RESPERSMAN 1300-080

SPECIAL ASSIGNMENT CATEGORIES

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<tr>
<th>Responsible Office</th>
<th>COMNAVRESFORCOM (N12)</th>
<th>Phone:</th>
<th>DSN 262-2261</th>
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<td>(757) 322-2261</td>
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<th>References</th>
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<tr>
<td>(a) BUPERSINST 1610.10D</td>
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<td>(b) COMNAVRESFORNOTE 5400 series</td>
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<td>(c) MILPERSMAN 1160-120</td>
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<td>(d) DoD Instruction 1235.00</td>
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<td>(e) OPNAVINST 1752.1C</td>
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<td>(f) MILPERSMAN 1300-1200</td>
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<td>(g) COMNAVRESFORINST 3060.7C</td>
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<td>(h) MILPERSMAN 1910-156</td>
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<td>(i) BUPERSINST 1001.39F</td>
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<td>(j) SECNAVINST 1920.6C</td>
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<td>(k) MILPERSMAN 1301-227</td>
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<td>(l) Title 10 U.S.C.</td>
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1. **Policy.** This article covers situations not normally associated or considered with the regular assignment process as outlined in **RESPERSMAN 1300-010** and includes the following topics:


   b. Voluntary Active Duty (Definite Recall/Active Duty for Training (ADT) and Active Duty for Special Works (ADSW)).

   c. Mobilized Personnel.

   d. Community/Regional Leadership/Critical Billet 3 Assignments.

   e. Individual Mobilization Augmentee (IMA) Assignments.

   f. Safety Transfers.

   g. Expedited Transfers.

   h. Unit and/or Billet Action Request (UAR/BAR) Assignments.

   i. Administrative Action Pending.
j. High Year Tenure.
k. Temporary Medical/Dental Conditions.

l. MARFORRES Assignments.
m. Enlisted Aviation Rating Assignments.
n. Navy Construction Forces (NCF) Assignments.
o. Amphibious Construction Battalion (PHIBCB) Assignments.
p. Commander, Naval Information Force Reserve (COMNAVIFORRES) Assignments.
q. Limited Duty Officer (LDO) Security 6495 Designator Assignments.
r. New Accession Training (NAT) Enlisted Assignment Policy.
s. Direct Commission Officer (DCO) Assignment Process.
u. Command Master Chief (CMC)/Command Senior Chief (CSC) Billet Assignments.

2. **Additional Duty.** Additional Duty (ADDU) orders will be used to enhance mobilization readiness and training of Sailors and/or units. Specifically:

   a. Individuals of Navy Reserve units that support, but are remote from, U.S. Marine Corps units may be assigned ADDU to those units. A reasonable commuting distance as defined in RESPERSMAN 1300-010 applies and can be assigned via electronic drill management or NRA designation letter.

   b. SELRES unit commanding officers (CO)/officers-in-charge (OIC) are assigned to the supported command and ADDU to their RCC per reference (a).

   c. Navy Operational Support Centers shall assign voluntary training unit (VTU) Sailors ADDU to local units via local designation letter.

3. **Voluntary Active Duty Orders (Definite Recall/ADT/ADSW)**

   a. Officers assigned to APPLY billets who execute voluntary active duty orders will be governed by policy as stated in reference (b).

   b. Sailors on ADT/ADSW orders who execute voluntary active duty orders of 6 months or less will remain assigned to their IDT billet while on active duty.


c. Sailors who execute ADT/ADSW voluntary active duty orders greater than 6 months may be retained in their IDT billet at supported command discretion. OSO may submit a PAR to move the member to IAP status in their currently assigned TRUIC. Sailors must apply for a new IDT assignment via CMS-ID and Junior Officer Assignment in RFMT immediately following their return from active duty.

d. Sailors who execute Enlisted Canvasser Recruiter (CANREC) orders may be removed from their IDT billet. These Sailors shall remain in SELRES status for the duration of their voluntary active duty orders.

e. Sailors in a non-pay status who execute active duty orders will return to a non-pay status (VTU or ASP) upon completion of the orders.

f. Per reference (c), enlisted personnel who will reach HYT while on voluntary active duty orders will be transferred to the VTU prior to executing orders unless the Sailor has an approved HYT waiver that expires after the anticipated return date.

g. Sailors (O4 and below) returning from a definite recall must coordinate SELRES re-affiliation with Commander, Navy Personnel Command (NAVPERSCOM) (PERS-97) Career Transition Office (CTO) at least 3 months prior to end of orders. Failure to do so may result in placement in ASP.

4. Mobilized Personnel

a. Mobilizations from Pay Status. Junior Officers (JO) and enlisted Sailors who mobilize while in a pay status will remain assigned to their current unit and billet while mobilized and are eligible to remain in a pay status, for at least 6 months following demobilization, except where precluded by policy (e.g., statutory limitations, HYT).

   (1) NRAs shall extend projected rotation dates (PRD) of mobilizing Sailors, identified by R##/RC1/RC2 IMS Code, before the effective mobilization date. This modified PRD will be 6 months after return from mobilization.

   (2) NRAs shall ensure that enlisted Sailors, who are expected to reach HYT while mobilized, are properly counseled and transferred to the VTU per reference (c).

   (3) Mobilizations from an APPLY assignment see reference (b).

   (4) JOs and enlisted Sailors whose unit/billet is disestablished or relocated while mobilized will be assigned IAP to a designator/rating appropriate unit. Coordination between OSO and NRA CO is required.

b. Mobilizations from Non-Pay Status. Sailors who mobilize from a non-pay status (IRR-ASP/VTU) will return to a non-pay status following demobilization.
c. End of Obligated Service. Sailors, who receive official notification of an impending mobilization whose EOS expires prior to the end date of mobilization orders, will be requested to extend their contract or reenlist to cover the period of the mobilization. Personnel who refuse to take the above action will be separated at EOS.

(1) NRA shall annotate “Failed to extend EOS for impending mobilization and separated at EOS. Not recommended for Reenlistment/Re-affiliation” on the NAVPERS 1070/615, Honorable Discharge from the Navy Reserve.

5. **Community/Regional Leadership/Critical Billet Assignments.** Identified community, regional leadership, or critical billets are slated only via APPLY; refer to COMNAVRESFORNOTE 5400 for additional guidance.

6. **Individual Mobilization Augmentee (IMA) Assignments.** Due to the nature of the IMA program, the commands may require additional information prior to assignment, including additional interviews, modified TRUIC, and primary drill locations in support of reference (d). OSO must ensure billet description defines the process and any other requirements for IMA billet assignment.

7. **Safety Transfers.** Safety transfers will be conducted for reasons outlined in references (e) and (f). If requested by the Service member, the command should allow for separate training on different weekends or times from the alleged offender or with a different unit in the home drilling location to ensure undue burden is not placed on the Service member and his or her family by the transfer. If another NRA is within a reasonable commuting distance, transfer of the alleged offender instead of the Service member should also be considered. At a minimum, an alleged offender’s access to the member will be controlled, as appropriate.

   a. Upon receipt of a safety transfer request, the unit CO in coordination with the NRA CO shall, within 24 hours, route the transfer request to the echelon 4.

   b. Within 48 hours of receipt, the echelon 4 shall:

      (1) Coordinate with Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N12), discuss reassignment options and take the Sailor’s input into consideration.

      (2) Provide reason(s) for recommending approval/disapproval of a request.

      (3) Forward approval transfer recommendations to COMNAVRESFORCOM (N1) to adjudicate orders.

      (4) Forward disapproved transfer recommendations to COMNAVRESFORCOM (N00) via COMNAVRESFORCOM (N1) for final decision. The final decision process will not exceed 72 hours from the receipt of the Sailor’s transfer request from echelon 4.
(5) Ensure Sailors are fully informed of the transfer process. If at any time the requesting Sailor elects not to proceed with a transfer request, he/she shall formally withdraw the request in writing to the NRA CO.

c. COMNAVRESFORCOM (N12) shall:

(1) Process safety transfer requests and maintain a copy of disapproved requests for a period of 3 years.

(2) Reassign the Sailor, if requested, to another NRA or unit. Sailor’s current billet may be suppressed and the Sailor will be reassigned IAP to a different unit. The transferred Sailor’s billet will remain suppressed until the issue is resolved or original PRD expires, whichever occurs first.

d. Upon resolution of the issue, the Sailor may request to be reassigned to their original billet or can request a new assignment. Chain of Command shall forward the recommendation to COMNAVRESFORCOM (N12) who shall process the request and make appropriate assignments. If the Sailor elects new assignment, the Sailor must apply for a new billet and the suppressed billet will be advertised.

8. Expedited Transfers. References (e) and (f) outline expedited transfer reasons, roles and procedures. If requested by the Sailor, the command should allow for separate training on different weekends or times from the alleged offender or with a different unit in the home drilling location to ensure undue burden is not placed on the Sailor and his/her family by the transfer. Potential transfer of the alleged offender instead of the Sailor should also be considered. At a minimum, an alleged offender’s access to the member who made the unrestricted report will be controlled, as appropriate. The CO shall consider all the facts and circumstances surrounding the case and basis for the transfer request. Another NRA within a reasonable commuting distance may be considered.

a. Victims of sexual assault who make an unrestricted report have the option to request temporary or permanent transfer from their assigned unit.

b. Sailors who file restricted reports and desire expedited transfers must change the restricted report to an unrestricted report via DD Form 2910, Victim Reporting Preference Statement.

c. Upon receipt of an expedited transfer request the unit CO, in coordination with the NRA CO shall, within 24 hours, route the expedited transfer request to the echelon 4.

d. Within 48 hours of receipt, the echelon 4 shall:

(1) Contact COMNAVRESFORCOM (N12) to discuss reassignment options and adjudicate the expedited transfer request taking into consideration the victim’s input before making a final decision involving the reassignment.
(2) Establish a presumption in favor of transferring victims (who initiate the expedited transfer request) following a credible report of sexual assault. See reference (f) for more information on credible reports.

(3) In cases where the victim and alleged offender are assigned to the same unit or NRA, the echelon 4 Commander may first consider relocating the offender. In most instances, the victim’s preference should receive primary consideration.

(4) Provide reason(s) for recommending approval or denial of a request following considerations outlined in reference (f).

(5) Forward approved transfer recommendations to COMNAVFORCOM (N1) to process orders.

(6) Forward disapproved transfer recommendations to COMNAVFORCOM (N00) via COMNAVFORCOM (N1) for final decision. The final decision process will not exceed 72 hours from the receipt of the member’s transfer request from echelon 4.

(7) Ensure victims are fully informed regarding reasonably foreseeable impacts on their career, the potential impact of the transfer or reassignment on the investigation and potential litigation or initiation of other adverse action against the alleged offender, or any other possible consequences of granting the request. If at any time the requesting Service member elects not to proceed with an expedited transfer request, he or she shall formally withdraw the request in writing to the NRA CO.

(8) If a victim is transferred to a new NRA, the current Regional Sexual Assault Response Coordinator (RSARC) shall coordinate the transfer of the case in accordance with reference (f).

(9) In cases where the member is reassigned on a temporary basis, the echelon 4 commander, in coordination with the applicable NRA and member, shall determine whether the transfer will become permanent. When applicable, echelon 4 commander shall forward the recommendation to COMNAVFORCOM (N12) to process the request and make appropriate assignments. If the member will remain reassigned, the member must apply for a new billet and the original billet will be advertised.

e. COMNAVFORCOM (N12) shall:

(1) Process expedited transfer requests for victims of sexual assault who file an unrestricted report and maintain a copy of disapproved requests for a period of 3 years.

(2) Reassign the Sailor if requested. Sailor’s current billet may be suppressed and Sailor will be reassigned IAP to a different unit. The transferred Sailor’s billet will remain suppressed until the issue is resolved or original PRD expires, whichever occurs first.
9. **Unit and/or Billet Action Request (UAR/BAR) Assignments.** When UARs/BARs affect incumbent Sailors, OSOs shall submit Personnel Move Requests (PMR) to provide COMNAVRESFORCOM (N12) via COMNAVRESFORCOM (N13) with the necessary billet/personnel information to ensure the affected Sailor is properly counseled and reassigned. COMNAVRESFORCOM (N13) shall record and track on their Homeport page all associated UARs/BARs.

   a. Unit/Billet Relocations. When relocating billets and/or units, Sailors will be given the option to remain in the affected billet in accordance with RESPERSMAN 1300-010. If a Sailor decides not to remain in the billet, the PMR will request to modify the PRD of the Sailor to align with the billet relocation effective date. These PMRs should be submitted 6 months prior to the requested effective date of relocation.

   b. Unfunded Billets. COMNAVRESFORCOM (N13) shall provide COMNAVRESFORCOM (N12) a list of Sailors impacted by unfunded billets on a monthly basis. COMNAVRESFORCOM (N12) shall adjust Sailor’s PRD to the billet end date.

10. **Administrative Action Pending.**

    a. Sailors undergoing administrative action that could result in separation (e.g., positive urinalysis, multiple PFA failures, unsatisfactory performance, Non-Judicial Punishment (NJP), courts-martial, or inter-service transfer request) will remain in their assigned unit pending resolution of their case and shall be assigned an “AAP” Manpower Availability Status (MAS) code in Navy Standard Integrated Personnel System (NSIPS) by the NRA.

    b. Sailors identified for mobilization (R## IMS code) who fail to maintain satisfactory participation shall be adjudicated per reference (g).

    c. Officers who fail to meet satisfactory participation requirements may have their drill assignment cancelled and be transferred to the IRR (ASP) per reference (i). The supporting NRA will prepare standard transfer orders to the IRR (ASP). Unsatisfactory participation will be identified as the reason for transfer on the detaching orders and may be reflected on FITREPs. Further unit assignment is not authorized without NAVPERSCOM (PERS-911) approval.

    d. Officers who fail to meet performance standards may be involuntarily transferred to the IRR (ASP) per reference (i). NRA COs shall forward involuntary IRR (ASP) transfer recommendation to COMNAVRESFORCOM (N12) via echelon 4 for adjudication.

    e. Officers may be recommended for separation for cause, including loss of security clearance, per reference (j). Officers who have been ordered to show cause shall be transferred to the APU pending final adjudication and assigned the “AAP” MAS code in NSIPS.

    f. Per reference (k), if an officer’s security clearance eligibility revocation and or denial be upheld after all appeals, the officer shall be processed for administrative separation. Officers who fail to maintain required security clearances shall be transferred to the APU upon notification to NAVPERSCOM (PERS-83).
11. **High Year Tenure (HYT)**. Sailors reaching HYT are governed by reference (c). For Sailors with HYT waiver or exception to policy, NRA CO shall ensure the following:

   a. Per reference (m), a command-level career development board (CDB) shall be held no later than 24 months from the Sailor’s HYT date.

   b. No later than the month before they reach HYT, Sailors must be properly counseled regarding their affected benefits and incentives by signing the “Transfer from Selected Reserve Status Page 13.” This acknowledgement/notification must be verified in NSIPS. If the Sailor refuses to sign "Transfer from Selected Reserve Status Page 13,” it must be witnessed by 2 parties and maintained at NRA and will not preclude transfer.

   c. VTU orders are generated in RFMT-IDT-Order Writer. The IDT orders will include “transferred to the VTU due to High Year Tenure” in the amplifying remarks with any other additional information.

12. **Temporary Medical/Dental Conditions**. Officers and enlisted personnel Temporarily Not Physically Qualified (TNPQ), Temporarily Not Dental Qualified (TNDQ), or Medical/Dental Indeterminate are assignable per [RESPERMAN1300-010](#) with the following limitations:

   a. Sailors will remain assigned to the same NRA for follow on assignment to ensure continuity of care by NRA medical department. Cross assignment to a Unit Mobilization unit identification Code (UMUIC) within a reasonable commuting distance may occur; e.g. TRUIC assigned to Navy Operational Support Center (NAVOPSPTCEN) San Diego and UMUIC assigned to NAVOPSPTCEN North Island.

   b. Sailor will transfer NRAs if executing a HOR relocation where losing NRA is outside reasonable commuting distance from new HOR. NRA to NRA coordination is required with RCC oversight.

   c. Cross-assigned Sailors requesting local assignment may transfer NRAs mid-assignment if gaining NRA, losing NRAs and RCCs concur. Losing RCC to submit PAR to COMNAVRESFORCOM (N12).

   d. Sailors undergoing a Medical Retention Review (MRR) (MS1 MAS Code) are unassignable.

13. **Marine Forces Reserve (MARFORRES) Assignments**

   a. Directed Assignment for 8404/8427/8701 NEC Hospital Corpsmen (HM).

      (1) During the quarterly Directed Assignment (DA) phase, COMNAVRESFORCOM (N12) shall send MARFORRES Navy Manpower Officer the list of DA eligible 8404/8427/8701 NEC HM.
(2) MARFORRES Navy Manpower Officer shall make assignment recommendations via PMR for those personnel that meet the requirements of MARFORRES billets.

(3) COMNAVRESFORCOM (N12) shall review the MARFORRES Navy Manpower Officer recommendations and make the assignment if the Sailor meets the billet requirements.

b. Maximize MARFORRES local fills via reassignment request.

(1) MARFORRES Navy Manpower Officer shall periodically evaluate enlisted cross assignments in order to identify Sailors for local assignment per the following business rules:

   (a) The billet identified for local assignment must be a Reserve Functional Area and Sex (RFAS) match and be either vacant or encumbered with a “cross assigned in” (CAI) Sailor.

   (b) If a CAI Sailor is impacted by the local assignment, MARFORRES Navy Manpower Officer shall recommend another RFAS match billet via PAR for this Sailor. The CAI Sailor will not be placed IAP.

   (c) Cross assigned personnel will only be reassigned one time during their billet tenure in this manner.

   (d) COMNAVRESFORCOM (N12) shall adjudicate the PMR to maximize local assignments. Effective date of the assignment will be the first day of the next quarter.

  c. “Hot Jobs”

   (1) MARFORRES Navy Manpower Officer may identify billets that, if left vacant, will negatively impact operational requirements.

   (2) MARFORRES Navy Manpower Officer may send a list of priority billets to COMNAVRESFORCOM (N12) no later than 2 weeks prior to the start of a CMS-ID cycle.

   (3) COMNAVRESFORCOM (N12) shall review the submitted list of billets and designate those billets as “Hot Jobs.”

   (4) “Hot Job” count will not exceed 10% of available advertised billets.

   (5) “Hot Jobs” will be at the top of the 8404/8427/8701/2401 NEC Sailor’s available billet list in CMS-ID.


   (1) MARFORRES Navy Manpower Officer shall periodically review Junior Officer Medical Corps (2105) billets that could allow Physician Assistants (PA) or Nurse Practitioners (NP) via RFAS modification to fill Battalion level medical provider billets.
(2) MARFORRES Navy manpower officer may submit a Billet Action Request (BAR) to COMNAVRESFORCOM (N13) to modify the RFAS codes for these billets.

e. Measures of Effectiveness. In order to gauge the effectiveness of these measures, MARFORRES Navy manpower officer shall monitor manning percentages at the end of each assignment cycle. If there is a decrease in MARFORRES manning percentages compared to Force averages or overall community health for 2 consecutive quarters, MARFORRES Navy Manpower Officer may request a re-evaluation of this policy.

14. **Enlisted Aviation Rating Assignments**

a. Local assignment. Aviation rated personnel will be locally assigned to aviation squadrons/squadron augment units (SAU) if their Home of Record is within 100 miles of the squadron/SAU during the normal assignment process. A Sailor will only be cross-assigned out of a non-aviation squadron/SAU activity in the following circumstances: (1) Sailor does not reside within a 100 mile reasonable commuting distance of an aviation squadron/SAU, or (2) no local billet is available at a squadron/SAU within the 100 mile reasonable commuting distance.

(1) Sailors may elect to be locally assigned to a Squadron/SAU outside of the reasonable commuting distance. In this case, the Sailor will be counseled (NAVPERS 1070/613, Administrative Remarks) on the impact of being locally assigned outside of the reasonable commuting distance. Sailors should request the desired TRUIC in their CMS-ID application comments with justification.

b. Billet assignment. Enlisted assignment to squadron/SAU business rules:

(1) SELRES aviation rated New Accession Training (NAT) initial assignment will be to an aviation squadron/SAU unit or appropriate aviation rated billet if available.

(2) For Sailors who are unqualified, or whose qualifications have lapsed, their next assignment will be to an aviation squadron/SAU billet/unit (qualification defined as NEC achievement).

(3) Qualified Sailors may elect a squadron/SAU tour or non-Commander, Navy Air Force Reserve (COMNAVAIRFORCES) tour (dependent upon current COMNAVAIRFORCES Enterprise Fit/Fill requirements). Tour lengths to non-squadron/SAU billets will be set in accordance with RESPERSMAN 1300-010.

(4) CMS-ID participation is required. For members who are unqualified, or whose qualifications have lapsed, all non-squadron/SAU billet applications will be adjudicated as “Ineligible.” Cross Assigned Sailors are not eligible to submit applications prior to 6 months of PRD in either the main or local phase; qualified Sailors may request a PRD adjustment via PAR to allow applications prior to PRD.
(5) A non-COMNAVAIRFORES tour or combination will typically not exceed 3 years. PRD extensions or retours beyond 3 years may be disapproved.

c. COMNAVAIRFORES Qualification Management
   (1) During check-in, newly assigned Sailors will be counseled on qualification requirements via NAVPERS 1070/613, Administrative Remarks.

   (2) Sailors not progressing toward qualification will be counseled 9 months prior to their PRD regarding career options. Rate conversion recommendations will be made in the member’s best interest and/or needs of the Navy.

      (a) For Sailors that need additional time for qualification, COMNAVAIRFORES will request a 1 year PRD extension via a PMR.

      (b) Squadron/SAU leadership is responsible for tracking qualification progress and funding allocation to enable qualification.

d. Reassignment Policy. Due to the operational requirements and specialized training/qualifications needed for aviation rated Sailors in squadrons/SAUs, Cross Assigned In (CAI) Sailors may be reassigned to another aviation rated billet as necessary to place a local IAP or cross-assigned out (CAO) Sailor into the billet. The UMUIC commanding officer or COMNAVAIRFORES (N1) may request reassignment with the following caveats:

   (1) CAI Sailors must be assigned to an aviation rated billet (reassignment not applicable to members assigned to non-aviation rated billets);

   (2) Other billet assignment opportunities do not exist in the unit;

   (3) The Sailor being displaced will be reassigned to another aviation assignment maintaining the original PRD with the following priority:

      (a) To another billet in the same UMUIC; this avoids change in reporting senior.

      (b) To another aviation UMUIC and billet for which the Sailor is qualified.

   (4) The member will only be relocated once per tour regardless of length of tenure served.

e. Upon qualification, aviation rated Sailors are eligible for all rating or RFAS substitution match assignments.

f. Responsibilities

   (1) COMNAVRESFORCOM (N12) shall:
(a) Mandate a number of prioritized directed and main phase assignments to level
aggregate vacancy rates between COMNAVAIRFORES and non-COMNAVAIRFORES units.

(2) COMNAVAIRFORES (N1) shall:
   (a) Manage the tracking and assignment of unqualified and qualification lapsed
       Sailors.

   (b) Assess aggregate COMNAVAIRFORES and non-COMNAVAIRFORES aviation
       billet vacancy rates by rating at the end of the main and directed assignment phases.

   (c) Identify unqualified Sailors requiring 1 year involuntary order modification, per
       paragraph 14c(3), and notify COMNAVRESFORCOM (N12) NLT 7 months prior to the
       Sailor’s PRD.

   (d) Oversee COMNAVAIRFORES reassignments in accordance with paragraph 14d.

15. **Naval Construction Forces (NCF) Assignments**

   a. To optimize Return on Investment for substantial training costs expended to qualify
      Selected Reserve (SELRES), Occupational Field 7 (OF-7) Sailors, all local and cross-assigned
      NCF rated Sailors assigned in an IDT status to certain NCF rated billets will receive 5 year IDT
      orders. The following caveats apply:

      (1) This policy applies to E6 and below Sailors with the following OF-7 ratings: BU, CE, CM, EA, EO, SW, and UT.

      (2) A Sailor’s PRD does not preclude personnel actions required by policy or law (i.e.
          HYT, age restriction).

   b. Other ratings, such as YN, PS, HM, and LS, in NCF units will be assigned in accordance
      with RESPERSMAN 1300-010. These Sailors may request PRD extensions or apply for retour
      assignments via CMS-ID.

   c. COMNECC OSO is responsible for the following:

      (1) At a minimum, all NCF rated billets will be clearly annotated in the CMS-ID job
          description that assignment is 5 years. If the job description does not explicitly state a 5 year
          PRD, COMNAVRESFORCOM (N12) shall assign Sailors according to RESPERSMAN 1300-
          010.

      (2) COMNECC OSO shall conduct semi-annual reviews of all Sailors in billets following
          advancement cycles and E7-E9 advancement results. COMNECC OSO shall submit a PAR to
          either relocate Sailors who are no longer a match for their current billet to a vacant billet,
          maintaining the original PRD. If there is not a vacant billet, the Sailor’s PRD will be adjusted to
          the last day of a Quarter that allows 2 main phase application cycles for the member to seek other
          assignment opportunities. (e.g. PAR adjudicated in March will have a 30 Sep PRD).
16. **Amphibious Construction Battalion (PHIBCB) Assignments**

   a. To optimize return on investment for substantial training costs expended to qualify SELRES, PHIBCB Sailors in Improved Navy Lighterage System (INLS) Craft Master, Deck Supervisor, or Engineer billets, all local and Sailors assigned in an Inactive Duty Training (IDT) status assigned to specific PHIBCB billets will receive 5 years IDT orders. The following caveats apply:

      (1) This policy applies to all Sailors selected into 0160/0180/0169/0181/4308/4370/5712 NEC billets regardless of rating.

      (2) Local and CAI Sailors will be assigned for 5 years.

      (3) A member’s PRD does not preclude personnel actions required by policy or law (i.e. HYT, age restriction).

   b. PHIBCB OSO shall ensure all 0160/0180/0169/0181/4308/4370/5712 NEC billets are clearly annotated in the CMS-ID job description that the Sailor applying will be assigned for 5 years. If the job description does not explicitly state a 5-year PRD, COMNAVRESFORCOM (N12) shall assign PHIBCB Sailors according to RESPERSMAN 1300-010.

17. **Commander Naval Information Force Reserve (COMNAVIFORES) Assignments**

   a. COMNAVIFORES (N1) provides recommendations on assignments for the following ratings: AG, CTI, CTN, CTR, CTT, and IS ratings. The officer program manager for the Information Warfare Community which is comprised of Information Professional (1825), Cryptologic Warfare (1815), Cyber Warfare Engineer (1845), Intelligence (1835), and Oceanography (1805) designators.

   b. Sailors with the following ratings AG, CTI, CTN, CTR, CTT, and IS will only be assigned to source rated billets. Any CMS-ID applications to other source rated billets will be “ineligible” by COMNAVRESFORCOM (N12).

   c. Officer 18XX designated officers will only be assigned to 18XX and 1XXX (space cadre only) billets. Any Junior Officer Assignment RFAS match application to other designator billets will be “disapproved” by COMNAVRESFORCOM (N12).

   d. Cross-Assignment Vesting and Reassignment Policy. Any unvested CAI Sailor that is “bumped” from their billet per RESPERSMAN 1300-060 will be reassigned via PAR submitted by COMNAVIFORES (N1) via the Supported Command OSO.
e. Due to the specialized training/qualifications needed for Information Warfare Officers and Sailors, Cross Assigned In (CAI) Sailors may be reassigned to another COMNAVIFORES designated/rated billet during or after the 6 month vesting period as necessary to place a local IAP or CAO Sailor into the billet. The UMUIC CO/OIC or COMNAVIFORES (N1) may request reassignment with the following caveats:

1. The CAI member must be assigned to a COMNAVIFORES program managed source rated/designated billet (Reassignment not applicable to members assigned to non-CNIFR program managed source rated/designated billets);

2. There are no other billet assignment opportunities in the unit;

3. The member will be relocated to another COMNAVIFORES assignment maintaining the original PRD with the following priority:

   a. In the same UMUIC to another billet.

   b. To another COMNAVIFORES UMUIC and billet for which the member is qualified.

18. **Limited Duty Officer (LDO) Security 6495 Designator Assignments**

   a. 6495 LDOs are assigned only to 6495 billets. COMNAVRESFORCOM (N12) shall “disapprove” applications to all billets which are not a designator match despite the presence of an RFAS substitution code for a non-6495 billet.

   b. During the normal assignment process, 6495 LDOs are locally assigned to the nearest Navy Security Force (NSF) unit or unit holding a 649X billet, with the following criteria:

      1. Local Assignment. Home of Record (HOR) is within 100 miles of the supporting NRA.

      2. Cross Assignment. If there is not an NRU within the 100 mile reasonable commuting distance, the Sailor will be CAO to any available billet at NRA closest to the HOR.

      3. Local Assignment with waiver. Sailors residing beyond 100 miles may voluntarily agree to local assignment at nearest NSF unit and must acknowledge via NAVPERS 1070/613, Administrative Remarks of their requirement to pay for such travel; although not guaranteed, member should request desired TRUIC in Sailor’s application comments.

   c. Commander, Navy Installations Command (CNIC) OSO shall coordinate with CNRFC (N122) to codify 6495 OIC selection guidance in the COMNAVRESFORNOTE 5400 regarding ensign/lieutenant junior grade/lieutenant 6495 LDO command assignments.

19. **New Accession Training (NAT) Enlisted Assignment Policy**
a. NAT Sailors will receive their initial assignment from COMNAVRESFORCOM (N12).

b. Initial tour will be a local assignment unless a local unit does not have the NAT’s rating on their manning document. NATs may be billeted assigned in a ADSUR/ADAIR billet or “in excess” if a local RFAS match billet is not advertising within two CMS-ID cycles of NRA check-in.

20. **Direct Commission Officer (DCO) Assignment Policy**

   a. DCOs are assigned into their first billet by COMNAVRESFORCOM (N12). COMNAVRESFORCOM (N7) will ensure a billet is reserved for each DCO prior to NRA check-in. COMNAVRESFORCOM (N12) will ensure IDT orders are released after billet reservation.

   b. Preference for initial tour is a local assignment, unless local unit does not contain designator billet match.

21. **Navy Reserve Joint Duty Assignment (JDA) Assignment Process**

   a. For JDA program information and governing instructions reference MILPERSMAN 1301-216.

   b. Reserve officers are assigned to a Joint Duty Assignment List (JDAL) billet (“JD1” AQD) through Junior Officer Assignment in RFMT or the annual APPLY board for 3 years (including JO cross assignments). COMNAVRESFORCOM (N12) reviews and confirms all JDAL assignments quarterly.

   c. Reserve officers newly assigned to a JDAL billet will be entered into the Joint Management Information System (JMIS), with a start date aligned with their IDT orders effective date.

   d. Reserve officers assigned to a JDAL billet shall accumulate certified days each year (days equate to points) by submitting documentation to the appropriate supported command Part Time Reserve Component Certifier via their Certifier Liaison Representative (CLR). (The CLR is the Joint NRU’s liaison between officers in Joint Billets and the supported command Certifier. The CLR is a collateral duty.)

      (1) Part time standard joint duty assignments (S-JDA) days served are not captured automatically and must be validated and certified. S-JDA days served are not considered “accrued” until the officer has detached the JDA.

      (2) Officers should get a screen shot of their certified days from their certifier. Officer currently in or detached from a billet cannot view days earned in JMIS due to a system limitation. A part-time S-JDA tour will not be applied to full joint tour credit until the remaining
10 or 18 E-JDA points are recorded. Completion of a part-time S-JDA tour cannot be applied to Level II qualification.

e. Reserve officers no longer assigned to JDAL billets will be detached from JMIS, with a departure date that aligns with the last day of their JDAL assignment per IDT orders. Waivers are not required to detach prior to 36 months in the JDAL billet.

f. Responsibilities

(1) COMNAVRESFORCOM (N12) shall

(a) Process incumbent tour information in a timely manner and monitor all assignments to JDA billets; enter and depart all Reserve officers assigned to JDA billets using JMIS.

(b) Monitor and track Reserve JDAL billets and identify discrepancies and anomalies between JDAMIS - Manpower and Total Force Manpower Management System (TFMMS) billet alignment. Report identified discrepancies and anomalies to Office of the Chief of Naval Operations, Joint Requirements Management Branch (N123).

(c) Ensure Inactive Duty Training (IDT) orders for Reserve officers assigned to JDAL billets provide additional information associated with annual participation requirements and submission process.

(d) Coordinate with Joint Staff (J1) and DMDC on all JMIS issues/problems to ensure Reserve officer participation data is captured accurately and Reserve officers are departed from JDAL assignments.

(e) Annually validate CLR contact information from joint unit CO/executive officer (XO). As required, disseminate training materials to CLRs and joint unit leadership.

(2) Echelon 4/5 commands shall:

(a) As requested, assist with unresolved matters regarding JDA policies and related JDAL assignments.

(3) Echelon 6 COs/OICs shall:

(a) Train and educate SELRES officers on JDA policies and related JDAL assignments.

(b) Assign a Certifier Liaison Representative (CLR) as a collateral duty.

(c) Identify officers assigned to JDAL billets, ensure annual participation certifications are met, and ensure officers are detached in JMIS at end of tour. Fitness reports
(FITREP) should comment on the officer’s performance of joint duties in support of joint matters, as defined by reference (I), Section 668.

(4) Certifier Liaison Representative (CLR) shall:

(a) Be familiar with MILPERSMAN 1301-216 and its references in entirety.

(b) Act as the unit’s JQO subject matter expert and, at a minimum, communicate the policies and procedures to achieve JQO, annual part-time S-JDA certification requirements, and the multiple complex paths to achieve full joint tour credit.

(c) Provide indoctrination and annual training on the joint qualification process and requirements to all officers assigned.

(d) Track unit assignment date and annual participation for officers assigned to JDAL billets. Submit quarterly participation reports to CO/OIC/XO/AOIC and indicate any officers that are in jeopardy of not meeting participation requirements.

(e) Identify and liaise with the supported command’s Part Time Reserve Component Certifier regarding each member’s annual participation certification and required documentation.

(f) Submit officer S-JDA tour detachment requests to CNRFC (N12) prior to transfer.

(g) Be the unit’s point of contact to COMNAVRESFORCOM (N12) for joint policy related questions/concerns.

(5) Reserve officers assigned to JDAL billets shall:

(a) Understand JDA policies, procedures, and JMIS which governs JDAL assignments and annual participation requirements.

(b) Submit required documents that outline participation (IDT period musters, AT/ADT/IDTT orders, FITREPs) to certifier (via CLR) no later than anniversary assignment date, annually.

(c) Ensure FITREP captures all joint related work/accomplishments as it pertains to joint matters definition, when applicable.

(d) Log into JMIS (CAC enabled) at least annually to view/assess joint credit, education and experience captures at: https://www.dmdc.osd.mil/appj/jmis/consent?continueToUrl=/appj/jmis/index.jsp.

22. **Command Master Chief (CMC)/Command Senior Chief (CSC) Billet Assignments**
a. Personnel who desire to fill CMC/CSC designated billets must be selected for CMC/CSC by the CMC/CSC Selection Board and earn 9580/9578 Navy Enlisted Classification (NEC) prior to initial assignment to CMC/CSC billet. Procedures for the CMC/CSC Selection Board and required schools are outlined in reference (e).

b. 9580/9578 NEC personnel will be assigned to designated 9580/9578 NEC billets to the maximum extent practicable by the following business rules:

(1) Per reference (e), 9580/9578 NEC personnel are centrally detailed by COMNAVRESFORCOM (N12) SEL. 9580/9578 NEC personnel are required to apply for at least one centrally advertised 9580/9578 NEC billet per quarter. After three quarters without application submitted for an available billet, member will be assigned by Directed Assignment. If declined, involuntary VTU orders will be issued.

(2) 9580/9578 NEC personnel may apply for 9580/9578 billets and be assigned from non-9580/9578 billets with tenure remaining.

(3) 9580/9578 NEC billets tour lengths will be 3 years to provide maximum leadership opportunities.

c. 9580/9578 NEC personnel assigned as CMC/CSCs are required to become warfare qualified in the community assigned within 24 months of effective date. ISIC CMC will monitor qualifications to ensure compliance and report quarterly progress to COMNAVRESFORCOM (CMC). Failure to qualify within 24 months may result in removal from CMC/CSC program.

d. 9580/9578 NEC personnel detached for cause will result in transfer to the VTU after due process.