

RESPERSMAN 1100-050

PERSONNEL GAIN TRANSACTIONS

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN	262-2262
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References	(a) COMNAVRESFORINST 5222.1 (b) SECNAVINST 5210.8D (c) ASN Memo of 29 Jan 15 (d) BUPERSINST 1001.39F (e) COMNAVRESFORNOTE 5400 (f) MILPERSMAN 1131-040 (g) MILPERSMAN 1133-061 (h) MILPERSMAN 1133-090
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1. **Purpose.** To issue guidance and procedures, per references (a) through (h), for processing Selected Reserve (SELRES) and Voluntary Training Unit (VTU) gains and maintenance of key supporting documents (KSDs) to justify the applicable gain transactions.

2. **Definitions**

a. Accession. A reserve accession occurs when a member joins the Navy Reserve. Commander, Navy Recruiting Command is responsible for both enlisted and officer accessions per Chief of Naval Operations approved annual accession plans. Reserve accessions for Sailors transitioning from active component are processed through the Career Transition Office (CTO). Other Service veterans and members of the New Accession Training (NAT) program are accessed through a Navy recruiter. These two accession processes contribute to meeting the annual accession goals.

b. Affiliation. With assistance from a Navy recruiter or CTO, Sailors affiliate with the SELRES or VTU after being approved to receive an annual SELRES accession quota or approval to join the VTU.

c. Gain. A Reserve gain occurs when a Sailor's electronic record is brought to full strength in Navy Standard Integrated Personnel System (NSIPS), and the Duty Status Code (DSC) is 200 and Strength Code (SC) is 1.

3. Responsibilities

a. Commander, Navy Reserve Forces Command (CNRFC) (N11) shall:

(1) Develop standard operating procedures for processing gains, which will be posted in the [ProcessQuik](#) application in accordance with reference (a) on the Navy Reserve HomePort.

(2) Provide oversight and training to subordinate commands for gain transactions.

(3) Provide oversight of the gain guidance process at the Space and Naval Warfare Systems Command (SPAWAR) Atlantic Reserve Pay (RESPAY) Help Desk.

b. Echelon IV Commanders shall:

(1) Provide oversight and training to subordinate commands for personnel gain transactions.

(2) Ensure subordinate NRAs maintain appropriate KSDs for all personnel gain transactions.

c. Navy Reserve Activities (NRA) shall:

(1) Accept all recruiting packages regardless of billet availability. Navy recruiters are required to submit a gain package for each affiliation to the NRA within 3 working days of the effective date of affiliation.

(2) Follow standard gain guidance for NAT and Direct Commission Officer (DCO) gains. Standard NAT and DCO gain guidance is:

(a) NAT Gain Guidance

Gain Reason: RAF
MOD: 5
MDC: 1
DIERF/DIEMS: same date = effective/signature
date of the original DD Form 4, Enlistment/Reenlistment Document

(b) DCO Gain Guidance

1. If DCO has no prior reserve service, then
Gain Reason: OAP

DIERF/DIEMS: same date = date Officer
NAVPERS 1000/4, Appointment Acceptance and Oath of Office was
signed

2. If DCO has prior Reserve service, then
Gain Reason: RAF

(3) For all other gain types, request gain guidance from the SPAWAR RESPAY Help Desk by submitting a gain guidance worksheet via [REMEDY](#) within 1 business day of receipt of the complete gain package from Navy Recruiting, as outlined in ProcessQuik. Process gain transactions in NSIPS within 3 business days of receipt of gain guidance from the SPAWAR RESPAY Help Desk.

(4) Assign the appropriate Manpower Availability Status (MAS) code in NSIPS in accordance with [RESPERSMAN 3060-010](#).

(5) Communicate with Reserve Sailors, who are pending gain or have recently been gained, to coordinate indoctrination and their initial report for inactive duty training (IDT) duty.

(6) Request initial IDT orders in Reserve Functional Manpower Tool (RFMT) after the NSIPS gain has successfully processed (i.e., DSC=200 and SC=1). NAT Sailors will be assigned to billets directly by CNRFC (N12). For those Sailors who have a "TBH" MAS code, the NRA shall request in assignment processing (IAP) orders with a projected rotation date to match the estimated end of training. Sailors with IAP orders should refer to [RESPERSMAN 1300-010](#) for further billet assignment guidance.

(7) Establish member's pay account (electronic funds transfer, W-2, Wage and Tax Statement, DD Form 2058, State of Legal Residence, NAVPERS 1070/602, Dependency Application/Record of Emergency Data, NAVPERS 1740/6, Department of the Navy Family Care Certificate, etc.).

(8) Schedule member's drills for remainder of fiscal year in NSIPS.

(9) Establish Sailor's Defense Enrollment Eligibility Reporting System/Real-Time Automated Personnel Identification System (DEERS/RAPIDS) account to include issuance of Common Access Card (CAC) upon completion of NSIPS gain.

(10) Maintain any official documents used to perform the gain transaction (that are not stored in the member's OMPF) in

the Individual IDT Folder in Total Records Information Management (TRIM) Application for 10 years.

(11) Maintain key supporting documents for 10 years, in accordance with references (b) and (c), to validate gain transactions in accordance with the following matrix:

Gain Type	Key Supporting Documents	Location of KSDs
Direct Commission Officer (DCO)	(1) NAVPERS 1000/4, Officer Appointment Acceptance and Oath of Office; (2) NAVPERS 1200/1, Ready Reserve Transfer Request Service Agreement	Official Military Personnel File (OMPF)
Navy Veteran (NAVET), Enlisted	(1) DD Form 214, Certificate of Release or Discharge from Active Duty; or (2) NAVPERS 1070/601, Immediate Reenlistment Agreement, or DD Form 4, Enlistment/Reenlistment Document	OMPF
Other Service Veteran (OSVET), Enlisted	DD Form 4, Enlistment/Reenlistment Document	OMPF
Navy Veteran (NAVET) or Other Service Veteran (OSVET), Officer	(1) If applicable, DD Form 214, Certificate of Release or Discharge from Active Duty; (2) NAVPERS 1200/1, Ready Reserve Transfer Request Service Agreement	OMPF
New Accession Training (NAT)	(1) DD Form 4, Enlistment/Reenlistment Document; (2) DD Form 214, Certificate of Release or Discharge from Active Duty	OMPF
Prior Service Reenlistment	(1) NAVPERS 1070/601, Immediate Reenlistment	OMPF

Eligibility-Reserve (PRISE-R)	Agreement, or DD Form 4, Enlistment/Reenlistment Document; (2) NAVPERS 1070/613, Administrative Remarks	
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d. Navy Reserve Sailors shall report for duty as ordered.

e. SPAWAR RESPAY Help Desk provides gain guidance to NRAs and CTO, as requested via [REMEDY](#).

f. For NAVETs, CTO shall perform the NSIPS gains. CTO will request initial IDT orders via RFMT after the gain has successfully processed in NSIPS. However, the NRA is still responsible for maintaining the key supporting documents for 10 years, per references (b) and (c).

4. Special Circumstances

a. Individual Ready Reserve (IRR)-Active Status Pool (ASP) to VTU Transfers. Sailors desiring transfer from IRR-ASP status to a VTU should contact their local recruiter, who may assist in the preparation of a NAVPERS 1200/1, Ready Reserve Transfer Request Service Agreement and current medical screening. Recruiters will forward these documents to Commander, Navy Personnel Command, PERS-911 for officers or PERS-913 for enlisted Sailors for adjudication. PERS-911/913 will notify the recruiter if transfer to the VTU is approved. The NRA will then request VTU IDT orders via RFMT from CNRFC (N12) and process the gain per paragraph 3.c.

b. Sailors in the Standby Reserve-Active (USNR-S1) and Standby Reserve-Inactive (USNR-S2) must request approval from PERS-911 for officers or PERS-913 for enlisted Sailors to be reinstated to the Ready Reserve, IRR-ASP, prior to affiliation in the SELRES or VTU.

c. Re-affiliation/Reenlistment of Unsatisfactory Participants or officers with adverse information in their official records:

(1) Per reference (d), enlisted personnel discharged from the drilling Reserve of any military service with a General (Under Honorable Conditions) characterization of service and/or RE-4 reenlistment indicator, "Not Recommended for Re-affiliation/Reenlistment," require approval from PERS-913 prior to re-affiliation or reenlistment. Approval from PERS-913 will

require positive endorsement from the NRA CO to which the Sailor will be assigned. The NRA CO should conduct a personal interview to determine if the individual is likely to be a positive asset to the Navy Reserve. Recruiters shall include a re-affiliation waiver, signed by the NRA CO, as part of the recruiting package.

(2) Officers transferred from the drilling Navy Reserve for unsatisfactory participation and/or adverse information in their OMPF require approval from PERS-911 for re-affiliation. Positive endorsement from the NRA CO to which the member will be assigned is also required.

d. O-4 and junior Sailors shall update their address in NSIPS, if relocating, and coordinate transfer to a closer NRA in JOAPPLY or CMS-ID prior to relocation. If not coordinated through JOAPPLY or CMS-ID, NRAs shall accept authorized O-4 and junior personnel relocating from other NRAs, if the gaining NRA is within a reasonable commuting distance (as defined in [RESPERSMAN 1300-010](#)) from the member's current address in NSIPS. The gaining NRA shall coordinate the transfer with the losing NRA and perform the check-in in NSIPS. Additionally, the gaining NRA shall assist the Sailor with applying for an appropriate billet via CMS-ID for enlisted Sailors or JOAPPLY for officers.