Reservists, retired military personnel, and the resources needed for their support to meet the requirements of a war or other national emergency involving an external threat to the national security.

5. Total Mobilization. Expansion of the active Armed Forces resulting from action by Congress and the President to organize and/or generate additional units or personnel, beyond the existing force structure, and the resources needed for their support to meet the total requirements of a war or other national emergency involving an external threat to the national security.

2208. Authority for Mobilization. The Ready Reserve is subject to recall or mobilization per several sections of 10 U.S.C. A summary of authorities and provisions for activation of these and other categories of the Naval Reserve is outlined in Figure 22-1.

2209. Unit Integrity. For mobilization purposes, a unit is any group or detachment of one or more individuals organized, equipped, and trained to serve, upon activation or mobilization, on active duty as an operational or augmentation unit.

1. 10 U.S.C. 12301(c) provides that, in so far as practicable, members of units organized and trained to serve as units who are ordered to active duty will be so ordered with their units. If circumstances warrant deviation from this policy, appropriate fleet or force commanders will make the decision as to where to use Selected Reservists to best meet the contingency. The members of a commissioned Naval Reserve unit (i.e., squadron, CB battalion, NRF ship) ordered to active duty as a unit will not be immediately

reassigned. Such units should remain intact, insofar as practicable, although elements may be detached from the main body as operational requirements dictate. The administration of a mobilized unit will be comparable to the administration of a unit of the active forces concerning the transfer of members. In implementing this policy, consideration will be given to the length of time the unit has been mobilized.

2. The selection of units to be mobilized will depend upon: reason for mobilization; domestic and international situations existing at the time a decision is made to involuntarily recall reservists; existing scenario or contingency and the Operational Plan (OPLAN) requirements; Navy operational requirements identified for fill from the Reserve Component; and if Individual Ready Reservists are to be mobilized. Additional factors to consider in planning or executing a partial mobilization follows:

a. Units in the highest state of training, material, medical, dental and personnel readiness should be selected first. Consideration will be given to phased mobilization of Naval Reserve units, where multiple unit capability exists, and to provide for rotation under recall or mobilization limited authorizations.

b. Only units necessary to meet the stated mobilization objectives will be mobilized. Remaining units may be mobilized as additional needs are clearly established.

#### 2210. Activation and Mobilization

1. Members of the Selected Reserve (SELRES) will report to their NRA for activation processing within 24 hours of notification unless a different reporting time is specified in the recall notification. All members of the SELRES, by virtue of their affiliation and indoctrination training, are considered informed of their reporting responsibilities and "notified" upon entry into the Ready Reserve. A delay period will not normally be authorized. After activation processing at their NRA, members will report to their designated Naval Mobilization Processing Site (NMPS) for mobilization processing if they have been recalled for a period of 30 days or more. This mobilization processing includes gaining them to active duty personnel systems, establishing a Master Military Pay Account, performing health and dental checks, confirming personal equipment and uniforms, and providing transportation coordination. A more detailed discussion of these mobilization implementation procedures may be found in OPNAVINST 3060.7A (NOTAL).

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2. Members of the IRR in VTUs will report to their NRA for activation processing within 5 to 15 days of notification unless a different reporting time is specified in the recall notification. IRR members in the Delayed Entry Training Pool (Non-prior service personnel) will report to their NRA for activation processing on the reporting date of their initial active duty orders, unless those orders need to be modified to meet training schedules to satisfy the requirements of the ordered mobilization. All other IRR members will be recalled to a designated NMPS site for mobilization processing.

2211. Alert and Notification. To determine mobilization readiness, a recall or mobilization alert will mandate an automatic screening for Ready Reserve members, and update of appropriate Mobilization Availability Status (MAS) codes in the Reserve Standard Training and Reporting System (NSIPS) for SELRES members regardless of whether or not it is time for the annual screening defined in Chapter 21. Insofar as practicable, Naval Reservists involved in a mobilization will be notified through current recall procedures prior to the public release of such information; however, in view of rapid communication through the news media, it may be impossible to achieve this objective.

2212. Transfers. After the date of an alert or notice of reserve mobilization, applications from members who are voluntarily serving under a Ready Reserve Agreement for transfer or discharge from the Ready Reserve will not be approved unless required by law or for reasons of extreme personal or community hardship.

2213. Automatic Delay. Only non-prior service members in technical training programs who have a reporting date for initial active duty training will be granted an automatic delay upon mobilization.

2214. Screening, Exemptions, and Delays. The screening system for the Ready Reserve, per SECNAVINST 1001.10F (NOTAL), is the primary means for ensuring personnel are given fair treatment and proper consideration in matters relating to their mobilization responsibilities. Chapter 21 provides requirements for screening Ready Reserve members annually. The screening process will be used to identify and remove individuals who are not mobilization ready from the Ready Reserve prior to the President or Congress declaring a war or a state of national emergency. There may still be valid reasons for granting individual delay in reporting during mobilization and requests for delays will be considered. Factors to consider in developing specific delay and exemption criteria are varied and depend upon the contingency. Specific guidance concerning exemption criteria will be published with the implementing

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mobilization directive. The following information should be considered in mobilization planning:

1. Delays may be granted only when necessary and when justified under published criteria, and will not be used as a means for exempting personnel from active duty.

2. Delays normally will not be granted to Ready Reservists experiencing temporary physical disabilities that prevent them from performing their mobilization job. Such individuals may be placed in less demanding jobs until physically qualified for reassignment.

3. Delays normally will not be granted to Ready Reservists who are experiencing difficulties in arranging dependent care. In particular, Reservists who are single parents or who are married to another service member, whether on active duty or in a SELRES component, are expected to make suitable dependent care arrangements to ensure immediate availability for mobilization. All commands will comply with OPNAVINST 1740.4A which requires each such member to receive counseling and complete an NAVPERS 1740/6, Family Care Plan Certificate.

4. After declaration of a State of National emergency or war, Ready Reservists will not be excused from their mobilization obligation due to civilian employment or occupations. Members of the Ready Reserve should make advance arrangements to meet business, personal, and other responsibilities to ensure they are capable of meeting required reporting times upon alert or notification.

5. Effective upon declaration by the President or Congress of a State of National emergency or a Congressional declaration of war or invocation of the provisions of 10 U.S.C. 12302, exemptions from mobilization will not be approved except when a screening review, per SECNAVINST 1001.10F (NOTAL), is already in process. New screening requests will not be accepted. Discharge or separation actions, in addition to delays, may be used when it would be in the best interest of the United States not to activate or to defer activation of individual members of the Ready Reserve.

6. For training and planning purposes only: reservists whose involuntary order to active duty would result in temporary, extreme personal or community hardship may, upon request substantiated by adequate documentation or justification, be delayed for a period not to exceed 60 days beyond the date of mobilization, as deemed appropriate and approved by NAVPERSCOM. CO of the order delivering activity may authorize delays up to 7 days, NAVRESFOR (for SELRES

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personnel) or NAVRESPERSCEN (for IRR, Standby, Fleet Reserve, and Retired personnel) may authorize delays up to 30 days, and NAVPERSCOM (PERS-9) may grant delays up to 60 days. Procedures for requesting a delay or exemption are provided in OPNAVINST 3060.7A (NOTAL). NAVPERSCOM (PERS-9) will ensure that all Reservists who are delayed or exempted from mobilization are tracked.

2215. Special Cases. Recallees who have significant personal, legal, medical, transportation, or other problems requiring special attention or affecting their mobilization may be eligible for exemption from or delay in mobilization. Implementing mobilization directives will provide specific criteria for granting delays and exemptions in addition to the general guidance and submission procedures provided in OPNAVINST 3060.7A (NOTAL). A Special Cases Board will be convened by NAVPERSCOM (PERS-9) to review the cases of individuals who believe they have reason for delays of more than 30 days upon recommendation of NAVRESFOR, NAVRESPERSCEN, or the NMPS Local Area Coordinator for Mobilization (LACMOB).

2216. Status of Recallees While Delay or Exemption is Pending. From the date and time specified for reporting in recall or mobilization orders (or in the case of PIM members, reporting instructions by means of a Western Union Mailgram), plus constructive travel time per Joint Travel Regulations, reservists will be on temporary active duty and subject to the UCMJ until a determination is made that they are physically qualified for active duty and are gained in the active personnel system. This status is not modified by virtue of any request for delay or exemption. If a delay or exemption request is pending, the CO of the cognizant NRA or the NMPS may authorize the Reservist to return home under terms and conditions as deemed appropriate. The NMPS may hold temporarily delayed personnel in a Transient personnel Unit (TPU) at the NMPS.

2217. Advance Pay. A recalled or mobilized member is entitled to the same pay and allowances authorized a member on extended active duty as stated in the Defense Finance and Accounting Service (DFAS-CL), Pay and Procedures Manual, Volume 2, part A. To avoid delays associated with justification and documentation requirements for larger amounts, mobilized Navy members should normally be approved for advance pay of 1 month's pay and allowances, repayable within 3 months, to assist in defraying extraordinary expenses associated with their recall to active duty that are not covered by travel and per diem allowances.

2218. Peacetime Preparations for Rapid SELRES Mobilization. SELRES are expected to be the most ready element of the reserve component

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for recall and mobilization. More training on recall and mobilization preparedness is necessary due to increasing administrative requirements mandated by changing laws and regulations, and based on lessons learned from integration of reserve members into active personnel and pay systems at recall. In preparing for recall and mobilization, SELRES should prepare and maintain a personal at-home file containing documents identified in Figure 22-2. This file should be reviewed annually, and be updated when changes occur. Having these documents readily available upon recall and mobilization will facilitate processing and minimize pay problems and delays in obtaining privileges and benefits for dependents.

2219. Basic Training Requirements. Basic training requirements for various categories of Reserve personnel are as specified in Title 10 U.S.C. 671(a), DODD 1215.6 of 14 Mar 97 (NOTAL), and DODI 1215.19 of 14 Mar 97 (NOTAL).

2220. Fair Treatment. Annual screening of the Ready Reserve (Chapter 21) satisfies "fair treatment" requirements specified in 10 U.S.C. 12302(b). If additional consideration is to be given to the "fair treatment" criteria, appropriate guidelines will be specified in the implementation directive.

2221. Demobilization. CNO will issue demobilization guidance for demobilization processing, including demobilization schedules, in coordination with Navy Component Commanders, whenever possible. The schedules will contain necessary time-phased demobilization actions for SELRES and PIM personnel. The NMPS is responsible for demobilization of SELRES and PIM members. This includes health and dental examinations, pay and personnel processing, return of accountable personnel equipment items, return of authorized household goods storage at the NMPS (if any), and arrangement of transportation to NRA or home, as appropriate. NRAs are responsible for deactivation processing of SELRES. This includes: gain to reserve personnel systems, as needed; receipt and review of health, dental and personnel records; assignment to unit or individual billet; orientation and reintegration into SELRES drilling status; and guidance on field administration of any benefits or studies associated with the recall duty, as a minimum.

AUTHORITY FOR MOBILIZATION

<b>LAW</b>	<b>INVOKED BY</b>	<b>FOR</b>	<b>APPLICABLE TO</b>	<b>MANPOWER LIMITATIONS</b>
10 USC 12302	PRESIDENT	NATIONAL EMERGENCY	READY RESERVE	1,000,000 24 MONTHS
10 USC 12304*	PRESIDENT	OPERATIONAL REQUIREMENTS	SELECTED RESERVE	200,00 FOR 270 DAYS
10 USC 12301 (a)	CONGRESS	WAR, NATIONAL EMERGENCY OR AS OTHERWISE AUTH BY LAW	READY, STANDBY, RETIRED RESERVE (INACTIVES ONLY AFTER ACTIVES)	FOR DURATION OF WAR OR EMERGENCY PLUS 6 MONTHS
10 USC 12301 (b)	SECNAV	NO PURPOSE SPECIFIED	SELECTED RESERVES (ANY UNIT OR UNASSIGNED PERSON IN AN ACTIVE STATUS)	15 DAYS PER YEAR
10 USC 6485 (A)(1)	CONGRESS	WAR OR NATIONAL EMERGENCY	FLEET RESERVE	FOR DURATION OF WAR OR EMERGENCY PLUS 6 MONTHS
10 USC 6485 (a)(2)	PRESIDENT	NATIONAL EMERGENCY (DECLARED BY PRESIDENT)	FLEET RESERVE	NO TIME OR POWER LIMITS STATED
10 USC 688	SECNAV	NATIONAL DEFENSE INTERESTS	RETIRED MEMBERS OF THE REGULAR & RESERVE NAVY (WITH 20 YEARS ACTIVE DUTY) & FLEET RESERVE	NO TIME OR MANPOWER LIMITS STATES

Figure 22-1

**ACTIVATION/MOBILIZATION CHECKLIST**

**DOCUMENTS YOU MUST BRING FOR ACTIVATION/MOBILIZATION**

The following documents are required (as applicable for you and your dependents).

**A. PAY/DIRECT DEPOSIT/ALLOTMENT**

- 1. Voided Personal check or deposit slip (displaying bank address/telephone, bank routing/account numbers).
- 2. Bank account information (bank address/telephone, bank routing/account numbers) for each desired allotment.
- 3. Copy of current mortgage(s) (with principal/interest/tax/insurance breakdown) and documentation of one month's average utilities, OR copy of house or apartment rental agreement and documentation of one month's average utilities.
- 4. Copy(s) of current child support agreement(s).
- 5. If [Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC)(Clinical), Nurse Corps (NC)] certified copies or proof of the following:
  - (a) current license/certificate
  - (b) current BCLS, ACLS, PALS, etc.
  - (c) current demographic information if MC
  - (d) internship
  - (e) residency
  - (f) board certification in specialty or board certification qualifications.

**B. SERVICE RECORD/PSD**

- 1. Certification of discharge/separation (DD-214) for all former periods of active duty.
- 2. Your birth certificate or passport (for OUTCONUS deployers).
- 3. Birth, adoption or guardianship certificates for dependents.
- 4. Social Security numbers for self and dependents.
- 5. Certified copy of marriage certificate for present marriage.
- 6. Certified copies of documentation terminating any previous marriage (divorce/annulment/spouse's death certificate).
- 7. Certification of full-time enrollment for self and college-age dependents from school registrar.
- 8. Signed statement from licensed physician for dependent parent/children over twenty-one years of age who are incapacitated.
- 9. Current DON Family Care Plan Certification (NAVPERS 174016).

**C. SECURITY CLEARANCE**

- 1. Certified copy of naturalization paPERS.
- 2. Names/addresses of Personal/professional references (minimum of 3 each required).
- 3. Names/addresses/dates of employment for past ten years (or since graduation from high school/college).
- 4. Names/addresses/dates of high school and college.
- 5. Addresses and dates of all previous residences.
- 6. Names/dates/places of birth for your parents and your spouse's parents.

**D. LEGAL**

- 1. Location of current valid will.
- 2. Copy of current power(s) of attorney (business arrangements/tax filing: child care/dependents medical emergency care! household goods and POV storage).
- 3. Documentation to support potential legal issues, such as loss of college tuition assistance, loss of security deposit on lease, loss of employee medical benefits etc.

**E. MEDICAL**

- 1. Copy of most recent eye! ass prescription and extra set of eyeglasses. (" Note: Contact lenses may not be authorized depending upon duty assignment.)
- 2. Extra hearing aid/batteries.
- 3. Documentation of significant medical/dental conditions not documented in military medical/dental records.
- 4. Copy of prescription(s) issued by physician/dentist [or other documentation of approved medication(s)]. Minimum 90 days supply of medications.
- 5. Documentation to support enrollment of exceptional family member in available Navy/DOD programs.
- 6. Documentation of enrollment in TRICARE SELRES Dental Program (TSRDP).

**F. PERSONAL**

- 1. Driver's license (to support issuance of government license).
- 2. For those authorized POV travel, vehicle registration and insurance documentation.
- 3. Documentation to support any claim for delay and/or exemption.

**\*\*NOTE:** if requirements listed above for service record/PSD and security clearance are already reflected in your service record, you do not need to bring additional documents. Any doubts, bring documents!

CHAPTER 23

RESERVE TRANSITION BENEFITS

2301. General. The National Defense Authorization Act for FY 93, Public Law 102-484, provides transition benefit programs for Selected Reservists who were involuntarily separated during force drawdowns from 23 October 1992 through 30 September 1995. The National Defense Authorization Act for FY 94 extended these benefits through 30 September 1999. OASD Memorandum of 28 October 1998 extended these benefits until 30 September 2001. The National Defense Authorization Act for FY 01 extended these benefits through 31 Dec 2001. Reserve Transition Benefits (RTB) provides transitional assistance for SELRES who are qualified for continued SELRES service but who are involuntarily separated due to unit or billet disestablishment or force shaping policies. Benefits may change based on force requirements so reservists should check with their NRA for current information. COMNAVRESFORINST 1740.1A (NOTAL) provides complete information on administering the RTB program.

2302. Eligibility. SELRES may be eligible for RTB if they meet the following criteria:

1. involuntarily separated from the Selected Reserve as described in paragraph 2303 below, and
2. satisfactorily participated in the SELRES on 23 October 1992 or satisfactorily served 12 consecutive months in the SELRES between 23 October 1992 and 31 December 2001 prior to being involuntarily separated. If a member resumes drilling after a period of unsatisfactory participation, reestablishment or restart of drill documentation certifies there was a voluntary break in SELRES service.

2303. Involuntary Separation. Certain types of involuntary separations from the SELRES (i.e., from a pay billet) may qualify members for RTB.

1. Involuntary separations that may qualify for RTB are:
  - a. unit deactivation;
  - b. billet loss;

- c. eligible for and requested reenlistment but reenlistment is denied;
- d. identified for separation by an Elimination from Active Status Board (EASB);
- e. removal from billet due to failure of selection;
- f. age 60 or 62 limit transfers;
- g. promotion or advancement above Reserve Functional Area and Sex (RFAS) Code (i.e., promoted out of a billet);
- h. billet tenure transfers (e.g., Captain, Commander, CO billet tenure);
- i. community billet tenure (e.g., JAG, INTEL);
- j. physical disqualification for retention (Category C benefits only);
- k. high Year Tenure; or
- l. full time support personnel involuntarily separated from active duty.

2. Separations that do not qualify for RTB:

- a. separations at member's own request, including resignation and discharge at expiration of obligated service (EOS);
- b. separation due to unsatisfactory participation;
- c. separation due to punitive reasons such as misconduct;
- d. separation when eligible for retirement pay, immediate retainer pay, or active duty separation pay;
- e. separation by reason of weight control failure;

f. separation due to a member's refusing to accept transfer or assignment to a different SELRES billet whose normal inactive duty training site is within a reasonable commuting distance of the member's residence per Chapter 4, section 405 of this instruction; or, if outside a reasonable commuting distance, was located at or in close proximity to, the location of the unit with which the member has been affiliated and did not require a reduction in the member's grade;

g. separation due to member's refusal to change rating as recommended by NAVRESFOR or NAVPERSCOM;

h. separation for purpose of entry on extended active duty (180 days or more) or for an immediate appointment or enlistment in another reserve or active duty component;

i. enlisted separation to accept a commission or appointment as an officer in the Naval Reserve;

j. separation from a non-pay category (IRR or VTU); and

k. separation of SELRES in a billet or pay status for less than 12 months.

3. For involuntary separations occurring after 8 June 1993, members eligible for Category C and D benefits have a maximum of 40 days from the date they are removed from the SELRES to request retirement to retain their RTB eligibility. If a member elects retirement, future service in a Reserve Component can only be authorized by the SECNAV when deemed essential to national defense. The last 6 years in a Reserve Component requirement per 10 U.S.C. 12731 still applies. NOEs will be issued by NAVRESPERCEN at the time the retirement request is processed.

2304. Entitlements. There are four basic categories used to determine the benefits a member may receive. The four categories and benefits authorized for each are as follows:

1. Category A. Reservists who have completed from 1 year to less than 6 years of qualifying service on the date of separation (i.e., date of removal from pay). Benefits:

a. Reserve Montgomery GI Bill (RMGIB) benefits are authorized for SELRES members who obligate for 6 years and receive a Notice of Basic Eligibility (NOBE). Benefits continue for 10 years from the date the NOBE is signed.

b. Exchange, Morale Welfare & Recreation (MWR) and limited commissary benefits for 2 years from the date of separation.

2. Category B. Reservists who have completed at least 6 years but less than 15 years of qualifying service on the date of separation (i.e., date of removal from pay). Benefits:

a. RMGIB benefits are authorized for SELRES members who obligate for 6 years and receive a NOBE. Benefits continue for 10 years from the date the NOBE is signed.

b. Exchange, MWR, and limited commissary benefits for 2 years from date of separation.

c. Separation pay. Officers and enlisted members involuntarily separated as a result of unit deactivation, billet loss, HYT, EASB and involuntarily separated FTS personnel as well as enlisted members eligible for and requesting reenlistment who are not authorized to reenlist are eligible for separation pay. Separation pay is calculated utilizing the following formula:

$15\% \times (*YRS \text{ of Service } (6-14) \times 62 \times **\text{Daily Rate}) = \text{Lump Sum.}$

\*YRS of Service is computed by dividing total points by 360.

\*\*The daily rate is established utilizing paygrade and service longevity.

Any period for which the member has previously received separation or severance pay, under any provision of law based upon the member's service in the Armed Forces, cannot be used in determining eligibility under the SELRES separation pay transition benefit. Members who have been involuntarily separated, and receive SELRES separation pay under this section will be completely separated from the Naval Reserve. Reaffiliation into the SELRES or VTU requires NAVRESFOR and NAVPERSCOM (PERS-91) approval and will only be considered in the most extraordinary cases. Members who receive SELRES separation

pay and subsequently receive basic pay, drill pay or military retired or retainer pay will have such pay or compensation reduced by 75 percent until the total amount withheld through such reduction equals the total amount of separation pay.

3. Category C. Selected reservists separated under paragraphs 2303.1.a through k who have completed at least 15 years but less than 20 qualifying years of service. To apply for transfer to Retired Reserve status, member must serve the last 8 or 6 years in a Reserve Component per 10 U.S.C. 12731 (see section 2003). Benefits:

a. RMGIB benefits are authorized for SELRES members who obligate for 6 years and receive a NOBE. Benefits continue for 10 years from the date the NOBE is signed. If members were qualified for the active component MGIB benefits and were receiving a higher level of educational assistance due to their SELRES participation, they may continue to receive the higher level of educational assistance.

b. Retirement benefits, including pay, at age 60.

c. Early qualification for Retired Pay at age 60 providing all other requirements of 10 U.S.C. 12731 is met. Requests for early retirement should be included with RTB application and upon RTB approval will be processed per NAVRESFOR guidance.

d. Same "gray area" benefits (exchange, commissary, MWR, limited Space A, Reserve Component Survivor Benefit Plan (RCSBP), Red ID card) as Retired Reserve eligible for pay at age 60 (not yet 60 years of age with a Notice of Eligibility (NOE)).

e. Eligibility for continued SGLI coverage.

4. Category D. Selected reservists who have completed 20 or more years of qualifying service. Members must serve the last 8 or 6 years in a Reserve Component to be eligible for retirement per 10 U.S.C. 12731 (see section 2003). Benefits:

a. RMGIB benefits are authorized for SELRES members who obligate for 6 years and receive a NOBE. Benefits continue for 10 years from the date the NOBE is signed. If members were qualified for the active component MGIB benefits and were

receiving a higher level of educational assistance due to their SELRES participation, they may continue to receive the higher level of educational assistance.

b. Full retirement benefits and pay at age 60.

c. Same "gray area" benefits (exchange, commissary, MWR, limited Space A, RCSBP, DD Form 2(Res)) as Retired Reserve eligible for pay at age 60 (not yet 60 years of age with NOE).

d. Special Separation payment for:

(1) Enlisted members who have completed requirements for retirement at age 60 with 20 or more years of qualifying service who have lost their pay billet as a result of unit deactivation, unit relocation or billet deletion; and

(2) Officers who are involuntarily separated from the SELRES due to EASB selection.

The Special Separation Pay (SSP) is contingent upon member's transfer to the Retired Reserve. The SSP is a single payment, which is paid on their separation date. SSP is determined by multiplying member's monthly basic pay to which the member would be entitled if serving on active duty by 12 and by the sum of 5 percent plus one-half of 1 percent for each full year of retirement qualifying service (computed under 10 U.S.C. 12732) over 20 years (total cannot exceed 10 percent). For example, a member who on the date of transfer to the Retired Reserve had completed at least 22 years of service but less than 23 years of such service (computed under 10 U.S.C. 12732), would be eligible to receive SSP equal to 6 percent of the member's annualized basic pay. Note that SSP does not impact a member's retirement pay at age 60, nor must it be repaid to receive retirement pay at age 60.

2305. Application Procedures. Reservists who are being involuntarily separated must request transition benefits through their Naval Reserve Activity (NRA). The NRA will submit the application to NAVRESFOR (N122) per COMNAVRESFORINST 1740.1A.

CHAPTER 24

NAVAL RESERVE REEMPLOYMENT RIGHTS

2401. General. On 13 October 1994, Congress enacted the Uniformed Services Employment and Reemployment Rights Act (USERRA), a complete rewrite of the Veterans' Reemployment Rights (VRR) law, first enacted in 1940. USERRA is now codified as Title 38, U.S.C., Sections 4301-4333. USERRA applies to Persons who apply for reemployment with their pre-service employers on or after 12 December 1994 (60 days after enactment).

1. USERRA preserves the VRR rights of persons who applied for reemployment prior to that date.

2. Under USERRA, 38 U.S.C. 4303(13), service in the uniformed services means the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training, inactive duty training, etc., and a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty.

2402. Applicability. Like the VRR law, USERRA applies to voluntary as well as involuntary military duty, in peacetime as well as wartime. USERRA applies to the federal government as a civilian employer (including non-appropriated fund activities), to State and local governments, and to private employers, regardless of size.

2403. Eligibility Criteria. To have the right to reemployment following a period of service, including a short period such as IDT, members must meet the following eligibility criteria:

1. Hold a civilian job.
2. Give prior notice to the employer that they will be leaving that job for service in the uniformed services.
3. Must not exceed the 5-year cumulative limit on the duration of service.

4. Be released from service under honorable conditions.

5. Report back to work in a timely manner or submit a timely application for reemployment.

2404. Position of Employment. Per 38 U.S.C. 4312, even if the member's job is considered temporary, the individual can have reemployment rights unless the employer can establish to the satisfaction of a court that the member's employment is for a brief, non-recurrent period and there is no reasonable expectation that such employment will continue indefinitely or for a significant period.

2405. Notice to Employer

1. Under USERRA, prior notice to the civilian employer is required, regardless of the category of service to be performed. The notice can be verbal or written, and it can be provided either by the person who is to perform service in the uniformed services or by an appropriate officer of the uniformed service in which the service is to be performed. Figure 24-1 is a sample of a letter that a Naval Reserve unit CO could send to the employer of a unit member, notifying such employer of a unit's inactive duty training schedule, active duty for training, or recall to active duty.

2. USERRA does not specify how much advance notice is required, but it is strongly recommended that members give the employer as much advance notice as possible. If the members have little notice from the Navy, the lateness of the notice to the employer will not be held against them, but if the members have advance notice from the Navy and intentionally withheld that notice from the employer until the last moment, and if the lateness of the notice causes severe disruption of the employer's operations, a court could hold that the member does not have reemployment rights.

3. Advance notice to the employer is not required if it is precluded by military necessity under 38 U.S.C. 4312(b). The determination of military necessity is to be made by military authorities and is not subject to judicial review. It is conceivable that, in the most unusual circumstances, it could be necessary to classify not only an activated unit's destination

and mission but also the fact of activation. Such a determination of military necessity should not be made lightly.

4. Notice to the employer is also not required in cases where it is deemed to be impossible or unreasonable per 38 U.S.C. 4312(b). For example, if a member was notified at 2200 to report to a military airfield for activation and deployment at 0600 the next morning, and if the member's employer is not open at night and the member does not have the employer's home telephone number, it could be determined that advance notice was impossible or unreasonable. It is envisioned that this will be a rare exception to the notice requirement because the member can give such notice in any number of ways (e.g., in person, by mail, by telephone or telegraph, etc.).

2406. Limit on Duration of Service. Under USERRA, a reservist can serve in the uniformed services for up to 5 years and have reemployment rights. This limit is cumulative, but only so long as the member is employed by or seeking reemployment with the same civilian employer. When the member starts a new job with a new employer, a fresh 5 year entitlement applies.

1. Much of the service that a member may perform is exempted from the 5 year limit.

a. If the member is involuntarily recalled to active duty from a Naval Reserve status, or if the member's active duty period is involuntarily extended, that period of involuntary service does not count toward the 5 year limit, even when a later period of voluntary service is added. (38 U.S.C. 4312(c)).

b. Periodic Naval Reserve duty (e.g., IDT and ADT) does not count toward the 5 year limit.

c. A longer period of Naval Reserve training can be excluded from the 5 year limit if the SECNAV determines and certifies in writing that such training is necessary for professional development or for skill training or retraining per 38 U.S.C. 4312(c)(3).

2. Voluntary active duty performed can be excluded from the 5 year limit if SECNAV determines that the duty is in support of a critical mission or requirement of Navy or if the SECNAV

determines that the duty is in support of a mission for which other reservists have been involuntarily recalled. (38 U.S.C. 4312(c)(4)(C) and 4312(c)(4)(D)). Note that if the member is in any danger of exceeding the 5 year limit with the current employer, the member should seek legal advice before agreeing to voluntary duty which may cause the member to exceed the limit and lose reemployment rights.

2407. Character of Service. Per 38 U.S.C. 4304, if a member is Courts-Martialed and is awarded one of the following punitive actions, the member will lose reemployment rights:

1. Bad conduct discharge.
2. Dishonorable discharge.
3. Other-than-honorable discharge.
4. Dismissal.
5. Is dropped from the rolls of the Navy because of a lengthy period of unauthorized absence or a civilian conviction.

2408. Timely Return to Work. Under USERRA, the deadline for a member to report for work or apply for reemployment depends upon the duration of the period of service, not the category.

1. If the period of service was for less than 31 days, including inactive duty training and most periods of annual active duty for training, members must report for work not later than the beginning of the first regularly scheduled workday following the completion of the members' IDT or ADT allowing for an 8 hour grace period upon completion of travel from the location where IDT or ADT was performed to the member's residence. This grace period is allotted for rest between travel and the members resuming their normal civilian work schedule.

- a. For example, if the member's weekend of inactive duty training ends at 1700 on Sunday, and takes 4 hours for the member to drive home, and the member's normal workday is shift work which commences at 0200 the following Monday, the member need not report for work until the regularly scheduled shift on Tuesday.

If reporting for work at the first regularly scheduled working period that next day, as described above, is impossible or unreasonable because of factors beyond the member's control, the member must report for work as soon as possible thereafter. For example, an automobile accident on the return trip could extend the deadline for the member to report for work.

2. Following a period of service of 31-180 days, the member must submit an application for reemployment within 14 days following the completion of that service per 38 U.S.C. 4312(e)(1)(C).

3. Following a period of service of 181 days or more, the member must submit an application for reemployment within 90 days per 38 U.S.C. 4312(e)(1)(D).

4. Any of these deadlines can be extended by up to 2 years if the member is hospitalized or convalescing for a service-connected injury or illness per 38 U.S.C. 4312(e)(2)(A).

5. Following a period of service of 31 days or more, and upon request by the member's employer, the member is required to provide such documentation as is readily available to establish that the application for reemployment is timely, that the member has not exceeded the 5 year limit, and that the member is not disqualified for reemployment by virtue of having received a punitive or other-than-honorable discharge (see Section 2407 of this Chapter). Such documentation could include a DD 214, an endorsed copy of the member's orders, or a letter from the member's CO or the PERSUPPDET.

a. If the documentation does not yet exist or is not readily available, the employer is required to reemploy the member promptly while awaiting documentation.

b. If the documentation establishes that the member is not entitled to reemployment, the employer is permitted to discharge the member and to terminate any benefits that have been provided per 38 U.S.C. 4312(f)(3).

2409. Entitlements Upon Return. If the member meets the eligibility criteria described above, the following basic entitlements apply:

1. Prompt reinstatement.
2. Accrued seniority, as if the member had been continuously employed.
3. A position of exact or equivalent status.
4. Reinstatement of health insurance coverage.
5. Training or retraining.
6. Special protection against discharge, except for cause.

2410. Prompt Reinstatement.

1. After a period of up to 30 days of service, including most Naval Reserve training, the member must report for work at the start of the first regularly scheduled working period on the first day after the completion of the service and the time reasonably required for safe transportation. When members report for work as required, they are entitled to immediate reinstatement.

2. After a longer period of service, the member is required to submit an application for reemployment. The employer is required to act upon the application and reemploy the member promptly, generally within a few days or at the start of the next pay period. It would be unlawful for the employer to make the member wait for a vacancy, because the member's right to reemployment is not contingent upon there being a vacancy.

2411. Accrued Seniority. In its first case applying the 1940 VRR law, the Supreme Court enunciated the "escalator principle" when it held

"The returning veteran does not step back on the seniority escalator at the point he stepped off. He steps back on at the precise point he would have occupied had he kept his position continuously during his military service."

1. 38 U.S.C. 4316(a) expressly ratifies the escalator principle, and 38 U.S.C. 4318 applies this principle to all

sorts of pension plans, including defined contribution plans as well as defined benefit plans.

a. If the member meets the eligibility criteria, and if the member's employer has a system of seniority, then the member must be treated as if continuously employed for all seniority purposes.

b. If the member would have been continuously employed and would have received a pay raise or promotion based upon seniority, then the member is entitled to that pay raise or promotion upon reemployment.

c. The escalator principle applies to informal seniority systems, based upon custom or practice, as well as formal systems set forth in collective bargaining agreements.

2. 38 U.S.C. 4318 requires that each member be treated as continuously employed for purposes of civilian pension.

a. If the member would normally contribute to a pension plan while employed, then the member must make up those contributions after reemployment.

b. 38 U.S.C. 4318(b)(2) gives each member an extended period to make up back contributions, without interest. That period extends for three times the most recent period of service or 5 years, whichever is less.

2412. Status. Following a period of less than 91 days of service in the uniformed services, the member is entitled to the exact position of employment, including seniority credit for the member's period of service per 38 U.S.C. 4313(a)(1)(A).

1. If the period of service is for 91 days or more, the employer has the option to reemploy the member in another position of like seniority, status, and pay.

2. For example, if the member was the nurse manager of a medical facility prior to the period of service, reinstating the member as the assistant nurse manager is not satisfactory, even if the pay is the same, because that is not the same status.

2413. Reinstatement of Health Insurance Coverage. If members meet USERRA's eligibility criteria, then they are entitled to immediate reinstatement of health insurance coverage, for the members and their family. There must be no waiting period and no exclusion of "pre-existing conditions," other than those conditions which the Department of Veterans Affairs has determined to be service-connected (38 U.S.C. 4317(b)).

2414. Training and Other Accommodations

1. If the member is gone from their civilian job for months or years, they may find many changes on their return. Even if equipment and methods have not changed, the member's civilian job skills may have been dulled by a long period without use. If the member must be qualified in order to be re-employed, 38 U.S.C. 4313(a)(2)(B) requires the employer to make "reasonable efforts" to qualify the member. Such efforts could include training or retraining.

2. If, upon return for employment, the member is suffering from a service-connected disability, the employer is required to make "reasonable efforts" to accommodate that disability per 38 U.S.C. 4313(a)(3). For example, an employer could be required to lower an assembly line to enable the member to perform work despite having lost legs to an enemy land mine. If the disability cannot be accommodated through reasonable employer efforts, the employer must reemploy the member in some other position of like seniority, status, and pay or the closest approximation thereof, consistent with the circumstances of the member's case (38 U.S.C. 4313(a)(3)(B)).

2415. Special Protection Against Discharge

1. If the period of service was for 181 days or more, the member cannot be discharged, except for cause, within 1 year after proper reinstatement per 38 U.S.C. 4316(c)(1).

2. If the period of service was for 31-180 days, the member cannot be discharged, except for cause, within 180 days after the member's proper reinstatement per 38 U.S.C. 4316(c)(2). If the member is discharged during this period of special protection, the employer must bear a heavy burden of proof to establish that the member was discharged for cause.

2416. Entitlements During Service

1. If the employer provides holiday pay, Christmas bonuses, or other non-seniority benefits to employees who have been furloughed (laid off) or employees on some form of non-military leave of absence (such as jury leave), the employer must provide members the same benefits while they are away from work for service in the uniformed services per 38 U.S.C. 4316(b)(1)(A).

2. If the employer has more than one form of non-military leave, the comparison should be with the employer's most generous form of leave. The comparison must be for comparable periods of time. The member cannot compare a 5 day jury leave with a 5 year military leave.

3. A new provision in USERRA gives members the right to elect continued health insurance coverage, for the members and their family, through the members' civilian job, while they are away from that job for service in the uniformed services per 38 U.S.C. 4317(a). This is not automatic. The members must inform the employer that this election is being made. The employer will not necessarily inform the member regarding this provision.

4. If the period of service is for less than 31 days, including most Naval Reserve training, the employer is permitted to charge the member only the employee share, if any, of the cost of that insurance coverage per 38 U.S.C. 4317(a)(1)(B).

5. If the period of service is for 31 days or more, the employer is permitted to charge the members up to 102 percent of the entire premium, including the part normally paid by the employer. If members elect this coverage for a period of service of more than 30 days, they have the right to that continued coverage, while the members pay the premium, during their period of service plus the period (generally up to 90 days) when they can apply for reemployment, or for 18 months after the members' absence from the civilian job began, whichever is the shorter period (38 U.S.C. 4317(a)(1)(A)).

6. Members are advised to elect this continued coverage during periods of less than 31 days of service in the uniformed services, including most Naval Reserve training. Under 10 U.S.C. 1076(a)(2)(A), members are entitled to use the military health care system, including CHAMPUS, for their spouses and

dependents only if the members are on a period of continuous service of 31 days or more. Electing this continued coverage for such short military tours will ensure that there is no gap in their family health insurance coverage.

2417. Prohibition on Discrimination. 38 U.S.C. 4311(a) provides as follows:

"A person who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform service in the uniformed services shall not be denied initial employment, reemployment, retention in employment, promotion, or any benefit of employment by an employer on the basis of that membership, application for membership, performance of service, application for service, or obligation."

This is a very broad provision, both as to the categories of persons protected and as to the scope of the protection provided. 38 U.S.C. 4311(b) provides that if one of the protected factors, such as membership in a uniformed service, was a motivating factor (not necessarily the only reason) in an employer's decision not to hire the member or to take some adverse action against the member, that decision is unlawful unless the employer can prove (not just say) that the same decision would have been made for lawful reasons in the absence of that protected factor.

2418. Assistance and Enforcement. Questions concerning securing USERRA rights should be directed to the National Committee for Employer Support of the Guard and Reserve (NCESGR) at 1-800-336-4590. NCESGR will put the member in contact with one of its volunteer ombudsmen or with the Veterans' Employment and Training Service (VETS), United States Department of Labor. USERRA gives each member the right to free assistance of VETS and free legal representation by the Department of Justice or the Office of Special Counsel, even if the member is claiming reemployment rights with respect to the Federal government as the civilian employer.

2419. Practical Suggestions. The following suggestions are offered for Naval Reservists and their COs with respect to maintaining employer support of the Naval Reserve:

1. Provide ample notice to employers.
2. Spread around extra duty.
3. Avoid misuse of employer equipment, supplies, and time.
4. Recognize cooperative employers.

2420. Provide Ample Notice. Many reservists magnify their employer-support problems by waiting until the last moment to notify their employers of expected absences from work for Naval Reserve training or service. It is strongly recommended that members give their employers as much advance notice as possible to enable the employers to make the necessary arrangements to cover the members' work in their absence.

1. Reserve unit COs can assist in this regard by establishing a drill schedule, reducing it to writing, and informing the employer of each unit member of that schedule. Figure 24-1 is a sample notification letter. It is equally important that unit commanders do not deviate from the schedule unless it is essential to do so. If the commander changes the schedule, either that commander or the unit members, or both, must notify the employers of the change.

2. USERRA does not require written notice, but it would be prudent to give the notice in writing, and to keep a copy, in case a question arises as to whether such notice had been given.

2421. Spread Around Extra Duty. The right to be away from work for Naval Reserve training or service is not limited to 1 weekend of inactive duty training per month and 2 weeks of active duty for training per year. COs are advised to spread around extra duty among many unit members, instead of assigning all such duty to a perennial volunteer. Spreading around such duty limits the burden on any one employer-employee relationship, and it also represents a more prudent use of limited training funds.

2422. Avoid Abuse of Employer Equipment, Supplies, and Time. USERRA gives each reservist the right to time off from work to perform Naval Reserve training or service. The law does not give members the right to do reserve unit activities while "on the clock" at their civilian job, e.g., it certainly does not

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give members the right to use the employer's word processor and photocopier to produce a unit's Plan of the Month. In addition, Naval Reserve unit COs are urged to avoid routinely calling Reservists at work for recall exercises and similar reasons. Conduct such exercises during non-working hours, if possible, and call unit members at home for Naval Reserve business.

2423. Recognize Cooperative Employers. Many employers go far beyond what USERRA requires in supporting reservists. For example, many employers make up the difference in pay when an employee is away from work for Reserve training. Especially cooperative employers should receive recognition through NCESGR. Call 1-800-336-4590 for details.

SAMPLE TRAINING NOTIFICATION TO EMPLOYER

Re: Your employee \_\_\_\_\_

Dear \_\_\_\_\_:

Since 1973, the Armed Forces of the United States have obtained personnel entirely through voluntary enlistment. Since the fall of the Berlin Wall and the demise of the Soviet Union, the size of the active duty military force has been reduced by more than 25 percent, from 2.1 million to under 1.5 million. However, this is still a dangerous world, and situations around the world may from time to time require our President to dispatch American military personnel.

Our country has found it cost-effective to rely increasingly upon part-time service members in the National Guard and Reserve, instead of full-time active duty personnel, for many missions that may be needed in emergency situations but may not be needed to the same degree on a day-to-day basis during peacetime. National Guard and Reserve personnel are available to be recalled to active duty on short notice when they are needed. The cost to the Government, and to you as a taxpayer, for this availability is a small fraction of the cost of keeping someone on active duty full-time. Today, Reservists and National Guard members comprise about half of the total pool of available military personnel.

Under the Total Force Policy, it is necessary to recruit and retain National Guard and Reserve personnel, and it is also necessary to have them engage in periodic and special training to maintain and enhance their military skills and readiness. Some of today's weapon systems are very complex, and we as a nation simply cannot afford to rely upon teaching these systems to personnel after an emergency arises.

On October 13, 1994, the Uniformed Services Employment and Reemployment Rights Act was enacted which codified sections

Figure 24-1

4301-4333 of Title 38, U.S.C., is a complete rewrite of the 54-year-old law that protected the civilian job rights of veterans and Reserve Component members.

Section 4312(a)(1) of USERRA requires a person leaving a civilian job for military training or service, or an appropriate officer of the service, to notify the civilian employer in advance unless giving advance notice is precluded by military necessity or otherwise impossible or unreasonable. The employee named above is a member of the unit I command and will be participating in military training or service as stated below. I have urged this employee to alert the appropriate supervisor to upcoming military-related absences, but we believe that this letter is sufficient to comply with USERRA's notice requirement.

(check all that apply)

\_\_\_\_\_ The subject employee is a member of my unit and will be expected to engage in inactive duty training in accordance with the attached schedule. If there are any changes in this schedule, either I or the employee will notify you as far in advance as possible.

\_\_\_\_\_ The subject employee will begin a short tour of military training or service on \_\_\_\_\_, and will have the right to time off from this job to participate in this training or service. This includes reasonable travel and rest time, if necessary. This period of training or service is scheduled to end on \_\_\_\_\_, and you can expect this employee to return to work on or about \_\_\_\_\_, unless the return is delayed by factors beyond our control.

\_\_\_\_\_ The subject employee will begin a longer tour of military service or training on \_\_\_\_\_. This Person may have reemployment rights upon completion of this service.

Figure 24-1

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If you want reassurance that this employee has, in fact, engaged in military training or service as scheduled, please call me at \_\_\_\_\_. USERRA provides the employee the right to time off for military training whether or not employers find it convenient. It also notes that the employee's right to time off for military training or service is in addition to whatever right that they otherwise have to vacation or time off. I want to work with you to minimize the problems caused by military service, but please recognize that my first responsibility is to ensure that my unit is ready to serve if called upon. I cannot reschedule my entire unit's training to accommodate the desires of the employer of one unit member. If members miss training, they may be unprepared to perform their mission for our country.

If you have questions about the need for employer support of Reservists and National Guard members, or about the laws that protect the civilian job rights of these members, please call the National Committee for Employer Support for the Guard and Reserve at 1-800-336-4590.

Sincerely,

Commanding Officer

Figure 24-1

APPENDIX A

ACRONYMS

<u>ACRONYM</u>	<u>DESCRIPTION</u>
ABPL	ADMINISTRATIVE BOARD PROCEDURES LETTER
ACD	AVIATION COMMISSIONING DATE
ACIP	AVIATION CAREER INCENTIVE PAY
ADL	ACTIVE DUTY LIST
ADSW	ACTIVE DUTY FOR SPECIAL WORK
ADT	ACTIVE DUTY FOR TRAINING
AFHPSP	ARMED FORCES HEALTH PROFESSIONAL SCHOLARSHIP PROGRAM
AIA	ACCELERATED INITIAL ACCESSION
AFTP	ADDITIONAL FLYING AND FLIGHT TRAINING PERIOD
AN	AIRMAN
APG	ADVANCED PAYGRADE
AQD	ADDITIONAL QUALIFICATION DESIGNATOR
ARPR	ANNUAL RETIREMENT POINT RECORD
ASED	AVIATION SERVICE ENTRY DATE
ASOSH	ANNUAL STATEMENT OF SERVICE HISTORY
ASVAB	ARMED SERVICES VOCATIONAL APTITUDE BATTERY
AT	ANNUAL TRAINING
ATP	ADDITIONAL TRAINING PERIOD
AUIC	ACTIVE UNIT IDENTIFICATION CODE

BAQ	BASIC ALLOWANCE FOR QUARTERS
BAS	BASIC ALLOWANCE FOR SUBSISTENCE
BRIT	BASIC RESERVE INTELLIGENCE TRAINING PROGRAM
BUMED	BUREAU OF MEDICINE AND SURGERY
BUPERS	BUREAU OF NAVAL PERSONNEL
CAT	CIVILIAN AUGMENTED TRAINING
CEFIP	CAREER ENLISTED FLIGHT INCENTIVE PAY
CHAMPUS	CIVILIAN HEALTH AND MEDICAL PROGRAM OF THE UNIFORMED SERVICES
CHNAVPERS	CHIEF OF NAVAL PERSONNEL
CLO	CAMPUS LIAISON OFFICER
CME	CONTINUED MEDICAL EDUCATION
CNO	CHIEF OF NAVAL OPERATIONS
CO	COMMANDING OFFICER
COCI	CIVILIAN OCCUPATION CODE INDICATOR
COMNAVAIRESFOR	COMMANDER, NAVAL AIR RESERVE FORCE
COMNAVPERSCOM	COMMANDER, NAVAL PERSONNEL COMMAND
COMNAVRESFOR	COMMANDER, NAVAL RESERVE FORCE
COMNAVSECGRU	COMMANDER, NAVAL SECURITY GROUP COMMAND
COMNAVSURFRESFOR	COMMANDER, NAVAL SURFACE RESERVE FORCE
CONUS	CONTINGUOUS UNITED STATES
CPC	COMMISSARY PRIVILEGE CARD

CT	CRYPTOLOGIC TECHNICIAN
CWO	CHIEF WARRANT OFFICER
DCO	DAMAGE CONTROL OFFICER
DDS	DIRECT DEPOSIT SYSTEM
DEERS	DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM
DEP	DELAYED ENTRY PROGRAM
DEPEN	DEPENDENT
DFAS	DEFENSE FINANCE AND ACCOUNTING SERVICE
DJMS-RC	DEFENSE JOINT MILITARY PAY SYSTEM-RESERVE COMPONENT
DOD	DEPARTMENT OF DEFENSE
DODPM	DEPARTMENT OF DEFENSE PAY AND ALLOWANCE ENTITLEMENTS MANUAL
DUI	DRIVING UNDER THE INFLUENCE
DWI	DRIVING WHILE INTOXICATED
DPPC	DEFENSE PLANNING AND PROGRAMMING CATEGORY
EASB	ELIMINATION FROM ACTIVE STATUS BOARD
ECMO	ENLISTED COMMUNITY MANAGEMENT OBJECTIVE
EIT	ENGINEER-IN-TRAINING
ENCORE	ENLISTED NAVY CAREER OPTIONS FOR REENLISTMENT PROGRAM
EOS	EXPIRATION OF SERVICE
ET	EQUIVALENT TRAINING

FAP	FAMILY ASSISTANCE PROGRAM
FEMA	FEDERAL EMERGENCY MANAGEMENT AGENCY
FMS	FINAL MULTIPLE SCORE
FN	FIREMAN
GENDET	GENERAL DETAIL (ENLISTMENT PROGRAM)
GCT/AR	GENERAL CLASSIFICATION TEST/ARITHMETIC
HIV	HUMAN IMMUNODEFICIENCY VIRUS
HYT	HIGH YEAR TENURE
IADT	ACTIVE DUTY FOR TRAINING
ID	IDENTIFICATION
IDT	INACTIVE DUTY TRAINING
IDTT	INACTIVE DUTY TRAINING TRAVEL
IMA	INDIVIDUAL MOBILIZATION AUGMENTEE
IMAPMIS	INACTIVE MANPOWER AND PERSONNEL MANAGEMENT INFORMATION SYSTEM
ING	INACTIVE NATIONAL GUARD
IRAD	INDIVIDUAL READINESS ASSESSMENT DESIGNATOR
IRR	INDIVIDUAL READY RESERVE
IS	INTELLIGENCE SPECIALIST
ISL	INACTIVE STATUS LIST
JAG	JUDGE ADVOCATE GENERAL
JFTR	JOINT FEDERAL TRAVEL REGULATIONS
LACMOB	LOCAL AREA COORDINATOR FOR MOBILIZATION

LDO	LIMITED DUTY OFFICER
LIMDU	LIMITED DUTY
LN	LEGALMAN
LON	LETTER OF NOTIFICATION
LOT	LETTER OF TRANSMITTAL
MA	MASTER-AT-ARMS
MARS	MILITARY AFFILIATE RADIO SYSTEM
MDC	MILITARY DRILL CODE
MDO	MANDATORY DRILLING OBLIGATION
MGIB	MONTGOMERY GI BILL
MILPERSMAN	MILITARY PERSONNEL MANUAL
MMSP	MANPOWER MOBILIZATION SUPPORT PLANS
MOF	MONTHS OF FLYING
MSO	MILITARY SERVICE OBLIGATION
MWR	MORALE, WELFARE AND RECREATION
NADDS	NAVY ACTIVE DUTY DELAY FOR SPECIALIST PHYSICIAN PROGRAM
NAIP	NAVAL ACADEMY INFORMATION
NAVPERSCOM	NAVY PERSONNEL COMMAND
NCESGR	NATIONAL COMMITTEE FOR EMPLOYER SUPPORT OF THE GUARD AND RESERVE
NCIS	NAVAL CRIMINAL INVESTIGATIVE SERVICE
NEC	NAVY ENLISTED CLASSIFICATION CODE

NEDOC	NAVY EXPANDED DRILL OPPORTUNITY—CLINICAL
NEOPS	NAVY ENLISTED/OFFICER PARTICIPATION SYSTEM
NETPDTC	NAVAL EDUCATION AND TRAINING PROFESSIONAL DEVELOPMENT AND TECHNOLOGY CENTER
NMPS	NAVY MOBILIZATION PROCESSING SITES
NOBC	NAVY OFFICER BILLET CLASSIFICATION
NOE	NOTICE OF ELIGIBILITY
NOOCS	NAVY OFFICER OCCUPATIONAL CLASSIFICATION SYSTEM
NOTAL	NOT TO ALL
NPL	NOTIFICATION PROCEDURES LETTER
NPQ	NOT PHYSICALLY QUALIFIED
NPS	NON-PRIOR SERVICE
NPSAC	NON-PRIOR SERVICE ACCESSION COURSE
NRA	NAVAL RESERVE ACTIVITY
NRF	NAVAL RESERVE FORCE
NRQQ	NAVAL RESERVE QUALIFICATION QUESTIONNAIRE
NREDQP	NAVAL RESERVE EMERGENCY DUTY QUALIFICATION PROGRAM
NSIPS	NAVY STANDARD INTEGRATED PERSONNEL SYSTEM
ONI	OFFICE OF NAVAL INTELLIGENCE
OPLAN	OPERATIONAL PLAN
OSVET	OTHER SERVICE VETERAN

OTH	OTHER THAN HONORABLE
PASS	PAY/PERSONNEL ADMINISTRATIVE SUPPORT SYSTEM
PE	PROFESSIONAL ENGINEER
PEB	PHYSICAL EVALUATION BOARD
PEBD	PAY ENTRY BASE DATE
PERSUPPDET	PERSONNEL SUPPORT DETACHMENT
PIM	PRE-TRAINED INDIVIDUAL MANPOWER
PRIMUS	PHYSICIAN RESERVIST IN MEDICAL UNIVERSITIES SCHOOLS
PSRC	PRESIDENTIAL SELECTED RESERVE CALL-UP
RASL	RESERVE ACTIVE STATUS LIST
RBSC	RESERVE BILLET SEQUENCE CODE
RCA	RATE CHANGE AUTHORITY
RCCPDS	RESERVE COMPONENT COMMON PERSONNEL DATA SYSTEM
RCSBP	RESERVE COMPONENT SURVIVOR BENEFIT PLAN
RFAS	RESERVE FUNCTIONAL AREA AND SEX CODE
RIPO	RESERVE INTELLIGENCE PROGRAM OFFICER
RMGIB	RESERVE MONTGOMERY GI BILL
RMP	READINESS MANAGEMENT PERIODS
ROTC	RESERVE OFFICER TRAINING CORPS
RP	RELIGIOUS PROGRAM SPECIALIST
RSTARS	RESERVE STANDARD TRAINING, ADMINISTRATION AND READINESS SUPPORT

RTB	RESERVE TRANSITION BENEFITS PROGRAM
SAM	SEA AND AIR MARINER PROGRAM
SBI	SPECIAL BACKGROUND INVESTIGATION
SCI	SENSITIVE COMPARTMENTED INFORMATION
SBP	SURVIVOR BENEFIT PLAN
SECNAV	SECRETARY OF THE NAVY
SELRES	SELECTED RESERVE
SGLI	SERVICEMEN'S GROUP LIFE INSURANCE
SN	SEAMAN
SPCMA	SPECIAL COURTS-MARTIAL CONVENING AUTHORITY
SRB	SELECTIVE REENLISTMENT BONUS
SSP	SUBSPECIALITY
TAMP	TRANSITION ASSISTANCE MANAGEMENT PROGRAM
TAR	TRAINING AND ADMINISTRATION OF THE RESERVES
TDRL	TEMPORARILY DISABILITY RETIRED LIST
TEP	TRAINING AND ADMINISTRATION OF THE RESERVE (TAR) ENLISTMENT PROGRAM
TFL	TEMPORARY LODGING FACILITY
TRC	TRAINING AND RETIREMENT CATEGORIES
TNPQ	TEMPORARILY NOT PHYSICALLY QUALIFIED
UCMJ	UNIFORM CODE OF MILITARY JUSTICE
UIC	UNIT IDENTIFICATION CODE
USC	UNITED STATES CODE

USERRA	UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT
USNR	UNITED STATES NAVAL RESERVE
VA	DEPARTMENT OF VETERANS' AFFAIRS
VGLI	VETERANS' GROUP LIFE INSURANCE
VRR	VETERANS' REEMPLOYMENT RIGHTS LAW
VSI	VOLUNTARY SEPARATION INCENTIVE
VTU	VOLUNTARY TRAINING UNIT

APPENDIX B

LIST OF DIRECTIVES AND PUBLICATIONS

The following is a list of the current directives and publications referenced throughout this instruction.

<u>INSTRUCTION</u>	<u>TITLE</u>
<u>BUPERSINST</u> - <a href="http://www.PERSnet.navy.mil/cdrom/Bupinst.html">http://www.PERSnet.navy.mil/cdrom/Bupinst.html</a>	
1326.4C	ADMINISTRATION OF ENLISTED FLIGHT ORDERS/CAREER ENLISTED FLYER INCENTIVE PAY (CEFIP)/HAZARDOUS DUTY INCENTIVE PAY (HDIP) FOR AERIAL FLIGHT
1430.16D	ADVANCEMENT MANUAL
1610.10	NAVY PERFORMANCE EVALUATION AND COUNSELING SYSTEM MANUAL
1900.8	CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY
7220.29	AVIATION CAREER INCENTIVE PAY ACIP)
<u>BUMEDINST</u>	
1001.3 (NOTAL)	INTEGRATION, USE, AND TRAINING OF RESERVE MEDICAL AND DENTAL PERSONNEL
<u>COMNAVRESFORINST</u>	
1001.5C (NOTAL)	ADMINISTRATIVE PROCEDURES FOR THE SELECTED RESERVE (SELRES) AND PARTICIPATING MEMBERS OF THE READY RESERVE (IRR)
1571.7H (NOTAL)	ORDER PROCESSING AND TRANSPORTATION ARRANGEMENTS FOR NAVAL RESERVISTS

- 1740.1A (NOTAL) RESERVE TRANSITION BENEFITS (RTB) FOR MEMBERS OF THE SELECTED RESERVE (SELRES)
- 5450.43A (NOTAL) MISSION AND FUNCTIONS OF THE NAVAL RESERVE SECURITY GROUP COMMAND (NAVRESSECGRUCOM) AND ORGANIZATION OF THE NAVAL RESERVE SECURITY GROUP (NAVRESSECGRU)

**SECNAVINST** - <http://neds.nebt.daps.mil/>

- 1001.33B UNIFORM TRAINING AND RETIREMENT CATEGORIES OF THE DEPARTMENT OF THE NAVY RESERVE COMPONENTS
- 1001.10F (NOTAL) SCREENING OF THE READY RESERVE
- 1120.4A (NOTAL) APPOINTMENT OF REGULAR AND RESERVE OFFICERS IN THE CHAPLAIN CORPS OF THE NAVY
- 1120.5A (NOTAL) APPOINTMENT OF REGULAR AND RESERVE OFFICERS IN THE JUDGE ADVOCATE GENERAL'S CORPS OF THE NAVY
- 1120.13A (NOTAL) APPOINTMENT OF REGULAR AND RESERVE OFFICERS IN THE DENTAL CORPS OF THE U. S. NAVY
- 1421.7B (NOTAL) PROMOTION AND SELECTIVE RETENTION OF WARRANT AND CHIEF WARRANT OFFICERS ON INACTIVE DUTY IN THE NAVAL RESERVE
- 1520.8A (NOTAL) ARMED FORCES HEALTH PROFESSIONS SCHOLARSHIP PROGRAM (AFHPSP)
- 1520.11 (NOTAL) NAVY ACTIVE DUTY DELAY FOR SPECIALISTS (NADDS) PROGRAM
- 1770.3B MANAGEMENT AND DISPOSITION OF INCAPACITATION AND INCAPACITATION BENEFITS FOR MEMBERS OF NAVY AND MARINE CORPS RESERVE COMPONENTS
- 1820.2B VOLUNTARY RETIREMENT OF MEMBERS OF THE NAVAL AND MARINE CORPS RESERVE NOT ON ACTIVE-DUTY LISTS (INCLUDING TAR/FTS)

1920.6B ADMINISTRATIVE SEPARATION OF OFFICERS  
5510.30A DEPARTMENT OF THE NAVY PERSONNEL SECURITY  
PROGRAM  
7220.77D CAREER SEA PAY AND CAREER SEA PAY PREMIUM

**OPNAVINST** - <http://neds.nebt.daps.mil/>

1000.23B PAY/PERSONNEL ADMINISTRATIVE SUPPORT SYSTEM  
(PASS) MANAGEMENT MANUAL (PASSMAN)  
1160.7B REENLISTMENT QUALITY CONTROL PROGRAM FOR  
INACTIVE DUTY ENLISTED NAVAL RESERVISTS  
1412.2G SURFACE WARFARE OFFICER (SWO) QUALIFICATION  
AND DESIGNATION  
1440.1C MASTER-AT-ARMS (MA) RATING ACCESSION/  
CONVERSION AND FORCED CONVERSION PROCEDURES  
1740.4A U.S. NAVY FAMILY CARE POLICY  
3060.7A (NOTAL) NAVY MANPOWER MOBILIZATION GUIDE  
S3061.1E (NOTAL) THE NAVY CAPABILITIES AND MOBILIZATION PLAN  
(NCMP)(U)  
3710.7R (NOTAL) NATOPS GENERAL FLIGHT AND OPERATING  
INSTRUCTIONS  
4630.25C AIR TRANSPORTATION ELIGIBILITY  
6110.1F PHYSICAL READINESS PROGRAM

**NAVSUPINST**

1231.1K (NOTAL) ASSIGNMENT OF NAVY OFFICER BILLET  
CLASSIFICATION (NOBC) CODES TO NAVAL RESERVE  
SUPPLY CORPS OFFICERS NOT ON ACTIVE DUTY  
4600.70 (NOTAL) DEFENSE TRAFFIC MANAGEMENT REGULATION

**DOD DIRECTIVE** - <http://web7.whs.osd.mil/>

1200.7 (NOTAL)            SCREENING THE READY RESERVES  
(18 NOV 99)

1215.6 (NOTAL)            UNIFORM RESERVE, TRAINING AND RETIREMENT  
(14 MAR 97)                CATEGORIES

**DOD Instruction** - <http://web7.whs.osd.mil/>

1000.13 (NOTAL)          IDENTIFICATION (ID) CARDS FOR MEMBERS OF THE  
(5 DEC 97)                UNIFORMED SERVICES, THEIR DEPENDENTS, AND  
                              OTHER ELIGIBLE INDIVIDUALS

1200.15 (NOTAL)          ASSIGNMENT TO AND TRANSFER BETWEEN RESERVE  
(18 SEP 97)                CATEGORIES, DISCHARGE FROM RESERVE STATUS,  
                              TRANSFER TO THE RETIRED RESERVE, AND  
                              NOTIFICATION OF ELIGIBILITY FOR RETIRED PAY

1205.5 (NOTAL)            TRANSFER OF MEMBERS BETWEEN RESERVE AND  
(10 APR 95)                REGULAR COMPONENTS OF THE MILITARY SERVICES

1215.7 (NOTAL)            SERVICE CREDIT FOR RESERVE RETIREMENT  
(15 Oct 93)

1215.19 (NOTAL)          UNIFORM RESERVE, TRAINING AND RETIREMENT  
(14 MAR 97)                CATEGORY ADMINISTRATION

1332.39 (NOTAL)          APPLICATION OF THE VETERANS ADMINISTRATION  
(14 NOV 96)                SCHEDULE FOR RATING DISABILITIES

7000.14 (NOTAL)          DOD FINANCIAL MANAGEMENT POLICY AND  
(15 NOV 92)                PROCEDURES

7730.54 (NOTAL)          RESERVE COMPONENTS COMMON PERSONNEL DATA  
(15 MAR 99)                SYSTEM (RCCPDS)

**DOD-REGULATION** - <http://web7.whs.osd.mil/>

5500.7-R (NOTAL)          JOINT ETHNICS REGULATION (JER)  
(30 AUG 93)

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1001.2A NAVAL RESERVE OFFICER PROCEDURES AND  
STANDARDS FOR CHANGE OF DESIGNATOR TO  
SPECIAL DUTY OFFICER, INTELLIGENCE (1635)

1001.8C (NOTAL) RESERVE INTELLIGENCE NAVY OFFICER BILLET  
CLASSIFICATION CODES (NOBCs)

**NAVSEAINST**

1001.3J (NOTAL) NAVAL RESERVE ENGINEERING DUTY QUALIFICATION  
PROGRAM

**COMNAVRECRUITCOMINST** - <http://www.cnrrc.com>

1133.1C (NOTAL) NAVAL RESERVE ENLISTED RECRUITING MANUAL

**COMNAVCRUITCOMINST**

1130.8F (NOTAL) NAVY RECRUITING MANUAL - ENLISTED

**COMNAVSECGRUINST**

1211.1D (NOTAL) ASSIGNMENT OF NAVY OFFICER BILLET  
CLASSIFICATION CODES TO NAVAL RESERVE  
SECURITY GROUP OFFICERS NOT ON ACTIVE DUTY

**PUBLICATIONS**

Department of Defense Financial Management Regulation Volume 7A,  
Military Pay Policy and Procedures Active Duty and Reserve Pay,

Dictionary of Occupational Titles, 4th Edition, 1977

Enlisted Transfer Manual, NAVPERS 15909F

Manual of the Medical Department, NAVMED P-117

Manual of Navy Enlisted Manpower and Personnel Classifications  
and Occupational Standards, Volume I & II, NAVPERS 18068F

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Manual of Navy Officer Manpower and Personnel Classifications,  
Volume 1, NAVPERS 15839I

Manual for Courts Martial, United States, 1984

Navy Military Personnel Manual, NAVPERS 15560C

Source Data System Guide for Mobilization Events, NRPC 1554-01

Source Data System Procedures Manual, NAVSO P-3069

APPENDIX C

FORMS AVAILABILITY

1. Unless otherwise noted by an asterisk (\*), all forms listed below are available for issue through the Navy Inventory Control Point, using requisitioning procedures contained in CD-ROM NAVSUP PUB 600 (NLL), Navy Stock List of Publications and Forms.

<u>Form Number</u>	<u>Title</u>
DD 2N (ACT) (Rev. 7-74)	Armed Forces Identification Card (Active) S/N 0102-LF-000-0301 (blank form)
DD 2S (ACT) (Rev. 10/93)	S/N 0102-LF-019-1700 (computer generated)
DD 2N (RES) (Rev. 5-79)	Armed Forces Identification Card (Inactive) S/N 0102-LF-000-0020 (blank form)
DD 2S (RES) (Rev. 10/93)	S/N 0102-LF-019-1600 (computer generated)
DD 2N (RET) Rev. 5-79)	Armed Forces Identification Card (Retired) S/N 0102-LF-000-0011 (blank form)
DD 2S (RET) (Rev. 10/93)	S/N 0102-LF-019-1500 (computer generated)
DD 214 (Rev. 2/00)	Certificate of Release or Discharge from Active Duty (8 Part Snapout) S/N 0102-LF-006-5500
DD 215 (Rev. 2/00)	Correction to DD 214, Certificate of Release or Discharge from Active Duty S/N 0102-LF-000-2150
DD 368 (Rev. 11-94)	Request for Conditional Release S/N 0102-LF-019-8900
DD 458 (Rev. 5-00)	Courts-Martial Charge Sheet S/N 0102-LF-000-4580
DD 652 (Rev. 5-78)	Uniformed Services Meal Ticket S/N 0102-LP-035-0000

DD 1172 (Rev. 7/99)	Application for Uniformed Services Identification Card/DEERS Enrollment S/N 0102-LF-001-1723
DD 1173-1 (Rev. 7-89)	Department of Defense Guard and Reserve Family Member Identification Card S/N 0102-LF-008-5000
DD 1173-1S (Rev 10-93)	United States Uniformed Services Identification Card (Reserve Dependent) S/N 0102-LF-019-1900
DD 1853 (Rev. 8/94)	Authentication of Reserve Status for Travel Eligibility S/N 0102-LF-019-2400
DD 1883 (Rev. 12-76)	Survivor Benefit Plan Election Certificate S/N 0102-LF-001-8831
DD 2529 (Rev. 9/99)	U.S. Armed Forces Commissary Privilege Card S/N 0102-LF-984-8200
DD 2656 (Rev. 4/99)	Data for Payment of Retired Personnel S/N 0102-LF-114-0900
NAVCOMPT 2120 (Rev. 4-88)	Active Duty for Training Orders and Pay Voucher S/N 0104-LF-702-1202
NAVCOMPT 3067 (Rev. 9-76)	Detaching (Departing) Endorsement to Orders (Officer - Enlisted) S/N 0104-LF-703-0671
NAVCOMPT 3068 (Rev. 9-76)	Reporting (Arrival) Endorsement to Orders (Officer - Enlisted) S/N 0104-LF-703-0685
NAVCOMPT 3069 (Rev. 11/70)	Detaching/Reporting Endorsement to Orders - Group Travel Listing S/N 0104-LF-710-7000

NAVCRUIT 1000/20 (Rev. 2-96)	Officer Appointment Acceptance and Oath of Office No S/N assigned
NAVPERS 1001/3 (Rev. 7-93)	Ready Reserve Screening Questionnaire S/N 0106-LF-016-4700
NAVPERS 1070/602 (Rev. 7-72)	Dependency Application/Record of Emergency Data (OCR) S/N 0106-LF-018-6022
NAVPERS 1070/604 (Rev. 7-91)	Enlisted Qualification History S/N 0106-LF-012-2500
NAVPERS 1070/606 (Rev. 1-77)	Record of Unauthorized Absence S/N 0106-LF-010-6957
NAVPERS 1070/607 (Rev. 12-75)	Court Memorandum S/N 0106-LF-010-6961
NAVPERS 1070/613 (Rev. 10-81)	Administrative Remarks S/N 0610-LF-010-6991
NAVPERS 1070/615 (Rev. 9-89)	Record of Discharge from the U.S. Naval Reserve (Inactive) S/N 0106-LF-010-7001
NAVPERS 1070/621 (Rev. 1-00)	Agreement to Extend Enlistment S/N 0106-LF-981-7300
NAVPERS 1070/622 (Rev. 1/00)	Agreement to Recall or Extend Active Duty S/N 0106-LF-982-4500
NAVPERS 1200/1 (Rev. 6/78)	Ready Reserve Transfer Request Service Agreement S/N 0106-LF-012-0007
NAVPERS 1221/1 (Rev. 6/92)	Navy Enlisted Classification (NEC) Code Change Recommendation S/N 0106-LF-015-7500
NAVPERS 1306/7 (Rev. 5-96)	Enlisted Personnel Action Request S/N 0106-LF-013-0637

NAVPERS 1610/2 (Rev. 7-95)	Fitness Report and Counseling Record (E7-O6) S/N 0106-LF-019-7200
NAVPERS 1616/26 (Rev. 7-95)	Evaluation Report and Counseling Record (E1-E6) S/N 0106-LF-019-7400
NAVPERS 1626/7 (Rev. 12-88)	NJP Report/Disposition of Offense S/N 0106-LF-005-2700
NAVPERS 1740/6 (Rev. 4-96)	Family Care Plan Certificate S/N 0106-LF-113-4900
NAVPERS 7041/1 (Rev 12-92)	PCS Travel Form Authorization - Financial Management S/N 0106-LF-015-3800
NAVRES 1220/4 (Rev. 10-94)	Dictionary of Occupational Titles (DOT) Skills Questionnaire S/N 0117-LF-018-8400
NAVRES 1321/1 (Rev. 2-79)	Officer Application/Orders for Inactive Duty Training S/N 0117-LF-013-2105
NAVRES 1326/2 (Rev. 9-76)	Enlisted Application & Orders to a Naval Reserve Unit - Termination/Modification S/N 0117-LF-013-2611
NAVRES 1326/4 (Rev. 2-79)	Enlisted Application & Orders to a Naval Reserve Unit (Non-Obligor) S/N 0117-LF-013-2620
NAVRES 1326/5 (Rev. 7-81)	Enlisted Inactive Duty Training Orders to a Naval Reserve Unit (Obligor) S/N 0117-LF-013-2628
NAVRES 1570/2 (Rev 1-98)	Satisfactory Participation Requirements/ Record of Unexcused Absence S/N 0117-LF-014-5200
NRPC 1070/124 (Rev. 3-95)	Annual Retirement Point Record/ Annual Statement of Service History * Computer Generated by NAVRESPERSCEN (N2)

NRPC 1200/1 (Rev. 9-96)	Naval Reserve Qualification Questionnaire for Inactive Duty Personnel * Stocked by NAVRESPERSCEN (N512)
NRPC 1570/9 (Rev. 2-90)	Naval Reserve Retirement Point Capture * Reproduce locally (NAVRESPERSCEN (N2))
NRPC 3060/2A (Rev. 4-97)	Naval Reserve Screening Questionnaire * Stocked by NAVRESPERSCEN (N511)
NAVMED 6120/3 (Rev. 6-91)	Annual Certificate of Physical Condition S/N 0105-LF-012-3800
OPNAV 5520/20 (Rev. 10/79)	Certificate of Personnel Security Investigation, Clearance and Access S/N 0107-LF-055-2101
PS 3800 (Rev. 4-95)	Receipt for Certified Mail * Stocked by the U.S. Postal Service
PS 3811 (Rev. 12-94)	Domestic Return Receipt * Stocked by the U.S. Postal Service
SF 88 (Rev. 10-94)	Report of Medical Examination NSN 7540-00-634-4038 (8" x 11") * Stocked in GSA
SF 93 (Rev. 6-96)	Report of Medical History NSN 7540-00-181-8368 * Stocked in GSA
SF 600 (Rev. 6-97)	Chronological Record of Medical Care No Stock Number * Stocked in GSA
SGLV-8286 (Rev. 4-96)	Servicemembers' Group Life Insurance Election and Certificate S/N 0577-LP-010-0190
SGLV-8714 (Rev. 10-96)	Application for Veterans' Group Life Insurance * Stocked by local Department of Veterans' Affairs Regional Offices

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VA 21-8951  
(Rev. 10-96)

Notice of Waiver of VA Compensation or  
Pension to Receive Military Pay and  
Allowances. \* Stocked by local Department  
of Veterans' Affairs Regional Offices