



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

BUPERSINST 1001.39F CH-1
PERS-9
3 May 13

BUPERS INSTRUCTION 1001.39F CHANGE TRANSMITTAL 1


From: Chief of Naval Personnel

Subj: ADMINISTRATIVE PROCEDURES FOR NAVY RESERVE PERSONNEL

Encl: (1) Revised Table of Contents
(2) Revised Chapter 2
(3) Revised Chapter 20 and Revised Table 18-1

1. Purpose. To transmit change 1 to the basic instruction. Change 1 updates the table of contents and chapters 2 and 20 of the basic instruction, which incorporates guidance based on 10 U.S.C. legislation enacted since September 2007 and revises figure 18-1 to correct inconsistencies between BUPERSINST 1001.39F and Department of Defense (DoD) Instruction 7000.14-R, volume 7A regarding proficiency pay, special duty assignment pay, and hazardous duty pay-parachute, flight deck, demolition and experimental stress.

2. Action. Remove the table of contents, chapters 2 and 20, and table 18-1 of the basic instruction and replace with enclosures (1), (2), and (3) of this change transmittal.


C. A. COVELL
Rear Admiral U.S. Navy
Deputy Chief of Naval Personnel

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**ADMINISTRATIVE
PROCEDURES FOR NAVY
RESERVISTS**

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CHAPTER 2

PHYSICAL QUALIFICATIONS

201. Policy. Navy reservists are required to meet physical qualifications for retention in the Navy Reserve. These standards are set forth in the Manual of the Medical Department (MANMED). Reservists must also comply with physical readiness standards provided in OPNAVINST 6110.1J, which are separate and distinct from physical qualifications. All drilling reservists are responsible for notifying their NRA CO of any physical or dental problem that may delay or preclude their performance of regular drill, required AT, or mobilization. Failure to notify the NRA CO may result in administrative action. 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 qualified for Active Duty or retention, they shall ensure the member is examined by a medical officer (MO) as soon as possible. Non-drilling IRR members will notify NAVPERSCOM, Individual Ready Reserve Branch (PERS-93), of any significant changes in medical status.

202. Injury While in a Duty Status. Navy reservists injured or incurring a disease while in a duty status may be eligible for incapacitation benefits per SECNAVINST 1770.3D. They may also be subject to Medical Retention Review (MRR) upon closure of the benefits entitlement. Duty status includes, but is not limited to AT, ADT, ADSW, Initial Active Duty for Training (IADT), Inactive Duty Travel Training (IDTT), IDT, Inactive Duty (ID), Funeral Honors, or Presidential Selected Reserve Call-Up (PSRC). MRR Case management authority is NAVPERSCOM, Line of Duty, Medical Hold, Medical Retention Review Branch (PERS-95). See Reserve Personnel (RESPERS) Manual M-1001.5 for additional information about administrative management of MRR cases.

203. Injury While Not in a Duty Status Navy reservists not in a duty status who are injured or develop a potential physically disqualifying condition are categorized as Temporarily Not Physically Qualified (TNPQ) or Not Physically Qualified (NPQ).

1. TNPQ TNPQ status results from an injury/condition, which is expected to be corrected or healed within 6 months. Navy reservists in a TNPQ status will be assigned per Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) assignment policy

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and participation is limited per RESPERS M-1001.5, Article 6000-010. If members are transferred to the VTU, they must be counseled that their participation is limited to completing correspondence courses for retirement point credit or drilling non-pay if authorized. Members must also be made aware of collection changes to Servicemembers' Group Life Insurance (SGLI) as outlined in chapter 15. 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.

a. The supporting NRA must:

(1) Prepare a NAVPERS 1070/613 to document the member has been advised of participation options. Have the member sign the NAVPERS 1070/613 and provide a copy to the member. (See figure 2-1).

(2) Prepare a NAVPERS 1070/613 to document the member has been advised of changes to SGLI. Have the member sign NAVPERS 1070/613 and provide a copy to the member. (See figure 15-1).

2. NPQ If a potentially disqualifying physical condition is discovered, the supporting NRA CO will place the member in an MRR status. In this status, the MO or Medical Department Representative (MDR) will recommend and the supporting NRA CO will make the final determination of whether the member may or may not drill with the current unit per COMNAVRESFORCOM assignment policy while in an MRR status and awaiting final determination of physical qualification. Participation limitations will be per RESPERS M-1001.5, Article 6000-010.

a. If members are transferred to the VTU, they must be counseled that their participation is limited to completing correspondence courses for retirement point credit or drilling non-pay if authorized. Members must also be made aware of collection changes to SGLI as outlined in chapter 15. 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.

b. The supporting NRA must do the following:

(1) Prepare a NAVPERS 1070/613 to document the member has been advised of participation options. Have the member sign

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NAVPERS 1070/613 and provide a copy to the member. (See figure 2-1).

(2) Prepare a NAVPERS 1070/613 to document the member has been advised of changes to SGLI. Have the member sign NAVPERS 1070/613 and provide a copy to the member. (See figure 15-1).

(3) The MO, unit CO, and NRA CO must make appropriate recommendations regarding the ability of the member to continue to perform duties and must submit a Physical Qualification Package to NAVPERSCOM (PERS-95) via Bureau of Medicine and Surgery (BUMED), (M32), for retention in the Navy Reserve. The Physical Qualification Package will include current physical examinations, all medical/surgical treatment records with an (updated within the last 6 months) non-medical assessments.

c. BUMED (M32) will review available information and recommend disposition of the member to NAVPERSCOM (PERS-95). BUMED will recommend either physical qualification or Physical Risk Classification (PRC) A, B, 4 or 5, as appropriate per MILPERSMAN 6110-020.

d. NAVPERSCOM (PERS-95) will assign a PRC A, B, 4 or 5 and will notify members via the supporting NRA of the assigned PRC to include limitations on participation, options available, and actions for the members to take to resolve their status.

e. If a member is determined to be NPQ, PRC 5, options are:

(1) Accept the findings and retire, if eligible, or be discharged;

(2) Request a Physical Evaluation Board (PEB).

(a) The PEB request will be returned to NAVPERSCOM (PERS-95) with the information as outlined in the PRC letter.

(b) NAVPERSCOM (PERS-95) will then forward request to the PEB for further disposition.

(c) If the PEB determines the member is fit for retention, NAVPERSCOM (PERS-95) may assign another appropriate PRC and notify the member via the NRA of that action.

Note: Members who fail to respond to the notification to elect one of the options will be retired or discharged as further directed by NAVPERSCOM (PERS-95)

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f. SELRES members who accept PRC 5 or are found not fit for retention by a PEB and who have at least 15 years of qualifying service may be eligible for early retirement (see chapter 20 for details).

3. Enlisted Contract Management During Medical Review.

Enlisted members with fewer than 6 months remaining on their enlistment shall sign the following NAVPERS 1070/613 entry:

Date

"I do/do not consent to be retained in the Navy 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 obligated service (EOS) date:

Date

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

Members who do not consent to being retained beyond their normal EOS pending resolution of fitness for retention shall be discharged at EOS or retired, if eligible, as directed by NAVPERSCOM (PERS-95). The supporting NRA may forward the NAVPERS 1070/613 entries by certified mail to members who are in an MRR status.

204. Temporary/Permanent Disability Retired List (TDRL/PDRL) SELRES members transferred to the TDRL/PDRL require special administrative processing. When the separating activity receives orders from NAVPERSCOM, Disability/Retirement/Limited Duty Branch (PERS-82), transferring a member to the TDRL/PDRL, the separating activity shall take the following actions:

1. Have the member complete DD 2656 Data for Payment of Retired Personnel.
2. Provide Defense Finance and Accounting Service (DFAS) with a copy of the member's Annual Retirement Point Record, completed

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DD 2656, and the TDRL/PDRL orders to assist in establishing the member's pay account.

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

4. Forward the record with TDRL/PDRL orders to NAVPERSCOM (PERS-912)

205. Dental. Dental class III personnel will be placed in a Temporarily Not Dentally Qualified (TNDQ) status for the management and tracking of dental treatment. TNDQ policy is ultimately governed as directed by COMNAVRESFORCOM (NO1M) (see COMNAVRESFORINST 6600.5).

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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 reservists 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 Navy 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 Navy Reserve per BUPERSINST 1001.39F. 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

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RESERVE ENTITLEMENTS DURING IDT/AT/ADT/ADSW/INVOLUNTARY RECALL

BENEFIT	REF	COMMENT
MEDICAL/DENTAL (MEMBER)	10 U.S.C. CHAPTER 55 NDAA FY-05 SEC 703	SUBJECT TO THE LIMITATIONS DELINEATED BY GOVERNING GUIDANCE. FOR TRICARE INFO SEE WWW.TRICARE.MIL
MEDICAL (FAMILY MEMBERS)	10 U.S.C. CHAPTER 55 NDAA FY-05 SEC 703	SUBJECT TO THE LIMITATIONS DELINEATED BY GOVERNING GUIDANCE FOR TRICARE INFO SEE WWW.TRICARE.MIL
DENTAL (FAMILY MEMBERS)	10 U.S.C. sec 1076a	SUBJECT TO THE LIMITATIONS DELINEATED BY GOVERNING GUIDANCE FOR TRICARE DENTAL INFO SEE WWW.TRICAREDENTALPROGRAM.COM
USERRA	38 U.S.C. 4301-4333	REEMPLOYMENT RIGHTS
SCRA	SERVICEMEMBERS CIVIL RELIEF ACT	CONSULT WITH MILITARY LEGAL ASSISTANCE ATTORNEY FOR QUESTIONS REGARDING RIGHTS OR ANTICIPATE NEEDING TO EXERCISE SCRA RIGHTS
COMMISSARY (ALL)	NDAA FY-04 SEC 651	INCLUDES IRR & MBRS OF RETIRED RESERVE (ELIGIBLE FOR RETIRED PAY)
ADVANCE PAY	DODFMR VOL 7A	
GI BILL (ACTIVE DUTY)	BUPERSINST 1780.1A	FIRST ACTIVE DUTY MUST BE AFTER 1985. CHECK TO MAKE SURE AN AUTOMOMATIC PAYROLL DEDUCTION IS NOT BEING TAKEN OUT
POST-9/11 GI BILL	38 U.S.C. CHAPTER 38	AUTOMATICALLY ELIGIBLE FOR EDUCATIONAL ASSISTANCE UNDER PROGRAM UPON SERVING THE REQUIRED ACTIVE DUTY TIME ESTABLISHED IN REFERENCE.
VARIOUS SPECIAL PAYS	10 U.S.C. DODFMR VOL 7A OPNAVINST 7220.7G	MEETS ELIGIBILITY REQUIREMENTS PER REFERENCES AND CURRENT FISCAL YEAR GUIDANCE
BASE PAY	DODFMR VOL 7A	
BAS	DODFMR VOL 7A	SUBJECT TO THE LIMITATIONS DELINEATED BY GOVERNING GUIDANCE

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RESERVE ENTITLEMENTS DURING IDT/AT/ADT/ADSW/INVOLUNTARY RECALL
(CONT'D)

BENEFIT	REF	COMMENT
BAQ	DODFMR VOL 7A	SUBJECT TO THE LIMITATIONS DELINEATED BY GOVERNING GUIDANCE
VHA	JFTR CHAPTER 8	SUBJECT TO THE LIMITATIONS DELINEATED BY GOVERNING GUIDANCE
HHG SHIPMENT & FAMILY MEMBER MOVE	JFTR CHAP 7	*MAY BE AUTHORIZED IN SPECIFIC CIRCUMSTANCES. SEE SPECIFIC GUIDANCE IN REFERENCE.
HHG STORAGE	JFTR CHAP 7	SUBJECT TO THE LIMITATIONS DELINEATED BY GOVERNING GUIDANCE
TRAVEL	JFTR CHAP 5 & 7	*WHEN ON TRAVEL AWAY FROM DRILL SITE
ID CARD	BUPERSINST 1750.10C	
UNIFORM ALLOWANCE (OFFICER)	DODFMR VOL 7A	ONCE EVERY 2 YEARS IF NOT ON ACTIVE DUTY FOR >89 DAYS WITHIN PREVIOUS 2 YEARS
UNIFORM ALLOWANCE (ENLISTED)	DODFMR VOL 7A	*E6 AND BELOW IF NO ISSUE-IN-KIND/E7 AND ABOVE MAINTENANCE
LEAVE ACCRUAL	DODFMR VOL 7A	AT RATE OF 2½ DAYS PER MONTH
EXCEED 60 DAY LEAVE SELL BACK	DODFMR VOL 7A	*IF IN SUPPORT OF SECDEF APPROVED CONTINGENCY OPERATIONS

Figure 18-1 (Cont'd)

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CHAPTER 20

RETIREMENT

2001. Retired Reserve. The Navy's Retired Reserve consists of the following categories:

1. Navy Reserve personnel who are eligible to draw retired pay or currently drawing retired pay for non-regular service under 10 U.S.C., chapter 1223.
2. Navy Reserve personnel who have not reached eligibility to draw non-regular retired pay, 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 the required service for non-regular retired pay benefits under 10 U.S.C., chapter 1223. These members are often referred to as Gray Area Retirees.
3. Navy Reserve personnel who have retired under 10 U.S.C., chapters 1201, 1202, 1204, or 1205 due to a physical disability.
4. Navy Reserve personnel who have retired after completion of 20 or more years of active military service or 15 to 20 years of active service when authorized under temporary early retirement authority.
5. Navy Reserve personnel 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. These Navy Reserve members in the past have been referred to as Honorary Retirees (see OPNAVINST 1820.1A and section 2013 of this chapter).

2002. Reserve Retired List. Per 10 U.S.C., § 12774, the Reserve Retired List of the Navy is comprised of only those eligible for retired pay and benefits and includes the following:

1. All Navy Reserve officers and enlisted personnel who receive retired pay on the basis of their Active Duty or Reserve service.

2. All Navy Reserve officers and enlisted personnel transferred to a Retired Reserve status that are entitled to retired pay for non-regular service but have not reached their retired pay eligibility date; and
3. Other retired Navy Reserve personnel who are drawing Reserve retired pay based on reasons other than age, service requirements, or physical disability.

2003. Reserve Service Requirements to Qualify for Non-Regular Retirement

1. Unless otherwise provided by law, a Navy Reserve member must have completed 20 years of qualifying service to be eligible for non-regular service retired pay. The last 6 years of such qualifying service must be in a Reserve Component (RC) for members who have earned 20 or more years of qualifying service on or before 24 April 2005. There is no requirement that the last 6 years in a RC be continuous service. For members who complete 20 years of qualifying service on or after 25 April 2005, the last 6 years of qualifying service in an RC is not a requirement to qualify for non-regular retired pay.
2. The 20-year requirement has been reduced to 15 years for certain Selected Reserve (SELRES) determined to be not physically qualified (NPQ). To be eligible for this early retirement the member must:
 - a. Meet all other requirements of law for retirement (see 10 U.S.C., chapter 1223);
 - b. Be a member of a SELRES component;
 - c. Be determined NPQ by NAVPERSCOM (PERS-95) as recommended by BUMED; and
 - d. Be approved by NAVPERSCOM (PERS-9).
3. For members who have completed 20 or more years of qualifying service before 25 April 2005 only, any period of service as a member of a regular component intervening between periods of reserve service after the 14-year mark does not count towards the final 6-year RC requirement. Service in a regular

