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COMNAVRESFORNOTE 1001 N5 2 Jan 2019

# COMNAVRESFOR NOTICE 1001

From: Commander, Navy Reserve Force

Subj: FISCAL YEAR 2019 FORCE EXECUTION GUIDANCE

Ref: (a) BUPERSINST 1001.39F

- (b) RESPERS M-1001.5
- (c) DoD Instruction 1215.06 of 19 May 2015
- (d) OPNAVINST 1001.27
- (e) COMNAVRESFORINST 1120.3
- (f) CNO WASHINGTON DC 192102Z Nov 14 (NAVADMIN 266/14)
- (g) COMUSFLTFORCOM msg DTG R 091215Z MAY 18 ZYB

1. <u>Purpose</u>. To provide supplemental guidance to references (a) through (g) as applicable to subordinate commands and operational support officers (OSO). All personnel are expected to be familiar with the contents of the governing directives in their entirety. This notice supersedes previous guidance provided in COMNAVRESFORNOTE 1001 of 6 Aug 18.

2. <u>Goal</u>. To complete Navy Reserve training requirements, achieve mobilization readiness, and provide operational support, while maximizing efficiency throughout the fiscal year (FY). Additionally, in keeping with Secretary of the Navy, Chief of Naval Operations, and Chief of Navy Reserves guidance to improve the lethality of our Navy and Navy Reserve, prioritize the execution of discretionary Reserve personnel, Navy funds towards more operational support as defined in reference (g).

3. Satisfactory Participation Requirements

'a. Unit commanding officers (CO) or officers in charge (OIC) shall counsel their assigned personnel on satisfactory participation requirements as specified in reference (b), 1001-010. Failure to meet minimum participation requirements may result in adverse administrative action.

b. Per reference (b), Selected Reserve (SELRES) personnel require 40 of 48 regular Inactive Duty Training (IDT) periods favorably adjudicated per FY. A favorable adjudication is defined as a Present (P) or Authorized Absence (AA). Unit COs should be cognizant of the status of an individual's regularly scheduled IDT completion rate prior to approving additional IDT periods (Additional Training Periods, Additional Flying and Flight Training and Readiness Management periods).

c. Per reference (b), SELRES personnel must perform 12 to 14 days of Active Duty each FY. Any combination of 12 or more days of Active Duty (i.e. Annual Training (AT)/Active Duty for Training (ADT)/Active Duty for Special Work (ADSW)/Recall/Mobilization/Active Component (AC) service, etc.) in a FY meets this requirement, regardless of the Sailor's Reserve affiliation date. Sailors who do not meet their Active Duty requirement must request an AT waiver as indicated below. An approved AT waiver will meet the Active Duty participation requirement.

d. A SELRES member affiliating prior to 1 June is required to complete 12 or more days of Active Duty for the FY. A member affiliating 1 June or later is not required to complete 12 or more days of Active Duty.

e. AT waiver approval authority typically rests with the Navy Reserve Activity (NRA) CO with exceptions outlined in reference (b). When considering AT waivers, approvers shall factor the following guidance from reference (b) subparagraph 6a of article 1571-010:

(1) Undue personal hardship exists that precludes Active Duty.

(2) Not medically qualified or prohibited from performing Active Duty.

(3) Training was cancelled or modified that precluded attainment of 12 or more days.

### 4. <u>AT Policy</u>

a. AT shall be the primary means to satisfy the minimum annual Active Duty participation requirement. AT orders are involuntary orders. Completion of the minimum yearly AT requirement prior to execution of other types of Active Duty (ADT, ADSW) is preferred. However, to allow OSOs the flexibility to match mission priorities with funding requirements, an "AT first" policy is not mandatory.

b. AT deadlines:

(1) 1 May – SELRES with known personal hardships shall submit AT waiver requests to their chain of command per reference (b), 1571-010. Emergent AT waivers may be submitted for consideration through the end of the FY as stipulated in paragraph 4.b.5.

(2) 31 May – OSOs shall ensure all planned AT requirements are submitted into the Navy Reserve Order Writing System (NROWS). Ensure all assigned SELRES are afforded an opportunity to meet their annual Active Duty participation requirements.

(3) 1 June – SELRES not assigned an AT requirement may request AT opportunities outside of their supported commands. OSOs shall support these requests with timely approval in the NROWS planning module process.

(4) 30 June – NRAs shall save and route all planned AT orders in NROWS. SELRES may continue to submit orders for approval after this date based on available funding. Only those submitted by 30 June are guaranteed fund approval.

(5) 30 September – NRAs shall ensure all AT waiver requests are adjudicated, and appropriate code entries made in Navy Standard Integrated Personnel System (NSIPS) per reference (b), 1571-010.

c. NRA COs, unit COs, and OSOs will use 14 days of AT (exclusive of travel) when building requirements in the NROWS planning module. Exceptional AT (E-AT) will not be incorporated into the planning process. When E-AT is available, it may be requested through individual order applications. E-AT applications automatically route to Commander, Navy Reserve Forces Command (COMNAVRESFORCOM (N3)) for HQ waivers.

d. For SELRES identified for mobilization with an Individual Mobilization Status Code of R## or RC1, NRA COs, and OSOs should coordinate with each other in using the member's AT to complete mobilization screening requirements.

e. AT order approval:

(1) NRA orders specialist (OS) will save and route valid AT orders as soon as practicable.

(2) NRAs should fund approve all valid AT orders with start dates within 45 days of order start date on a continual basis.

f. Split AT:

(1) Without travel is authorized.

(2) With travel is authorized based on the practicality of the request and availability of funding.

(3) Travel days are included when calculating the total number of AT days for the FY.

g. E-AT:

(1) AT beyond the 14-day planning figure, known as E-AT, will be approved on a

case-by-case basis by Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N3). Approval will be no earlier than 45 days prior to the start date of the order.

(2) The total number of AT days executed will not exceed 29 days in an FY. All travel days are included when calculating the total number of AT days for the FY.

(3) Continental United States (CONUS) E-AT requests will be submitted to COMNAVRESFORCOM (N3) no later than 14 days prior to order start date. Outside the Continental United States (OCONUS) E-AT requests will be submitted to COMNAVRESFORCOM (N3) no later than 30 days prior to order start date. These deadlines facilitate travel coordination and avoid short-lead time travel challenges.

h. AT Waiver requests: SELRES shall self-report an issue requiring an AT waiver. Submit AT waiver requests to the NRA CO via the chain of command, per reference (b), 1571-010.

### 5. ADT Policy

a. ADT-Special (ADT) funding requests will be prioritized by COMNAVRESFORCOM (N3), the Operational Support Executive Committee, and Operational Support Officers according to reference (g).

b. Per reference (d), all ADT orders over 29 days will be screened by the NRA OS.

c. ADT-Schools: Training requirements

(1) COMNAVRESFORCOM (N7) centrally manages the ADT-Schools fund. To be considered for ADT-Schools funding, unit, or billet requirements that support NROWS ADT-Schools order requests must be documented in a system of record, i.e. Fleet Training, Management and Planning System (FLTMPS) or Total Force Military Manpower System (TFMMS). Emergent training requirements not documented in FLTMPS or TFMMS will be evaluated on a case-by-case basis. The use of COMNAVRESFORCOM (N7) FY19 ADT-Schools missions and prescribed funding lines is required to secure ADT-Schools funding. The chain of command and supporting NRA shall provide accurate NROWS orders justification for ADT-Schools order requests. Without proper NROWS justification, NROWS orders will be disapproved. Additional information, updated guidance, and procedures for ADT-Schools order requests are available on the COMNAVRESFORCOM (N7) SharePoint Web site.

(2) To ensure proper quota management, NROWS orders must be submitted, saved, and routed by the NRA OS no later than 30 days prior to the start date of the orders for CONUS schools and 60 days prior for OCONUS schools. It is the responsibility of the Sailor and his/her chain of command to cancel unused quotas as soon as possible, but no later than 14 days prior to the start of the course.

(3) If Reserve-coded school seats are not available, and seats must be obtained when unused seats are released from by the schoolhouse 30 or 14 days prior to the course start date, enter '9999' in the quota control number in NROWS. This indicates to COMNAVRESFORCOM (N7) ADT-Schools approvers that a seat will be obtained once unused seats are made available, and will allow orders to be fully routed in expectation of obtaining a quota. If quotas do not become available, the member shall cancel their orders 5 days before the course convening.

(4) With the implementation of the Ready Relevant Learning training construct and the expansion of affected accession "A" and "C" schools and block learning implementation, COMNAVRESFORCOM (N7) will promulgate additional guidance via GovDelivery and the COMNAVRESFORCOM (N7) SharePoint Web site to assist in management of block learning orders.

(5) ADT-Schools deadline: SELRES and Volunteer Training Unit (VTU) Sailors shall save and route NROWS orders no later than 4 Aug 19. This includes Chief Petty Officer (CPO) Initiation orders for CPO Selectees.

6. <u>Inactive Duty Training Travel (IDTT)</u>. Supported commands and Reserve Component Command (RCC) commanders shall prioritize available IDTT funding.

a. Supported commands IDTT funding: Travel from the Service member's Training Unit Identification Code (TRUIC) to AC supported command, TRUIC to Unit Mobilization Unit Identification Code, or AC mission requirements at alternative locations. Travel reimbursement for IDTT orders is calculated differently than for AT/ADT orders. For further information, refer to the Joint Travel Regulations or a NRA approving official.

b. Supported command OSOs will plan, prioritize, and fund all cross-assigned (CA) travel. This is to eliminate confusion as to the funding source for IDTT orders. RCC will fund IDTT of Sailors assigned to the RCC, baseline mobilization readiness (medical, dental, legal, etc.) and Sailors assigned to operational support units in an in-assignment processing status. Supported command OSOs will fund CA travel to meet specific gaining command additional training and/or mobilization requirements.

c. Unit COs, OICs, and Sailors must be approved for IDT periods or additional IDT periods in Enhanced Drill Management (EDM) prior to approval of associated IDTT orders. After IDTT execution, if IDT periods or additional IDT periods were not available, drill pay will not be authorized, resulting only in a credit of non-pay additional drills for retirement points.

#### 7. Additional Drill Period Policy

a. It is the responsibility of the OSO to advise unit COs and OICs on the availability and

distribution of additional drills to assigned units. Additionally, OSOs shall closely monitor additional drill allocations to actual funding execution.

b. Per reference (b), unit COs and OICs will be responsible for approving additional drills in EDM and managing available allocated unit drills.

## 8. Direct Commission Officer Indoctrination Course (DCOIC)

a. In accordance with reference (e), COMNAVRESFORCOM (N7) will manage the application of the direct commission officer (DCO) manpower availability status (MAS) code for DCOs, limited duty officers (LDO), and chief warrant officers (CWO) who have not fully completed DCOIC. The DCO MAS code initiates an NROWS hold prohibiting the execution of any travel orders prior to the completion of DCOIC. COMNAVRESFORCOM (N7) is the only organization authorized to remove the DCO MAS code from a Reserve officer record.

b. DCOs, LDOs, and CWOs must successfully and fully complete all DCOIC requirements within 1 year of commissioning. Per reference (e), newly commissioned officers must fully complete DCOIC before executing any ADT or AT orders. Therefore, DCOs, LDOs, and CWOs should complete DCOIC as soon as possible after commissioning, preferably within 3 months of commissioning, using AT. For the DCOIC schedule, see the Catalog of Navy Training Courses at: <u>https://app.prod.cetars.training.navy.mil/cantrac/vol2.html</u>.

## 9. Senior Enlisted Academy (SEA)

a. Per reference (f), senior chief petty officers (SCPO) selected in FY17 and later must complete SEA to be eligible for advancement to master chief petty officer. COMNAVRESFORCOM (N7) will provide ADT-Schools funding for SELRES CPOs or SCPOs to attend SEA. There are currently two dedicated 2-week SELRES-only SEA courses scheduled for FY19. CPOs or SCPOs desiring to attend SEA should plan to attend these one of these two SELRES SEA courses since SELRES quotas in the 3-week AC SEA classes are not guaranteed. SEA candidates can register for SEA via the Navy War College Web site: https://usnwc.edu/senior-enlisted-academy/Registration-and-Enrollment.

b. SEA candidates must have approved orders prior to starting the blackboard portion of SEA. SEA candidates that start blackboard exercises without approved orders will not be funded to attend the in-residence portion of SEA on ADT-Schools orders and, per SEA guidelines, must restart the course from the beginning at a future convening.

## 10. Personnel Assignments and Reserve Unit Assignment Document (RUAD) Management

a. Transfers from a SELRES status (i.e, retirement or transfers to the Individual Ready Reserve, VTU/Active Status Pool) affect incentives and benefits, such as bonus payments, Post 9-11 government issued bill benefit transferability, TRICARE, and Service Members' Group

Life Insurance coverage. Such action could result in recoupment efforts if service requirements are not met prior to transfer. Unit COs or OICs shall counsel SELRES regarding their affected benefits, and NRAs shall ensure Sailors acknowledge their understanding by signing the applicable NAVPERS 1070/613, Administrative Remarks.

b. OSOs will review all RUADs annually, to ensure billet requirements (such as Reserve functional area, gender, and leadership codes) are current. Also, OSOs and unit COs/OICs will be active participants in the SELRES assignment process, to include: providing current billet descriptions in Reserve Force Manpower Tools (RFMT) for officer billets and Career Management System Interactive Detailing (CMS-ID) for enlisted billets and ranking junior officers, and enlisted applicants quarterly in RFMT and CMS-ID, respectively.

11. Orders and Travel Vouchers. Liquidation of orders and travel vouchers is a Force priority and must be incorporated into the routine business of the NRAs and units.

a. SELRES and VTU Sailors are required to ensure that the reporting and detaching endorsements are completely filled in by their supported command prior to completion of duty.

b. SELRES and VTU Sailors shall submit a copy of their fully endorsed orders to their NRA as either part of their travel claim or in the case of no travel as part of their individual IDT folder in Total Records of Information Management (TRIM), within 5 working days of orders completion.

c. Unit COs/OICs shall incorporate order and travel claim liquidation as part of routine unit administration. This includes immediately cancelling both the NROWS order application and the associated Defense Travel System authorization, if applicable, should a member not execute his/her orders.

d. NRAs shall monitor and work to reconcile orders and travel claim liquidation weekly.

e. NRAs are authorized to suspend subsequent orders until all required documentation has been submitted to satisfy the liquidation of any previous order(s).

f. NRAs are required to submit all order modifications that change the number of duty days to the servicing Personnel Support Detachment or Reserve Functional Support Center, Norfolk upon approval.

12. <u>Financial Improvement and Audit Readiness</u>. Documents that support a financial transaction must be maintained for 10 years. Therefore, to ensure audit readiness, all key supporting documents for all gains, losses, and military pay transactions shall be scanned and stored electronically in the TRIM system, unless otherwise specified in reference (b).

13. <u>Records Management</u>. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

14. <u>Cancellation Contingency</u>. This notice will remain in effect until superseded by another COMNAVRESFORCOM 1001 on the same subject.

15. <u>Forms</u>. NAVPERS 1070/613, Administrative Remarks, is available from the link below Web site: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS\_1070-613\_Rev08-12.pdf

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