Courteous Mobilization / Demobilization FAQ’s (2019)

(Q) What is a courtesy mobilization/ demobilization?

(A) A courtesy mobilization is a PERS-46 approved Navy Reserve Activity/ Naval Operational Support Center (NRA/ NOSC) change from the member’s parent NRA/NOSC to an alternate unit that is closer to the Sailor’s home of residence and most advantageous to the government expense for the member to initiate Mobilization processing. Courtesy Mobilizations and Demobilizations are separate requests and separate from PLEAD address changes to orders. It is the actual change in responsible NRA for a members Mobilization. This change is not a requirement nor entitlement. It is deemed “Courteous” to provide consideration to help mitigate unnecessary expenses for the Sailor and Navy as warranted.

(Q) Who qualifies for a courtesy?

(A) Anyone can request a courtesy however there are requirements that must be met:

1) The member must have the approval of both NRA/NOSC Commanding Officers. There must be 2 signatures (digital or pen) on the worksheet. Verbal agreements will not qualify.
2) The member must show proof of residency in the same geographical location of the NOSC that the member is requesting the courtesy with.
3) The member must provide a cost analysis showing that the courtesy will financially benefit the government.
4) Request must be submitted to NESA (NESA@navy.mil) – with both CO endorsements - 30 days prior to Ready Load Date (NRA report date on orders).

* Mobilization orders are typically issued 180 days prior to ready load date. Members are to verify their address during their mobilization checklist. If there are any discrepancies requiring changes or requests for courtesy mobilization, this is the time to make the requests.

** Only members with orders issued inside of 40 days will be considered for courtesy mob adjustments inside the 30 day submission requirement and NO LATER THAN 5 WORKING DAYS to Ready Load Date.

(Q) What is the purpose of the time requirements to submit the request?

(A) In order to properly process the request, NESA must validate the package and ensure all stakeholders are aware of the changes. These changes will then require an official order modification and route change within the mobilization system. The order writing team is diligently processing all mobilization orders and strive to ensure every Sailor and NOSC receive proper consideration. As this is a courtesy change, that consideration needs to be reciprocated by adhering to the prescribed time requirements.
What if my family relocates while I am mobilized and I would like to do a courtesy demobilization in the area that they are located?

This could qualify for a courtesy but it would not change the location from which the member was mobilized (PLEAD address). The member would have to provide all of the required documentation listed above to validate the location and concurrence from the courtesy NRA/NOSC.

How do I submit a courtesy?

While reviewing the Mobilization checklist notify the CIAC or NOSC Mobilization Representative of any concerns regarding your orders and desire to request the courtesy Mob. The CIAC/Mob Representative will coordinate with the parent NOSC staff to route the paperwork to the CO for endorsement. Once the Parent NOSC endorses, the paperwork will forward to the gaining Courtesy NOSC for their concurrence. The CIACs or Mobilization Representative for the gaining Courtesy NOSC will forward the endorsed package to NESA with the member and parent NOSC Mobilization representative on CC. It is the Service Members responsibility to ensure the request is followed through and received by NESA outside of 30 days to RLD.

What if I have been tagged for mobilization and would like to do a courtesy but have not received my orders?

A member cannot submit for a courtesy until they have a hard copy of their orders, however, proactivity is welcomed by gathering all required documents and initiating the request between NOSCs.

Where can I find my orders if my NOSC has not provided me a copy?

If your orders have been released, they can be found on BOL>>Navy-Marine Corps Mobilization Processing System (NMCMPS). View IA/ADSW orders.>>show orders drop down.

Any questions or concerns regarding Mobilization/Demobilizations orders please do not hesitate to email or call our NESA team at: NESA@navy.mil, (901) 874-2883. Please allow 48 hours for a response as we must address all orders questions in order of time priority.
PERS-461 COURTESY -- MOBILIZATION / DEMOBILIZATION -- REQUEST GUIDE

(Sample Worksheet Below – PDF available on PERS-46 website)

PERS-461 COURTESY -- MOBILIZATION / DEMOBILIZATION -- REQUEST GUIDE

Courtesy mobilizations or demobilizations require the concurrence of the Mobilizing Reservist, losing Navy Reserve Activity (NRA)/Navy Operational Support Center (NOSC), and gaining NRA/NOSC. Courtesy mobilizations or demobilizations must be applied for separately and will be approved on a case by case basis as cost advantageous to the government. Unless otherwise specified below, the gaining NRA/NOSC takes full responsibility for the preparation and readiness of the Mobilizing Reservist. All requests must be submitted and approved 30 days prior to the Ready Load Date (NRA report date).

The Mobilizing Reservist is responsible for providing justification to PERS-46 for the courtesy mobilization/demobilization in the form of proof of cost benefit (i.e., mileage calculations or plane ticket cost), home mortgage, lease or rental agreement, utility bill. Requests will not be accepted without proof of residence and cost benefit.

Upon approval or denial, the order modification will be released via message traffic (as applicable) and a confirmation email from NESA to the Parent NOSC, Gaining Courtesy NOSC, and Mobilizing Reservist.

NESA contact information: nesa@navy.mil.

Name of requester (Last, First, MI): ____________________________
Rate/Rank: ____________________________
Best contact email address and phone number: ____________________________

RTN#: ____________________________

Ready Load Date or Date Leaving Theater (DD MMM YYYY): ____________________________

Place Entered Active Duty (PLEAD) address on orders (City, ST): ____________________________

Scheduled NRA/NOSC for Mobilization/Demobilization: ____________________________

Desired Courtesy NRA/NOSC for Mobilization/Demobilization: ____________________________

(Sample Worksheet Page 1/2)
## PERS-461 COURTESY -- MOBILIZATION / DEMOBILIZATION -- REQUEST GUIDE (2019)

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<th>Signature, Date of Member Request:</th>
<th>Printed Name of Member:</th>
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Losing Parent NRA/NOSC Considerations & Notes for this Courtesy Mobilization/Demobilization:

__________________________________________________________________________________

PARENT NOSC CIAC/MOB REP EMAIL/PHONE: ____________

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<th>Signature, Date of Losing NRA/NOSC CO:</th>
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__________________________________________________________________________________

Gaining NRA/NOSC Considerations & Notes for this Courtesy Mobilization/Demobilization:

__________________________________________________________________________________

GAINING NOSC CIAC/MOB REP EMAIL/PHONE: ____________

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Gaining NOSC CIAC or Mobilization Representative will submit courtesy MOB requests to nesa@navy.mil. All required documentation must be attached and parent NOSC Mob Representative and Mobilizing Requester will be CC’d for proper communication.

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**FOR NESA USE ONLY:**

Request Received By: ____________ Date: ________ Days to RLD: ________

Notes: ______________________________________________________________________

[ ] Courtesy Approved [ ] Courtesy Disapproved

Orders Modification Date: ________ Confirmation Email Sent: ________

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(Sample Worksheet – Page 2/2)