COMNAVRESFOR INSTRUCTION 3060.7C

From: Commander, Navy Reserve Force

Subj: NAVY RESERVE MOBILIZATION/DEMOBILIZATION PROCEDURES

Ref: (a) OPNAVINST 3060.7B
     (b) BUPERSINST 1001.39F
     (c) RESPERSMAN 3060-010/020
     (d) MILPERSMAN 1300-318
     (e) RESPERSMAN 1001-010
     (f) MILPERSMAN 1610-030
     (g) MILPERSMAN 1600-040
     (h) BUPERSINST 1610.10D

Encl: (1) Navy Reserve Mobilization/Demobilization Procedures

1. Purpose. Per references (a) through (h), enclosure (1) provides an overview of the administrative procedures for identifying, notifying, mobilizing, and demobilizing Navy Reserve Component (RC) Sailors. This instruction has been updated and should be reviewed in its entirety.

2. Cancellation. COMNAVRESFORINST 3060.7B.

3. Scope. This instruction applies to the mobilization and demobilization of Navy RC Sailors.

4. Policy. Commander, Navy Reserve Force (COMNAVRESFOR) delegates mobilization and demobilization responsibility to Commander, Navy Reserve Forces Command (COMNAVRESFORCOM). Per reference (a), COMNAVRESFORCOM responsibility is as follows:

   a. Identify qualified Navy RC Sailors to fill mobilization requirements.

   b. Direct and oversee activation processing at all Navy Reserve Activities (NRA). For the purposes of this instruction "NRA" refers to any command that has administrative control of RC Sailors (i.e. NOSCs, Squadrons, etc.).
5. **Forms.** All forms are available on the Navy Reserve web site located at https://private.navyreserve.navy.mil/.

6. **Authoritative Database.** The Navy Reserve Readiness Module (NRRM) is the Navy Reserve authoritative dashboard system for screening mobilization readiness. As part of the Defense Readiness Reporting System-Navy group of systems, NRRM consolidates authoritative database information from manpower, medical, security, training, physical readiness, orders, and mobilization processing systems into a comprehensive individual readiness jacket for each member of the Selected Reserve.

7. **User Guides.** ProcessQuik provides user guides and process maps for all mobilization/demobilization processes.

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\[Signature\]

R. R. BRAUN

**Distribution:**
Electronic copy via COMNAVRESFOR Web site
https://private.navyreserve.navy.mil/
Navy Reserve
Mobilization/Demobilization Procedures
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CHAPTER 1

Identifying and Notifying Navy RC Sailors for Mobilization

1-1. Introduction. COMNAVRESFORCOM is responsible for identifying qualified Navy RC Sailors to fill mobilization requirements as directed by Commander, United States Fleet Forces Command (COMUSFLTFORCOM) in accordance with reference (a). In order to accomplish identification, COMNAVRESFORCOM (N35) coordinates with Billet Sourcing Officers (BSO) to match RC Sailors to mobilization requirements. Once an RC Sailor is identified for mobilization, the supporting NRA is responsible for verbal notification of the Sailor.

1-2. Responsibilities. Upon receiving tasking from COMUSFLTFORCOM to activate an RC Sailor, the following will occur:

a. COMNAVRESFORCOM (N35) shall:

   (1) Classify the requirement as an unrestricted or a restricted requirement. See Appendices D and E for information about the unrestricted and restricted populations.

   (2) If the requirement is an unrestricted requirement, identify a qualified RC Sailor from the unrestricted population to fill the requirement. COMNAVRESFORCOM (N35) will use the following precedence:

       (a) Determine if a qualified volunteer is available to fill the requirement. Note: Unrestricted population RC Sailors can volunteer for mobilization using the COMNAVRESFORCOM "Volunteer to Mobilize" process found on the COMNAVRESFORCOM (N35) web page.

       (b) If no qualified volunteer is available by the required date, select a non-volunteer candidate per the sourcing business rules in Appendices C and D to fill the requirement.

       (3) If the requirement is a restricted requirement, task the requirement to the appropriate BSO per Appendix E and coordinate sourcing of the requirement.
(4) After an RC Sailor has been identified to fill a requirement, provide the nomination to COMUSFLTFORCOM via the Individual Augmentation (IA) Portal. After COMUSFLTFORCOM accepts the nomination, COMNAVRESFORCOM (N35) will change the Individual Mobilization Status (IMS) code for the member in the Reserve Headquarters System (RHS) to R## and change the status of the nomination in the IA Portal to “in RHS”. Note: A member may only be “tagged for mobilization” (R##) when no disqualifying Manpower Availability Status (MAS) or IMS codes are assigned.

(a) The process of “tagging” a member with the R## IMS code informs Commander, Navy Personnel Command (COMNAVPERSCOM) that COMNAVRESFORCOM (N35) is ready for COMNAVPERSCOM to generate orders. COMNAVPERSCOM will not release orders until COMNAVPERSCOM receives the Chief of Naval Operations (OPNAV) Tasking Letter, stating the Secretary of Defense has approved the mission and RC sourcing option. COMNAVPERSCOM releases mobilization orders approximately 4 to 5 weeks after verbal notification of an RC Sailor has occurred, but not usually sooner than 180 days from the Ready Load Date (RLD).

(5) Provide the RHS “Daily Notification R## Report” to Reserve Component Commands (RCCs), Wings, NSWG-11 and NRAs. The report provides a list of all RC Sailors who have been identified for mobilization and directs the NRAs to inform them of their mobilization. This report is available on the COMNAVRESFORCOM (N35) web page.

b. RCCs, Wings and NSWG-11 shall:

(1) Ensure NRAs are reporting, via the Navy Standard Integrated Personnel System (NSIPS), the correct mobilization readiness status on assigned RC Sailors, using MAS and IMS codes. MAS and IMS guidance can be found in reference (c) and on the COMNAVRESFORCOM (N35) web page.

(2) Ensure NRAs complete mobilization verbal notification as required in paragraph 1-2.c.
c. NRAs shall:

    (1) Monitor RC Sailors’ mobilization readiness in accordance with reference (b) and report correct mobilization readiness status of assigned RC Sailors in NSIPS using MAS and IMS codes. Due to the limitations of RHS and NSIPS, NRAs must implement a manual MAS and IMS code tracking system (for example, Microsoft Excel or Access databases tracking) to ensure the appropriate MAS and IMS codes are maintained in NSIPS. MAS and IMS guidance can be found in reference (c) and on the COMNAVRESFORCOM (N35) web page.

    (2) Complete verbal notification of all RC Sailors identified in the “Daily Notification R## Report” within two business days. Notification must be conducted verbally via a phone call or face-to-face. Verbal notification shall not occur via email or text message. NRAs should maintain a log of who provided notification, when notification occurred, and how notification occurred. NRAs may delegate verbal notification responsibilities to Reserve Unit Commanding Officers, but NRAs remain accountable for verbal notification timelines.

        (a) Once the verbal notification occurs, change the R## IMS code in NSIPS to RC1.

        (b) Refer to reference (c) and supplemental IMS code information for additional guidance on mobilization notification and use of RUL, RU2, and RUA.

    (3) Provide the following information, found in the “Daily Notification R## Report”, to the RC Sailor identified for mobilization:

        (a) Mission number (Noble Eagle number (NE-#));

        (b) Ready Load Date (RLD);

        (c) Location of mobilization;

        (d) Contact information for COMNAVRESFORCOM (N35) in case RC Sailor desires further information about mobilization (757-445-3104).
(4) Inform unit leadership of the RC Sailor’s mobilization.

(5) Immediately coordinate initial screening of RC Sailor to verify suitability to mobilize. See Chapter 2.

(6) Per reference (c), report mobilization suitability by changing the member’s IMS code to RC2 within 60 days of verbal notification. See Chapter 2.
CHAPTER 2

Mobilization Screening after Identification

2-1. Overview. After RC Sailors are identified for mobilization, their primary duty is to prepare themselves, their families, and their employers for the mobilization. It is imperative that NRAs immediately conduct an initial and thorough screening of the RC Sailor. This screening is comprised of two separate parts, Medical/Dental and Administrative, and shall be conducted per reference (d). The goal is to identify all deployability issues so that NRAs can either correct them prior to mobilization or request orders cancellation in order to mitigate potential gaps in deployed billets. See Chapter 6 for information regarding cancellations. Sailors shall complete mobilization medical screening within 60 days of verbal notification.

2-2. Mobilization Screening

a. RCCs, Wings and NSWG-11 shall:

(1) Ensure NRAs complete mobilization screening per reference (d).

(2) Track RC2 delinquencies to ensure mobilization medical screening is completed within 60 days of RCl.

b. NRAs shall:

(1) Conduct an immediate review of the RC Sailor’s medical, dental, administrative, and training records to identify any deployability issues in accordance with reference (d). Medical record screening shall include, but is not limited to, the hard copy Service Treatment Record (STR), hard copy Dental Record, Armed Forces Health Longitudinal Technology (AHLTA) (to include Veterans Affairs (VA) medical records), Injury Case Management files, and Medical Readiness Reporting System (MRRS).

(2) Schedule medical screenings with Expeditionary Medical Facility (EMF) and Operational Health Support Units (OHSU), if available.
(a) Utilize the local Military Treatment Facility (MTF).

(b) If necessary, request the use of AC Flight Surgeons or General Medical Officers from the applicable RCC, Wing or NSWG-11.

(3) Ensure MAS and IMS codes are correctly reported in NSIPS.

(4) Determine if identified deployability issues can be corrected before the RLD.

(5) Obtain applicable waivers for any deployability issues.

(6) If the NRA identifies an issue that will prevent mobilization, immediately report the issue to COMNAVRESFORCOM, via the applicable RCC/Wing/NSWG-11, and request mobilization cancellation using the COMNAVRESFORCOM Cancellation Tracker. See Chapter 6.

(7) Track follow-up appointments to ensure the RC Sailor meets all screening requirements.

(8) Direct Inactive Duty Training (IDT) and Annual Training (AT) periods to complete mobilization screening. After an RC Sailor is identified for mobilization, the NRA Commanding Officer (CO) is authorized to exercise control of IDT and AT periods to ensure mobilization screening is complete. The NRA CO and the Unit CO will coordinate use of IDT and AT periods to support both mobilization readiness and operational support, with the understanding that preparing for mobilization takes priority.

(9) Within 60 days of verbal notification (RC1 IMS Code), complete NAVMED 1300/4 and update the member’s IMS Code to RC2. Some items on the NAVMED 1300/4 cannot be completed until closer to the member’s RLD. These items are exceptions to the RC2 requirement but shall be completed prior to deployment. They include:

(a) PHA via DD 2766 within six months of deployment.
(b) Pre-deployment neurocognitive assessments within 12 months of deployment.

(c) PDHA via DD 2795 within 60 days of deployment.

(d) HIV Antibody test within 120 days of deployment.

(e) Negative pregnancy test within 30 days of deployment.

(f) 180 days' supply of required long-term medicine.

(g) Dental exam within 90 days of deployment if the member is Class I/II.

(10) Ensure the Command Individual Augmentation Coordinator (CIAC) explains the CIAC program, resources, and responsibilities to the mobilizing RC Sailor and their family prior to mobilization. Maintain the CIAC Program, current IA Grams, and applicable instructions.

(11) Monitor command message traffic and the Navy and Marine Corps Mobilization Processing System (NMCMPS) on a weekly basis for orders or modifications and provide copies to the RC Sailors.

(12) RC Sailors identified for mobilization shall remain in a pay status until their RLD. NRA COs shall ensure that RC Sailors are not processed for Administrative Separation (ADSEP) due to unsatisfactory participation/ performance without COMNAVRESPORCOM (N35) approval. NRA COs shall utilize the six month probationary period per references (b) and (e) to the maximum extent possible for enlisted personnel. RC Sailors failing to report on their mobilization RLD shall be handled per references (f) and (g).

(a) Requests to transfer to the IRR, retire, or resign submitted prior to identification for mobilization (R##) may be approved. NRAs shall ensure that those members whose IRR requests must be approved by COMNAVRESPORCOM (N1) receive the Administrative Action Pending (AAP) Manpower Availability Status (MAS) code while awaiting adjudication to ensure that they are not ordered to mobilize while the request is pending. Requests to transfer to the IRR, retire, or resign submitted after
identification for mobilization (R##) will be disapproved or scheduled to take effect after the mobilization is complete.

(13) Monitor the weekly “RC2 Delinquency Report” published by COMNAVRESFORCOM (N35) to track members whose screening is incomplete after more than 60 days from verbal notification. NRA COs shall make every effort to resolve delinquencies as soon as possible.

c. Reserve Unit Commanding Officer's shall:

(1) Coordinate and assist NRAs, to ensure RC Sailors complete initial mobilization screening.

(2) Coordinate IDT and AT periods with the NRA to ensure mobilization screening is completed.

d. Reserve Sailors shall:

(1) Schedule mobilization screening requirements with the NRA. COMNAVRESFORCOM authorizes the use of IDT and AT to complete all screening requirements.

(2) Report any change to medical or dental status immediately to the NRA.

(3) Enroll in TRICARE to allow for necessary mobilization medical and dental screening. RC Sailors and their families may enroll in TRICARE up to 180 days prior to mobilization or as soon as they receive mobilization orders, whichever comes later.

(4) Schedule additional and follow-up appointments to complete screening requirements and correct any deployability issues that were identified during screening.

(5) Ensure the RC Sailor's family is ready for the RC Sailor’s deployment and has contact information for the CIAC and Ombudsman.
Final Mobilization Screening

3-1. Overview. Final mobilization screening should occur on the day RC Sailors report to their NRA as annotated on their mobilization orders. This screening should be primarily administrative and serve as a “last look”. Prior to this date, all deployability issues should have been identified and appropriate action taken to resolve the issues, or a mobilization cancellation request should have been sent to COMNAVRESFORCOM (N35).

3-2. Final Mobilization Screening

   a. NRAs shall:

      (1) Verify in NMCMPS that no additional mobilization orders or order modifications have been received.

      (2) Formally endorse the member’s original orders. A reporting and detaching endorsement is required on all mobilization orders.

      (3) Screen administrative and medical records using reference (d), to ensure all required documents are appropriately filed in records. Ensure required waivers have been obtained and filed in records accompanying the RC Sailor to the Expeditionary Combat Readiness Center (ECRC). Note: ECRC requires all RC Sailors to provide all Expeditionary Screening Checklists completed by the NRA.

      (4) Ensure all screening checklists are complete and filed in the Mobilization Package which will accompany RC Sailors to ECRC.

      (5) Ensure the NRA CO verifies completion and signs for all line items required on reference (d). If omitted, the NRA CO must annotate the reason the requirement is incomplete. The NRA CO is required to sign a Medical Suitability Certification (NAVPERS 1300/21) and Expeditionary Screening Checklist (NAVPERS 1300/22). If the NRA CO is not available, the NRA Executive Officer (XO) or Senior Enlisted Leader (SEL) may sign for the
This final check shall not be delegated to the NRA Mobilization Officer or other staff outside of the XO and SEL.

(6) Ensure the RC Sailor possesses an activated Government Travel Credit Card (GTCC). If the RC Sailor does not have or is not eligible for a GTCC, the NRA shall inform COMNAVRESFORCOM (N35) of the issue for coordination with COMUSFLTFORCOM and the supported command to determine whether the RC Sailor should mobilize. Inability to possess a GTCC may result in cancellation of the mobilization orders.

(7) Ensure the RC Sailor receives a detaching Fitness Report/Evaluation. Per reference (h), this requirement is waived for RC Sailors mobilizing as part of a commissioned unit whose reporting senior will remain the same during the mobilization.

(8) Call ECRC if the NRA is uncertain as to whether a suitability issue may result in disqualification during screening at ECRC, or if the NRA will be unable to complete any part of an Expeditionary Screening Checklist.

(9) Inform COMNAVRESFORCOM (N35) and ECRC if an RC Sailor will not report to the assigned ECRC as directed in mobilization orders for any reason. See Chapter 5.

3-3. Mobilization Package. The NRA shall compile a mobilization package for all RC Sailors to take with them to ECRC. At a minimum, the following items shall be included in an RC Sailor’s Mobilization Package:

a. A NAVPERS 1300/21 and NAVPERS 1300/22 fully completed and signed by the NRA CO.

b. Expeditionary Medical and Dental Screening for IA and Support Assignments to Overseas Contingency Operations (OCO) (NAVMED 1300/4). The NRA CO is required to verify that the checklist is complete. Any requirement left blank should be annotated with the reason for not completing the requirement.

c. Endorsed Mobilization Orders. Endorsed for reporting and detaching to and from NRA.
d. Medical and dental records. Ensure laboratory examinations, x-rays, and other important documentation is complete.

e. Copy of completion certificates for all required online NKO courses.

f. Copy of detaching Fitness Report/Evaluation, if required.
4-1. Overview. Per reference (a), demobilization is a two-step process consisting of demobilization at the ECRC and deactivation at the NRA. ECRC will ensure any post-deployment screening that was not completed in theater is completed at the ECRC. RC Sailors who fail medical out-processing may be retained on active duty until their physical condition is fully evaluated and resolved per applicable instructions.

4-2. Deactivation

   a. NRA responsibilities for the deactivation process are provided in reference (a).

   b. In addition to requirements in reference (a), NRAs shall:

      (1) Ensure the appropriate administrative and medical support is available to the RC Sailors returning from mobilization after being released from ECRC. This may require NRA personnel to be available to check-in a returning RC Sailor on a non-drill weekend. COMNAVRESFORCOM expects RC Sailors to report back to their NRAs immediately following demobilization at the ECRC. However, there may be occasions when it is appropriate for RC Sailors to wait until after terminal leave to report back to their NRA. This situation is not routine and should be coordinated between the ECRC and the NRA.

      (2) Determine when an RC Sailor intends to start drilling again. COMNAVRESFORCOM permits the maximum use of authorized absences to allow RC Sailors time to reintegrate into their civilian employment and family.

      (3) Determine when an RC Sailor’s terminal leave is expected to end. On this date, verify that the appropriate PSD completes the active duty loss transaction. Once NSIPS reflects the RD1 active duty loss IMS code, update the IMS code to RD2, indicating the RC Sailor has reported back to the NRA and completed the deactivation process.
(4) Arrange for travel from the NRA to the RC Sailor’s home of record.

(5) Ensure all post-deployment examinations and assessments are scheduled and completed per current guidance.

c. RC Sailors shall:

(1) Contact their NRA after reporting to ECRC in order to coordinate the RC Sailor’s report back to the NRA.

(2) Assist the NRA in arranging travel from the NRA to the RC Sailor’s home of record.

(3) Complete deactivation process at the NRA prior to departing on terminal leave.
CHAPTER 5

Special Cases Boards (SCB) for Delays, Deferments, and Exemptions (DDE)

5-1. Overview. RC Sailors identified for mobilization who have significant personal, legal, medical, transportation, or other problems that could affect their mobilization, or require special consideration, should request a SCB. Appendix B of reference (a) governs SCBs and provides specifics on responsibilities, membership, and procedures for requesting an SCB. Additional guidance and SCB criteria are provided on the COMNAVRESFORCOM (N35) webpage.

5-2. Delays, Deferments, and Exemptions

a. NRA COs may authorize mobilization delays for up to three calendar days (i.e., Saturday-Monday). If the NRA CO grants a three-day delay, the NRA shall notify ECRC and COMNAVRESFORCOM (N35). RC Sailors must report to ECRC no later than the Tuesday morning after their original Friday Ready Load Date (RLD) in order to complete activation processing on time. NRA COs should be judicious in granting three-day delays.

b. COMNAVRESFORCOM (N35) may authorize a delay of up to 30 days. NRAs requesting delays beyond 3 days should not automatically assume COMNAVRESFORCOM will grant the 30 day delay. Mobilizations have very tight training tracks and a significant delay could result in an unacceptable gap to mission by weeks, or months. Commands should make delay requests as early as possible.

c. Delays greater than 30 days or requests for mobilization exemption are reviewed and authorized by COMNAVPERSCOM (PERS-91).

5-3. Special Cases Boards

a. At a minimum, the SCB panel will be comprised of:

   (1) Line Officer (President);

   (2) Judge Advocate General (JAG) Corps Officer;
(3) Chaplain;

(4) Board Recorder (member of the NRA staff).

Note: The NRA CO shall not be a member of the SCB panel. If the NRA is located in an isolated geographic area, making a JAG or Chaplain attendance impractical, video teleconference or telephone conference may be used to complete the SCB.

b. Following the SCB, the President of the SCB shall submit the board findings and recommendations to the NRA CO. At a minimum, the following shall be submitted:

(1) Letter from the NRA SCB President, containing the SCB summary, findings, and recommendations. In the event the SCB fails to come to a majority consensus, the SCB President has the authority to make the final recommendation.

(2) Copy of mobilization orders.

(3) Copy of current Ready Reserve Screening Questionnaire.

(4) All supporting documentation submitted to the SCB.

Note: Examples of an SCB letter and NRA endorsement are provided on the COMNAVRESFORCOM (N35) web page.

c. The NRA CO may choose to concur or not to concur with the SCB’s recommendation. When higher-level review is required, the NRA CO shall endorse the SCB package and provide it to COMNAVPERSCOM (PERS-91). Additionally, a courtesy copy shall be sent to the applicable RCC/Wing/NSWG-11 and COMNAVRESFORCOM (N35).

d. If required, COMNAVPERSCOM (PERS-91) will schedule a separate higher-level SCB that will review the NRA SCB package and make the final determination on the request.

e. Once COMNAVPERSCOM (PERS-91) adjudicates the SCB, they will inform the NRA, COMNAVRESFORCOM (N35), and COMNAVPERSCOM (PERS-46) on the final decision and direct action as appropriate.
CHAPTER 6

Mobilization Cancellations

6-1. Overview. When the NRA determines that an RC Sailor will be unable to execute a mobilization, the NRA shall formally request mobilization cancellation via the COMNAVRESFORCOM Cancellation Portal. NRAs will route cancellation requests to COMNAVRESFORCOM (N35) via the applicable RCC/Wing/NSWG-11.

6-2. Responsibilities

a. COMNAVRESFORCOM (N35) shall:

(1) Approve or disapprove mobilization cancellations as appropriate.

(2) Determine whether the cancellation could have been prevented through standard readiness reporting processes.

(3) If a mobilization cancellation is approved, coordinate the mobilization order cancellation with COMUSFLTFORCOM and COMNAVPERSCOM.

(4) Ensure IMS code is updated in RHS to complete the cancellation.

(5) Identify a fall-out replacement RC Sailor to fill the mission. Coordinate with COMUSFLTFORCOM to adjust the training track to meet required verbal notification timelines.

b. COMNAVRESFORCOM (N9) shall:

(1) Review requests for cancellation for medical reasons within two business days and recommend to COMNAVRESFORCOM (N35) whether to approve the cancellation.

(2) Determine whether the cancellation could have been prevented through regular screening of medical records, to include all electronic and Veterans Affairs records.

c. RCC/Wing/NSWG-11 and COMNAVRESFORCOM (N35) shall:
(1) Review cancellation requests for their assigned NRAs and verify that appropriate documents are uploaded to support cancellation within two business days of NRA submission.

(2) Concur with cancellation request, request additional documents, or deny cancellation request.

(3) Ensure the NRA processes the RC Sailor for ADSEP, submits Medical Retention Review (MRR) packages, or completes other administrative action for RC Sailors cancelled from mobilization as may be required by applicable guidance.

(4) Ensure appropriate staff members have access to the COMNAVRESFORCOM Cancellation Portal. Access can be obtained by contacting COMNAVRESFORCOM (N35).

d. NRAs shall:

(1) Complete the online form requesting cancellation and describe the reason for the cancellation request.

(2) Upload documents required to justify the cancellation request to the cancellation tracker. Medical documentation must be submitted directly to COMNAVRESFORCOM (N9) via the applicable RCC/Wing/NWSG-11 (N9).

(3) Track approval of the cancellation request and ensure appropriate cancellation notifications occur. Note: Do NOT assume the cancellation request will be approved. The NRA shall ensure the cancellation request is tracked through all levels of approval until COMNAVRESFORCOM (N35) provides final adjudication of the request and cancellation orders are issued.

(4) If within three days of the ECRC report date, inform ECRC that a mobilization cancellation request has been submitted for the RC Sailor.

(5) Process ADSEP, submit MRR packages, or complete other administrative action for RC Sailors cancelled from mobilization as may be required by applicable guidance. If cancellation is due to an RC Sailor not extending his/her Expiration of Obligated Service to support mobilization or to the member's failure to disclose a pre-existing, deployment-
limiting condition, the RC Sailor shall be immediately transferred to a non-pay status or processed for ADSEP.

(6) Ensure appropriate staff members have access to the COMNAVRESFORCOM Cancellation Portal. Access can be obtained by contacting COMNAVRESFORCOM (N35).

6-3. Mission Cancellations. If the mission is no longer required to be performed and the mobilization requirement is cancelled, COMNAVRESFORCOM (N35) will work with the RC Sailor and BSO to determine if the RC Sailor will be released from mobilization or reassigned to another mobilization requirement.
**APPENDIX A**

**Useful Links**

COMUSFLTFORCOM IA Web site  

COMNAVRESFORCOM Web site (CAC required)  
https://private.navyreserve.navy.mil/Pages/default.aspx

COMNAVRESFORCOM (N35) Web site (CAC required)  

COMNAVRESFORCOM "Volunteer to Mobilize"/Cancellation Portal (CAC required)  

Mobilization Process Descriptions (ProcessQuik)  

Navy-Marine Corps Mobilization Processing System (download orders) via BOL:  

ECRC  
APPENDIX B

Definitions

Activation - The ordering of units and individual members of the RC to active duty (other than for training), with or without their consent, pursuant to authority under Title 10 U.S.C., granted to the President, the Congress or the Secretaries of the Military Departments.

Billet Sourcing Officer (BSO) - The primary point of contact responsible for sourcing an assigned mobilization requirement (e.g., COMNAVRESFORCOM (N35). Sources unrestricted mobilization requirements and the Information Warfare Community BSO sources Intelligence Officers in restricted requirements).

COMUSFLTFORCOM Individual Augmentee (IA) Portal - A Department of Defense (DoD) computer system. It is a world-wide accessible and independent database designed and administered by COMUSFLTFORCOM to manage, process, and report on all IAs.

Contingencies or Overseas Contingency Operations (OCO) - Previously known as the Global War on Terror (GWOT). Those operations that are conducted as authorized under Executive Order 13223 and Presidential Proclamation 7463, in response to the Declaration of National Emergency, by Reason of Certain Terrorist Acts on the World Trade Center and the Pentagon, and the continuing and immediate threat of further attacks on the United States.

Daily Notification (R##) Report - A list of all RC Sailors who have been identified for mobilization (currently have an R## IMS code) that directs NRAs to notify the RC Sailor of his or her mobilization.

Demobilization - Per CJCSI 1301.01D(b), demobilization is the process of transitioning from a conflict situation, or from a wartime military establishment and defense-based civilian economy, to a peacetime configuration while maintaining national security and economic vitality. Demobilization includes returning mobilized RC Sailors to their former status by processing for discharge or release from active duty.
Deferment - An extended delay of 31 days or more. COMNAVPERSCOM (PERS-91) is the sole authority for granting mobilization deferments.

Delay - An RC Sailor may request a delay in reporting for mobilization if he/she believes that a significant personal, legal, medical, transportation or other problem could affect their mobilization. NRA COs may authorize a delay in reporting up to three days. COMNAVRESFORCOM (N35) may authorize a delay of up to 30 days.

Expeditionary Combat Readiness Center (ECRC) - The primary enabler of mobilization/demobilization processing for RC personnel, responsible for assignment, operations, and policy.

Exemption - An RC Sailor may request an exemption from mobilization if he/she believes significant circumstances exist that would affect his/her mobilization. COMNAVPERSCOM (PERS-91) is the sole authority for granting mobilization exemptions. Exemptions often result in an RC Sailor’s transfer to the Standby Reserve.

Inactive Ready Reserve (IRR) - A manpower pool consisting of individuals who have had some training, or who have served previously in the AC or in the SELRES and may have some period of their Military Service Obligation (MSO) or contractual obligation remaining, or have fulfilled their MSO or contractual obligation but voluntarily remain in the IRR. The IRR is composed of the active status pool and the Voluntary Training Unit. Current Navy policy does not allow involuntary mobilization of IRR members.

Individual Augmentee (IA) - A United States military member assigned to a specific unit and billet for the purpose of filling in for, or augmenting, members of that unit. IAs can be used to fill manpower shortages or when an individual with specialized knowledge or skill set is required. As a result, IAs can include members from any branch of Service.

Mobilization - The process of assembling and organizing national resources to support national objectives in time of war or other emergencies. Mobilization includes assembling and organizing personnel and material for active duty military forces, activating the RC (including Federalizing the National Guard),
extending terms of service, surging, and mobilizing the industrial base and training bases, and bringing the Armed Forces to a state of readiness for war or other national emergency.

**Mobilization - Involuntary** - The process of ordering a member of the RC to active duty without his or her consent under Title 10, U.S. Code Sections 12301(a), 12302, 12304, 12304a, or 12304b. Mobilization volunteers may still be ordered to active duty under involuntary orders.

**Mobilization - Voluntary** - The process of ordering a member of the RC to active duty with his/her consent under Title 10, U.S. Code Section 12301(d).

**Navy and Marine Corps Mobilization Processing System (NMCMPS)** - A system of web-enabled software used to coordinate, document, track, and report the following: Contingency manpower requirements, AC/RC sourcing decisions, identification, order writing, activation, mobilization, and demobilization of Navy RC Sailors.

**Navy Reserve Activity (NRA)** - All commands that have administrative control of RC Sailors (NOSCs, Squadrons, etc.). NRAs are responsible for the verbal notification, activation, and processing of members identified for mobilization. Additionally, NRAs assist ECRC in completing the de-mobilization process.

**Notification** - Initial verbal notification informing an RC Sailor that he/she has been identified for mobilization. Initial verbal notification is conducted verbally via telephone or in person. Written and electronic media do not constitute verbal notification and may only be used to supplement or provide additional information concerning the mobilization.

**Ready Load Date (RLD)** - The initial Intermediate Stop (I-Stop) listed in the mobilization orders. On the RLD, the RC Sailor reports to the NRA for final screening, orders endorsement, and transportation to ECRC.

**Selected Reserve (SELRES)** - Those units and individuals within the Ready Reserve designated by their respective services and approved by the Joint Chiefs of Staff as so essential to initial
wartime missions that they have priority over all other Reserves. SELRES are in an active status, drill for pay and participate in required annual training.

Selected Reserve Unit - A group or detachment of one or more individuals organized, equipped, and trained to serve on active duty.

Special Cases Board (SCB) - A board convened upon request of an RC Sailor who has been identified for mobilization and believes he/she has significant personal, legal, medical, transportation or other problems that could affect mobilization.

Tagging - The act of issuing an R## IMS code in RHS. This officially identifies an RC Sailor for mobilization and communicates to COMNAVPERSCOM that the member is "ready" for orders.

Tasking Letter - A memorandum from OPNAV to COMUSFLTFORCOM directing COMNAVRESFORCOM to initiate a recall to active duty in support of requested mobilization requirements that have been approved by the Joint Staff. It must be issued prior to mobilization orders being generated by COMNAVPERSCOM.
APPENDIX C

Sourcing Business Rules

1. The following sourcing business rules apply to all RC mobilization requirements:

   a. **Medical/Dental.** All RC Sailors with a medical or dental issue that precludes mobilization shall immediately notify their CO and work with their NRA to resolve the issue. NRAs shall ensure individual MAS codes reflect current medical and dental readiness.

   b. **ADSW, ADT, recall, etc.** RC Sailors may accept long-term active-duty orders (ADSW, ADT, recall, etc.), but mobilization orders take precedence over other orders. As a result, a member serving on other orders may still be identified and mobilized, possibly resulting in modification to existing orders.

   c. **Exchanges/Swaps.** Personnel identified for mobilization (R## IMS code) are not allowed to exchange or swap their identified Noble Eagle mission for another Noble Eagle mission or have another person take their place on the mobilization. COMNAVRESFORCOM (N35) may waive this rule for commissioned units mobilizing as a unit, provided that the swap conforms to Secretary of Defense applicable notification requirements.

   d. **Delay/Deferment/Exemption (DDE).** Personnel identified for mobilization (R## IMS code) who desire a delay, deferment, or exemption must request adjudication as set forth in reference (a) and Chapter 5.

   e. **IRR Volunteers.** Members of the IRR should affiliate with the VTU prior to volunteering for mobilization.

   f. **Restricted/Unrestricted Requirements.** Unless absolutely required, personnel from the unrestricted population will not be identified to fill restricted mobilization billets. Conversely, personnel from the restricted population will not be identified to fill unrestricted mobilization billets. Members of the restricted population must obtain their BSO’s written approval to volunteer for mobilization outside of restricted MOB requirements. That permission will not normally be given unless the RC Sailor has already mobilized to a restricted MOB.
requirement and is seeking to do a subsequent mobilization outside of the community.
Unrestricted Population

1. Any Navy RC Sailor who is NOT part of the restricted population (i.e., managed community, deploying unit, or MOB-exempt unit) is considered part of the unrestricted population and may fill an unrestricted MOB billet.

   a. The following Officer designators are examples of the type needed to fill unrestricted MOB billets:

<table>
<thead>
<tr>
<th>Officer Designator</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1105</td>
<td>Unrestricted Line Officers</td>
</tr>
<tr>
<td>1115</td>
<td>Surface Warfare Officers</td>
</tr>
<tr>
<td>1125</td>
<td>Submarine Warfare Officers</td>
</tr>
<tr>
<td>1145</td>
<td>Explosive Ordinance Disposal Officers</td>
</tr>
<tr>
<td>1205</td>
<td>Human Resources Officers</td>
</tr>
<tr>
<td>1235</td>
<td>Unrestricted Line Officers-Aviation</td>
</tr>
<tr>
<td>1315</td>
<td>Pilots</td>
</tr>
<tr>
<td>1325</td>
<td>Naval Flight Officers</td>
</tr>
<tr>
<td>1515</td>
<td>Aerospace Engineering Duty Officers</td>
</tr>
<tr>
<td>1525</td>
<td>AEDO - Aviation Maintenance Disposal Officers</td>
</tr>
<tr>
<td>1665</td>
<td>Strategic Sealift Officers</td>
</tr>
<tr>
<td>6335</td>
<td>Aviation Maintenance LDOs</td>
</tr>
<tr>
<td>6415</td>
<td>Administration LDOs</td>
</tr>
<tr>
<td>6495</td>
<td>Security LDOs</td>
</tr>
</tbody>
</table>

   b. The following Enlisted ratings are examples of the type often needed to fill unrestricted MOB billets:

<table>
<thead>
<tr>
<th>Enlisted Rating</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB</td>
<td>Aviation Boatswain’s Mates</td>
</tr>
<tr>
<td>AC</td>
<td>Air Traffic Controllers</td>
</tr>
<tr>
<td>AD</td>
<td>Aviation Machinist’s Mates</td>
</tr>
<tr>
<td>AE</td>
<td>Aviation Electrician’s Mates</td>
</tr>
<tr>
<td>AM</td>
<td>Aviation Structural Mechanics</td>
</tr>
<tr>
<td>AS</td>
<td>Aviation Support Equipment Techs</td>
</tr>
<tr>
<td>AT</td>
<td>Aviation Electronics Techs</td>
</tr>
<tr>
<td>AW</td>
<td>Aviation Warfare Systems Operators</td>
</tr>
<tr>
<td>AZ</td>
<td>Aviation Maintenance Admin</td>
</tr>
<tr>
<td>BM</td>
<td>Boatswain’s Mates</td>
</tr>
<tr>
<td>BU</td>
<td>Builders</td>
</tr>
<tr>
<td>CE</td>
<td>Construction Electricians</td>
</tr>
<tr>
<td>CM</td>
<td>Construction Mechanics</td>
</tr>
<tr>
<td>CMDM</td>
<td>Command Master Chiefs</td>
</tr>
<tr>
<td>CS</td>
<td>Culinary Specialists</td>
</tr>
<tr>
<td>DC</td>
<td>Damage Controlmen</td>
</tr>
<tr>
<td>EA</td>
<td>Engineering Aides</td>
</tr>
<tr>
<td>EM</td>
<td>Engineer’s Mates</td>
</tr>
<tr>
<td>EO</td>
<td>Equipment Operators</td>
</tr>
<tr>
<td>EOD</td>
<td>Explosive Ordnance Disposal Techs</td>
</tr>
<tr>
<td>ET</td>
<td>Electronics Technicians</td>
</tr>
<tr>
<td>FC</td>
<td>Fire Controlmen</td>
</tr>
<tr>
<td>GM</td>
<td>Gunner’s Mates</td>
</tr>
<tr>
<td>IC</td>
<td>Interior Communications Electricians</td>
</tr>
<tr>
<td>LS</td>
<td>Logistics Specialists</td>
</tr>
<tr>
<td>MA</td>
<td>Masters-at-Arms</td>
</tr>
<tr>
<td>MM</td>
<td>Machinist’s Mates</td>
</tr>
<tr>
<td>OS</td>
<td>Operations Specialists</td>
</tr>
<tr>
<td>PS</td>
<td>Personnel Specialists</td>
</tr>
<tr>
<td>UT</td>
<td>Utilitiesmen</td>
</tr>
<tr>
<td>YN</td>
<td>Yeomen</td>
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</tbody>
</table>
Note: The above list of designators and ratings is not all inclusive; other designators and ratings not listed are also considered part of the unrestricted population. The type of designator or rating needed to fill unrestricted MOB billets is based on the specifications of each particular billet. Some designators and ratings are required more often than others. Ultimately, this is because MOB billets are constantly in flux, as existing requirements are cancelled or emergent requirements are added.

c. Sourcing Business Rules. The following rules apply specifically to the unrestricted population.

(1) Volunteers. Qualified volunteers will be used for mobilization assignments before a non-volunteer is used. Sailors are permitted and encouraged to volunteer for mobilization. COMNAVRESFORCOM encourages Sailors to inform their unit chains-of-command, but a unit CO's permission is not required for an unrestricted population Sailor to volunteer for mobilization.

(2) Non-volunteer Order of Precedence. There is no order of precedence in the unrestricted population. Non-volunteers will be sourced randomly based on designator/rating, pay grade, security clearance, and other qualifying factors.

(3) 0-4 and below officers in the 1315 and 1325 designators can only be mobilized for aviation requirements. For example: a 1315 0-3 could not volunteer for a mobilization that is advertised for any 1050 officer, as such a job would not be utilizing their unique qualifications. 0-5 and 0-6 13XX officers are encouraged to volunteer for any mobilization which matches rank. The above mentioned sourcing procedures are subject to change based on current inventory of aviators and the number of mobilization requirements.
1. The restricted population consists of personnel from managed communities, deploying units, and MOB-exempt units. Personnel who are part of the restricted population are sourced into restricted MOB billets per the business rules as established by their chains-of-command and NOT per the unrestricted population sourcing business rules included in Appendix D.

a. The following personnel are considered part of the restricted population and may fill restricted MOB billets:

| Bureau of Medicine and Surgery (BUMED) | Medical Corps Officers (2105), Dental Corps Officers (2205), Medical Service Corps Officers (2305), Nurse Corps Officers (2905), and Hospital Corpsmen (HM) |
| Civil Engineering Corps (CEC) | 5105 Officers |
| Commander, Naval Air Forces Reserve (CNAFR) | Personnel assigned to CNAFR-designated units |
| Defense Logistics Agency (DLA) | Personnel assigned to DLA-designated units |
| Engineering Duty Officers (EDO) | 1445 and 1465 Officers |
| Health Services Augmentation Program (HSAP) | Hospital Corpsmen (HM) supporting Marine Corps mobilizations |
| Information Warfare Community (IWC) | Meteorology Officers (1805), Information Warfare Officers (1815), Information Professional Officers (1825), Intelligence Officers (1835), Aerographer’s Mates (AG), Cryptologic Technicians (CT), Intelligence Specialists (IS), and Information Systems Technicians (IT) |
| Legal | Judge Advocates General (2505) and Legalmen (LN) |
| Naval Air Systems Command (NAVAIR) | Personnel assigned to NAVAIR-designated units |
| Naval Special Warfare Group 11 (NSWG 11) | Special Warfare Officers (1135), Special Warfare Operators (SO), and personnel assigned to NSWG 11-designated units |
| Public Affairs | Public Affairs Officers (1655) and Mass Communications Specialists (MC) |
**Religious Programs** | Chaplain Corps Officers (1945, 4105) and Religious Programs Specialists (RP)  
Supply Corps | Supply Officers (3105, 3165)  
Mobile Tactical Operations Cell (MTOC) | Personnel assigned to MTOC-designated units  
Coastal Riverine Groups (CRG) | Personnel assigned to CRG-designated units  
Navy Expeditionary Logistics Support Group (NAVELSG) | NAVELSG-designated units  
Naval Mobile Construction Battalions (NMCB) | NMCB-designated units  
Joint Enabling Capabilities Command (JECC) | JECC-designated units  
Navy Emergency Preparedness Liaison Officers (NEPLO) | NEPLO-designated units  
Sub-Rescue | Sub-Rescue-designated units

b. Members who have any questions about whether they are included in one of the restricted groups listed above should contact their chain-of-command.