1. **Purpose.** To transmit update to basic instruction.

2. **Action.** Replace paragraph 6.c with the following verbiage:

   c. The following rules apply to Senior Officers (05/06) released from Definite or Temporary Recall (not mobilization):

   (1) Shall contact the Career Transition Office (PERS-97) to re-affiliate with the SELRES/VTU prior to discharge.

   (2) APPLY board participants are eligible to remain in a pay status for up to 6 months, except where precluded by law or policy.

   (3) APPLY board participants are eligible for interim fill assignments per reference (i).

   (4) APPLY board non-selects will be transferred to the VTU effective 1 October.
(5) APPLY board non-participants will be transferred to the VTU immediately after being released from a recall status.

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Deputy

Distribution:
Electronic copy via COMNAVRESFOR Web site
https://www.navyreserve.navy.mil
From: Commander, Navy Reserve Force  
Subj: FISCAL YEAR 2014 FORCE EXECUTION GUIDANCE

Ref:  
(a) OPNAVINST 5726.8A  
(b) RESPERS M-1001.5  
(c) U.S. Code Title 10  
(d) DoD Instruction 1215.06  
(e) Joint Federal Travel Regulations (JFTR)  
(f) SECNAVINST 1800.2  
(g) OPNAVINST 1001.27  
(h) BUPERSINST 1001.39F  
(i) COMNAVRESFORNOTE 5400  
(j) COMNAVRESFORCOMINST 1571.1D  
(k) COMNAVAIRFORESNOTE 1001

1. Purpose. This notice provides supplemental guidance per references (a) and (b) to direct Reserve Component Commanders (RCCs), Navy Reserve Activity (NRA) Commanding Officers (COs), Unit COs and Operational Support Officers (OSOs) in planning and executing Fiscal Year 2014 (FY-14) missions. The Force at all levels shall be familiar with references (a) through (j) in making their decisions. Commander, Naval Air Force Reserve (COMNAVAIRFORES) units are additionally managed per reference (k).

2. Execution. The Force has articulated, prioritized and planned for their FY-14 requirements through the Operational Support Plan (OSPLAN) process. The emphasis now is to execute those plans to complete Navy training requirements, achieve mobilization readiness and provide operational support while maximizing fiscal efficiency.

3. Support Requirements. Unit COs must plan and execute funding to provide a ready strategic Reserve Force. Operational support requirements will be established through Command OSOs in order to ensure planning and prioritization of missions. OSOs
will manage available funding options (e.g., Annual Training (AT), Active Duty for Training (ADT), Inactive Duty Training Travel (IDTT), Additional Training Periods (ATP), or Active Duty for Special Work (ADSW) accounts).

a. Outreach: America’s Navy Events. Participation in America’s Navy events, outlined per reference (a), should be considered AT opportunities. Consideration should also be given to combining unit training opportunities with participation in America’s Navy events. Unit COs should work closely with OSOs to ensure supported command priority missions are not adversely impacted.

b. Liquidation of orders continues to be a Force-wide issue. To highlight those individuals who have orders in an unliquidated or partially liquidated status, a Navy Reserve Order Writing System (NROWS) Hard Hold is in place. New orders will only be approved after the NRA validates that all required documentation has been submitted to satisfy the liquidation of the previous order(s). NRA and unit leaders shall monitor and reconcile orders liquidation on a monthly basis.

4. Annual Training Policy. Per reference (c), statute requires all Selected Reservist (SELRES) to serve on active duty each year. The minimum period of active duty that SELRES must perform each year to satisfy the training requirements associated with their assignment is 12 days. Unit COs and OSOs will use the NROWS Budget Estimator (BE) to document planned use of 14 days of AT for the FY. Exceptional AT beyond the 14 day planning figure, not to exceed 29 days in a FY, is authorized with unit CO, OSO and Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) approval. Other funding sources are supplements after an individual’s AT is scheduled in the BE. COMNAVRESFORCOM (N3) has overall responsibility for AT execution and will promulgate additional guidance to the OSOs and RCCs throughout the FY. Additional direction:

a. The NROWS BE is the tool that COMNAVRESFORCOM uses to gauge the AT demand signal by the Region. Unit COs will submit their initial BE plan for OSO and RCC review no later than 1 November 2013. Unit COs will reconcile the BE monthly to ensure the AT plan is current and executable. For planning purposes, unit COs will use 14 days of AT (exclusive of travel) in developing their unit’s AT plans. Unit COs must incorporate approved exceptional AT in the BE. RCC and NRA COs will ensure assigned units are trained and are actively using the BE tool throughout the FY.
b. Unit COs will validate all fourth quarter AT plans in the BE by the end of the May 2014 Drill Weekend. Any unit and individual AT plans submitted after 31 May will not be reflected in fourth quarter funding profiles and are subject to lower funding priority.

c. Waivers should be issued only for circumstances that clearly preclude AT, or in the unit COs judgment, is in the best interest of the Navy. SELRES requesting an AT waiver shall submit the NAVRES 1571/15 (Annual Training Waiver Request) to the NRA via their unit CO. COMNAVAIRFORS squadron waivers will be reviewed by the squadron and forwarded to the Wing, the Immediate Superior in Command (ISIC), or Program Manger (VP/HELO squadrons) for approval. AT waiver submissions are due to the approving authority no later than 1 May per reference (b). SELRES who fail to complete required active duty per reference (d), or fail to receive a waiver per this notice, are subject to administrative action per references (c), (d) and (h).

d. NRA COs may direct SELRES identified for mobilization (R## or RC1 Individual Mobilization Status code in Reserve Headquarters System) to use their AT to complete pre-mobilization screening requirements.

e. Split ATs with travel will be planned for in the BE by the unit CO and approved by the OSO and NRA CO.

f. New SELRES who affiliate after 1 June 2014 are not required to complete an AT period during the FY.

g. Only the supported command’s OSO can authorize AT at locations other than the supported command.

h. For SELRES who cannot perform AT with their supported command, local AT with their NRA is authorized per the following guidelines:

(1) AT performed at the local NRA will be endorsed by the unit CO and approved by the supported command OSO.

(2) The unit CO and NRA CO will agree upon a formal tasking plan to be completed during the AT.
5. **ADT Policy**

a. **Operational Support Funding.** COMNAVRESFORCOM (N3) and the Operational Support Executive Committee will prioritize and distribute ADT funds through the OSPLAN process.

b. **School Funding.** COMNAVRESFORCOM (N7) manages school requirements and funding. ADT schools orders must be saved and routed by the NRA Orders Specialist no later than 30 days prior to the start date for CONUS schools and 60 days prior for OCONUS schools. Regardless of the start date, all fourth quarter ADT schools orders must be entered no later than 30 June or funding cannot be guaranteed and orders may be disapproved. The ADT tab of the COMNAVRESFORCOM (N7) website lists specific guidance and procedures for ADT schools orders: [https://private.navyreserve.navy.mil/CNRF/N-Codes/N7/Pages/default.aspx](https://private.navyreserve.navy.mil/CNRF/N-Codes/N7/Pages/default.aspx).

c. **ADT for Direct Commission Officers (DCO).** Reserve DCOs are prohibited from ADSW or ADT school funds in excess of 7 days until completing the DCO Indoctrination Course (DCOIC). AT is the preferred method to fund DCOIC. Exceptions may be made on a case-by-case basis to use ADT schools funds for DCOIC if AT is not available.

d. **Personnel with more than 16 Years of Cumulative Active Duty Service requesting orders.** Per reference (g), all requests for SELRES to receive active duty orders will be screened to determine if the Sailor has 16 or more years of cumulative active duty service. This screening will be conducted for requests regarding ADT, ADSW, mobilizations, Presidential Recalls, Reserve Officer Recall (RPN) and Active Duty Reserve Officer recall (MPN) orders.

6. **Personnel Assignments**

a. **Enlisted personnel, junior officers and senior officers who participated in APPLY and were in a paid status prior to being involuntarily mobilized, are eligible to remain in a pay status for up to 6 months after their return, except where precluded by law or policy (i.e. mandatory retirement, high year tenure, etc.).** Additionally, these Sailors are expected to seek pay billets at the earliest opportunity. Junior officers in non-APPLY awarded billets and enlisted personnel with projected rotation dates (PRDs) that will expire while mobilized, shall extend their PRDs for 6 months past the mobilization end date. This will be accomplished in coordination with the NRA CO, RCC
and COMNAVRESPORCOM (N12). PRD extensions for SELRES officers in APPLY billets are managed per reference (i).

b. Senior officers in a Voluntary Training Unit (VTU) who are selected for a FY-14 APPLY board billet will be assigned to their prospective units in an In Assignment Processing (IAP) status from 1 October 2013 to 30 November 2013 and will commence their APPLY board billet assignment effective 1 December 2013.

c. Senior officers (05/06) released from Definite or Temporary Recall (not mobilization) will be assigned IAP pending the APPLY board results unless they choose otherwise. Senior officers shall contact the Career Transition Office (PERS-97) to reaffiliate with the Selected Reserves prior to discharge. Senior officers selected for an APPLY Board billet will remain IAP until 30 November and will commence their APPLY board billet assignment on 1 December. Senior officers who are not selected for an APPLY board billet will be transferred to the VTU effective 1 October.

d. Transfers from a SELRES status (i.e. retire, transfers to the IRR (VTU/Variable Participation Unit (VPU)/Active Status Pool (ASP)) affect the following benefits:

   (1) TRICARE Reserve Select (TRS). Upon transfer from a SELRES status, members and their dependents are ineligible for continued TRS coverage.

   (2) TRICARE Dental Program (TDP). Upon retiring or discharge from SELRES status, members and their dependents are ineligible for continued TDP coverage. Coverage will continue for personnel who transfer from SELRES to the Individual Ready Reserve (ASP/VTU/VPU); however the premium cost will increase.

   (3) Post-9/11 GI Bill Transferability. Transferability must be completed prior to leaving the SELRES. Personnel precluded from completing their obligation due to Navy, DoD policy or federal statute must agree to serve the maximum amount of time allowed by such policy or statute to avoid termination of benefits. Effective 1 August 2013, all service members who wish to transfer their education benefits to a family member must obligate an additional 4 years of service, regardless of their time in service or retirement eligibility date.

   (4) Montgomery GI Bill-Selected Reserve (MGIB-SR). Personnel are no longer eligible for MGIB-SR education benefits upon transferring from a SELRES status unless approved for a
period of suspension. Unless previously approved for a period of suspension, eligibility cannot be reinstated upon reaffiliating.

(5) Servicemembers' Group Life Insurance/Family Servicemembers' Group Life Insurance (SGLI/FSGLI). Retired and ASP personnel are not eligible for SGLI/FSGLI coverage; however, they are eligible to convert to Veterans' Group Life Insurance during the 120 day period after their change of status takes effect.

e. SELRES in an overgrade assignment, interim fill assignment, or in an In Assignment Processing (IAP) status are not authorized to drill more than 2 consecutive months in advance.

7. Inactive Duty Training (IDT). Reserve Component members, regardless of pay grade, will not be paid to travel to their normal drill site per reference (e) Appendix 0, paragraph T4045, which states, "A Reserve Component member commits an obligation to participate in a finite number of scheduled training periods annually. Inherent to this obligation is the travel between the member's home and the location at which the member normally performs drills. The member receives no reimbursement for that travel." Unit COs will ensure all cross assigned unit members meet and comply with reference (e).

8. Inactive Duty Training Travel (IDTT). IDTT orders and funding are available to allow SELRES to travel to their supported commands when appropriate and in accordance with the JFTR. Cross assigned personnel are encouraged to travel to their supported command at least once per quarter or in accordance with the Active Component command OSPLAN. IDTT funding is provided to OSOs for additional training and operational support requirements. RCCs are provided IDTT funding to support Cross assigned personnel to travel to their Unit Mobilization Unit Identification Code (UMUIC).

9. Unit CO's Responsibility for Financial Management. Unit COs are responsible for ensuring members assigned to their unit execute their approved orders in NROWS and the Defense Travel System (DTS). Should a member fail to execute their orders, it is the responsibility of the unit CO to ensure unexecuted orders are cancelled in NROWS and DTS to avoid triggering the 5 day Hard Hold and recoup unexecuted funding.
10. Travel Policy. Reference (e) requires members to file a travel claim within 5 business days after completing their travel. Sailors, NRA and Unit COs working together, are responsible for ensuring that travel claims are completed upon end of travel. NRA COs will use the Authorizing Official (AO) Travel Tracker tool to track unexecuted and partially executed orders.

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